



Des Moines Pool Metropolitan Park District

January 23, 2024

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: 863 6546 7588; Passcode: 362772. 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

7:00 1. **CALL TO ORDER ROLL CALL**

7:01 2. **PLEDGE OF ALLEGIANCE**

7:02 3. **ADOPTION/MODIFICATIONS OF AGENDA**

7:03 4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

7:04 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, January 23rd. 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

7:08 6. **CONSENT AGENDA**

a. EXPENDITURE/REVENUE FOR NOVEMBER & DECEMBER

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

December 12, 2023

d. CORRESPONDENCE

None at time agenda created.

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$36,025.93 was processed in December for warrant requests.

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$63,559.11 was processed in December for payroll.

7:09 7. **EXECUTIVE SESSION(S)**

a. HSD Lease

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. OLD BUSINESS

- 7:10 a. Resolution 2024-01 Board Officers
- 7:13 b. Resolution 2024-02 Board Committees
- 7:16 c. Resolution 2024-03 Meeting Schedule and Location
- 7:19 d. Policy 101, Bylaws Update
- 7:22 e. 2023 Q4 Aquatics Manager Report

9. NEW BUSINESS

- 7:32 a. District Clerk Consultation Service
- 7:35 b. February Maintenance Closure
- 7:40 c. Goals and Objectives (first touch)
- 7:45 d. Emergency Repairs: Sunbelt Controls
- 7:50 e. Boiler Repairs (first touch)
- 7:55 f. CMIT Recommended Cybersecurity Upgrade

10. GOOD OF THE ORDER

11. UPCOMING MEETINGS

- February 28, 2024, Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA) – *Dependent on Resolution 2024-03*

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)
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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** District GM **Meeting Date:** January 23, 2024

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

- November: Expenses and Revenue
- December: Expenses and Revenue

Item 6b: Staff/Committee Reports

- District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- December 12, 2023, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue) –

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$36,025.93** were approved for payment.

- \$2,951.13 was processed on December 4, 2023
- \$17,882.57 was processed on December 6, 2023
- \$1,645.47 was processed on December 11, 2023
- \$4,796.97 was processed on December 19, 2023
- \$8,124.87 was processed on December 27, 2023(1)
- \$624.92 was processed on December 27, 2023(2)

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$63,559.11** were processed for payment.

- \$32,751.62 was approved for payroll on December 15, 2023
- \$30,807.49 was approved for payroll on December 30, 2023

A total of **\$99,585.04** was processed in November 2023 under the oversight of the Clerk of the Board.

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

Fiscal Impact: Detailed above.

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in December 2023 totaling \$99,585.04.

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

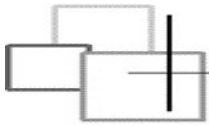
Two Touch Rule: _____ N/A First Board Meeting (Informational)
_____ N/A Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- Attachments: Various



2023 EXPENDITURES -November 2023

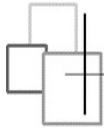
Beginning Monthly Balance = \$1,974,202.88

Ending Monthly Balance = \$1,924,442.66

Category/ Acct #	Reference	Nov 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,282.93	\$10,669.70	\$24,000.00	\$13,330.30	44.46%
001-000-000-576-20-10-01	District Manager - Wage	\$6,234.80	\$68,653.13	\$105,000.00	\$36,346.87	65.38%
001-000-000-576-20-10-02	District Clerk -Wage	\$2,254.31	\$29,711.19	\$37,377.60	\$7,666.41	79.49%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$5,544.97	\$60,786.04	\$91,582.40	\$30,796.36	66.37%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$6,311.68	\$52,950.39	\$74,755.20	\$21,804.81	70.83%
001-000-000-576-21-30-03	Lead Lifeguard	\$0.00	\$0.00	\$51,251.20	\$51,251.20	0.00%
001-000-000-576-21-30-04	PPT Lifeguards	\$2,594.35	\$30,525.51	\$100,713.60	\$70,188.09	30.31%
001-000-000-576-21-30-02	Instructors	\$6,356.66	\$88,241.34	\$90,000.00	\$1,758.66	98.05%
001-000-000-576-21-32-02	Head Lifeguards	\$4,424.98	\$81,342.81	\$35,000.00	(\$46,342.81)	232.41%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	\$11,883.98	\$106,988.87	\$195,000.00	\$88,011.13	54.87%
001-000-000-576-21-30-05	Water Exercise Instructor	\$0.00	\$1,121.12	\$12,500.00	\$11,378.88	8.97%
	Total Salaries & Wages	\$46,888.66	\$530,990.10	\$817,180.00	\$286,189.90	64.97%
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	\$15,375.54	\$162,885.34	\$200,000.00	\$37,114.66	81.44%
001-000-000-576-21-33-04	Overtime (OT)	\$366.74	\$3,143.66	\$5,000.00	\$1,856.34	62.87%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-33-00	Sick Pay	\$145.53	\$1,256.89	\$3,500.00	\$2,243.11	35.91%
	Total Taxes & Misc	\$15,887.81	\$167,285.89	\$209,000.00	\$41,714.11	80.04%
Personal Benefits						
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	\$10,126.68	\$44,971.67	\$76,000.00	\$31,028.33	59.17%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,425.00	\$2,000.00	\$575.00	71.25%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
	Total Personal Benefits	\$10,261.68	\$46,396.67	\$78,000.00	\$31,603.33	59.48%
Office Supplies						
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$199.85	\$796.39	\$2,000.00	\$1,203.61	39.82%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$209.18	\$209.18	\$2,500.00	\$2,290.82	8.37%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$221.08	\$8,142.59	\$6,000.00	(\$2,142.59)	135.71%
	Total Office Supplies	\$630.11	\$9,148.16	\$10,500.00	\$1,351.84	87.13%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$41.19	\$1,499.17	\$3,500.00	\$2,000.83	42.83%
001-000-000-576-21-35-02	Janitorial Supplies & Services	\$507.40	\$3,531.50	\$7,700.00	\$4,168.50	45.86%
	Total Maintenance & Repair Supplies	\$548.59	\$5,030.67	\$11,200.00	\$6,169.33	44.92%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$10.00	\$712.64	\$2,000.00	\$1,287.36	35.63%
001-000-000-576-21-35-15	Special Pool Events	\$259.48	\$914.61	\$5,000.00	\$4,085.39	18.29%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$7.65	\$56.84	\$2,500.00	\$2,443.16	2.27%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$6,474.84	\$5,000.00	(\$1,474.84)	129.50%
	Total Pool Supplies	\$277.13	\$8,158.93	\$19,500.00	\$11,341.07	41.84%
Pool Equipment						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$961.53	\$6,000.00	\$5,038.47	16.03%
	Total Pool Equipment	\$0.00	\$961.53	\$6,000.00	\$5,038.47	16.03%
Professional Svcs - Clerical						
001-000-000-576-20-41-01	Consulting Contracts	\$502.50	\$4,171.00	\$5,000.00	\$829.00	83.42%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$632.50	\$11,243.07	\$14,000.00	\$2,756.93	80.31%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,796.50	\$26,172.85	\$25,000.00	(\$1,172.85)	104.69%
001-000-000-576-20-41-14	IT Server Hosting	\$0.00	\$227.35	\$4,000.00	\$3,772.65	5.68%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$208.75	\$1,098.06	\$460.00	(\$638.06)	238.71%
001-000-000-576-21-49-10		\$31.44	\$459.17	\$2,000.00	\$1,540.83	22.96%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$4,954.50	\$6,000.00	\$1,045.50	82.58%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$65.30	\$646.94	\$2,000.00	\$1,353.06	32.35%
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	\$614.00	\$6,702.10	\$6,000.00	(\$702.10)	111.70%
001-000-000-576-21-42-09	Timekeeping (WhenIWork)	\$264.24	\$3,007.42	\$2,500.00	(\$507.42)	120.30%
001-000-000-576-20-41-15	Website RFQ	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
	Total Prof Services-Front Offc	\$4,115.23	\$58,682.46	\$84,960.00	\$26,277.54	69.07%

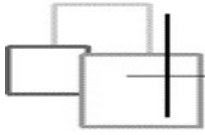
Category/ Acct #	Reference	Nov 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	District Janitorial Services	\$0.00	\$990.00	\$0.00	(\$990.00)	#DIV/0!
001-000-000-576-20-41-03	Financial Services (Bookkeeping)	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (See COVID)	\$4,112.24	\$4,112.24	\$6,000.00	\$1,887.76	68.54%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$80.92	\$3,124.36	\$5,000.00	\$1,875.64	62.49%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$615.91	\$3,000.00	\$2,384.09	20.53%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$620.96	\$7,301.94	\$8,000.00	\$698.06	91.27%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$147.72	\$1,203.44	\$1,750.00	\$546.56	68.77%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$14,528.22	\$27,500.00	\$12,971.78	52.83%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,457.89	\$13,073.90	\$16,000.00	\$2,926.10	81.71%
	Total Prof Services-Maintenance	\$6,419.73	\$44,950.01	\$81,250.00	\$36,299.99	55.32%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$4,504.34	\$50,682.51	\$75,000.00	\$24,317.49	67.58%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	Total Repairs & Maintenance	\$4,504.34	\$50,682.51	\$77,500.00	\$26,817.49	67.58%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$3,358.77	\$3,000.00	(\$358.77)	111.96%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$320.40	\$3,175.89	\$4,800.00	\$1,624.11	66.16%
001-000-000-576-21-42-07	Postage and Mailing	\$66.00	\$473.77	\$750.00	\$276.23	63.17%
001-000-000-576-20-42-20	Telephone/Internet (Comcast)	\$666.53	\$4,617.59	\$3,500.00	(\$1,117.59)	131.93%
001-000-000-576-21-42-14	Elevate Phone System	\$228.79	\$1,598.48	\$5,000.00	\$3,401.52	31.97%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$46.24	\$418.16	\$800.00	\$381.84	52.27%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$26.78	\$874.90	\$1,000.00	\$125.10	87.49%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$531.00	\$1,000.00	\$469.00	53.10%
	Total Communications	\$1,413.74	\$15,048.56	\$19,850.00	\$4,801.44	75.81%
Training & Travel						
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$359.76	\$3,000.00	\$2,640.24	11.99%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$15.00	\$3,000.00	\$2,985.00	0.50%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$2,250.99	\$3,000.00	\$749.01	75.03%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$51.97	\$1,138.30	\$2,500.00	\$1,361.70	45.53%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$126.00	\$2,500.00	\$2,374.00	5.04%
001-000-000-576-21-43-07	Management Staff Training	\$375.00	\$2,020.00	\$5,000.00	\$2,980.00	40.40%
	Total Training & Travel	\$426.97	\$5,910.05	\$22,500.00	\$16,589.95	26.27%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$37.99	\$16,117.66	\$10,000.00	(\$6,117.66)	161.18%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$203.15	\$500.00	\$296.85	40.63%
	Total Advertising	\$37.99	\$16,320.81	\$17,500.00	\$1,179.19	93.26%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$1,435.00	\$8,609.50	\$0.00	(\$8,609.50)	#DIV/0!
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$300.00	\$2,870.00	\$5,000.00	\$2,130.00	57.40%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.45	\$1,000.00	\$999.55	0.05%
	Total Rentals & Leases	\$1,735.00	\$11,479.95	\$11,000.00	(\$479.95)	104.36%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$9,916.40	\$126,567.07	\$180,000.00	\$53,432.93	70.32%
001-000-000-576-21-47-02	Water (Highline)	\$633.94	\$7,076.76	\$9,900.00	\$2,823.24	71.48%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$4,108.24	\$6,000.00	\$1,891.76	68.47%
001-000-000-576-21-47-04	Sewer (Midway)	\$584.34	\$3,705.98	\$5,000.00	\$1,294.02	74.12%
	Total Utilities	\$11,134.68	\$141,458.05	\$200,900.00	\$59,441.95	70.41%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$38,234.00	\$31,000.00	(\$7,234.00)	123.34%
	Total Insurance	\$0.00	\$38,234.00	\$31,000.00	(\$7,234.00)	123.34%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships		\$384.36	\$15,000.00	\$14,615.64	2.56%
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$2,034.16	\$10,825.91	\$2,000.00	(\$8,825.91)	541.30%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$0.00	\$1,028.04	\$6,000.00	\$4,971.96	17.13%
001-000-000-334-05-10-01	SEEK Grant	\$0.00	\$21,823.45	\$80,000.00	\$58,176.55	27.28%
001-000-000-576-20-51-50	Background checks	\$297.00	\$1,560.00	\$2,500.00	\$940.00	62.40%
	Total Miscellaneous	\$2,331.16	\$35,621.76	\$107,750.00	\$72,128.24	33.06%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$617.66	\$1,384.82	\$1,000.00	(\$384.82)	138.48%

Category/ Acct #	Reference	Nov 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$5,393.44	\$7,500.00	\$2,106.56	71.91%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$140.00	\$9,205.00	\$5,000.00	(\$4,205.00)	184.10%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$258.50	\$1,188.30	\$2,000.00	\$811.70	59.42%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$759.60	\$0.00	(\$759.60)	0.00%
	Total Intergov Services	\$1,016.16	\$17,171.56	\$21,000.00	\$3,828.44	81.77%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$17,652.50	\$148,462.09	\$137,500.00	(\$10,962.09)	107.97%
001-000-000-594-76-41-06	Gate Installation	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0.00%
	Total Capitals	\$17,652.50	\$148,462.09	\$234,500.00	\$86,037.91	63.31%
	TOTAL ADMINISTRATION	\$18,398.36	\$262,034.86	\$333,587.60	\$71,552.74	78.55%
	TOTAL OPERATIONS	\$89,230.62	\$941,496.81	\$1,405,502.40	\$485,829.04	66.99%
	TOTAL CAPITAL	\$17,652.50	\$148,462.09	\$234,500.00	\$86,037.91	63.31%
GRAND TOTALS						
		\$125,281.48	\$1,351,993.76	\$1,973,590.00	\$643,419.69	68.50%
					Target	91.67%



2023 REVENUES November

Account #	Reference	Nov 2023	YTD Balance	2023 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$63,288.80	\$1,280,638.82	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.26	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$1,971.54	\$6,552.97	\$0.00	-\$125.81
	Total General Fund	\$65,260.34	\$1,287,192.05	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$5,282.69	\$45,662.72	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$48,954.39	\$50,917.64	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,135.95	\$16,185.82	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$2,743.75	\$82,685.20	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$2,349.20	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$58,116.78	\$197,800.58	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$75,000.00	\$0.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$75,000.00	\$0.00
	Grand Total Revenue	\$123,377.12	\$1,484,992.63	\$100,000.00	\$75,000.00



2023 EXPENDITURES -December 2023

Beginning Monthly Balance = \$1,909,917.47

Ending Monthly Balance = \$1,924,442.66

Category/ Acct #	Reference	Dec 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$972.19	\$11,641.89	\$24,000.00	\$12,358.11	48.51%
001-000-000-576-20-10-01	District Manager - Wage	\$6,233.88	\$74,887.01	\$105,000.00	\$30,112.99	71.32%
001-000-000-576-20-10-02	District Clerk -Wage	\$3,642.57	\$33,353.76	\$37,377.60	\$4,023.84	89.23%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$7,121.53	\$67,907.57	\$91,582.40	\$23,674.83	74.15%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$4,425.74	\$57,376.13	\$74,755.20	\$17,379.07	76.75%
001-000-000-576-21-30-03	Lead Lifeguard	\$0.00	\$0.00	\$51,251.20	\$51,251.20	0.00%
001-000-000-576-21-30-04	PPT Lifeguards	\$2,169.00	\$32,694.51	\$100,713.60	\$68,019.09	32.46%
001-000-000-576-21-30-02	Instructors	\$5,976.63	\$94,217.97	\$90,000.00	(\$4,217.97)	104.69%
001-000-000-576-21-32-02	Head Lifeguards	\$4,113.42	\$85,456.23	\$35,000.00	(\$50,456.23)	244.16%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	\$12,785.96	\$119,774.83	\$195,000.00	\$75,225.17	61.42%
001-000-000-576-21-30-05	Water Exercise Instructor	\$0.00	\$1,121.12	\$12,500.00	\$11,378.88	8.97%
	Total Salaries & Wages	\$47,440.92	\$578,431.02	\$817,180.00	\$238,748.98	70.78%
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	\$14,950.24	\$177,835.58	\$200,000.00	\$22,164.42	88.92%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$3,143.66	\$5,000.00	\$1,856.34	62.87%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-33-00	Sick Pay	\$564.45	\$1,821.34	\$3,500.00	\$1,678.66	52.04%
	Total Taxes & Misc	\$15,514.69	\$182,800.58	\$209,000.00	\$26,199.42	87.46%
Personal Benefits						
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	\$1,530.78	\$46,502.45	\$76,000.00	\$29,497.55	61.19%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,560.00	\$2,000.00	\$440.00	78.00%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
	Total Personal Benefits	\$1,665.78	\$48,062.45	\$78,000.00	\$29,937.55	61.62%
Office Supplies						
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$424.92	\$1,221.31	\$2,000.00	\$778.69	61.07%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$209.18	\$2,500.00	\$2,290.82	8.37%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$8,142.59	\$6,000.00	(\$2,142.59)	135.71%
	Total Office Supplies	\$424.92	\$9,573.08	\$10,500.00	\$926.92	91.17%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$584.74	\$2,083.91	\$3,500.00	\$1,416.09	59.54%
001-000-000-576-21-35-02	Janitorial Supplies & Services	\$946.83	\$4,478.33	\$7,700.00	\$3,221.67	58.16%
	Total Maintenance & Repair Supplies	\$1,531.57	\$6,562.24	\$11,200.00	\$4,637.76	58.59%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$10.00	\$722.64	\$2,000.00	\$1,277.36	36.13%
001-000-000-576-21-35-15	Special Pool Events	\$365.17	\$1,279.78	\$5,000.00	\$3,720.22	25.60%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$36.21	\$93.05	\$2,500.00	\$2,406.95	3.72%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$6,474.84	\$5,000.00	(\$1,474.84)	129.50%
	Total Pool Supplies	\$411.38	\$8,570.31	\$19,500.00	\$10,929.69	43.95%
Pool Equipment						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$961.53	\$6,000.00	\$5,038.47	0.69%
	Total Pool Equipment	\$0.00	\$961.53	\$6,000.00	\$5,038.47	0.69%
Professional Svcs - Clerical						
001-000-000-576-20-41-01	Consulting Contracts	\$765.00	\$4,936.00	\$5,000.00	\$64.00	98.72%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$770.00	\$12,013.07	\$14,000.00	\$1,986.93	85.81%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,511.00	\$27,683.85	\$25,000.00	(\$2,683.85)	110.74%
001-000-000-576-20-41-14	IT Server Hosting	\$0.00	\$227.35	\$4,000.00	\$3,772.65	5.68%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$86.74	\$1,184.80	\$460.00	(\$724.80)	257.57%
001-000-000-576-21-49-10		\$0.00	\$459.17	\$2,000.00	\$1,540.83	22.96%

Category/ Acct #	Reference	Dec 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$4,954.50	\$6,000.00	\$1,045.50	82.58%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$65.30	\$712.24	\$2,000.00	\$1,287.76	35.61%
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	\$1,229.36	\$7,931.46	\$6,000.00	(\$1,931.46)	132.19%
001-000-000-576-21-42-09	Timekeeping (WhenIWork)	\$264.24	\$3,271.66	\$2,500.00	(\$771.66)	130.87%
001-000-000-576-20-41-15	Website RFQ	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
	Total Prof Services-Front Offc	\$4,691.64	\$63,374.10	\$84,960.00	\$21,585.90	74.59%

Professional Svcs - Maintenance

001-000-000-576-20-41-09	District Janitorial Services	\$0.00	\$990.00	\$0.00	(\$990.00)	#DIV
001-000-000-576-20-41-03	Financial Services (Bookkeeping)	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
001-000-000-576-21-31-01	Custodial Qtly Deep Clean	\$0.00	\$4,112.24	\$6,000.00	\$1,887.76	68.54%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$416.47	\$3,540.83	\$5,000.00	\$1,459.17	70.82%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$615.91	\$3,000.00	\$2,384.09	20.53%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$620.96	\$7,922.90	\$8,000.00	\$77.10	99.04%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$0.00	\$1,203.44	\$1,750.00	\$546.56	68.77%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$14,528.22	\$27,500.00	\$12,971.78	52.83%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$300.75	\$13,374.65	\$16,000.00	\$2,625.35	83.59%
	Total Prof Services-Maintenance	\$1,338.18	\$46,288.19	\$81,250.00	\$34,961.81	56.97%

Repairs & Maintenance

001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$1,045.92	\$51,728.43	\$75,000.00	\$23,271.57	68.97%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$207.88	\$207.88	\$2,500.00	\$2,292.12	8.32%
	Total Repairs & Maintenance	\$1,253.80	\$51,936.31	\$77,500.00	\$25,563.69	67.01%

Communications

001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$3,358.77	\$3,000.00	(\$358.77)	111.96%
001-000-000-576-20-41-10	Desktop Licenses (MS & Misc)	\$320.40	\$3,496.29	\$4,800.00	\$1,303.71	72.84%
001-000-000-576-21-42-07	Postage and Mailing	\$66.00	\$539.77	\$750.00	\$210.23	71.97%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$186.93	\$4,804.52	\$3,500.00	(\$1,304.52)	137.27%
001-000-000-576-21-42-14	Elevate Phone System	\$228.79	\$1,827.27	\$5,000.00	\$3,172.73	36.55%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$46.24	\$464.40	\$800.00	\$335.60	58.05%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$26.76	\$901.66	\$1,000.00	\$98.34	90.17%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$590.00	\$1,000.00	\$410.00	59.00%
	Total Communications	\$934.12	\$15,982.68	\$19,850.00	\$3,867.32	80.52%

Training & Travel

001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$359.76	\$3,000.00	\$2,640.24	11.99%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$15.00	\$3,000.00	\$2,985.00	0.50%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$2,250.99	\$3,000.00	\$749.01	75.03%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$55.00	\$1,193.30	\$2,500.00	\$1,306.70	47.73%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$126.00	\$2,500.00	\$2,374.00	5.04%
001-000-000-576-21-43-07	Management Staff Training	\$375.00	\$2,395.00	\$5,000.00	\$2,605.00	47.90%
	Total Training & Travel	\$430.00	\$6,340.05	\$22,500.00	\$16,159.95	28.18%

Advertising

001-000-000-576-20-41-07	District Advertising	\$1,700.00	\$17,817.66	\$10,000.00	(\$7,817.66)	178.18%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-40	Ad Design	\$37.99	\$241.14	\$500.00	\$258.86	48.23%
	Total Advertising	\$1,737.99	\$18,058.80	\$17,500.00	(\$558.80)	103.19%

Rentals & Leases

001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$9,327.00	\$0.00	(\$9,327.00)	#DIV/0!
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$300.00	\$3,170.00	\$5,000.00	\$1,830.00	63.40%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.45	\$1,000.00	\$999.55	0.05%
	Total Rentals & Leases	\$1,017.50	\$12,497.45	\$11,000.00	(\$1,497.45)	113.61%

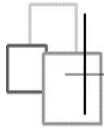
Utilities

001-000-000-576-21-47-00	Electricity (PSE)	\$11,437.34	\$138,004.41	\$180,000.00	\$41,995.59	76.67%
001-000-000-576-21-47-02	Water (Highline)	\$581.68	\$7,658.44	\$9,900.00	\$2,241.56	77.36%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$4,108.24	\$6,000.00	\$1,891.76	68.47%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$3,705.98	\$5,000.00	\$1,294.02	74.12%
	Total Utilities	\$12,019.02	\$153,477.07	\$200,900.00	\$47,422.93	76.39%

Insurance

001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$38,234.00	\$31,000.00	(\$7,234.00)	123.34%
	Total Insurance	\$0.00	\$38,234.00	\$31,000.00	(\$7,234.00)	123.34%

Category/ Acct #	Reference	Dec 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
Miscellaneous						
001-000-000-576-21-40-20	Scholarships	\$0.00	\$384.36	\$15,000.00	\$14,615.64	2.56%
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$90.58	\$10,916.49	\$2,000.00	(\$8,916.49)	545.82%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$87.86	\$87.86	\$2,000.00	\$1,912.14	4.39%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$1,028.04	\$6,000.00	\$4,971.96	17.13%
001-000-000-334-05-10-01	SEEK Grant	\$161.10	\$21,984.55	\$80,000.00	\$58,015.45	27.48%
001-000-000-576-20-51-50	Background checks	\$464.00	\$2,024.00	\$2,500.00	\$476.00	80.96%
	Total Miscellaneous	\$803.54	\$36,425.30	\$107,750.00	\$71,324.70	33.81%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$1,384.82	\$1,000.00	(\$384.82)	138.48%
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$5,393.44	\$7,500.00	\$2,106.56	71.91%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$0.00	\$9,205.00	\$5,000.00	(\$4,205.00)	184.10%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$1,188.30	\$2,000.00	\$811.70	59.42%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$759.60	\$0.00	(\$759.60)	0.00%
	Total Intergov Services	\$0.00	\$17,171.56	\$21,000.00	\$3,828.44	81.77%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$148,462.09	\$137,500.00	(\$10,962.09)	107.97%
001-000-000-594-76-41-06	Gate Installation	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0.00%
	Total Capitals	\$0.00	\$148,462.09	\$234,500.00	\$86,037.91	63.31%
	TOTAL ADMINISTRATION	\$18,080.64	\$279,608.17	\$333,587.60	\$53,979.43	83.82%
	TOTAL OPERATIONS	\$73,134.41	\$1,015,138.55	\$1,405,502.40	\$412,348.40	72.23%
	TOTAL CAPITAL	\$0.00	\$148,462.09	\$234,500.00	\$86,037.91	63.31%
GRAND TOTALS		\$91,215.05	\$1,443,208.81	\$1,973,590.00	\$552,365.74	73.13%
					Target	100%



2023 REVENUES December

Account #	Reference	Nov 2023	YTD Balance	2023 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$6,640.53	\$1,223,990.55	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.26	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$4,581.43	\$0.00	-\$125.81
	Total General Fund	\$6,640.53	\$1,228,572.24	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$6,750.09	\$47,130.12	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$6,505.35	\$8,468.60	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,304.25	\$16,354.12	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$8,332.35	\$88,273.80	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$2,349.20	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$22,892.04	\$162,575.84	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$75,000.00	\$0.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$75,000.00	\$0.00
	Grand Total Revenue	\$29,532.57	\$1,391,148.08	\$100,000.00	\$75,000.00

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, December 7, 2023

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Weekly Reports - Weeks Ending December 8, 2023-January 12, 2024

WEEK ENDING DECEMBER 8:

BOARD MEETING

- Agenda Packet: I will be sending the agenda packet out later today.
- November 24 Minutes: There were no edits sent in by the deadline for minute edits.

POOL CLOSURE

Below is a summary from Emmitt, who was on site when the repairs were completed for the Air Handling Unit (AHU).

Today at about 5:45pm I went on the pool deck and realized that the HVAC system was off. After going to the back and confirming the HVAC was not running, I cleared SMAC and MRHS dive out of the pool at 5:58pm.

I called Quentin and then Mac-Miller and they sent out one of their HVAC technicians and he turned the system on and off and it came back on.

He says that he believed that either the weather or the flow of cool and hot air could have tripped the system and to give Mac-Miller a call if there are further issues. He said we should have some of their tech staff come take a look at the coding and the back panel in the HVAC room. He also said that the system seems very outdated and that we should look to upgrade some of the wiring on the panel.

Operations should resume as normal.

I have reached out to Sunbelt Controls (who provides the controls support for the AHU) four times over the last couple of weeks and have not heard back. We are looking at alternative providers or going up higher in their organization. I will let you know what happens in future reports and correspondence.

WINTER WATERLAND HOLIDAY SWIM

This Saturday is our Winter Waterland Holiday Swim on Saturday, December 9 from 1-3pm. We sent the event out by email notification, ran an email blast and used social media plus ads to promote the event. I also sent it to the PTSA presidents. We hopefully will have a good turnout.

<https://createsend.com/t/d-2AC35EE359F9520C2540EF23F30FEDED>

SWIM LESSON REGISTRATION

- Non-Current Registration: Non-Current Registration is opening Saturday, December 16. We will be putting out an email this week and utilize social media to get the word out.
- Current Student Registration: Emmitt reported that things went well last Saturday with the remnants of people that had not registered online registering.
- Additional Instructor: Emmitt was also able to secure another instructor for registration. This will be setup before the non-current student registration.
- Weekday Classes: We will also announce registration for weekday classes in January. This is nice, as some people wait until after the holidays, and it sometimes is too late. We will also post these classes on PeachJar to get additional registrations.
- Last Winter: Just a reminder that last Winter, we did not start lessons until after swim teams. This year we have increased staff availability, and we will also be adding weekday lessons in late-February, early March. This should help us develop momentum towards increased Spring and Summer lessons.

WINTER BREAK HOURS

Christmas and New Year's Eve both fall on Sundays, so there will be less impacts to schedules during Winter Breaks. Highline School District will be out December 25-January 5. Below are dates of reduced hours or closure with all other dates being regularly scheduled.

- Monday, December 25 – Closed
- Monday, January 1 - Closed

Quentin is also working on increasing hours to the weekday mornings with kids back from college. This should help us better retain staff for this summer. We will be putting out an email notification later next week.

PTSA UPDATE

I sent paperwork to Des Moines Elementary for their January 20 swim. We met with Woodmont on Wednesday, December 6 and they will be having a swim on March 2. Emmitt participated in the meeting and will reach out to them the week before the meeting to confirm.

SECURITY

There have been some people hanging out around the facility, and Quentin has reached back out to MRHS security to work through the issues. I noticed that we have had some turnover since the last time we sent contact information in to HSD for active shooting/emergency situations, so I updated our contact information with them.

EMERGENCY LIGHTS

Quentin is working to get the lights replaced for the emergency exits. We are hiring an electrician to check the units due to their age.

GRANT BILLING UPDATE

- KCYAS/DMLF SWIM LESSON GRANT: DMLF has the billing information, and will probably forward their payment after they receive payment from KCYAS.
- LIFEGUARD/WATER SAFETY INSTRUCTOR TRAINING GRANT: I am wrapping up the billing to go out.
- AQUATIC FEASIBILITY STUDY GRANT: I am sending out grant billing for 2023 to hopefully receive payment for the full \$100k.

HS RECORDS BOARD UPDATE

Quentin got the design guidelines back from the school district and we are contacting companies. The goal is to have this all set before the end of the year.

WATERPOLO MEETING

Quentin met with Mount Rainier High School's Athletic Director and a potential coach for water polo. They discussed the potential of water polo at the Mount Rainier Pool and other pool usage.

STIPEND INCREASE FOR 2024

President Young sent me information that stipends for 2024 will increase from \$128 to \$161 for a day. This increase will not take effect until your February payment for January stipends.

ADS

- Normandy Park City Scene: Gene is working on putting together a half-page ad for the Normandy Park City Scene. It will be a half-page ad that will have the same information as the full-page ad on swim lessons in the Des Moines City Currents. I will add it to a future report.
- MRHS Newspaper Ad: We are running an ad in the Winter edition of the MRHS student newspaper. Gene is helping us update the ad to have the 2024 lifeguarding rates.

SHOWER COMPLAINT

Staff has received a complaint about shower startups, which require pushing the buttons on and waiting for the water to heat up. The repair will take a minimum of two days to complete but could take longer. We are waiting until the Boys season is over in February to avoid a prolonged closure. Quentin has spoken to the employee.

INTERNET BACKUP

Comcast will be out Friday to install cell tower internet backup for the Mount Rainier Pool. This including higher speeds was \$20/month. Our registration system, payroll, scheduling, finance, phone and other systems are all remote, so having a backup access is important.

RESEARCH

- Best laid plans: following the OPMA when adjourning or cancelling a public meeting (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/december-2023/adjourning-or-canceling-a-public-meeting>
- Wisconsin's Phillips Pool earns best of aquatics honor (Aquatics International) - https://www.aquaticsintl.com/awards/wisconsins-phillips-community-pool-earns-best-of-aquatics-honor_o
- Apprenticeship programs growing as public sector faces workforce shortages (MRSC/Route Fifty) - <https://www.route-fifty.com/workforce/2023/11/apprenticeship-programs-are-growing-public-sector-faces-workforce-shortages/392155/>
- The correlation between trust, transparency and technology with residents and their local governments (MRSC/American City and County) - <https://www.americancityandcounty.com/2023/11/27/the-correlation-between-trust-transparency-and-technology-with-residents-and-their-local-governments/>
- Florida school district tackles \$1.4 billion capital plan funding gap (The Construction Sheet) - <https://theconstructionbroadsheet.com/florida-school-district-tackles-b-capital-plan-funding-gap-p1613-174.htm>

WEEK ENDING DECEMBER 15:

BOARD MEETING WRAP-UP

- December 12 Minutes – I sent the minutes out on Thursday, December 14. Let me know if you have any questions.
- Signatures – I got all but one board members signature. I will post all items on Friday, even if we are missing a signature and go back and repost once we have all signatures.
- Bylaws – I also sent the Bylaws out on Thursday morning. I also sent a copy to legal that morning too. Please have all edits back to me by Thursday, January 11 for both the bylaws and minutes. Below is an article from MRSC on conflicts of interest.
 - <https://mrsc.org/stay-informed/mrsc-insight/december-2023/municipal-officers-ethics-code-update>

AHU REPAIRS/SERVICE AGREEMENT

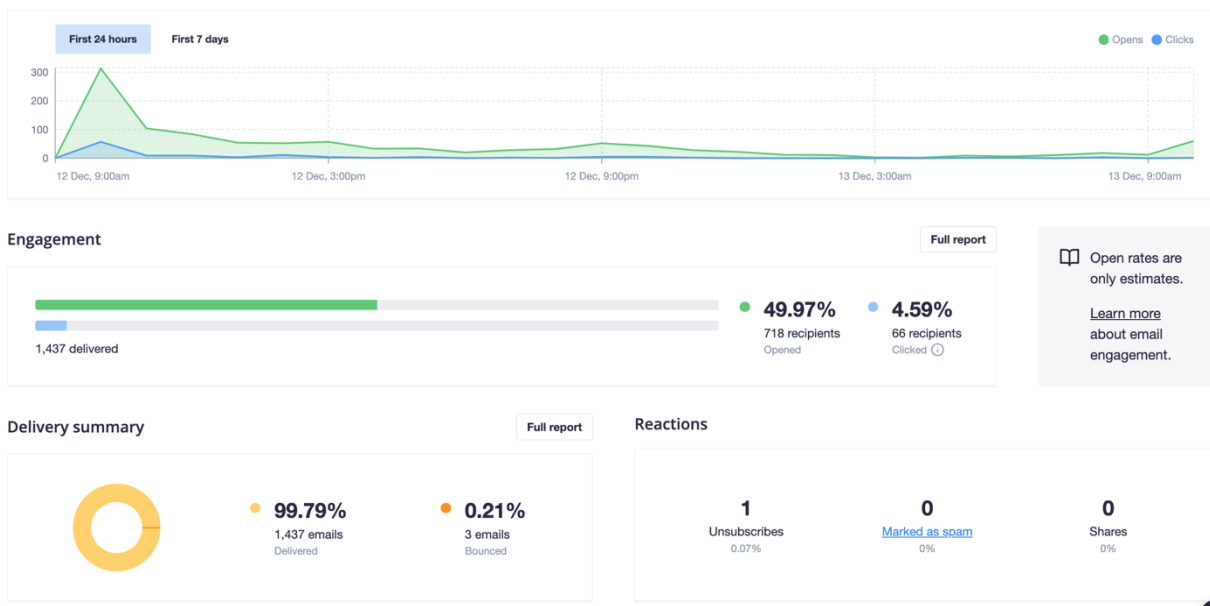
The AHU lost warm air on Tuesday evening about 20 minutes after the board meeting. I authorized Quentin to have MacMiller come out on afterhours pay. They were able to get the unit to continue to work, but it was blowing out cold air. We had to operate on Wednesday morning with colder than normal air, but MacMiller came out and got the unit to work with heat for the short-term, but we had to order a part that should be installed in the next couple of days. The repair and part will be within my \$5,000 threshold for repairs.

Shane signed the Sunbelt Controls agreement on Wednesday morning. We sent the agreement along with some documentation on the recent issues from MacMiller to Sunbelt, but I have not heard back since sending this report. We will update you when things change.

NEW STUDENT SWIM LESSON REGISTRATION

We sent out information on the new student registration on Saturday, December 16. Emmitt was able to add 7 new classes. The list on the email/swim lesson page does not include full classes. We originally posted information on PeachJar, and sent an email out a couple of weeks ago for new students and made announcements to all new students. We did have one person that said they had no idea they needed to register on current student day, but that is out of a couple hundred people. For new student registration we sent the email notification listed below, social media including a Facebook ad, DM community group, Normandy Park Community group, and emailed the local PTSA's to help dispense information. We hope we are able to fill all of the lessons.

<https://createsend.com/t/d-385BD1FCC1F6944E2540EF23F30FEDED>



WINTERBREAK SCHEDULE UPDATE

On Thursday, December 14, we sent out a schedule update for Winter Break (December 18-January 5). Quentin and Jared worked with staff that are back from college to extend the hours. We will put out an update in early January after staff go back to college and can confirm their January and February schedules. Note – I messed up on one of the links for swim lessons, and had to resent the email.

<https://createsend.com/t/d-BEBD6470CA6A49352540EF23F30FEDED>

WINTER WATERLAND SWIM

We had about 25 people attend the Winter Waterland swim on Saturday, December 9. We discussed how to get information out earlier next year to get our numbers up. Jared, who coordinated the event, took some pictures that are provided below. Staff also designed the mural on the wall as part of decorating the facility.



NORMANDY PARK CITY SCENE

Gene put together the following ad for the next NP City Scene, which will be coming out this Winter. We will also send it to Normandy Park Parks and Recreation to see if they can post it at their city hall.



Get their feet wet

Research validates that children who learn to swim at an early age actually develop mentally and physically at a measurably better level, even performing better in school.

Plus, they gain access to greater recreation opportunities and lifelong low-impact physical activity with its associated health benefits.

As parents begin signing up their children for next fall's kindergarten sessions, now is the perfect time to also enroll their kids in swim lessons.

mrp
mount rainier pool



Contact us today
206-824-4722
www.MtRainierPool.com
22722 19th Ave S • Des Moines, WA

INSURANCE PAYMENT IN JANUARY

The insurance invoice came in for WCIA and it is \$37,371.00. This is substantially higher than last year. We should probably discuss this at a future meeting.

POTENTIAL RENTAL

South King County Fire reached out for us to host some trainings for this summer. Quentin is working with them to coordinate the times.

GRANT BILLING

- AFS Grant: I got delayed with some issues at the pool, but I am almost done with the Aquatic Feasibility Study Grant Billing and we should receive the check for these bills over the next month.
- DMLF/KCYAS Grant: They received an extension for billing for the grant and we will probably see payment in the first quarter of 2024.

WATER EXERCISE EVENING CLASS CONCERNS

We have a really good water exercise instructor for the morning and evening classes that had to give up the evening class. One of the head lifeguards was chosen to take over the class and we received the following emails from participants. Staff is working to train one of the staff to teach short-term, but we are hoping to work to get a good long-term solution. We were meeting on Friday when the second email came through and decided to extend the WSI/LGI training to cover water exercise too, and pay for training. We are hoping this will help attract a good instructor to help with the classes. Both emails have been responded to. (Note-names redacted from emails.)

Email #1:

Please direct this email to Jared. I'm writing to ask about the status of the evening water exercise class at the Tuesday and Thursday evening time slot. It seems like the instructor, Debbie, is on hiatus or

unavailable for the evening classes. Max has been leading the class and that's been fine, but is there a plan in place to have a substitute trained and lead the course? I understand that the morning sessions are well-attended, and that's great, but the evening courses are perfect for those of us who want to use the pool in this capacity but work during the day. I pay for a series, and while I'm just one person, and the amount for one isn't a significant amount, it's still not nothing. I don't want this feature of the pool to fall by the wayside. Please let me know what can and is being done to secure an evening instructor. Thank you.

Email #2:

Hello -

I have been a regular attendee at the evening class for over two years. These classes help with cardio, balance and strength. My concern is that the substitute instructor is sub-par, and that we will be stuck with less than ideal instructors when Debbi leaves. I heard from my friend that she was informed that the lifeguards would rather clean toilets than teach water aerobics. So, now when I go to class I will be taught by someone who prefers a toilet bowl over me and my classmates. That level of disrespect is concerning.

I hope that efforts are underway to hire a regular evening instructor. It would be a shame for the evening classes to go away. Evening classes are perfect for those of us who work during the day.

Thank you for your attention to this matter.

Response Sent to Emails:

Thank you for sending this email, as I hope we can work with you and the other water exercise participants to hopefully find an acceptable instructor and continue to offer evening classes.

I understand your frustration, as we are also frustrated by losing someone of Debbi's caliber in leading the class. We respect Debbi's decision and hope to work on finding a good long-term solution that will bring the class up to the level it currently is at. We were actually having a staff meeting when this email was received and discussed long-term and short-term solutions.

First, we increased the pay rate for water exercise instructors to better attract a new instructor. This is set to take place in early January. We will be posting the updated information early next week. Our long-term (ideal) goal for the evening water exercise is to get someone with a fitness background that can not only lead the class but lead it at a high level including bringing energy to the class, show good form and interact with participants to help them get the most out of the experience.

Second, to better attract an instructor, we are not only paying more per hour, but offering to cover the cost of certification for water exercise and pay for them to job shadow for Debbi a couple of classes. We are hoping to attract a couple of people that might be interested in teaching, so we not only have an instructor to teach, but back-ups for vacations, illnesses, and transitions like this. This is more than other pools are offering water exercise instructors.

Third, the first two items are long-term solutions, but in the short-term, Jared and Quentin are working to train lifeguards to cover the class until we can have an instructor dedicated to evening classes. They have been working on this since Debbi announced she is leaving. Many of our lifeguards are youth or young adults that need to be trained to pivot and lead these classes. If not trained correctly, this can also lead to subpar classes.

Finally, we can use your classes help in recruiting a new instructor. Many times when fitness instructors are hired, it is not by posting positions, but by word-of-mouth. Please help us by putting this out to your contacts. Sometimes an instructor is a member of a class that shows promise, a fitness instructor in another field or someone that works in therapy that was told by a member of a class. We will post the position the position to as many places as possible, but please work with us to get the word out to anyone you know might be interested.

Please let me know if you have any questions or concerns that I may not have addressed in this email, and we hope to continue to serve you for the years to come.

Below is the ad we are working to post for next week.

LIFEGUARD CLASS

Staff has set up a lifeguard training for December 27-29. We included some information in our schedule update, but we will send a separate email next week with more detailed information. Just a heads up that American Red Cross is increasing its fees in 2024 to an estimated average of \$349 for lifeguard certifications and \$399 for swim instructor certifications.

SOCIAL MEDIA BACKUP

We are approaching 1,500 friends and 1,600 followers for Facebook and over 300 for Twitter. CivicPlus is discussing providing social media backup for Normandy Park, SeaTac and Tukwila. I mentioned that we are a smaller organization, they said their might be some savings in that they also provide our registration system. I am meeting with them next Wednesday. There have been increasing cases of people making public records requests on social media. We do not delete posts or messages, but it might be good to look at if someone were to put harassing or hate messaging on our site. We already get spammed in messages and some comments.

RESEARCH

- New Improvements to Weyerhaeuser Aquatic Center (King County Parks)
- <https://kingcountyparks.org/2023/09/27/new-improvements-to-weyerhaeuser-king-county-aquatics-center/>
- New law doubles limits for municipal officers' beneficial interests with contracts with their agency (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/december-2023/municipal-officers-ethics-code-update>
- Local ballot measure results for Washington including two aquatic centers (MRSC Insight Blog)
- <https://mrsc.org/stay-informed/mrsc-insight/december-2023/november-2023-local-ballot-measure-results>
- BI may limit online comments due to 'hate speech' (MRSC/BI Review)
- <https://www.bainbridgereview.com/news/bi-may-limit-online-comments-due-to-hate-speech/>

WEEK ENDING DECEMBER 22:

LIFEGUARDING CLASS

We are having a blended lifeguarding class December 27-29 and have already met the minimum threshold for registration. The class will be the last of the year with American Red Cross talking about

increasing their fees in 2024 with an estimated increase of \$100. Below is a link to the email notification we sent out on Monday, December 18.

<https://createsend.com/t/d-180A71F491A721A92540EF23F30FEDED>

SWIM LESSON REGISTRATION

Swim lesson registration went pretty well with almost all residents getting into lessons. We are so close to be completely full that we have decided to not to message openings that will probably fill before the start of classes. 25/29 of the classes are full with only a few spots available in the remaining classes. Most if not all of the classes will be full by the time they start. There were only a few waitlist people, as Emmitt did a good job of offering the right number of classes. We should have information about weekdays classes in a couple of weeks.

SUNBELT CONTROLS (AHU REPAIRS)

Sunbelt Controls has been approved and they will be coming out to look at the unit on Tuesday, December 26 at 7:30am. Quentin will be there to oversee the process.

SOCIAL MEDIA ARCHIVING

I had a sales meeting with Civic Plus's Archive Social for backing up social media. We are responsible for backing up social media including our Facebook, Twitter, and Instagram accounts. I will share more information at a future meeting.

GRANT PAPERWORK

I sent in final billing for the KCYAS Aquatic Facilities Grant, submitted the report, and completed the final questionnaire. We should get payment in a month or so.

EVENING WATER EXERCISE

Jared went and spoke with the water exercise class and taught on Tuesday (December 19). They really liked the class and asked if he could take over teaching the class. At least we have this as a backup, but we have put together a social media advertisement and new job description.

2024 JOB DESCRIPTIONS

We have updated the job descriptions for 2024 to match the updated salary scales.

RESEARCH

- Lifeguard drills for working with multiples (Aquatics International)
- https://www.aquaticsintl.com/lifeguards/lifeguard-drills-for-working-in-multiples_o
- Salary increases coming for many special district officials (MRSC Insight Blog)
- <https://mrsc.org/stay-informed/mrsc-insight/december-2023/2024-salary-increases-for-spd-officials>
- Boy, 5, drowned in daycare pool....(Daily Mail UK/NRPA Aquatics Facebook Page)
- https://www.dailymail.co.uk/news/article-12843993/Boy-drowned-daycare-pool-YMCA.html?fbclid=IwAR3SyKAmqb5YoJEIRvNFOH3220el6d_WgwCSmi1YLhalfFnJ9K1TyF2fdBk
- California cheerleader hailed as Thanksgiving hero, rescues 3-year old boy with CPR she learned at high school (the Messenger/NRPA Aquatics Facebook Page)
- https://themessenger.com/news/california-cheerleader-hailed-as-thanksgiving-hero-rescues-3-year-old-from-drowning-with-cpr-she-learned-in-high-school?fbclid=IwAR0PM9BT6ITzLqeESiiQ1vYOly3DM-bO_3n716KjXbdMCgc5s6l6aG3y_0s

WEEK ENDING DECEMBER 29:

CLOSURE

For the closure from December 24-26, Sunbelt and MacMiller have isolated the problems and we had under \$5k in repairs. The good news from Quentin is that we should not ever have this specific programming problem again, and they have also made some repairs that caused an earlier closure. They stated we would only need our quarterly updates at this time.

LIFEGUARD CLASS

We originally had seven people signed up for the lifeguard class, but three dropped out. Jared is wrapping up the class today and we expect at least three to work at the pool.

HOLIDAY HOURS

Just a reminder that the pool will be closed on Monday, January 1, and all full-time staff have the day off as a state holiday. All the rest of our days will be as regularly scheduled. Our next schedule update will come out next week and take effect on January 8.

RESEARCH

- Cities boost wages, embrace 'culture change' to beat lifeguard shortage (Colorado Newslane) - <https://coloradonewslane.com/2023/08/03/wages-culture-change-lifeguard-shortage/>
 - Note-good article, but does not address lack of swim skills in applicants due to Covid-19
- Slow roll on pool (PT Leader) - <https://www.ptleader.com/stories/slow-roll-on-pool,151840>

WEEK ENDING JANUARY 5:

SCHEDULE UPDATE

On Wednesday, January 3, we sent out the following schedule update to take effect on Monday, January 8. With most staff available during early mornings going back to college, we needed to change our schedule back to the Fall schedule. Below is a link to the email blast.

<https://createsend.com/t/d-B278EEA5161D22942540EF23F30FEDED>

SWIM LESSON UPDATE

We discussed when our next update for swim lessons. We decided to put information out towards the end of the month, as Emmitt is working to recruit one more instructor for weekday lessons starting toward the end of February/early March. The schedule not only depends on adding an instructor, but also on a closure to repair the AHU equipment in February (after boys swim season). Emmitt is also hopeful that someone from our recent lifeguarding certification class might work out, which will require additional training.

FEBRUARY CLOSURE

The boys MRHS swim season will be ending in late February. We are looking at completing some delayed maintenance projects, and estimate about two weeks. We will restart swim lessons after this closure, which will include air handler, plumbing and other repairs that were approved at a previous meeting. We are also going to try to utilize the time for cleaning and trainings to help us maximize services for the Spring and Summer.

SWIM MEETS

We will be hosting a lot of swim meets in January. We will have MRHS Swim meets on January 4 & 6. HSD Dive Team on January 10. SMAC will meet on January 6, 27 & 28. We will be closing at 11:30am on Saturday, January 27 to accommodate the SMAC meet. This is the only day that we will have any interruption to public programming.

SOUTH KING FIRE

Quentin is working with South King Fire on some free time for fire training this summer. The trainings will be in August, which is our slowest time of the year.

WCIA

- Compact: In 2023, I waited until the last meeting of the year to complete our meeting requirement for Compact in November. In 2024, I decided to get it completed right away. The meeting will be January 19 at 9am. We will just need to complete our Compact with our representative and a training to be completed for 2024. This is required each year.
- Billing: We received our bill for \$37,371, which is a down from \$38,234 in 2023.
- New Representative: Tanya Crites, our representative for WCIA since the founding of the district has retired, and our new representative, Tara Derosier. Below is information she shared in her introduction letter.

My name is Farah Derosier. Prior to coming to WCIA I was the Legal and Risk Manager for LOTT Clean Water Alliance for 15+ years and before that was a Legal Assistant/Paralegal for Gordon, Thomas, Honeywell. My contact information is below. Please do not hesitate to contact me with any of your questions or concerns.

MRP LEASE

I submitted the evidence of coverage that is required each year. Prior to last year, it was required by June of each year. Last year, I got a message from a new staff in May why it had not been submitted. This year I decided to get it in as soon as the New Year turned over.

RESEARCH

- Vacancies in local elected offices: understanding the new rules for special purpose districts (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/january-2024/new-rules-special-purpose-district-vacancies>
- Small works rosters are changing. Are you ready? (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/january-2024/2024-small-works-rosters-changes>
- Lynnwood changed its public comments policy illegally (MRSC/Lynnwood Times) - <https://lynnwoodtimes.com/2024/01/01/lynnwood-public-comment-240101/>
- Top trends in recreation for 2024 (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/january/top-trends-in-parks-and-recreation-for-2024/>
- The senior citizens are stepping up to fill Colorado's lifeguard shortage (Colorado Public Radio) - <https://www.cpr.org/2023/05/26/colorado-senior-citizen-lifeguards/>
- 'These old guys?' Short on lifeguards, New York City finds new recruits (New York Times) - <https://www.nytimes.com/2023/08/12/nyregion/senior-lifeguards-shortage.html>

WEEK ENDING JANUARY 12:

EDITS FROM DECEMBER 12 MEETING

Just a reminder that all edits for the December 12 minutes and 101 Bylaws are due by the end of the day tomorrow (Thursday, January 11). I have attached both documents in case you missed them.

NEXT BOARD MEETING

Just a reminder that our first board meeting of the year is Tuesday, January 23. I will be sending out the agenda packet on Thursday, January 18 by around 3pm. If you have anything to add, please let me know as soon as possible.

INCLEMENT WEATHER PREPERATION

- Forecast/Process – As you know we have had windstorms and expected snow for Saturday (although it has backed off a little since the original forecast). We are sending out an email on the process, and have an inclement weather email ready to go. Usually we follow what the school district sets out to better communicate to the public, plus if staff, which is mostly youth, cannot make it to school then they cannot make it to the pool. The weekends are a little more difficult as there will be no update from HSD, so we will do our best with the information available.
 - School Closure- We will send out an update around 8am that will match what the school is following. If the school cancels evening programming we will also cancel evening programming.
 - If Conditions Change- We will also recommend that people call in. If weather conditions change, we may elect to close early, especially if groups cancel their practices and we may only have one or two people show up. In these situations, we recommend people call us. This usually happens if the temperature drops and roads start to freeze.
 - Weekends- On Saturdays, we will put out information by 7am, as we need to do this to notify patrons before they leave for swim lessons that start at 8:30am and swim teams that start at 8am. School is not in session, so we will need to make the call on these days. We will also have a staff member answer phone calls, if people miss the messaging, social media or website.
- Materials – Staff went to storage and pulled out all of our needed snow-related materials (snow shovels, deicer, etc.). Pool staff will clear the walkway from the handicap parking spaces to the entry.

SWIM LESSONS

Saturday swim lessons start this weekend. Not much has changed since registration closed as there are a few openings in higher level classes.

WATER EXERCISE

- Job Posting - We decided to wait a couple of weeks to get past the holidays to put information out about the evening water exercise instructor. We posted the position to Facebook, Twitter and the website. Below is a link to the Facebook post.



Mount Rainier Pool

Published by Scott Deschenes · 31m ·



WATER EXERCISE INSTRUCTOR NEEDED: The Mount Rainier Pool is looking for an experienced instructor to teach our water exercise (shallow water) classes on Tuesday and Thursday evenings from 6-7 pm. Our goal is to hire someone who has experience leading classes (especially for older adults), ability to train people at different fitness levels, and is personable and outgoing. Someone with experience and a certification to teach water exercise classes is a plus. Still, we are willing to give free certifications and paid job shadowing with our current instructor to help someone with experience instruction in non-water fitness classes. The position starts at \$22.02-\$23.82/hour D.O.E.

INTERESTED: If you are interested in having a conversation about applying, don't hesitate to contact Jared Wold, Aquatics Coordinator, at 206.824.4722 or jared.wold@desmoinespool.org.



Mount Rainier Pool
Des Moines Pool M.P.D.



We Are Looking For AQUATIC EXERCISE INSTRUCTORS



\$22.02-23.82/hr

Qualifications

- Strong communicative and interpersonal skills.
- Fitness or water exercise a plus.
- Able to get (free) certification and attend (paid) job shadow.



Free Training



Paid Job Shadow

APPLY NOW



Interested? Email:
jared.Wold@desmoinespool.org

Mount Rainier Pool

Mount Rainier Pool is an indoor facility. We are just south of the Mount Raini...

Call now

- Concerned Email – The classes have been covered by lifeguards, so we have not missed any classes, but the email below and answer were received on Friday evening.
 - Original Email:
Hello Scott,
I would like to voice my concern over finding a permanent water exercise instructor for the Mt. Rainier high school pool night time classes.
We all know Debbi has a high level of expertise in water aerobics and a genuine passion and care for the class and its participants and it will be hard to fill her shoes.

However, many of us that attend the class are concerned over the lack of recognizing the importance for consistency and knowledgeable skills in an instructor.

While training the lifeguards is one solution, along with higher pay, they are students and have other responsibilities in their lives.

I sincerely hope you are pursuing other avenues to finding a permanent, qualified, consistent instructor.

Many of us have been attending this class for quite some time and want to continue to do so. Also, this time slot works for most of us as we cannot attend the morning sessions.

I hope you will consider these concerns quickly and find the right solution for all of us.

Thank you for your time and we will hope to hear from you soon.

○ Response Email:

We are getting ready to post a water exercise instructor, but below is a response that we sent to another water exercise participant. I do not know if this was shared with you, but we are working to get a new instructor for the evening classes, but do not want to rush the process to ensure we get the right person onboard. The lifeguards teaching the classes are just a stop gap until we can find a long-term person to take over. The advertising of the position was pushed back a week, as we are working on maintenance issues that came up over the holiday break.

Thank you for sending this email, as I hope we can work with you and the other water exercise participants to hopefully find an acceptable instructor and continue to offer evening classes.

I understand your frustration, as we are also frustrated by losing someone of Debbi's caliber in leading the class. We respect Debbi's decision and hope to work on finding a good long-term solution that will bring the class up to the level it currently is at. We were actually having a staff meeting when this email was received and discussed long-term and short-term solutions.

First, we increased the pay rate for water exercise instructors to better attract a new instructor. This is set to take place in early January. We will be posting the updated information early next week. Our long-term (ideal) goal for the evening water exercise is to get someone with a fitness background that can not only lead the class but lead it at a high level including bringing energy to the class, show good form and interact with participants to help them get the most out of the experience.

Second, to better attract an instructor, we are not only paying more per hour, but offering to cover the cost of certification for water exercise and pay for them to job shadow for Debbi a couple of classes. We are hoping to attract a couple of people that might be interested in teaching, so we not only have an instructor to teach, but back-ups for vacations, illnesses, and transitions like this. This is more than other pools are offering water exercise instructors.

Third, the first two items are long-term solutions, but in the short-term, Jared and Quentin are working to train lifeguards to cover the class until we can have an instructor dedicated to evening classes. They have been working on this since Debbi announced she is leaving. Many of our lifeguards are youth or young adults that need to be trained to pivot and lead these classes. If not trained correctly, this can also lead to subpar classes.

Finally, we can use your classes help in recruiting a new instructor. Many times when fitness instructors are hired, it is not by posting positions, but by word-of-mouth. Please help us by putting this out to your contacts. Sometimes an instructor is a member of a class that shows promise, a fitness instructor in another field or someone that works in therapy that was told by a member of a class. We will post the position the position to as many places as possible, but please work with us to get the word out to anyone you know might be interested.

Please let me know if you have any questions or concerns that I may not have addressed in this email, and we hope to continue to serve you for the years to come.

Thank you and we hope to have some good news to you sooner than later,

GRANTS

- Best Starts (King County) – Gene applied for the Best Starts grant for King County. It is a pre-approval to see if we are eligible to apply. We will let you know more when they get back to us.
- Aquatic Facilities Grant – I got the final billing into King County and we should be receiving a check in the first quarter of 2024.

SWIM MEETS

- SMAC – Quentin reported that the SMAC meet on Sunday, January 7 went a little long with tabulating totals afterwards, and was a little dirty with eating on the pool deck, but we will work to better communicate it for the next meet.
- HSD Diving Invitational – We will be hosted our first diving invitational since before the pandemic on Wednesday, January 10. HSD used the scoreboard, but not the timing equipment, which was far less setup. This is happening today, so we will summarize it in next week's report.

WILD WAVES REQUEST

Wild waves made a rental request to use our facility every weekend March-May. This would eliminate all public hours on Fridays and Saturdays including swim lessons, rentals, and swim teams. They also requested classroom space that we did not have the size available for their trainings. We discussed this and decided to say the time was not available.

MAINTENANCE

- Leaking Toilets and Urinals – MacMiller is going to come out and fix leaking toilets and urinals in both locker rooms. The total cost will be around \$1,500.00.
- Pipe Leak in Back Room – There is a pipe leak that will be fixed over the washing machine in the backroom. The repair will be completed during the next closure, since it is close and requires the water to be turned off. This repair will come out to \$4,500 + tax.

- Closure Projects – Beyond the shower circulation and filter room pipe repairs, we are working on a list of potential repairs for the January meeting. We will share information as it comes in.
- Deep Clean – I also believe it is time for a deep clean that will be added to the February closure. I will work with a contractor to have them come out depending on how the maintenance projects overlap.
- Lighting – We had another light that went out, so we are looking at replacement of some of the lighting.
- Bad Outlet – We have an outlet for the scoring area that was damaged. Quentin is looking at having it replaced.

WRPA AQUATICS GROUP

- Meeting – Staff will be participating in the monthly WRAP Aquatics Meeting this Thursday. We will include a report in next week's report.
- Salary Survey – Quentin completed WRPA Aquatics' Salary Survey. We will share results when we have them.

WRPA LEGISLATIVE DAYS

We are members of the Washington Recreation and Parks Association (WRPA). They will be holding a legislative days event in Olympia, January 16-29. If you are interested in registering in any of the sessions or events, please let me know. Note-these events are for parks and recreation, which aquatics is a portion of. Most of these sessions will be more general and mostly focus on parks and outdoors.



PARKS & GREAT OUTDOORS LEGISLATIVE EVENTS

JANUARY 2024

SCHEDULE OF EVENTS

Legislative Budget Briefing, January 16th - 12:30-1:30pm

- Our outdoor recreation and budget champions in the legislature will discuss various funding items and policy proposals related to our great outdoors
- Capital budget leaders will give a brief Capital Budget overview and the Outdoor Recreation Caucus will discuss their top priorities for outdoor recreation during the 2024 legislative session.
- *Separate registration required — [Register Today](#)*

January 18 @ 5:30-7:00 — Reception @ Governor's Mansion

- Celebrate the great outdoors with fellow outdoor lovers and advocates!
- Hear from prominent outdoor leaders (Gov Inslee invited)
- *Separate registration required (deadline: January 10) bit.ly/Reception24*



Week of January 22 (Monday/Thursday 1-2pm) — Training Sessions

- Lobbying 101, Virtual Lobby Day 101 & What's different this year
- No separate registration—simply join us at: bit.ly/Zoom101Training

January 29, All Day — Legislative Day

- We'll set up your meetings based on legislator availability throughout this day—we'll keep you updated on schedules as much as we can!
- All meetings will be online. Links and other details will be provided
- *Registration required (deadline: January 25) bit.ly/LegDay2024*
- You have questions. We've got answers! Join us at our Zoom Basecamp on Jan. 25, 2024, 10am-12pm to talk to a WWRC staff member (link to be provided)



WCIA/MRSC SERVICES

See message below from WCIA on MRSC services that are available to the district as part of our coverage from WCIA.

Hello WCIA Delegate and Alternate:

WCIA has renewed the contract services agreement with the Municipal Research Services Center (MRSC) for exclusive services available to WCIA interlocal agency members for 2024.

You are receiving this email because your entity is an interlocal agency member of WCIA who has been enrolled in this program. Enrollment is at **no cost** to your organization as WCIA is covering the costs for your agency to have access to the services available under this program.

The MRSC Contract Services include:

- One-on-One Consultation: Connect with MRSC staff professionals to get answers on municipal law, public management, budget, and finance, contracting, land use, public works, utilities, personnel, and a vast array of other areas of interest to local government.
- Ask MRSC Services: MRSC responds to phone and email inquiries about legal and policy matters of concern to contracting agencies and their members. MRSC will research and provide, if available, examples of policies, resolutions, or other materials concerning best practices and/or strategies for addressing issues of importance to the member agencies. MRSC can also assist in the interpretation, compilation, and synthesizing of such information and materials. MRSC staff expertise includes municipal law, public management, budget, and finance, contracting, land use, public works, utilities, personnel, and a vast array of other areas of interest to local government. Please note that although MRSC may be conducting legal research, MRSC is not acting as legal counsel for individual member agencies.
- E-Newsletter Services: MRSC prepares a quarterly *Ask MRSC* electronic newsletter that is tailored specifically to the needs of the contracting members. Each edition features questions and answers from the previous three months for distribution to contracting members.

Please take advantage of this valuable opportunity available to your organization by reaching out to MRSC at (206) 625-1300 or (800) 933-6772 or submit your question at *Ask MRSC* <https://mrsc.org/research-tools/ask-mrsc>.

MLK DAY

Just a reminder that Monday is MLK Day. We will be open regular hours, including regular programming, but staff will be celebrating off for the state holiday.

RESEARCH

- Governor passes plan to get NYers safely into the water (NRPA SmartBrief/Queens Daily Eagle) - <https://queenseagle.com/all/2024/1/8/gov-proposes-plan-to-get-nyers-safely-in-the-water>
- To support mental health: local governments think creatively (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/january-2024/employee-mental-health-programs>
- Redefining recreation centers to address community health and well-being (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/january/redefining-recreation-centers-to-address-community-health-and-well-being/>
- Knowing your roles: city and town governments (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/january-2024/roles-in-city-and-town-governments>
 - *Note-we sometimes have interlocal agreements and other business relations with city governments, and I thought this might be an interesting read.*



Des Moines Pool Metropolitan Park District

December 12, 2023

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also, present were Commissioners Dusenbury, Campbell, Stender, and Achziger; and District General Manager (GM) Deschenes.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – District GM Deschenes proposed addition of Agenda Item 9e Sunbelt Controls Agreement. Commissioner Achziger moved to accept the amended agenda. Commissioner Stender 2nd. The motion passed 5-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – Commissioner Achziger announce the Des Moines Legacy Foundation would be granting \$4,000 for youth swim lessons in 2024.

PUBLIC COMMENT - None

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in October totaling \$106,493.26. Commissioner Stender 2nd. The motion passed 5-0.

EXECUTIVE SESSION BUSINESS

7a. Executive Session, HSD Lease

There was no business for the executive session.

OLD BUSINESS

8a. FitOnHealth Agreement

District GM suggested approving the FitOnHealth agreement, which would have a higher payback for usage and no reporting requirements. Commissioner Achziger moved to approve the agreement. Commissioner Campbell 2nd. The motion passed 5-0.

8b. Vision Payroll Agreement

The District GM recommended passing on the agreement for 2024 due to an increased estimate and new staff training. Staff will reevaluate the decision later next year for 2025.

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 – 12/12/2023**

8c. Resolution 2023-09 Budget Adjustment for Fiscal Year 2023

The District GM recommended moving \$75,000 from the general fund to the capital reserve fund. The capital reserve fund will be \$600,000 at the end of 2023. Commissioner Dusenbury moved to approve Resolution 2023-09 Budget Amendment to Fiscal Year 2023. Commissioner Campbell 2nd. The motion passed 5-0.

8d. Salary Scale for 2024

The District GM gave a brief recap of the discussion about the 2024 salary scale that was presented at the October 24 regular board meeting. Commissioner Campbell moved to approve the 2024 salary scale. Commissioner Achziger 2nd. The motion passed 4-0. Commissioner Stender abstained.

NEW BUSINESS

9a. 2024 Meeting Schedule (first touch)

The District GM polled the board if they wish to continue the meeting schedule format that was adopted at the January 17, 2023 board meeting. The board was in consensus that the schedule was accepted. The formal schedule will be voted upon as Resolution 2024-03 Board Meeting Times and Locations at the first meeting of 2024, which will be held on January 23.

9b. Bylaws Update (first touch)

The District GM notified the board that he would be putting out the District's Bylaws for edits this week with updates for municipal officers' benefits, updated hybrid meeting information and agenda packet posting. The bylaws will be adopted at the first meeting of 2024, which will be held on January 23.

9c. Board Officers and Committees (first touch)

The District GM notified the board of officer and committee elections that will be held at the first meeting of 2024, which will be held on January 23. Resolution 2024-01 Board Officers and Resolution 2024-02 Board Committees will be voted upon and memorialized by resolution at this meeting.

9d. Resolution 2023-10 Warrant Cancellations

The District GM notified the board that the District had to cancel a number of warrants with most attributed to mail theft. Commissioner Stender moved to approve Resolution 2023-10 Warrant Cancellations. Commissioner Dusenbury 2nd. The motion passed 5-0.

9e. (Added) Sunbelt Controls Agreement

The District GM recommended the board approve the Sunbelt Controls agreement due to issues with the age of the Air Handling Unit. Commissioner Dusenbury moved to approve the Board President sign the Sunbelt Controls agreement. Commissioner Achziger 2nd. The motion passed 5-0. A copy of the Sunbelt agreement is included in the December 12 agenda packet.

GOOD OF THE ORDER

Commissioner Achziger gave the board a legal update on his dual offices case. Commissioner Dusenbury discussed potential future partnerships. The District GM notified the board that an updated schedule for December 18-January 5 with early morning weekday hours would be coming out on Thursday, December 14 and new student registration on Saturday, December 16.

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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 GM at scott.deschenes@desmoinespool.org if you have questions.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 12/12/2023**

ADJOURNMENT

With no further business the meeting was adjourned at 7:33pm.

UPCOMING MEETINGS

- January 23, 2023, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Achziger

Angela Melum, District Clerk

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/04/2023

Total Amount: \$2,951.13

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20231127075639.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Scott DeschenesEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<u>Scott Deschenes</u> 2E03815D71304B0...	<u>11/27/2023</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

DocuSigned by:

<u>Joe Dusenbury</u> 5E8DDA9899F2474	<u>11/27/2023</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

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20231127075639.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
COLIBRI NORTHWEST, LLC			267DM	11/22/2023	\$610.00	WINTER 23/24 1/2 PAGE DM CURRENTS AD
COLIBRI NORTHWEST, LLC			268DM	11/22/2023	\$910.00	WINTER 23/24 FULL PAGE DM CURRENTS AD
GRAINGER			9891845043	11/02/2023	\$457.25	POOL CLEANING SUPPLIES
GRAINGER			9891225071	11/01/2023	\$304.34	POOL CLEANING SUPPLIES
HIGHLINE WATER DISTRICT			112723hwd	11/27/2023	\$581.68	NOVEMBER WATER BILL
PRINT PLACE			33846	11/21/2023	\$87.86	LEARN TO SWIM ACHIEVEMENT CARDS



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/06/2023

Total Amount: \$17,882.57

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20231201050441.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Scott DeschenesEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03815D71304B0	<u>12/1/2023</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA9899F2474	<u>12/5/2023</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20231201050441.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			24258	11/27/2023	\$99.96	H2O REPLACEMENT CORD
AQUATIC SPECIALTY SERVICES			6050-1	11/16/2023	\$945.96	2 ROBOT VACUUM REPAIRS
AQUATIC SPECIALTY SERVICES			1126-11	11/28/2023	\$300.75	NOVEMBER CONTRACTED SERVICES
GRAINGER			9904577922	11/14/2023	\$113.41	CLEANING SOLUTION (BLEACH)
NORTHWEST LANDSCAPING SERVICES			CD50357683	12/01/2023	\$620.96	DECEMBER LANDSCAPE SERVICES
PUGET SOUND ENERGY			112123PSE	11/21/2023	\$11,437.34	NOVEMBER GAS & ELECTRIC SERVICES
SNURE LAW OFFICE			120123SLO	12/01/2023	\$770.00	NOVEMBER LEGAL SERVICES
US BANK			111023USB	11/10/2023	\$3,594.19	OCTOBER PURCHASE CARD CHARGES



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/11/2023

Total Amount: \$1,645.47

Control Total: 4

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20231204155232.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Scott DeschenesEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<u>Scott Deschenes</u> 2E03815D71304B0...	<u>12/4/2023</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

DocuSigned by:

<u>Joe Dusenbury</u> 5E8DDA9899F2474	<u>12/5/2023</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20231204155232.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY		ns	RN11232689	11/30/2023	\$80.92	NOV 23 CYLINDER RENTAL FOR CO2
CENTRAL WELDING SUPPLY		JD	CG136499	12/01/2023	\$335.55	NOV 23 CO2 REFILL
DATAQUEST, LLC			22281	11/30/2023	\$464.00	NOV 23 BACKGROUND CHECKS
LINDA RAY			202311-01	12/01/2023	\$765.00	NOV 23 DISTRICT CLERK SVCICES



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/19/2023

Total Amount: \$4,796.97

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20231212145708.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela MelumEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschene</u> 2E03815D71304B0	<u>12/12/2023</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA9890F2474...	<u>12/13/2023</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
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KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20231212145708.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CMIT SOLUTIONS EASTSIDE			12342	11/30/2023	\$1,511.00	PREVENTATIVE SRVC MAINT NOV 2023
CMIT SOLUTIONS EASTSIDE			12427	11/30/2023	\$228.79	TELCO PHONE SERVICE NOV 2023
COPIERS NORTHWEST			INV2747226	12/07/2023	\$86.74	COPIER SERVICES NOV 2023
DEPARTMENT OF RETIREMENT SYSTEMS			11202023DRS	12/15/2023	\$1,530.78	DRS NOVEMBER PAYMENT
FERNANDO CORTEZ			12152023PEFC	12/15/2023	\$463.76	DEC 15TH PAYROLL F.CORTEZ
MAYA EVERYBODYTALKSABOUT			12152023PEME	12/15/2023	\$31.31	DEC 15TH PAYROLL M.EVERY
MOUNT RAINIER HIGH SCHOOL			2024100	10/25/2023	\$180.00	AD FOR MRP IN OCT 2023
NADIA CORTEZ			12152023PENC	12/15/2023	\$11.88	DEC 15TH PAYROLL N.CORTEZ
SADIE EBY			12152023PESE	12/15/2023	\$35.21	DEC 15TH PAYROLL S.EBY
ZEN 22015, LLC			01012024ZEN	12/07/2023	\$717.50	RENT FOR JAN DIST OFFICE

DS



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/27/2023

Total Amount: \$8,124.87

Control Total: 3

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20231219114705.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela MelumEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03815D71304B0	<u>12/19/2023</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA98899F2474...	<u>12/19/2023</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_20231219114705.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
MACDONALD-MILLER FACILITY SOLUTIONS			SVC281939	12/13/2023	\$892.37	HVAC SVC ON 12/6/23
RECOLOGY			0004495576	10/31/2023	\$911.92	TRASH/RECYCLE SVC FOR NOV 2023
US BANK			121123	12/11/2023	\$6,320.58	DMP PURCH CARD STMT

DS




Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/27/2023

Total Amount: \$624.92

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20231221141845.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum


Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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


 2E03815D71304B0...
 Authorized District Signature

12/21/2023

Date


Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:


 5E8DDA9899F2474...
 Authorized District Signature

12/21/2023

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_20231221141845.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALEXIS MOORE			12312023SPAM	12/31/2023	\$39.14	DEC 31ST PAYROLL A.MOORE
FERNANDO CORTEZ			12312023PEFC	12/31/2023	\$173.26	DEC 31ST PAYROLL F.CORTEZ
JOE DUSENBURY			12312023SPJD	12/31/2023	\$233.27	DEC 31ST PAYROLL J.DUSENBURY
MAYA EVERYBODYTALKSABOUT			12312023SPME	12/31/2023	\$46.96	DEC 31ST PAYROLL M.EVERY
SADIE EBY			12312023SPSE	12/31/2023	\$15.65	DEC 31ST PAYROLL S.EBY
SHANE STENDER			12312023SPSS	12/31/2023	\$116.64	DEC 31ST PAYROLL S.STENDER

DS

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 _____

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								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								

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 _____ Organization _____
Email _____ Phone # _____ 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 _____ Date _____
Print Name _____ Phone # _____ Email _____

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 12/20/2023**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 12-31-2023	170950010			24219			30,807.49
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 30,807.49

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Joe Duesenberry Title Clerk of the Board Date 12/21/2023
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District Gm/Legal **Meeting Date:** January 23, 2024

Under: Executive Session Business

Attachment: None

Subject: HSD Lease Extension

Background/Summary:

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

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

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

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

UPDATE: A certified (mail) response was mailed on Tuesday, August 29. At the time this packet was sent out, we have received no formal response.

At the time of sending this agenda packet, the district has not received a formal response from the school district on the lease.

Fiscal Impact: N/A

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

- The executive session will be for _____ minutes until ____:____.

- Any direction made by the board will be in open session and noted in the minutes.

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

Two Touch Rule:

8/03/22

Committee Review

3/15/22

First Board Meeting (Informational)

To be determined

Second Board Meeting (Action)

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

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

Notes:- None

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: January 23, 2024

Under: Old Business Attachment: Yes

Subject: Board Officers

Background/Summary:

At the year's first meeting, the board votes to name the President and the Clerk of the Board. The board officers' election is always the first item on the agenda for the new President to lead the meeting.

Per [RCW 35.61.120\(1\)](#) and [District Policy and Procedure 220-3.1.5](#), the Des Moines Pool Metropolitan Park District (District) will hold elections for its President and Clerk of the Board for 2024.

The President of the Board will preside at each Board Meeting and ensure the meeting is conducted per the published agenda. The President may sign on behalf of the Board any contract, resolutions, and other instruments that the Board approves. In the President's absence, the Clerk of the Board will preside at the Board Meeting.

Clerk of the Board presides at Board Meetings in the President's absence. Approve vouchers for payment and oversee compliance with public records disclosures.

A formal vote and a Resolution 2024-01 Appointing Officers to memorialize the decision to meet the Revised Code of Washington (RCW), District Bylaws District, and Policy and Procedure.

Fiscal Impact: N/A

Proposed Motion: *(Motion for 1/23/24)*

I move to approve Resolution 2024-01 Appointing Board Officers to formalize the appointment of _____ to the office of President and _____ to the office of Clerk of the Board.

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

Three Touch Rule:

<u>N/A</u>	Committee Review
<u>12/12/2023</u>	First Board Meeting (Informational)
<u>01/23/2024</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

- Resolution 2024-01 Appointing Officers (Attachment)
- [Policy 220 Board and Administration \(Link\)](#)

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

RESOLUTION NO. 2024-01

APPOINTING OFFICERS

WHEREAS, RCW 35.61.10 requires the Board of Commissioners to annually elect a President and Clerk of the Board of Commissioners.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT hereby appoints:

_____ as President of the Board to serve until a successor is appointed in January 2024.

_____ as Clerk of the Board to serve until a successor is appointed in January 2024.

Adoption: ADOPTED by the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT at an open public meeting of such Board on the 23rd day of January 2024, the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Angela Melum, District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM

Meeting Date: January 23, 2024

Under: Old Business

Attachment: Yes

Subject: Board Committees

Background/Summary:

The Board will also need to appoint committees for 2024. In 2023 the following committees existed:

- **Capital and Contacts** – Achziger and Dusenbury
- **Finance** – Dusenbury and Young
- **Policy and Procedure** – Campbell and Young
- **Public Outreach** – Achziger and Stender

Resolution 2024-02 will also be set for memorializing the board appointments.

If there are any changes, the District GM will amend the resolution for signature with the updated changes.

Fiscal Impact: N/A

Proposed Motion:

I move to approve Resolution 2024-02 (Amended*) Board Committees.

**Add amended to motion, only if changes are made.*

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

Three Touch Rule:	<u>N/A</u>	Committee Review
	<u>12/12/2023</u>	First Board Meeting (Informational)
	<u>01/23/2024</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

-Resolution 2024-02 Board Committees (Attachment) – *Commissioner names will be entered on form when sent out for signature.*

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2024-02

BOARD COMMITTEES

WHEREAS, Article 8 of the District’s Bylaws states “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.”; and

WHEREAS, at the January 23rd Regular Board Meeting, the Board President took nominations for the following committees: Capital and Contracts, Finance, Policy and Procedure, and Public Outreach Committees; and

NOW THEREFORE, BE IT RESOLVED, that BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT hereby adopts appointments to the following committees.

- **Capital and Contracts Committee:** Commissioner _____
and Commissioner _____
- **Finance Committee:** Commissioner _____ and
Commissioner _____
- **Policy & Procedure:** Commissioner _____ and
Commisioner _____
- **Public Outreach:** Commissioner _____ and
Commissioner _____

Adoption. ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 23rd day of January 2024 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Angela Melum, District Clerk

Meeting scDes Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District G.M. **Meeting Date:** January 23, 2024

Under: Old Business **Attachment:** Yes

Subject: 2024 Meeting Schedule

Background/Summary:

The district schedules monthly meetings yearly on published dates for transparency. In 2023, meetings were moved to the Fourth Tuesday between January and October and the Second Tuesday in November and December. A hybrid meeting format was also added during the pandemic and extended to give people unable to attend in-person meetings remote access and public comment options.

Financials will be available for January-October meetings from the previous month, but financials for November and December meetings will be pushed to the next month. (Final financial statements from King County do not come out until after the packet has been mailed in those months).

Below is Resolution 2024-03 Meeting Times and Locations.

Fiscal Impact: N/A

Proposed Motion:

I move to approve Resolution 2024-03 Meeting Times and Locations.

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

Three Touch Rule:

	<u>Committee Review</u>
<u>12/12/2023</u>	First Board Meeting (Informational)
<u>1/23/2024</u>	Second Board Meeting (Action)

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

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

Notes:

- Resolutions 2024-03 Meeting Schedule (attachment)
- 2024 Business Calendar (attachment)

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2024-03

RESOLUTION CONFIRMING 2024 REGULAR MEETING DATES & TIMES

WHEREAS, The regular monthly meetings of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT are held at Des Moines Pool Metropolitan Park District offices (22015 Marine View Drive So.) on the fourth Tuesday of each month at 7:00 p.m. between January and October, and the second Tuesday of each month in November and December at 7:00pm, and

WHEREAS, all board meetings will be a hybrid format to ensure better access to the community and board. Instructions for online and phone access will be available at the District's governance page (www.mtrainierpool.com/governance).

WHEREAS, public comment will continue to be available in-person at the beginning of the meeting, and remotely by email by noon of that business day. Any late correspondence will be added to the next regular board meeting. Instructions for public comment correspondence will be available at the District's governance page (www.mtrainierpool.com/governance).

NOW THEREFORE, BE IT RESOLVED, that BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT hereby adopts the following schedule change for all future regular monthly meetings.

Meetings will continue to be held at the Des Moines Pool Metropolitan Park District Offices (22015 Marine View Dr S.), Des Moines, WA on the fourth Tuesday of each month at 7:00 p.m. between January and October, and the second Tuesday of each month at 7:00 p.m. for November and December.

Adoption. ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 23rd day of January 2024 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Angela Melum, District Clerk

2024 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

January	23	7:00pm	Regular Board Meeting (@MRHS Library) <ul style="list-style-type: none">• Elect Officials (A)• Appoint Committees (A)• District Bylaws Review (A)• Approve Meeting Schedule (A)• 2023 Q4 Aquatics Manager Report• 2024 Goal Setting (I) <i>Night board meeting dates and locations being voted on for change.</i>
February	27	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• 2023 Q4 Financial Report• WCIA Compact Discussion (I)• 2024 Goal Setting (I)
March	26	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• 2024 Goal Setting (A)• Policy and Procedural Review (I)
April	23	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• 2024 Q1 Aquatics Manager Report• 2023 Financial Report to State (I)• WCIA COMPACT Review (A)
May	28	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• 2024 Q1 Financial Report• 2023 Financial Report to State (A)
June	25	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• August Closure (I)
July	23	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• Start of Budget Process/Hand Out Workbooks (I)• 2024 Q2 Aquatics Manager Report• August Closure (A)
August	27	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• 2024 Q2 Financial Report

			<ul style="list-style-type: none"> 5-Year Capital and Equipment Replacement (I)
September	24	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> No items at time of creating this calendar
October	22	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> 2024 Q3 Aquatics Manager Report Preview Preliminary Budget (I) Levy Certification Estimate (I)
November	12*	7:00pm	Regular Board Meeting/ Budget Public Hearing <ul style="list-style-type: none"> 2024 Q3 Financial Report Budget and Levy Certification Process <ul style="list-style-type: none"> Adopt 2025 Budget (A) 2025 Levy Certification (A) Substantial Need Ordinance (if needed)
December	10*	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> Budget Amendments (A) Proposed 2025 Meeting Calendar (I) Bylaws (I) 2025 Officers and Committees (I)

Notes:

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

- (I) Informational: Information will be given to the Board of Commissioners to develop viewpoints and questions. All questions will be referred to Committees.
- (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 #: 8d **Assigned to:** District GM **Meeting Date:** January 23, 2024

Under: Old Business **Attachment:** Yes

Subject: Policy 101 Bylaws, 2024 Update

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 District GM requested that all edits are sent into them by January 15 at noon. An editable draft was sent out on Wednesday, December 13. Attached is the draft including the compiled edits including legal counsel.

The only comments that were received were from legal and that change is included in the presented draft.

Fiscal Impact: N/A

Proposed Motion: I move to approve the updated Policy 101, Bylaws.

Reviewed by District Legal Counsel: **Yes** X **No** _____ **Date:** 12/26/23

<u>Two Touch Rule:</u>	<u>N/A</u>	Committee Review
	<u>12/12/23</u>	First Board Meeting (Informational)
	<u>1/23/24</u>	Second Board Meeting (Action)

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

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

Notes:

- DRAFT: Policy 101 Bylaws, January 23, 2024, Update (attached)

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 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. 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.

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
- 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.

DRAFT

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

DRAFT

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e **Assigned to:** Aquatics Manager **Meeting Date:** January 23, 2024

Under: Old Business

Attachment: Yes

Subject: Aquatics Manager Report – Quarter 4 (October-December 2023)

Background/Summary:

The Aquatics Manager will be making the Fourth Quarter (Q3) Report. This report will contain a physical report from October-December (Q4), Q&A with the board and a short discussion on a potential facility tour. He will also discuss the current Winter 2024 quarter (January-March).

New reports include attendance. Feedback from this meeting will be used to improve the reports.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

- Aquatics Manager Q4 (October-December) Physical Report

AQUATICS MANAGER'S QUARTERLY REPORT – FALL 2023

SWIM LESSON PARTICIPATION

This report is for October – December 2023. At this time, we offered Saturday Mornings (8am-11am):

Saturday AM, September 30th – December 2nd, 2023

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	**Waitlist Participants	% of Capacity (No Privates)*
Parent/Child	2	2	20/20	13	100%
Adult	2	2	18/20	0	90%
9:00am	4	4	20/20	16	100%
9:30am	3	3	15/15	9	100%
10:00am	4	4	21/20	13	105%
10:30am	3	3	15/15	9	100%
11:00am	5	5	31/30	13	103%
Totals	4 (avg)	23	140/140	73	100%

**Some people are listed on multiple waiting lists.

SATURDAY AM: 9/30/2023-12/2/2023

8am

Adult –

- 0/9 students showed up to 7/8 or more classes.
 - 1 student missed one class.
 - One student attended 4/5 because he registered in the middle of the session.
 - 2 students missed two classes.
 - 1 student missed three classes.
 - 3 students missed six classes.
 - 2 students missed all classes.

8:30am

Adult –

- 3/9 students showed up to 7/8 or more classes.
 - 2 students missed zero classes.
 - 1 student missed one class.
 - 1 student missed three classes.
 - 1 student missed five classes.
 - 2 students missed six classes.
 - 1 student missed seven classes.
 - 1 student missed all classes.

9am*Preschool Aquatics 3 –*

- 3/5 students passed.
- 3/5 students showed up to 7/8 or more classes.
 - 3 students missed one class.
 - 1 student missed two classes.
 - 1 student missed three classes.

Learn-to-Swim 1 –

- 2/5 students passed.
- 1/5 students showed up to 7/8 or more classes.
 - 1 student missed one class.
 - 3 students missed two classes.
 - 1 student missed four classes.

Learn-to-Swim 2 –

- 4/5 students passed.
- 3/5 students showed up to 7/8 or more classes.
 - 1 student missed zero classes.
 - 2 students missed one class.
 - 1 student missed four classes.
 - 1 student missed five classes.

Learn-to-Swim 3 –

- 1/5 students passed.
- 2/5 students showed up to 7/8 or more classes.
 - 1 student missed zero classes.
 - 1 student missed one class.
 - 1 student missed two classes.
 - 1 student missed three classes.
 - 1 student missed all classes.

9:30am*Parent & Child 2 –*

- 0/10 students passed.
- 2/10 students showed up to 7/8 or more classes.
 - 2 students missed one class.
 - 3 student missed two classes.
 - 3 student missed three classes.
 - 1 student missed four classes.
 - 1 student missed seven classes.

Preschool Aquatics 1 –

- 0/5 students passed.
- 4/5 students showed up to 7/8 or more classes.
 - 2 students missed zero classes.
 - 2 student missed one class.
 - 1 student missed four classes.

Preschool Aquatics 2 –

- 1/5 students passed.
- 2/5 students showed up to 7/8 or more classes.
 - 2 students missed one class.
 - 1 student missed three classes.
 - 2 students missed six classes.

Learn-to-Swim 1 –

- 4/5 students passed.

- 4/5 students showed up to 7/8 or more classes.
 - 3 students missed zero classes.
 - 1 student missed 1 class.
 - 1 student missed all classes.

10am

Preschool Aquatics 1 –

- 0/5 students passed.
- 2/5 students showed up to 7/8 or more classes.
 - 1 student missed zero classes.
 - 1 student missed one class.
 - 1 student missed two classes.
 - 1 student missed three classes.
 - 1 student missed seven classes.

Preschool Aquatics 3 –

- 1/5 students passed.
- 2/5 students showed up to 7/8 or more classes.
 - 1 student missed zero classes.
 - 1 student missed one class.
 - 2 students missed two classes.
 - 1 student missed five classes.

Learn-to-Swim 2 –

- 2/5 students passed.
- 3/5 students showed up to 7/8 or more classes.
 - 2 students missed zero classes.
 - 1 student missed one class.
 - 1 student missed two classes.
 - 1 student missed five classes.

Learn-to-Swim 3 –

- 1/6 students passed.
- 5/6 students showed up to 7/8 or more classes.
 - 1 student missed zero classes.
 - 4 students missed one class.
 - 1 student missed three classes.

10:30am

Parent & Child 1 –

- 5/10 students passed.
- 2/10 students showed up to 7/8 or more classes.
 - 2 students missed one class.
 - 4 students missed two classes.
 - 1 student missed three classes.
 - 2 students missed four classes.
 - 1 student unenrolled after two classes.

Preschool Aquatics 2 –

- 2/5 students passed.
- 3/5 students showed up to 7/8 or more classes.
 - 3 students missed one class.
 - 1 student missed two classes.
 - 1 student missed five classes.

Learn-to-Swim 1 –

- 4/5 students passed.

- 4/5 students showed up to 7/8 or more classes.
 - 4 students missed one class.
 - 1 student missed two classes.

Learn-to-Swim 4 –

- 2/5 students passed.
- 3/5 students showed up to 7/8 or more classes.
 - 1 student missed zero classes.
 - 2 students missed one class.
 - 1 student missed two classes.
 - 1 student unenrolled after three classes.

11am

Preschool Aquatics 1 –

- 0/5 students passed.
- 1/5 students showed up to 7/8 or more classes.
 - 1 student missed one class.
 - 1 student missed two classes.
 - 1 student missed three classes.
 - 1 student missed five classes.

Learn-to-Swim 1 –

- 5/5 students passed.
- 0/5 students showed up to 7/8 or more classes.
 - 3 students missed two classes.
 - 1 student missed three classes.
 - 1 student missed four classes.

Learn-to-Swim 2 –

- 3/6 students passed.
- 3/6 students showed up to 7/8 or more classes.
 - 3 students missed one class.
 - 2 students missed two classes.
 - 1 student missed five classes.

Learn-to-Swim 3 –

- 1/5 students passed.
- 4/5 students showed up to 7/8 or more classes.
 - 2 students missed zero classes.
 - 2 students missed one class.
 - 1 student missed two classes.

Learn-to-Swim 5/6 –

- 0/10 students passed.
- 7/10 students showed up to 7/8 or more classes.
 - 3 students missed zero classes.
 - 4 students missed one class.
 - 3 students missed two classes.

SPECIAL EVENTS-

- Spooky Swim (10/28) (tickets are available online (anytime before 10/28) and in person (day of))
- Winter Waterland Swim (12/16) (tickets are available online (anytime before 12/16) and in person (day of))

PROMOTIONAL DAYS: \$1 open swim and wibit swim (will re-turn in winter 2024)

Overview of Pool Operations:

Staffing:

- Blended learning lifeguard classes completed in November and December 2023.
- Increased staff to 13+ for winter programming.
 - Over 80% of new hires are non-traditional swimmers and come in weekly to work on skills.

Programming Notes:

- **Swim Lessons:** Online registration started in September for current students ONLY.
- **Scholarship Information:** \$2,485.76 allocated to scholarships including overages of \$620 for grant.
- **Private Party Rentals:** 2nd and 4th Saturday of each month starting in September.
 - **Number of Birthday Parties:** 7.
- **PTSA Swims:** List of PTSAs scheduled:
 - November 18th, 2023, Midway – 2-5pm
 - December 16th, 2023, Holiday Event – 1-3pm
 - January 20th, 2024, Des Moines – 2-5pm
 - February 17th, 2024, North Hill – 2-5pm
 - March 2nd, 2024, Wood Mont – 2-5pm
 - April 6th, 2024, TBA
 - April 20th, 2024, April Pools Day – 1-3pm
 - May 4th, 2024, TBA
 - May 18th, 2024, TBA
- **Alaska Airlines training dates/times**
 - October 9th & 11th, 2023 (1:00pm-3:00pm)
 - November 6th & 8th, 2023 (1:00pm-3:00pm) (CANCELLED)
 - Friday, April 12th, 2024 (1-3:30pm)
 - Tuesday, April 16th, 2024 (1-3:30pm)
 - Friday, May 3rd, 2024 (1-3:30pm)
 - Tuesday, May 7th, 2024 (1-3:30pm)
 - Friday, May 24th, 2024 (1-3:30pm)
 - Tuesday, May 28th, 2024 (1-3:30pm)
 - Friday, June 14th, 2024 (1-3:30pm)
 - Tuesday, June 18th, 2024 (1-3:30pm)
- **RETT (Debbie Aquatics Therapy)** from 9:15am -1:00pm Tuesdays and Thursdays.
- **SMAC:** Intro 2 Swim Team (negotiating 2024)
- **Maintenance**
 1. Aquatic Specialty Services- Monthly service (ongoing), continued bi-weekly backwashing and weekly strainer basket cleaning.
 2. Closed the day after Christmas due to low water pressure.
- **Repairs/ Installs:**
 - HVAC repairs (Donald Mac Miller)
 - Controls updated (Sunbelt Controls)

Outreach: Water Polo and Record Board

Marketing Objectives to enhance our Mission:

- Promote swimming as a lifelong and lifesaving skill, along with the importance of knowledge of how to be safe in, on and around the water through programming.
- Increasing opportunities for all community members to utilize Mt. Rainier Pool, regardless of age, swimming skill, and economic status.
- Creating and promoting programming that will enable public to use Mt. Rainier Pool from a young child through adulthood.

- Ensuring opportunities for teens/ young adults as a safe place to socialize and better their skills and knowledge of the water.
- Creating partnerships with other agencies in our community to offer opportunities for better access to our facility.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a Assigned to: District GM

Meeting Date: January 23, 2024

Under: New Business

Attachment: Yes

Subject: District Clerk Consultation Service

Background/Summary: On January 31, 2022, a services contract was signed with the former district clerk, Linda Ray, to provide training and help oversee financial services for the district clerk position, while the district was going through a changeover in staffing. Due to circumstances, the district has agreed with Linda Ray to help train new staff on processes and software to help them better learn their role. In 2023, the replacement district clerk left the organization, and the district reorganized the position to include front desk roles with bookkeeping due to a need for more skilled applicants for part-time work. Linda Ray elected to return to the organization under the 2022 agreement and helped maintain financial processes, including working with our financial software. During this transition, the district general manager completed district clerk duties.

Ray requests an increase of \$7.50/hour, bringing the agreement from \$30/hour to \$37.50/hour. This contracted rate is flat, with no taxes or benefits paid by the district. The contracted position is needed to train the new bookkeeper and would benefit the district in the future by helping manage and maintain the financial processes. There is a \$10,000 budget for this process, and the district general manager believes all fees should be within budget.

The district general manager is recommending approving the increase to take place immediately.

Fiscal Impact: Up to \$10,000 which is currently budgeted under financial services.

Proposed Motion: I move to approve the hourly increase for the district clerk contract at the new rate of \$37.50.

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

Three 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 X Report back date: _____

Notes: Attached:

- Independent Contract Agreement for Linda Ray (2022)



Des Moines Pool Metropolitan Park District

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into between Des Moines Pool Metropolitan Park District, a Washington State Municipal Corporation hereafter referred to as “District”, and Linda Ray a sole proprietor hereafter referred to as “Contractor.”

The District hereby retains Linda Ray as an Independent Contractor of the District under the terms and conditions set forth in this Agreement.

- 1. Status of Parties.** Contractor is a former employee of the District who will work as a consultant on a transitional basis to train the employee that is taking over her position on an as needed basis. In this role the Contractor is not an agent or employee of the District. Contractor shall not be precluded from entering into contracts of employment or into other independent service contracts, provided that Contractor retains the ability to perform the provisions of this Agreement.
- 2. Qualifications.** District selected Contractor to perform the services described herein because of Contractor’s experience and knowledge of the Services. In the performance of these Services, Contractor will act in good faith and with professionalism. Contractor warrants and represents that Contractor is in compliance with all federal, state and local laws regarding business permits, professional requirements and licenses that may be required to perform the Services as set forth in this Agreement.
- 3. Services.** The Contractor shall provide the following services to the District:
 - 3.1. Training Services:** The contractor will train the replacement District Clerk and other District staff on processes, including, but not limited to payroll, financial software, meeting agendas and minutes, credit card processing, financial report, public records and other duties as needed.
 - 3.2. Staff Support:** The contractor will help with support of current staff in finance, reporting, public records retrieval and other District Clerk-related processes.
 - 3.3. Connections:** The contractor will assist in helping transition the new District Clerk with communicating with vendors, professional contacts and others to further the changeover.
 - 3.4. Knowledge:** The duties of the District Clerk may require on-going support as seasonal processes may require support throughout the year. Duties may include sharing expertise in financial report preparation, budgeting prep and annual obligations to State of Washington and King County.

District Clerk – Service Contract

January 31, 2022

Page 2

4. **Availability.** Contractor shall be available to provide the Services within a reasonable time frame and will work cooperatively with the District to provide the services at the times requested by the District.
5. **Compensation.** In consideration for the services provided, the Contractor shall be paid \$30.00 per hour. The District shall pay for the Services within 30 days of performance.
6. **Term.** This Agreement may be terminated in writing by either party at any time with or without advance notice.
7. **Business and Professional Costs.** Contractor shall not be treated as an employee with respect to the services performed pursuant to this Agreement for federal or state tax purposes. Contractor understands that Contractor is responsible for complying with all federal, state and local tax laws, Social Security and Medicare regulations relating to compensation under this Agreement. The District shall not be liable to Contractor for any expenses paid or incurred by the Contractor in performing the Contractor services under this Agreement.
8. **Equipment, materials and supplies.** Contractor shall supply, at its sole expense, all equipment, materials and supplies necessary to accomplish the services to be performed. The District will provide access to and use of District equipment as necessary to provide the Services.
9. **Indemnification/Hold Harmless.** The Contractor shall defend, indemnify, and hold harmless the District, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits (including attorney fees) arising out of or in connections with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.
10. **Assignment.** This Agreement may not be assigned by Contractor without District's prior written permission.
11. **Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Washington.

Dated: 1/31/2022

DES MOINES POOL METROPOLITAN
PARK DISTRICT

DocuSigned by:
By: Scott Deschenes
2E03815D71304B0...

DocuSigned by:
Linda Ray
1194C72904A7486
Linda Ray

AGENDA ITEMS SUMMARY SHEET

Attachment: Yes

- List of Closure Projects (hand out at meeting) and Financial Implications (attached)

CMIT Proposal Effects on 2024 Budget

DES MOINES POOL METROPOLITAN PARK DISTRICT

February Closure Projects	Financial Totals	Notes
Mixing Valves (MM)	\$26,000.00	Approved in September 2023.
Plumbing Stabilization (AS)	\$28,000.00	Approved in September 2023.
AHU Repairs (SB)	\$85,000.00	Approved in January 2024.
Deep Cleaning (Sound)	\$3,000.00	DGM Approval (budgeted)
TOTAL	\$142,000.00	All Not To Exceed

February Closure Projects	Financial Totals	Notes
Boiler Updates	\$100,000.00	If approved.
Filter Media Changeover	\$40,000.00	Budgeted. Glass media budgeted (most expensive)
Life Rental	\$500.00	Rent for both lighting and cleaning.
Lighting Replacement	\$500.00	Bulbs going out.
Vent Cleaning	\$1,500.00	Cleaning to help lengthen life of AHU.
Water + Chemical Changeover.	\$500.00	Remove calcium and better balance water.
TOTAL	\$143,000.00	All Not To Exceed

Budget Impacts	Financial Totals
Filter Media Replacement (budgeted)	\$40,000.00
2023 Maint Svcs Repairs (budgeted)	\$54,000.00
Cleaning (budgeted)	\$7,000.00
Maint Services, Non-Contracted (budgeted)	\$75,000.00
Capital Reserve Fund (not budgeted)	\$109,000.00
TOTAL FUNDS NEEDED FOR REPAIRS	\$285,000.00

Additional repairs may occur during 2024 that will need to be paid out of the capital reserve fund.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9c **Assigned to:** District GM **Meeting Date:** 01/23/2024

Under: New Business **Attachment:** Yes

Subject: 2024 Goals and Objectives (Homework)

Background/Summary:

In 2019 and 2020, the District created a process for setting goals and objectives. The District stopped this process during the pandemic, as conditions were limited and unpredictable. The District GM recommends returning the process to help set board expectations for operations. The board can elect not have goals for operations, but if the board chooses to move forward, the district general manager recommends the process below.

1/23/24 "GOAL SETTING" HOMEWORK: Please write up five goals you want the District to pursue during 2020. Please email the District GM by Thursday, February 15.

2/27/24 "GOAL COMPILING" HOMEWORK: The District GM will put these goals together to be placed in the agenda packet—the board will vote on the importance and urgency of each goal and the goals. A draft of the changes will be sent out to the board, and the board will be able to send in edits or suggestions by Thursday, March 18.

3/26/24 BOARD MEETING: A final DRAFT of the goals and objectives will be presented as part of regular business, with the board voting to approve the goals and objectives.

The District GM may work with the policy and procedure committee on any edits requiring board approval for direction.

Fiscal Impact: N/A

Proposed Motion: No motion necessary at this time.

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

Two Touch Rule:	<u>To be determined</u>	Committee Review
	<u>1/23/24</u>	First Board Meeting (Informational)
	<u>3/26/24</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

- January 23 Goal Setting Homework (attached)
- SMART Goals Overview ([link-mindtools website](#))
- February 27 Goal Compiling Homework (attached)
- 2020 Compiled Homework: not approved by board: pandemic(attached)

SMART Goal Setting Worksheet

DES MOINES POOL METROPOLITAN PARK DISTRICT

Please list your top five goals you wish the district to obtain in 2024. Please use the SMART goals framework to help district staff have better direction. Please submit your proposed goals to the District General Manager by Thursday, February 15.



Setting goals can be a great way to challenge yourself to make healthy lifestyle changes. Set yourself up for success by making your goals SMART!

SPECIFIC

What is your goal?

MEASURABLE

How will you keep track of your progress?

ATTAINABLE

How will you achieve your goal?
Make a plan!

RELEVANT

How will this goal help you?

TIMELY

When will you achieve this goal?

GOAL #1:

GOAL #2:

GOAL #3:

GOAL #4:

GOAL #5:

If you do not want to complete this form, you can also email your responses to the District General Manager.

2024 GOAL SETTING HOMEWORK

Des Moines Pool Metropolitan Park District

Please complete the attached homework. We have randomized board comments into the attached sheets. Please use the table information below to best prioritize these goals. Staff needs to know the priorities of the board to best execute their direction. **Please prioritize what you believe is most important and what is least important. This will help give staff the ability to prioritize their work to reflect the goals and ensures that resources are prioritized towards the highest goals.**

	<i>Urgent</i>	<i>Not Urgent</i>
<i>Important</i>	In Quadrant 1 we have important, urgent items – items that need to be dealt with immediately .	In Quadrant 2 we have important, but not urgent items – items that are important but do not require your immediate attention and need to be planned for. <i>This quadrant is highlighted because Covey emphasizes this is the quadrant that we should focus on for long term achievement of goals.</i>
<i>Not Important</i>	In Quadrant 3 we have urgent, but unimportant items – items which should be minimized or eliminated . These are the time sucks, the “poor planning on your part does not constitute an emergency on my part” variety of tasks.	In Quadrant 4 we have unimportant and also not urgent items – items that don’t have to be done anytime soon, perhaps add little to no value and also should be minimized or eliminated. These are often trivial time wasters.

Below are goals that were presented by Board Members. Please help us by prioritizing what are the most important and urgent issues for the District. You can use the table on the first page for prioritizing goals.

	Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
1.	ADD ALL BOARD AND STAFF PRESENTED GOALS FOR VOTING...				

2020 GOAL SETTING RESULTS & HOMEWORK

Des Moines Pool Metropolitan Park District

Please complete the attached homework. We have randomized board comments into the attached sheets. Please use the table information below to best prioritize these goals. Staff needs to know the priorities of the board to best execute their direction. **Please prioritize what you believe is most important and what is least important. This will help give staff the ability to prioritize their work to reflect the goals and ensures that resources are prioritized towards the highest goals. (INCOMPLETE DUE TO PANDEMIC.)**

	<i>Urgent</i>	<i>Not Urgent</i>
<i>Important</i>	In Quadrant 1 we have important, urgent items – items that need to be dealt with immediately .	In Quadrant 2 we have important, but not urgent items – items that are important but do not require your immediate attention, and need to be planned for. <i>This quadrant is highlighted because Covey emphasizes this is the quadrant that we should focus on for long term achievement of goals.</i>
<i>Not Important</i>	In Quadrant 3 we have urgent, but unimportant items – items which should be minimized or eliminated. These are the time sucks, the “poor planning on your part does not constitute an emergency on my part” variety of tasks.	In Quadrant 4 we have unimportant and also not urgent items – items that don’t have to be done anytime soon, perhaps add little to no value and also should be minimized or eliminated. These are often trivial time wasters.

For more detailed information on this matrix. https://www.mindtools.com/pages/article/newHTE_91.htm

Below are goals that were presented by Board Members. Please help us by prioritizing what are the most important and urgent issues for the District. You can use the table on the first page for prioritizing goals.

	Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
1.	<p>Increase capacity of staff and support for management.</p> <ul style="list-style-type: none"> Why: This would allow us to expand our offerings to the public and take some strain off of management to focus on the expansion without sacrificing quality of our programming by spreading ourselves too thin. 				
2.	<p>Develop stronger community outreach efforts to increase the public's awareness of our organization's offerings within our service area.</p> <ul style="list-style-type: none"> Why: Increasing our presence in our community will help us create more interest of our facility and our offerings to the public. It will also give us an opportunity to hear what the needs of our community are and help us develop new and innovative ways to meet these needs. 				

		Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
3.	<p>Determine the end of life for this facility and options for Aquatics in Des Moines for the future.</p> <ul style="list-style-type: none"> Why: This facility is living on borrowed time. King County parted with all Forward Thrust pools when they determined the cost of running the facilities was increasing. We are at a crucial point in the life of our facility when determining whether or not we should stay will need to be determined so we can look at aspects such as: <ul style="list-style-type: none"> Should we continue to improve this facility (the boiler, domestic hot water tanks, heat exchanger, filters, HVAC, drain lines, building pumps...etc. all which will be costly repairs/ replacements)? If a new facility is not built while this facility is still functioning, will there be a gap of aquatic offerings in this area? (It takes years to move through design and construction of a facility) What will the future of aquatics look like in our community? What does the public want? 					
4.	<p>Increase our Red Cross Course Training Offerings.</p> <ul style="list-style-type: none"> Why: By offering more training courses, we can train more of our staff, staff from other facilities and our community members to become lifeguards, lifeguard instructors, and water safety instructors. The more Lifeguard instructors we have, the more lifeguard courses we can offer and bring in additional income by holding more trainings. This will also give our staff opportunities to take on more responsibilities and become better qualified aquatics professionals. 					

		Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
5.	<p>Increasing our staffing that are available for daytime hours.</p> <ul style="list-style-type: none"> Why: Most organizations in the Puget Sound area will tell you that they struggle to find daytime staff that make it possible to offer daytime programming. By increasing the staff that are available during this timeframe will ensure that we can expand our programming in a sustainable way and offer items such as daytime swim lessons, Silver programs water aerobics as well as build redundancy during this time that would free up management staff to work on expanding programs instead of working in-program hours like providing breaks, periodically teaching classes, cashiering and lifeguarding. We need to look at creative ways to find these staff such as tapping into homeschooling students, retired individuals, and college students. At this time, we do not have much redundancy built into our morning staff. It tends to be a scramble to find employees to work these hours if we have an instructor or lifeguard who is sick or on vacation and management take on these responsibilities to fill the gaps. 					
6.	<p>Audit Procedures and Policies, and Employee Handbook for correctness, make updates as needed.</p> <ul style="list-style-type: none"> Many of our procedures and policies have changed since the Board approved them. These need to be audited by the District and pool management for authentication and updated to assure continuity. Review and update to the Employee Handbook on a regular basis, bringing changes to the Board as needed. 					
7.	Lease with HSD.					
8.	Complete Feasibility Study.					

		Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
9.	Discussions with Tukwila and HSD re: future of aquatics in the Highline area.					
10.	Pay Plan and strategies to find and retain staff.					
11.	Start planning for replacing the boiler.					
12.	<p>Make the pool an essential component of the Des Moines community specifically.</p> <ul style="list-style-type: none"> Why: If we ever hope to convince voters to approve additional taxation to maintain or replace the current pool, we need to make both the pool -- and swimming in general – an indispensable part of the community. 					
13.	<p>Assure the public that we are committed to a culture of inclusion for people of diverse backgrounds, including, but not limited to, race age income, ethnicity, religion gender, gender expression, and sexual orientation.</p> <ul style="list-style-type: none"> Why: As a public facility, we are obligated to do this. But, also importantly, if we do not do this, we undercut our ability to maintain and advance swimming. Shifting demographics in the community we serve are rapidly being reflected in the demographics of our electorate. As a public agency reliant upon the good will of our voters, we must not become crosswise with their desires and aspirations. 					

		Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
14.	<p>Launch an initiative to assure that every child in our service area learns how to swim.</p> <ul style="list-style-type: none"> Why: Swimming is an essential life skill that has physical, educational and public safety values. If we believe that, we need to become missionaries of swimming and concentrate our efforts on completing this task as rapidly as possible. A significant benefit to this will be having convinced our electorate of the need to provide adequate support for the necessary facilities. 					
15.	<p>Develop working relationships and share best practices with other pool operations and school districts that serve similar communities.</p> <ul style="list-style-type: none"> Why? While it is great to consider what pool operations are doing in Spokane, Bellingham and Port Angeles, those are distinctly different communities from ours and do not reflect either the demographics or specific needs of Des Moines. Burien, Des Moines, Normandy Park, SeaTac, Tukwila and parts of both Kent and Federal Way are vastly more reflective of the needs of our citizens. By working in tandem with those entities, we can amass regional clout when it comes to advancing swimming. 					
16.	<p>Streamline our operations to divert as many resources as possible to teaching kids to swim.</p> <ul style="list-style-type: none"> Why: Pursuing universal swimming will not be an inexpensive task. We need to demonstrate to our constituents that we are using every tax dollar wisely. We need to wring the greatest value out of every dollar we manage. By doing so, we not only curry favor with our voters, which will be valuable when we have to ask for a new facility, we also become attractive to granting sources which might be amenable to directing private monies towards our endeavors. 					

		Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
17.	<p>More Public Outreach.</p> <ul style="list-style-type: none"> Why: This will lead to more participants in programs, safety outreach and potential staffing. 					
18.	<p>Taking steps to form a public swim team for 2021.</p> <ul style="list-style-type: none"> Why: More potential staff, team for kids that cannot afford year-round swim program, especially if we utilize scholarship program to support. 					
19.	Develop in-house programs to help support scholarships.					
20.	Fewer but more high quality special events.					
21.	<p>Grow programming that supports equal access to aquatics for all members of the community through school outreach voucher program and a club “recreational and seasonal” swim team?</p> <ul style="list-style-type: none"> Why: To ensure all people of the community have equal access to the pool through outreach and a “recreational” swim team. <ul style="list-style-type: none"> The school outreach swim program would ensure that all members of the community would get access to swimming at an early age. Children that start late have a higher chance of quitting a sport. Also, a “recreational” swim team could be offered for swimmers that cannot afford to pay hundreds to thousands of dollars, commit to a year-round activity or do not want to participate in a competitive environment. Other pools in King and Pierce Counties participate in these leagues and if we truly want to break down barriers, we should too. 					

		Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
22.	<p>Develop a plan for the Mount Rainier Pool that includes timeline for process to determine the short and long-term plans for the District.</p> <ul style="list-style-type: none"> Why: The pool is 44-years old. Closures and increased maintenance costs will continue to increase. Beyond the physical elements, is there a better ways to serve our community through aquatics? 					
23.	<p>Work to develop more interesting events through leveraging our younger staff or school outreach to help plan and promote at local schools.</p> <ul style="list-style-type: none"> Why: Many parks and recreation organizations work with youth boards to develop better programming and help promote through the schools. It is also a great opportunity for young people to learn through helping execute and market the events and programs. 					
24.	<p>Better define the roles between board and staff duties.</p> <ul style="list-style-type: none"> Why: Good government organizations are built on a balance of power between the board and the staff. This can develop a good foundation that ensures all decisions are supported by all board members and the staff to ensure better execution. It will also ensure better long-term health for the organization. 					
25.	<p>Develop stronger community cohesion with other organizations including the city, other local government agencies and other local organizations.</p> <ul style="list-style-type: none"> Why: We need to work better with other organizations to ensure our mutual goals. A partnership with local organizations will ensure that we are best utilizing the resources in our community, not duplicating services and working together on projects that best serve the community. 					

		Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
26.	Increase the number of scheduled swim lesson slots for our community. <ul style="list-style-type: none"> Why: So that more children and adults can learn how to swim. 					
27.	Increase the number of students involved in swim lessons. <ul style="list-style-type: none"> Why: To see a longer diversity of people taking lessons in our community. 					
28.	Increase the diversity of the demographics from our community that use the pool. <ul style="list-style-type: none"> Why: There are demographics in our community that do not use or are not aware of the Mount Rainier Pool. 					
29.	See less turnover among the pool staff. <ul style="list-style-type: none"> Why: Less turnover is a good thing. Turnover hurts and means more training, re-staffing, etc. 					

Please bring this completed work to the next board meeting (T.B.D.). Note-if all board does not complete this process, it may force us to move this back to a later meeting.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9d Assigned to: District GM

Meeting Date: 1/23/24

Under: New Business

Attachment: Yes

Subject: Sunbelt Controls Agreement "Finance Committee Approval"

Background/Summary:

The Air Handler Unit (AHU) has exceeded its original estimated lifecycle. Still, contractors and staff are working to extend the unit's life to another five to ten years. Contractors believe they can extend the life by upgrading the controls and making some repairs. The suggested repairs are much cheaper than the replacement of the unit, which could cost over a million dollars for a modern unit with energy-saving controls.

At the end of 2023, a preventative maintenance agreement was set with Sunbelt Controls, and the Mount Rainier Pool had issues with the AHU that led to closure. During this time, staff and contractors discovered that we needed to modernize the controls for the AHU, replace a receptacle and repair a VFD pump.

The District General Manager worked with the Finance Committee between board meetings to approve this repair. This approval is per item 4.6 of the procurement policy.

"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."

The District General Manager chose this approach to ensure parts could be sourced in time to help better guarantee the closure window in February.

Fiscal Impact: \$73,691 + an additional \$7,442.79 in taxes (total \$81,133.79). There should be minimal effects to close the facility. Sunbelt has stated that all closure work could be completed during our two-week closure with minimal impact to closure time past the original closure to wrap up the project.

Proposed Motion: I move to approve Sunbelt Controls repairs for up to \$85,000.

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

Two Touch Rule: 1/16/2024 & 1/17/2024 **Committee Review**
1/23/2024 **First Board Meeting (Informational)**
N/A **Second Board Meeting (Action)**

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- January 10, 2024, Sunbelt Controls Estimate Email (attached)
- [Procurement Policy 520 \(link\)](#)



Proposal – Scope of Work

Date: 1/16/2024
From: Eric Ringstad
To: Scott Deschenes

Des Moines Pool Lon Replace

Replace obsolete Lon Network Controllers that are no longer available and supported for the Field Controllers serving the Pool HVAC Equipment. \$73,691.00
Install new BACnet over IP Field Controllers and new Network Wiring to connect all the new devices. Replace the leaking, corroded Enclosure for HRU-1 building automation located outdoors on the south side of the building. Add additional enclosures as needed as new card configurations are physically bigger than existing.

Options:

1. Replace Main Pool Pump VFD as it has water dripping into it and will fail sometime in the future, add a NEMA 3 Waterproof Enclosure to protect the new VFD, plus a VFD Bypass Function that allows Pump-3 to operate if VFD fails, add current sensing transducer to monitor Main Pool Pump status and an ethernet connection to capture VFD operating and alarm information.
2. Add VFD control to HRU-1 Return Fan, add a NEMA 3 Waterproof Enclosure to protect the new VFD, plus a VFD Bypass Function that allows Return Fan to operate if VFD fails, Optimize equipment operation and performance for better Return Static Pressure Control.
3. Replace failed line voltage (120 Volts AC) branch feeder circuit and conduit serving the Swim Meet Officials Area near the Natatorium spectators' area electrical receptacle/outlet.

Pricing break out will be as follows: **(Base Job + Selected Options) plus WSST:**



- Base Job Plus All Options: \$73,691 plus tax
- Base Job: \$42,947 plus tax
- Add Option 1: \$14,882 plus tax
- Add Option 2: \$14,777 plus tax
- Add Option 3: \$1,085 plus tax

Net Delivery... \$73,691.00

Net Delivery... \$73,691.00

Net Installed Price: \$73,691.00

Thank you for allowing Sunbelt Controls to provide pricing for this project. Should you have any questions please call my cell phone at 206.571.3815.

Sincerely, Eric Ringstad

Eric Ringstad

Signed _____ Date: _____

Scott Deschenes

January 17, 2024

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9e Assigned to: District GM

Meeting Date: 1/23/24

Under: New Business

Attachment: Yes

Subject: Boiler Repairs (first touch)

Background/Summary:

The Mount Rainier Pool has two boilers that heat pool water and domestic water and works with the AHU. In a 2019 MacDonald Miller, the unit was identified as a critical repair. The decision at that time was to attempt to extend the life of the units to work towards a long-term solution for the Mount Rainier Pool. The repair delay has been extended with the pandemic and the recent wrap-up of an aquatic feasibility study.

MacDonald Miller recommends the following repairs to extend the lifecycle of the boilers. These repairs should buy the district time for a long-term solution of swimming in the community. The goal of district staff is to aim for closure in August to complete these repairs. August is usually slow, with lower attendance as people prepare to return to school.

The closure will take an estimated one week to complete these repairs.

Fiscal Impact: \$87,856 + an additional \$8,873.46 in taxes (total \$96,729.46). There should be minimal effects to close the facility as we will be able to source the parts ahead of time. Staff is recommending allocating monies from the capital reserve fund. The immediacy of these repairs will save the district, and the money saved can be allocated to the capital reserve fund in 2025.

Proposed Motion: No motion. First touch.

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

Two Touch Rule:

<u>To Be Determined</u>	<u>Committee Review</u>
<u>1/23/2024</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:

- Proposed Estimate 1296 SZ MacDonald Miller (attached)
- Project Manager Email from January 12, 2024 (attached)

Subject: RE: PROPOSAL FOR REPLACING THE ANCIENT HOT WATER TANKS
Date: Friday, January 12, 2024 at 8:29:23 AM Pacific Standard Time
From: Scott Romano
To: Scott Deschenes, Quentin Knox
Attachments: 1296 Mt Rainier Pool - Replace 2 Hot Water Storage Tanks.pdf

FYI –

Attached is the proposal from Mac-Miller to perform this work. Please note the 14-16 week lead time for the tanks and associated components. This work will also require that domestic hot water to the locker rooms, restrooms, laundry, office sink, and staff showers/restrooms be shut down for an entire week – 2 days demo, 3 days install; insulation of new piping will take place after things are back up and running. Pool heat and HVAC heat loop will not be affected. Just like everything, pricing will not get cheaper if we wait 6 months, 1 year, or longer. Let me know if this is something you'd like to pursue.

Scott

January 11, 2024

Proposal # 1296 SZ

Scott Romano
Des Moines Pool Met Park District
22015 Marine View Dr Suite 2B
Des Moines, WA 98198

Subject: Mt Rainier Pool – Replace (2) Hot Water Storage Tanks

Job Site: 22722 19th Ave S. Des Moines, WA 98198

Dear Scott:

MacDonald-Miller Facility Solutions is pleased to provide you with the following proposal to replace the (2) 200 gallon hot water storage tanks with new internal double wall coil heat exchanger and controls.

Below is a list of inclusion, exclusions, and assumptions.

INCLUSIONS

- Detailing, layout and coordination.
- Provide engineering services required to obtain a City of Des Moines plumbing permit, Includes permit fees.
- Demo and remove the (2) existing hot water storage tanks.
- Furnish and install (2) new AO Smith 200 gallon hot water storage tanks with new internal double wall coil heat exchanger and controls. **14-16 week lead time**
- Furnish and install new piping as needed to adapt new tanks to existing piping.
- Furnish and install (2) new circulator pumps.
- Furnish and install (2) new flow control valves.
- Furnish sub contractor labor and materials to insulate new piping.
- Start up and commissioning of new tanks and controls.
- Supervision & project management.
- 1 year warranty (parts & labor). 2 year warranty (parts & labor) if equipment is maintained by MacDonald-Miller

ASSUMPTIONS/CLARIFICATIONS

- **This proposal is based on work taking place during normal business hours. Hot water will need to be shut off for multiple days.**
- It is expected that a clear schedule will be laid out and agreed on based on the owner's expectations.

EXCLUSIONS

- **Washington State Sales Tax.**
- After hours or weekend work - overtime labor rates.
- Lead paint / asbestos abatement, including survey.
- Building modifications that may be required by local officials for code compliance or upgrades.
- Any other deficiencies found during this repair.
- Any Scope not referenced above.

PRICING

TOTAL price for above scope.....\$87,856.00

Thank you again for the opportunity to provide you with this proposal. If you should have any questions or should require any further information, please don't hesitate to contact me @ (260) 396-1097

Thank you,



Steve Zander
Account Executive


Please indicate acceptance by signing below and returning to my attention via email at steve.zander@macmiller.com. We appreciate the opportunity and confidence in our services. Please feel free to call with any questions you may have (206) 396-1097.

Anticipated starting date: TBD

Upon which this proposal is based. This proposal does not include, unless so stated, any applicable state or federal taxes. This proposal is subject to acceptance by purchaser within 30 days and subject to the terms and conditions stated on the following page.

and completion date: _____

MacDonald-Miller Facility Solutions, LLC.


Submitted by: _____
Steve Zander/ Account Executive

Acceptance: I agree to the terms hereof and acceptance of this agreement.

Purchaser _____

By _____

Date _____



TERMS AND CONDITIONS/CONSTRUCTION SERVICES

Acceptance	By authorizing MacDonald-Miller Facility Solutions, LLC. to provide the construction services contemplated by this Agreement, Customer agrees to the terms and conditions herein stated.
Scope of Obligations	MacDonald-Miller Facility Solutions, LLC. shall provide construction service when contracted for, pursuant to the attached proposal, purchase order or estimate of which these terms and conditions are a part.
Obligations of Customer	Customer shall extend all reasonable cooperation requested in terms of personnel; access to premises where work is to be performed; promptly providing information requested by contractor, and shall promptly notify MacDonald-Miller Facility Solutions, LLC. upon observation of any unusual or unsafe condition.
Service Availability	MacDonald-Miller Facility Solutions, LLC. agrees to provide construction service during normal business hours, i.e., 6:00am to 5:30 pm, Monday through Friday, holidays excepted. Agreed upon changes are at the hourly rate and terms, including vehicle charges or special assessments, then in effect by MacDonald-Miller Facility Solutions, LLC.
Charges and Terms	Payment is due within 30 days of the invoice date. Any balance due after 30 days shall bear interest at the maximum legal rate permitted from the invoice date.
Taxes	There will be added to all charges the amount of any present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with respect to any services rendered or materials supplied.
Limitation of Liability	<p>MACDONALD-MILLER FACILITY SOLUTIONS, LLC. SHALL NOT BE LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING LOSS OF PROFIT OR GOODWILL, AS A RESULT OF ANY MATTER ARISING OUT OF OR RELATING TO THE CONSTRUCTION SERVICES PROVIDED UNDER THIS AGREEMENT AND/OR ITS SUBJECT MATTER WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.</p> <p>The customer agrees that MacDonald-Miller Facility Solutions, LLC.'s liability thereunder for damage shall not exceed the amount paid for construction services and only if such damage is the result of MacDonald-Miller Facility Solutions, LLC.'s negligence or willful misconduct.</p> <p>To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor and its agents and employees from any claims, damages, losses and expenses including attorney's fees to the extent caused by the negligent acts or omissions, or willful misconduct of the Owner.</p> <p>Unless stated in writing, MACDONALD-MILLER FACILITY SOLUTIONS, LLC. DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.</p> <p>MacDonald-Miller Facility Solutions, LLC. shall not be responsible or liable for any loss, damages or delay in furnishing materials or failure to perform services when caused by fire, interruption of utility services, flood, acts of civil or military authorities, insurrection, terrorist act, riot, civil disorder, labor disturbances, or by any other cause which is unavoidable or beyond its control.</p> <p>If the Contractor is delayed by any act or neglect of Owner or a separate Contractor employed by Owner, the time for completion shall be extended as necessary and an extension of time to compete the work does not preclude recovery of damages for delay by Contractor.</p>
Default	If Customer does not pay any amount due thereunder, or breaches any of the terms of this Agreement, MacDonald-Miller Facility Solutions, LLC. may, in addition to any other legal remedies it may have, including the right to file a lien under state law, suspend work until payment is made.
Term	Prices will be subject to periodic changes due to change in labor and material rates.
General	<p>Either party may terminate this Agreement at any time for failure of the other to comply with any of its terms and conditions, but termination shall not relieve Owner of the duty to pay for work performed by Contractor.</p> <p>Customer represents that it has authority to enter into this Agreement. Owner warrants that to the best of its knowledge there are no unsafe conditions or hazardous materials or substances in, on, around or affecting the area where the work is to be performed.</p> <p>This Agreement shall be governed by the laws of the State where the work was done. In the event any party shall bring suit or action against the other for relief arising out of this Agreement, the prevailing party shall have and recover against the other party all court costs, disbursements, and a reasonable attorney's fee. Customer consents to and agrees to jurisdiction and venue of any proceeding in the District or Superior Court of the State of Washington for King County at MacDonald-Miller Facility Solutions, Inc's election.</p> <p>Making a final payment shall constitute a waiver of claims by the Owner except those arising from claims by third parties arising out of the contract, failure of the work to comply with the requirements of this contract, or manufacturer warranties passed on to the Owner by Contractor.</p> <p>The Owner and Contractor shall commence all claims and causes of action against the other whether in contract, tort, breach warranty or otherwise arising out of or related to this contract within 365 days following Contractor's completion of the work.</p> <p>Publicity and Promotion. Customer and MacDonald-Miller Facility Solutions, LLC., (MMFS) agree that MMFS is entitled rights of publicity or promotion with respect to the work completed by MMFS under this Agreement, including, but in no way limited to, photographs and written or graphical depictions of the work, the project, and product. MMFS may exercise such rights of publicity or promotion in any way it deems appropriate for marketing or other promotional purposes. MMFS shall retain exclusive ownership of any intellectual property rights that may result from any such publicity or promotion, including, but in no way limited to, copyright or trademark protection. Photographs or other graphical depictions of non-MMFS personnel will only be used with written consent by the Customer and the individual. Furthermore, the Customer agrees to the use of their name/logo by MMFS in furtherance of MMFS's rights of publicity. Any press release will be mutually agreed upon (form and content) by both parties prior to its release.</p> <p>Any notice required by this Agreement shall be deemed received, delivered in person, or by facsimile or sent by mail.</p>

AGENDA ITEMS SUMMARY SHEET

Attachment: Yes

- Email from CMIT President (attached)
- Estimated Fee Increases from CMIT President (attached)
- Total Financial Breakdown (attached)
- [Cybersecurity Resources for Local Governments-MRSC \(link\)](#)

Subject: Cyber Insurance and New IT Challenges
Date: Saturday, January 6, 2024 at 11:19:24 AM Pacific Standard Time
From: Dallas Stewart
To: Dallas Stewart
Attachments: image001.png, image002.png, image003.jpg, image004.png, image005.png, image006.jpg

Hi All and Happy New Year !!

Many of you have seen the recent changes coming to your companies in regard to extensive questionnaires now presented by your Cyber Insurance companies in order to renew those policies. What used to be a ½ page of questions is now extending into 10 plus pages of detailed analysis to determine what is done with your IT environment to help protect it from new security challenges developed every day by dark web hackers. The line of questioning presented by these insurance providers is pushing down a route that requires even more management of endpoint desktops from a security monitoring standpoint. On the questionnaires you will start to see acronyms like EDR, MDR, XDR and SIEM. All of these are focused on tracking every detailed event that takes place on your computers, servers and routers. If you would like a further description of these Acronyms, keep reading after the next few paragraphs as I have attempted to include an overview.

As most of you recall, we switched our management platform early last year. This was done to better position CMIT Solutions to enable these new security monitoring features as they become available. We now have them enabled, tested and running on several clients with great success. I do need to point out these security offerings are above and beyond the endpoint management currently in our managed service offering included in your monthly management. Pricing for the basic offerings are as follows:

CMIT Offering	Secure Essentials	Secure Pro	Secure Ultra
Solution	EDR	MDR 24x7 SOC + Remediation	XDR 24x7 SOC + Remediation
Included	End Point Detection with manual intervention (not immediate, just alerting to an issue)	EDR + SOC (vendor real-time remediation) also includes O365 monitoring	Same coverage as Secure Pro MDR but includes best in class Sentinel1 Complete + Sentinel1 Vigilance (best in class SOC) also includes O365 monitoring
Price	\$15 per endpoint	\$20 per endpoint	\$35 per endpoint

I would like to schedule some time with you to go over the offerings, what they really mean to your organization and what might be the best option in terms of your business requirements and legal obligations (state and federal) given the industry your company is in.

We are also currently testing a product which will monitor activity against your email domain settings to determine any actions that may compromise email whereby bad actors attempt to impersonate email coming from your domain. This offering appears to be in the price range of \$20 per month per domain owned. We can discuss this option during our session as well.

Please let me know if you have interest in meeting regarding this and the best times that might work for scheduling purposes.

Extended Reading on EDR, MDR and XDR

I lifted this from an online article but thought it would help to further explain the differences from the industry perspective:

Detecting, mitigating, and eliminating cybersecurity threats must be a top priority for modern businesses. As many organizations have embraced a hybrid, dispersed workforce, many employees are using personal devices to perform daily work tasks that are often connected through unprotected networks. This shift has led to a surge in the number of ransomware attacks, data breaches, and online scams. In turn, businesses are looking for modern and holistic security monitoring, and detection and response solutions that provide coverage well beyond traditional malware protection software.

As many companies and executives begin to explore the world of cybersecurity solutions, they are finding themselves overwhelmed by the broad spectrum of technologies, solutions, and services that are available. In this blog, we'll discuss the difference between three leading types of security monitoring, detection, prevention, and response solutions: EDR, MDR, and XDR.

EDR, MDR, XDR: Decoding the Differences

Understanding your unique business, IT, and regulatory compliance requirements and comparing that to the differences between endpoint detection and response (EDR), [managed detection and response \(MDR\)](#), and extended detection and response (XDR) will help you navigate through the technology and security provider selection process.

Endpoint Detection and Response (EDR)

EDR is software designed to help organizations identify, stop or prevent, and react to threats or attacks that manifest through endpoint devices (mobile, laptops, desktops, tablets, etc) that have bypassed other defenses. Like other endpoint security software, EDR is deployed by installing agents on endpoints and can be managed through locally deployed software (on premise) or via a cloud-based portal (software as a service).

EDR solutions can detect threats that are designed to evade regular antivirus software. They're ideal for companies that have a remote workforce or that have a critical need to constantly protect and monitor distributed endpoints.

According to Gartner, more than 50% of enterprises¹ will replace legacy security software with EDR solutions and endpoint protection platforms (EPP) by the end of 2023.

The majority of EDR offerings that are being sold in the market today can only ingest logs and security events from the devices that their software agents have been deployed on. This means the EDR platform's ability to detect, protect-stop, and respond to attacks and threats across the entire network is limited to endpoints. This results in partial security monitoring, detection, and response and can leave other areas of the IT network open to attack.

Managed Detection and Response (MDR)

MDR is an advanced managed security service that includes 24/7 monitoring, alerting, and threat or attack response support provided by highly trained, experienced, and certified security operations center (SOC) staff. These resources typically leverage a security information and event management (SIEM) platform that ingests and correlates log files from various IT devices across the network, including mission critical applications and 3rd party cloud environments. The SIEM enables the security operations team to discern between what is a real threat and what is not (a false positive). This is accomplished by integrating third party threat intelligence and feeds (from the industry and federal agencies) into the SIEM, where the indicators of compromise (validated threat and attack intelligence) is combined and compared to the log files being generated from within the client's environment. The underlying hardware, SIEM and ticketing software, and operational processes and procedures are outsourced (at a fraction of the cost of building this capability internally) and is typically maintained by a managed security services provider (MSSP), like [Vertek](#).

Advanced MSSPs like [Vertek](#) go beyond basic monitoring, alerting, reporting and response services and can provide advanced threat research, forensic analysis, proactive threat hunting, customized reporting, analytics, intelligence, and incident analysis and response support to help remove risk from the client's environment or to recover from an attack or breach.

MSSPs offer a diverse assortment of cybersecurity tools, including intrusion detection systems, network traffic analysis, SIEM, endpoint detection, and more. MDR services are suitable for organizations that lack a dedicated cybersecurity team, or wish to outsource the security operations function and allow their internal team to focus on more strategic activities.

Even if your company already has an in-house security team, MDR solutions can prevent your employees from being

diluted or buried with threat research and analysis tasks or tuning, managing, and maintaining the SIEM and ticketing platforms. Advanced MDR providers like [Vertek](#) can also help prevent alert fatigue and burn out, something that over 84% of security teams are reporting. Finally, advanced MDR providers like [Vertek](#) will tailor their services according to a client's [cybersecurity goals and requirements](#).

Extended Detection and Response (XDR)

XDR is a term developed by analysts such as Gartner and vendors within the industry to describe SaaS-based threat detection and incident response platforms that leverage analytics and automation to detect, hunt, and validate current and future threats across your network and systems. XDR is often a vendor-specific platform that integrates numerous security software platforms and services that brings all of those components together under a single solution.

These XDR solutions take you beyond just EDR and other typical detective controls by providing a full view of threats across your organization. They use a combination of automation and machine learning to provide security teams with reliable, context-rich alerts.

Dallas Stewart

Principal

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From: Dallas Stewart dstewart@cmitsolutions.com
Subject: FW: Cyber Insurance and New IT Challenges
Date: January 17, 2024 at 12:51 PM
To: scott.deschenes@desmoinespool.org

DS

Here is the breakdown of what the monthly impact would be.

	Workstations & Servers	Secure Pro		Secure Ultra	
xDR Protection	12 machines	\$20 per month	\$240	\$35 per month	\$420
Domain Protection	1 domain	\$20 per month	\$20	\$20 per month	\$20
Total			\$260		\$440

Secure Pro comes with MDR 24x7 SOC + Remediation - EDR + SOC (vendor real-time remediation) also includes O365 monitoring

Secure Ultra comes with Secure Pro MDR but includes best in class Sentinel1 Complete + Sentinel1 Vigilance (best in class SOC) also includes O365 monitoring

Dallas Stewart

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From: Dallas Stewart <dstewart@cmitsolutions.com>

Sent: Monday, January 08, 2024 5:49 AM

To: Dallas Stewart <dstewart@cmitsolutions.com>

Subject: Cyber Insurance and New IT Challenges

Hi All and Happy New Year !!

Many of you have seen the recent changes coming to your companies in regard to extensive questionnaires now presented by your Cyber Insurance companies in order to renew those policies. What used to be a ½ page of questions is now extending into 10

CMIT Proposal Effects on 2024 Budget DES MOINES POOL METROPOLITAN PARK DISTRICT

Below are the budget impacts of the proposed upgrades to the 2024 budget. The budgeted amounts are for an entire year.

	2023 Actuals	2024 Budgeted	Additional Fees	Totals	Total Over Budget	% of Budget
IT Admin/Comp Svcs	\$22,499.15	\$25,000.00	\$7,920.00	\$30,419.15	\$5,419.15	122%
IT Server/Hosting	\$2,782.20	\$4,000.00	\$480.00	\$3,262.50	(\$737.80)	82%
TOTALS	\$25,281.35	\$29,000.00	\$8,400.00	\$33,681.35	\$4,681.35	116%

This would increase total budget from \$1,912,817.89 to \$1,917,499.24 or a 0.24% increase.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10 **Assigned to:** Board President **Meeting Date:** 01/23/2024

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):
 - *February 27, 2024, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)*
3. End of Meeting:

Fiscal Impact: _____

Proposed Motion: No motion necessary.

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

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** _____ **Reporting Back Date:** _____

Notes:

- No attachments.