



## Des Moines Pool Metropolitan Park District

April 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: 897 6487 9919; Passcode: 851001. Any questions or comments should be directed to Scott Deschenes, District General Manager at [\(206\) 429-3852](tel:2064293852) or by email at [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org). Public comment for those who cannot physically attend will be due by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.*

### AGENDA

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](mailto:info@mtrainierpool.com) by Noon on Tuesday, April 23. 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 MARCH

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

March 19, 2024, Special Meeting

March 26, 2024, Regular Board Meeting

d. CORRESPONDENCE

None at time agenda created.

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$39,027.11 was processed in March for warrant requests.

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$60,256.76 was processed in March for payroll.

7:09 **7. EXECUTIVE SESSION #1**

a. HSD Lease

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

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

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

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

**8. OLD BUSINESS**

7:39 a. Q1 Aquatics Manager Report

7:47 b. WCIA COMPACT

**9. NEW BUSINESS**

7:53 a. 2023 Annual Financial Report (First Touch)

**10. EXECUTIVE SESSION #2**

8:00 a. District GM Review

**11. GOOD OF THE ORDER**

**12. UPCOMING MEETINGS**

- To Be Determined, Special Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- May 28, 2024, Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

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

**ADJOURNMENT**

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# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g Assigned to: District GM Meeting Date: April 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

- March: Expenses and Revenue

Item 6b: Staff/Committee Reports

- District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- March 19, 2024, Special Meeting
- March 26, 2024, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue) –

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$39,027.11** were approved for payment.

- \$962.85 was processed on March 11, 2024
- \$16,735.08 was processed on March 12, 2024
- \$210.42 was processed on March 19, 2024
- \$11,780.90 was processed on March 20, 2024
- \$9,337.86 was processed on March 29, 2024\*

*The totals do not reflect an interfund payment of \$22,044.66 for 2023 election fees from King County was processed on March 28, 2024 and a property tax refund which was processed of \$13,823.55 on March 12, 2024.*

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$60,256.76** were processed for payment.

- \$27,235.73 was approved for payroll on March 15, 2024
- \$33,021.03 was approved for payroll on March 31, 2024

A total of **\$99,283.87** was processed in March 2024 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 March 2024 totaling **\$99,283.87**.

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

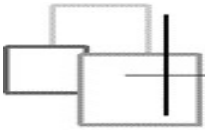
**Two Touch Rule:** \_\_\_\_\_ N/A \_\_\_\_\_ First Board Meeting (Informational)  
\_\_\_\_\_ N/A \_\_\_\_\_ Second Board Meeting (Action)

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

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

### Notes:

- Attachments: Various



# March 2024 EXPENDITURES

Beginning Monthly Balance = \$1,792,472.24

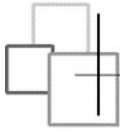
Ending Monthly Balance = \$1,717,100.72

Category/ Acct #	Reference	Mar 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,742.22	\$2,809.18	\$20,000.00	\$17,190.82	14.05%
001-000-000-576-20-10-01	District Manager Salary	\$6,190.02	\$18,588.87	\$95,000.00	\$76,411.13	19.57%
001-000-000-576-21-30-06	Front Desk Administrator	\$3,960.01	\$11,549.34	\$68,931.20	\$57,381.86	16.75%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$5,768.00	\$17,270.18	\$98,508.80	\$81,238.62	17.53%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$9,337.99	\$22,897.42	\$154,668.80	\$131,771.38	14.80%
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	\$0.00	\$1,581.23	\$41,000.00	\$39,418.77	3.86%
001-000-000-576-21-30-02	Instructors	\$1,075.45	\$9,654.88	\$95,000.00	\$85,345.12	10.16%
001-000-000-576-21-32-02	Head Lifeguards	\$428.23	\$11,958.65	\$35,000.00	\$23,041.35	34.17%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	\$18,855.45	\$58,941.72	\$165,000.00	\$106,058.28	35.72%
001-000-000-576-21-30-05	Water Exercise Instructor	\$0.00	\$0.00	\$12,500.00	\$12,500.00	0.00%
	<b>Total Salaries &amp; Wages</b>	<b>\$47,357.37</b>	<b>\$155,251.47</b>	<b>\$836,860.00</b>	<b>\$681,608.53</b>	<b>18.55%</b>
<b>Taxes &amp; Misc</b>						
001-000-000-576-21-21-19	Payroll Taxes	\$14,385.25	\$48,124.06	\$200,000.00	\$151,875.94	24.06%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$227.02	\$5,000.00	\$4,772.98	4.54%
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	\$73.35	\$1,363.26	\$2,500.00	\$1,136.74	54.53%
	<b>Total Taxes &amp; Misc</b>	<b>\$14,458.60</b>	<b>\$49,714.34</b>	<b>\$208,000.00</b>	<b>\$158,285.66</b>	<b>23.90%</b>
<b>Personal Benefits</b>						
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	\$5,811.74	\$14,645.59	\$76,000.00	\$61,354.41	19.27%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$126.00	\$411.00	\$2,000.00	\$1,589.00	20.55%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$70.00	\$1,000.00	\$930.00	7.00%
	<b>Total Personal Benefits</b>	<b>\$5,937.74</b>	<b>\$15,126.59</b>	<b>\$79,000.00</b>	<b>\$63,873.41</b>	<b>19.15%</b>
<b>Office Supplies</b>						
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$309.77	\$507.40	\$1,500.00	\$992.60	33.83%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$66.00	\$114.34	\$1,500.00	\$1,385.66	7.62%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	\$0.00	\$86.98	\$5,000.00	\$4,913.02	1.74%
	<b>Total Office Supplies</b>	<b>\$375.77</b>	<b>\$708.72</b>	<b>\$8,000.00</b>	<b>\$7,291.28</b>	<b>8.86%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$34.63	\$440.86	\$2,500.00	\$2,059.14	17.63%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$777.57	\$2,017.63	\$6,000.00	\$3,982.37	33.63%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$812.20</b>	<b>\$2,458.49</b>	<b>\$8,500.00</b>	<b>\$6,041.51</b>	<b>28.92%</b>
<b>Pool Supplies</b>						
001-000-000-576-21-40-00	Employee Recognition	\$105.00	\$196.50	\$2,000.00	\$1,803.50	9.83%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$165.47	\$2,000.00	\$1,834.53	8.27%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$525.31	\$525.31	\$2,500.00	\$1,974.69	21.01%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$2,404.60	\$2,404.60	\$7,500.00	\$5,095.40	32.06%
	<b>Total Pool Supplies</b>	<b>\$3,034.91</b>	<b>\$3,291.88</b>	<b>\$17,500.00</b>	<b>\$14,208.12</b>	<b>18.81%</b>
<b>Pool Equipment</b>						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$1,312.38	\$1,761.40	\$4,000.00	\$2,238.60	44.04%
	<b>Total Pool Equipment</b>	<b>\$1,312.38</b>	<b>\$1,761.40</b>	<b>\$4,000.00</b>	<b>\$2,238.60</b>	<b>11.23%</b>
<b>Professional Svcs - Clerical</b>						
001-000-000-576-20-41-01	Consulting Contracts	\$480.00	\$1,971.14	\$5,000.00	\$3,028.86	39.42%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$288.00	\$810.50	\$14,000.00	\$13,189.50	5.79%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$1,265.00	\$1,265.00	\$3,000.00	\$1,735.00	42.17%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$0.00	\$3,731.04	\$25,000.00	\$21,268.96	14.92%
001-000-000-576-20-41-14	IT Server Hosting	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$115.65	\$379.37	\$2,000.00	\$1,620.63	18.97%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$129.20	\$257.50	\$2,000.00	\$1,742.50	12.88%

Category/ Acct #	Reference	Mar 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	\$693.22	\$2,208.34	\$6,000.00	\$3,791.66	36.81%
001-000-000-576-21-42-09	Timekeeping (WhenWork)	\$704.64	\$1,380.86	\$3,000.00	\$1,619.14	46.03%
001-000-000-576-20-41-15	Website RFQ	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
	<b>Total Prof Services-Front Offc</b>	<b>\$3,675.71</b>	<b>\$12,003.75</b>	<b>\$79,500.00</b>	<b>\$67,496.25</b>	<b>15.10%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-20-41-09	District Janitorial Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
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 (MRP)	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$735.62	\$911.38	\$5,000.00	\$4,088.62	18.23%
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	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$620.96	\$1,241.92	\$8,000.00	\$6,758.08	15.52%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$503.87	\$581.27	\$2,000.00	\$1,418.73	29.06%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$9,846.79	\$28,000.00	\$18,153.21	35.17%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$0.00	\$2,252.58	\$16,000.00	\$13,747.42	14.08%
	<b>Total Prof Services-Maintenance</b>	<b>\$1,860.45</b>	<b>\$14,833.94</b>	<b>\$83,000.00</b>	<b>\$68,166.06</b>	<b>6.84%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$12,530.66	\$22,958.13	\$75,000.00	\$52,041.87	30.61%
	Budget Contingency for Maintenance	\$0.00	\$0.00	\$9,407.89	\$9,407.89	0.00%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$12,530.66</b>	<b>\$22,958.13</b>	<b>\$86,907.89</b>	<b>\$63,949.76</b>	<b>26.42%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$51.99	\$2,527.28	\$3,000.00	\$472.72	84.24%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$640.80	\$1,016.24	\$4,000.00	\$2,983.76	25.41%
001-000-000-576-21-42-07	Postage and Mailing	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-20-42-20	Telephone/Internet (Comcast)	\$564.50	\$1,289.25	\$6,000.00	\$4,710.75	21.49%
001-000-000-576-21-42-14	Elevate Phone System	\$0.00	\$0.00	\$3,600.00	\$3,600.00	0.00%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$97.25	\$143.49	\$800.00	\$656.51	17.94%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$53.56	\$80.32	\$500.00	\$419.68	16.06%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$118.00	\$236.00	\$750.00	\$514.00	31.47%
	<b>Total Communications</b>	<b>\$1,526.10</b>	<b>\$5,292.58</b>	<b>\$19,150.00</b>	<b>\$13,857.42</b>	<b>27.64%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-43-03	Certifications (non WSI)	\$349.00	\$349.00	\$4,500.00	\$4,151.00	7.76%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$32.97	\$76.93	\$2,500.00	\$2,423.07	3.08%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$322.00	\$826.00	\$1,500.00	\$674.00	55.07%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$135.00	\$3,500.00	\$3,365.00	3.86%
	<b>Total Training &amp; Travel</b>	<b>\$703.97</b>	<b>\$1,386.93</b>	<b>\$13,500.00</b>	<b>\$12,113.07</b>	<b>10.27%</b>
<b>Advertising</b>						
001-000-000-576-20-41-07	District Advertising	\$0.00	\$1,702.60	\$12,000.00	\$10,297.40	14.19%
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	\$72.97	\$110.96	\$400.00	\$289.04	27.74%
	<b>Total Advertising</b>	<b>\$72.97</b>	<b>\$1,813.56</b>	<b>\$19,400.00</b>	<b>\$17,586.44</b>	<b>9.35%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$1,435.00	\$9,600.00	\$8,165.00	14.95%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$600.00	\$1,200.00	\$4,000.00	\$2,800.00	30.00%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	<b>Total Rentals &amp; Leases</b>	<b>\$1,317.50</b>	<b>\$2,635.00</b>	<b>\$17,600.00</b>	<b>\$14,965.00</b>	<b>14.97%</b>
<b>Utilities</b>						
001-000-000-576-21-47-00	Electricity (PSE)	\$0.00	\$36,947.87	\$180,000.00	\$143,052.13	20.53%
001-000-000-576-21-47-02	Water (Highline)	\$1,341.47	\$1,879.49	\$9,900.00	\$8,020.51	18.98%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$3,191.52	\$6,000.00	\$2,808.48	53.19%
001-000-000-576-21-47-04	Sewer (Midway)	1296.03	\$1,815.51	\$4,500.00	\$2,684.49	40.34%
	<b>Total Utilities</b>	<b>\$2,637.50</b>	<b>\$43,834.39</b>	<b>\$200,400.00</b>	<b>\$156,565.61</b>	<b>21.87%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$37,371.00	\$45,000.00	\$7,629.00	83.05%
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$37,371.00</b>	<b>\$45,000.00</b>	<b>\$7,629.00</b>	<b>83.05%</b>
<b>Miscellaneous</b>						
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$0.00	\$163.35	\$15,000.00	\$14,836.65	1.09%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$597.73	(\$1,700.59)	\$2,000.00	\$3,700.59	-85.03%

Category/ Acct #	Reference	Mar 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$335.25	\$632.52	\$2,000.00	\$1,367.48	31.63%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$737.06	\$1,398.22	\$6,000.00	\$4,601.78	23.30%
001-000-000-576-20-51-50	Background checks	\$0.00	\$232.00	\$2,500.00	\$2,268.00	9.28%
	<b>Total Miscellaneous</b>	<b>\$1,670.04</b>	<b>\$725.50</b>	<b>\$27,500.00</b>	<b>\$26,774.50</b>	<b>2.64%</b>
<b>Intergovernmental Services</b>						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$4,623.86	\$8,250.00	\$3,626.14	56.05%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$0.00	\$280.00	\$5,000.00	\$4,720.00	5.60%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-20-51-00	Election Costs	\$22,044.66	\$22,044.66	\$20,000.00	(\$2,044.66)	0.00%
	<b>Total Intergov Services</b>	<b>\$22,044.66</b>	<b>\$4,903.86</b>	<b>\$42,500.00</b>	<b>\$15,551.48</b>	<b>11.54%</b>
<b>Capital *</b>						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
001-000-000-594-76-42-08	Filter Media	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0.00%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$116,500.00</b>	<b>\$116,500.00</b>	<b>0.00%</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$36,753.35</b>	<b>\$91,765.61</b>	<b>\$346,250.00</b>	<b>\$241,683.58</b>	<b>26.50%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$84,575.18</b>	<b>\$284,305.92</b>	<b>\$1,450,067.89</b>	<b>\$1,156,518.12</b>	<b>19.61%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$116,500.00</b>	<b>\$116,500.00</b>	<b>0.00%</b>
<b>GRAND TOTALS</b>		<b>\$121,328.53</b>	<b>\$376,071.53</b>	<b>\$1,912,817.89</b>	<b>\$1,514,701.70</b>	<b>19.66%</b>

**Target 25.00%**



## March 2024 REVENUES

Account #	Reference	Mar 2024	YTD Balance	2024 Budget	Budget Balance
<b>General Fund Taxes</b>					
001-000000-311-11-00-00	Property Taxes	\$40,446.56	\$64,272.34	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$249.52	\$1,570.70	\$0.00	\$0.00
	<b>Total General Fund</b>	<b>\$40,696.08</b>	<b>\$65,843.04</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Charges for Goods and Services</b>					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00		\$25,000.00	\$0.00
	<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
<b>Miscellaneous Revenues</b>					
001-000-000-361-11-00-00	Investment Interest	\$5,935.27	\$18,801.12	\$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	\$0.00	\$105,386.41	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,018.30	\$4,238.55	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$12,265.50	\$28,536.50	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$90.00	\$90.00	\$0.00	\$0.00
	<b>Total Revenue</b>	<b>\$19,309.07</b>	<b>\$157,052.58</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Projects/Reserve</b>					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$75,000.00	\$0.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Capital Projects/Reserve</b>		<b>\$0.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>
	<b>Grand Total Revenue</b>	<b>\$60,005.15</b>	<b>\$222,895.62</b>	<b>\$100,000.00</b>	<b>\$75,000.00</b>

# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date: Thursday, April 18, 2024**

**To: District Board Commissioners**

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

**Subject: Weekly Reports - Week of March 15-April 12, 2024**

## WEEK ENDING MARCH 15:

### **SPECIAL MEETING**

Just a reminder that our next special meeting will be on Tuesday, March 19. I sent out the meeting invite and agenda packet. If you are unable to attend, please let me know as we need a minimum of three people for quorum.

### **BOARD VACANCY**

Commissioner Achziger tendered his resignation on March 8. We will discuss this at our next meeting. Call me if you have any questions. This will be discussed at our March 19 meeting.

### **SWIM LESSONS**

We will have a one week break for Saturday swim lessons before March 23. We have updated flyers for the practice swim time, which we have expanded. Staff is seeing a correlation between people not attending all of their lessons passing to higher levels. We also believe it is important for participants to practice their skills outside of lessons. That is why we have added free practice times. Instructors are now encouraging students (and one adult) to attend these sessions. I am going to try to post this information to social media on Friday, and we have posted signage around the facility.





### **POTENTIAL SOUTH KING FIRE PARTNERSHIPS**

We met with a representative on South King Fire about a potential partnership on hosting their trainings and their potential help with some lifeguard trainings. We also discussed other partnership opportunities. I will let Quentin brief you at our next board meeting.

### **POOL WATER RESPONSE BACK FROM CUSTOMER**

From last week's report. We received a complaint about the water temperature. Below is the response, we received after checking with the customer.

Scott,

Thank you for your response. Yes my water exercise class is very happy with the temperature of the water. Debi explained the maintenance that was done to the air system and that has helped the water temperature to feel warmer.

Thank you for your time to answer my email.

Best,

### **SCHOOL OUTREACH**

Below are images from Emmitt and three lifeguards outreach story time to North Hill PTSA. The group read swimming stories and showed Whales Tales water safety videos to both of their Kindergarten classes. This is something we would like to do to better promote water safety to all local school students in the future.



### **PTSA SWIM**

North Hill will also be the PTSA we are hosting this Saturday (March 16) from 2-5pm. We will also have the Wubit swim before their event.

### **BEST STARTS FOR KIDS GRANT**

The deadline for the Best Starts for Kids Grant is Wednesday, March 20 at 2pm. I got the estimates back from the project manager/MacMiller on Thursday morning. The grant request will be \$1,159,353.00. I hope to have the grant completed this evening and off to the school district for their review tomorrow. I will share a copy of the grant when it is completed.

### **SPRING NORMANDY PARK CITY SCENE**

Gene put the ad below together for the Spring Normandy Park City Scene.



**One lesson does not a swimmer make**

Ninety-four percent of parents pull their kids out of swim lessons before they have truly mastered the skills

If water activities are in your summer plans, now is the time to refresh your child's swimming skills

Contact us today  
206-824-4722  
[www.MtRainierPool.com](http://www.MtRainierPool.com)  
22722 19<sup>th</sup> Ave S • Des Moines, WA

**mrp**  
mount rainier pool



### **MARCH 30 WEEKEND CLOSURE**

We need to close the pool over the March 29-31 weekend. The repairs are to install the VFD pump, which was delayed due to sourcing issues. The good news is that we will not have swim lessons that weekend, and it is the first weekend of spring break for HSD. The bad is we will need to pay overtime, but the overtime will help us avoid having the closure during highly scheduled times including swim lessons.

### **TOILET REPAIRS**

The toilet repairs had some hiccups due to poor initial installation, but MacMiller is working on it this week. There final repairs should be completed by this Friday.

### **MORE GRAFFITI**

We got tagged again on the back and side of the building this weekend. We are working to get it removed.

## **WIFI TROUBLE**

The WIFI at the pool has been malfunctioning since Comcast updated our router to include cellphone backup. CMIT recommended us having both WIFI routers replaced. The current WIFI units are from 2018. The price will be under \$500.

## **ACH PAYMENT SYSTEMS**

Angela and I are working on migrating our physical checks to ACH payments. We've had a number of items that were delayed or lost in the last three months. This creates a lot of additional work and additional fees, if not paid on time. With receiving invoices, sending voucher approvals to King County, waiting for checks to be sent out and mailing those checks out, it can take 4-6 weeks. We are going to start with the more time-sensitive items and work down the list. We will develop a hierarchy of payments to be reported at a future board meeting, and be memorialized by updating policy.

## **WRPA AQUATICS MEETING**

Quentin attended the monthly WRPA Aquatics Group meeting on Thursday. He mentioned that Covington, SeaTac and other organizations are partnering to recruit lifeguards.

## **LGIT TRAINING COURSE**

The Bainbridge course was full before staff was able to attend. Staff is now looking at a training later this summer in Spokane.

## **PUBLIC OUTREACH MEETING**

The public outreach committee, Quentin and I are going to meet Friday at 1:30pm.

## **HSD LEASE**

I still haven't received a red-lined copy of the lease. I was supposed to receive it last Friday. I will follow up with them as part of the grant support letter and their requested review of all grants for the facility.

## **FEATURED RESEARCH**

- Summer by the pool should be a right, not a privilege (NY Times/Audio) - <https://www.nytimes.com/2023/08/11/opinion/swimming-public-pools.html>

## **RESEARCH**

- The summer seasonal hiring report (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/march/the-summer-seasonal-hiring-report/>
- The 3 P's of Inclusion (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/march/the-three-ps-of-inclusion/>
- Do you have to cite the pledge of allegiance at public meetings? (Ask MRSC) - <https://mrsc.org/research-tools/ask-mrsc-archives>
- Research on aquatics plyometrics (NRPA Aquatics Facebook Group) - <https://www.atuseminars.com/post/research-on-aquatic-plyometrics?fbclid=IwAR1z4h5lyxunO17h1fU1aIZK4Vsb2AMATAoQDarcsQnM7Dr5cc5TPBbZvWw>

## **WEEK ENDING MARCH 22:**

### **BOARD VACANCY POSTING**

We posted the board vacancy on Wednesday, March 20. It was posted on the website's news feed and governance page, the Waterland Blog, the Mount Rainier Pool, X (formerly Twitter) and Facebook including Des Moines Community Group, Des Moines Politics and Des Moines Business Leaders Group. It was posted at the district office on Thursday, March 21.

### **MARCH 28-30 CLOSURE**

We are sending messaging out for a closure between March 28 and 30. We will be sending out an update early next week and Quentin has posted signage around the facility.

### **SWIM LESSON UPDATE**

Registration for April weekday swim lessons is next week. We sent an update out on Wednesday. Below is a link to the update.

<https://createsend.com/t/d-952EBAF63973BAA52540EF23F30FEDED>

### **SCHEDULE UPDATE**

Quentin is presenting an updated version of our schedules. Our next update will be for April 1 through the end of May 31. We will put the update out next Thursday.

### **APRIL POOL'S DAY EVENT**

The April Pool's Day water safety event will be Saturday, April 20 from 1-3pm. We are working to get a flyer together and on PeachJar early next week. We will share the flyer in a future email.

### **LIFEGUARD CERTIFICATION CLASS**

Emmitt has scheduled a lifeguard training for Highline and Federal Way School Districts. The class will be April 1-5 and it will be a blended class. Staff is working with internal trained candidates before putting messaging out. We estimate putting the email notification out early next week. There will only be a couple of spots left open. The next set of classes will be after school ends in June. We will publish those classes, which should have more openings.

### **LIFEGUARD RECERTIFICATIONS**

Emmitt just performed a class the week before last for recertifications including participants from Olympic View Pool.

### **BEST STARTS FOR KIDS GRANT**

We sent the Best Starts for Kids Grant on Wednesday. There was a lot of attachments that had to be sent in. Much more than any other grant we have completed. Highline School District helped us by completing a form, and MacDonald Miller helped with an estimate for the two projects. The grant came in a little more than \$1.1 million.

### **TOILET REPAIRS**

I have Quentin the go ahead to repair the final two of seven toilets. We will get an estimate to the finance committee soon.

### **RESEARCH**

- The Strength of a well-written survey (Aquatics International)  
- [https://www.aquaticsintl.com/facilities/the-strengths-of-a-well-written-survey\\_o](https://www.aquaticsintl.com/facilities/the-strengths-of-a-well-written-survey_o)
- Residency requirements for local government officials and appointees (MRSC Insight Blog)  
- <https://mrsc.org/stay-informed/mrsc-insight/january-2024/residency-requirements-officials-appointees>

## **WEEK ENDING MARCH 29:**

### **BOARD MEETING FOLLOW-UP**

- Signatures: I sent signatures out on Wednesday. At the time of writing this, the president was the only one to sign it. Email me, if you need me to resend it.
- Minutes: I will send the minutes out early next week for edits.
- Next Meeting: The next board meeting will be Thursday, April 18.

### **SCHEDULE UPDATE**

On Thursday, March 28, we updated the website's schedule page with our new schedule to start on April 1. The new schedule page includes an embedded schedule. We also sent out an email notification, and updated the banner ad. The schedule will be sent out on PeachJar on Monday, April 1 to local schools.

- Schedule Page - <https://mtrainierpool.com/schedule-2/>

### **WEEKDAY SWIM LESSON REGISTRATION**

This week, we had swim lesson registration for weekday April classes. Tuesday was for current students and Thursday was for new students. Emmitt was able to move some classes around to better accommodate current participants. We sent out an update on Thursday morning with the updated class numbers. As of Friday morning, we have two spots open in Pre-2 and one spot open in Level 2. All classes have meet minimum numbers. The classes have a week until they start on April 8. We will put out any updates next week.

### **POOL CLOSURE**

The pool was closed for the pump repairs March 28-30. We will update you about the closure in next week's report.

<https://createsend.com/t/d-BD6D4C58B94E460D2540EF23F30FEDED>

### **APRIL POOL'S DAY EVENT**

Our April Pool's Day event will be Saturday, April 20. Below is the preliminary flyer. I need to update the QR code to register, but everything else is accurate. We will start registration on April 5. We pushed it back to that date to allow time to post the flyer to PeachJar for all grade schools in community. The event will be posted on PeachJar on Thursday. *(Note-we will take some updated pictures this year.)*

<https://share.peachjar.com/flyers/2651668/districts/3000>

### **SMAC SWIM-A-THON**

SMAC had their annual swim-a-thon on Wednesday, March 27. We did get a complaint from a lap swimmer about how busy it was. We did previously discuss putting out an update, but with the sheer amount of changes we had already we reported that week (swim lesson registration, closure, schedule change, etc.), we felt putting out information might have been too much. Quentin took the feedback and we will work to use it next year. Angela, who witnessed the situation reported that

the woman was not too upset, and understood. It still is nice to house a program that has so many swimmers utilizing the space for a good cause.

### **WCIA COMPACT**

We had our annual compact this month with WCIA. We have met all of our training requirements for 2024. This year's audit was on staff training. We are working with them to see if we can have staff training outside their normal classes, which are usually held during peak pool usage times. We also discussed working together on pool-related future trainings and best practices.

### **LIFEGUARD CLASS (APRIL 1-5)**

Emmitt will be leading a lifeguard class, April 1-5. We put out an email on Friday and got 3 job interest cards over the weekend. It is too early to put out information on the registration numbers. <https://createsend.com/t/d-18BE76D4484C54222540EF23F30FEDED>

### **CARD READER ISSUES**

We are working with CMIT to hopefully get our card reader issues resolved. We have continually reached out to Heartland Payment Systems without resolution. I have asked CMIT to take the lead on this. They are assigning a staff member to fix the issue.

### **WEBSITE SECURITY UPDATES**

We are having some updates made for security to the website. We are also taking the comments function, as 99% of the comments are spam messages. We will still list our phone number and email address for communications.

### **HEALTHPOINT**

HealthPoint came out to our swim lessons on Saturday, March 23 and provided screenings. This is just part of our partnership with

### **NORMANDY PARK ARBOR DAY**

Emmitt will be at Normandy Park's Arbor Day event on Saturday, April 1 from 10am-1pm. He will take some pictures and share them at a future event.

### **PEACHJAR**

We uploaded the April-May 31 schedule to all Des Moines and Normandy Park public schools. We also sent it to Woodmont, River Ridge, Maritime, Valley View PK, and HSD Homeschools PJ lists. <https://share.peachjar.com/flyers/2648961/districts/3000>

### **RESEARCH**

- Play and Swim Lessons: <https://justaddwaterswimschool.co.uk/2016/05/16/the-importance-of-free-play-sessions/>
- Swimmer Dies Poolside at Western Washington University (Yahoo News) - <https://ca.news.yahoo.com/swimmer-dies-poolside-western-washington-231922713.html>
- Centering Safety (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/march/centering-safety/>
- Taking actions using ordinances, resolutions and proclamations (MRSC) - <https://mrsc.org/stay-informed/mrsc-insight/february-2024/ordinances-resolutions-motions-proclamations>

- The Pool of Pool: Why Water for Our Seniors? (NRPA Aquatics Facebook/Aquatic Therapy Seminars) - [https://www.atuseminars.com/post/the-power-of-the-pool-why-water-for-our-seniors?utm\\_source=facebook&utm\\_medium=blog.post-promoter&utm\\_campaign=19b6c26b-7c17-4fdb-bdbe-e904755a6c84&fbclid=IwAR3O8eLKXCKK30H3CmWjMm200HOxr7TWiRiEyuTPBNTvbV\\_cri sNcHp0U04](https://www.atuseminars.com/post/the-power-of-the-pool-why-water-for-our-seniors?utm_source=facebook&utm_medium=blog.post-promoter&utm_campaign=19b6c26b-7c17-4fdb-bdbe-e904755a6c84&fbclid=IwAR3O8eLKXCKK30H3CmWjMm200HOxr7TWiRiEyuTPBNTvbV_cri sNcHp0U04)
- In Port Angeles, trees are coming out, so sidewalks can be repaired (MyClallamNews) - <https://www.myclallamcounty.com/2024/03/25/in-port-angeles-trees-are-coming-out-sidewalks-will-be-repaired/>

### **WEEK ENDING APRIL 5:**

Please see attached report including March meeting minutes (3/19 & 3/26).

#### **BOARD MINUTES**

- March 19 & 26 Board Minutes: Attached are the minutes for the March 19 and 26 board meeting. Please have any edits back to me no later than Tuesday, April 16.
- Signed Minutes: We received three of four of the board signatures for the February 20 & 27 board meetings. Usually we post these the week after, but we did not have enough signatures until this week.
- Attendance Signatures for Payroll: Angela will be sending out attendance for the meetings attended. When we used to meet in-person, we would hand this form around the table for the board to sign. The form will be sent through DocuSign for board members to initial the dates they attended.
- Payment Updates: Linda and Angela are working on updating the payments that were underpaid for January and February (\$33/meeting before taxes). Angela is working to add them to the April 15 payroll. I will send each of you an email with the changes before payroll goes out. I estimate these emails going out on Monday.

#### **BOARD VACANCY**

Patrice Thorell (former City of Des Moines Parks and Recreation Director) is the only applicant for the board vacancy position. She has also been vetted through King County and is eligible for the position. We will put an update out next week on moving forward.

We did get another person that sent an email in, but they did not live in the district, applied after the deadline and did not complete a letter of intent.

#### **HSD LEASE**

We received a red-lined version of the lease. I am trying to schedule a meeting with legal before presenting it at the April 23 meeting.

#### **COMPLAINT: POOL TOO WARM**

We received our second complaint that the pool temperature is too warm. Last week we dialed it back one degree to 84 degrees, and we are looking at dialing it back one more degree this week to 84 degrees. There will not be a perfect temperature to meet the needs of lap swimmers, swim lessons and water exercise; we are hoping to find a decent compromise section.

EMAIL FOLLOW-UP W/ CUSTOMER:

XXXX,

I hope this message finds you doing well.

I wanted to follow up with you regarding your call yesterday regarding the pool. I wanted to let you know that Quentin has worked with Sunbelt Controls to lower the pool temperature this morning. We have also instructed our staff to post signage today or tomorrow regarding the importance of showering before swimming.

We are committed to addressing your concerns and making sure that our pool remains a safe and enjoyable experience for all our guests. If there is anything else we can do to enhance your experience, please do not hesitate to let us know. Thank you again for bringing your concerns to our attention.

Best regards,

Note-At the time of sending this email, I have not received a response from the customer. (Again, we receive an equal amount of complaints the water is either too warm or too cold depending on if we turn the temperature up or down.)

**AIR HANDLING UNIT (AHU) TRAINING**

Quentin setup air handling unit equipment training on Wednesday, April 3 with Sunbelt Controls. We were given training on using the computer interface, and the new VFD pump. This should alleviate some of the maintenance issues we had in the past.





## LEAK

We have another leak around the base of the surge pit. Quentin is trying to get a quote from Aquatic Specialties on the repair.



## APRIL POOL'S DAY EVENT REGISTRATION

We have put out information to the community by PeachJar, Email Notification, Social Media and other outlets. Registration for the event will open at midnight tonight online. Below is a link to the email blast that was sent out.

<https://createsend.com/t/d-8B303D62D17E97432540EF23F30FEDED>

## SWIM LESSONS

- Registration Update: Weekday swim lessons start on Monday. Emmitt was able to fill all but two of the spots and opened another class. Weekday swim lessons start Monday, April 8.
- Weekend Classes Resume: Just a reminder that weekend classes resume this Saturday, April 6.
- Rash Guards: Quentin and Emmitt are working on ordering rash guards for the instructors that will be blue. We are testing our a preliminary order.

## SPRING BREAK LIFEGUARD CLASS

Jared started with six participants. The class runs through Sunday, so we will update you next week with the results.

## SHOWERING BEFORE POOL

We posted signage to remind people before they enter the pool. We dialed back much of our signage after the pandemic, but we feel this is an important sign to have posted.



## WCIA REVIEW LETTER

Attached is the letter from our WCIA review. It was on March 26 at 9:30am. We have met all of our requirements already for 2024.

## WCIA NEWSLETTER MESSAGE ON LIFEGUARDING

I guess there is a movement by some agencies to lower the lifeguarding age for swimming pools and open water. Below is a message from WCIA on the issue.

<https://www.wciapool.org/ArchiveCenter/ViewFile/Item/834>

## MRHS SWIM TEAM PLACEMENT BOARD

Quentin is working to have the placement board ordered next week. We will work with the donor to setup a dedication once it is installed.

## ANNUAL FINANCIAL REPORT

I started putting the report together for the annual financial report that is due on May 29. Linda and I are meeting next week to start putting the report elements together to go to the state.

## JURY DUTY

Just a reminder that I have jury duty in Clallam County starting next week (for two weeks). I may not be able to be in the office for two weeks. Quentin is my backup for the April 18 meeting.

## RESEARCH

- Design a more inclusive aquatic facility (Park and Recreation Business) - <https://www.parksandrecbusiness.com/articles/design-a-more-inclusive-aquatic-facility>
- How you can contribute to the U.S. Water Safety Action Plan (Aquatics International) - [https://www.aquaticsintl.com/lifeguards/how-you-can-contribute-to-the-u-s-water-safety-action-plan\\_o](https://www.aquaticsintl.com/lifeguards/how-you-can-contribute-to-the-u-s-water-safety-action-plan_o)
- Tips for the pediatric therapist: overcoming a child's fear of the water (NRPA Aquatics Group/Aquatic Therapy Seminars) - [https://www.atuseminars.com/post/tips-for-the-pediatric-therapist-overcoming-a-child-s-fear-of-the-water?utm\\_source=facebook&utm\\_medium=blog.post-promoter&utm\\_campaign=4770d434-07be-4325-95bc-faf9d775e92d&fbclid=IwAR3E\\_qpxcIPqxLT86i8L6TUvhy\\_CHa1XIOQokusQEv8F0z-U-uuFQZQmXEY](https://www.atuseminars.com/post/tips-for-the-pediatric-therapist-overcoming-a-child-s-fear-of-the-water?utm_source=facebook&utm_medium=blog.post-promoter&utm_campaign=4770d434-07be-4325-95bc-faf9d775e92d&fbclid=IwAR3E_qpxcIPqxLT86i8L6TUvhy_CHa1XIOQokusQEv8F0z-U-uuFQZQmXEY)
- Port Townsend Pool Public Facilities District Update (PT Leader) - <https://www.ptleader.com/stories/pool-project-plans-a-long-way-off,161832?>
- Sports Complex Study to focus on large regional pool (KPQ 560 AM ) <https://kpg.com/regional-sports-complex-feasibility-study-2/>
  - Wenatchee Pool gets \$2 million in upgrades while leaders eye regional aquatic center (Wenatchee World) - [https://www.wenatchee-world.com/business/wenatchee-pool-to-get-2-million-upgrade-while-leaders-eye-regional-aquatic-center/article\\_9d59adbc-500f-11ed-a030-8bbd59ce3450.html](https://www.wenatchee-world.com/business/wenatchee-pool-to-get-2-million-upgrade-while-leaders-eye-regional-aquatic-center/article_9d59adbc-500f-11ed-a030-8bbd59ce3450.html)

## **WEEK ENDING APRIL 12:**

### BOARD VACANCY

We are going to have to repost the position for another 15-days. We will need to update the policy at the next meeting and repost with a nominated applicant. I have notified Patrice, who applied before the deadline.

### BOARD MEETINGS

I will send out the agenda packets, the Friday before each meeting. This is due to the April 18 special meeting's potential effects on the April 23 agenda.

### BOARD STIPEND CORRECTION

Each of you should receive an email with your stipend corrections for January and February. The correction was made as part of the April 15 payroll payment. Commissioners with direct deposits should receive the payment on April 15, while commissioners that receive checks should receive payment the following week.

### APRIL POOL'S DAY

As of Wednesday, April 10, we were stuck at 59 of 93 spots on the April Pool's Day Event, so I sent the following press release into the Waterland Blog. It was published on Thursday, April 11.

<https://waterlandblog.com/april-pools-day-promoting-water-safety-and-awareness-for-families-will-be-saturday-april-20-at-mount-rainier-pool/>

## **April Pool's Day: Promoting Water Safety and Awareness For Families**

**[Des Moines, Washington, April 10, 2024]** – As part of its ongoing commitment to water safety education, the Mount Rainier Pool is proud to announce its upcoming event, "April Pool's Day," scheduled for Saturday, April 20, from 1:00 pm to 3:00 pm. This free event aims to equip families with essential knowledge and skills to prevent water-related accidents and promote safer aquatic experiences.

Drowning remains a leading cause of accidental death among children worldwide, emphasizing the critical need for comprehensive water safety initiatives beyond traditional swim lessons. "April Pool's Day" offers a holistic approach, focusing not only on swimming skills but also on raising awareness about hidden dangers in aquatic environments.

Participants will engage in a series of interactive stations from 1:15 pm to 2:15 pm, covering vital topics such as cold water and hypothermia awareness, the importance of the "Reach and throw, don't go" principle, proper usage of life jackets, and essential survival strokes. These engaging activities are designed to empower children with practical strategies for staying safe in and around water.

Following the educational sessions, families are invited to enjoy a free open swim from 2:15 pm to 3:00 pm, fostering a fun and inclusive environment for applying newfound knowledge. Additionally, attendees will have the chance to participate in a raffle for a membership prize at 2:30 pm, encouraging ongoing engagement with water safety initiatives beyond the event.

"We believe that by equipping families with the knowledge and skills to navigate water environments safely, we can help prevent tragic accidents and promote a culture of water safety within our community," said Jared Wold, Aquatics Coordinator at the Mount Rainier Pool. Pre-registration for the event opens on Friday, April 5. Participants can sign up via the provided [email blast link](#) or access additional event details through the [PDF flyer](#) available on the organization's website ([mtrainierpool.com](http://mtrainierpool.com)).

Join us on April 20 for a day of learning, fun, and empowering families with essential water safety skills. Together, we can make a splash in promoting safer aquatic experiences for all.

### **MORNING BUSY CONCERN**

Our schedule has been picking up gradually over the last couple of years since the pandemic. Below is a message from a longtime pool user.

(From Customer) Hello Scott and Angela:

I just spoke with Angela (who was very nice and I thank her) about my concerns and just want to formally say that I think we have been as patient as we should have to be about the short swim hours and overcrowded conditions for morning lap swimming at Mt. Rainier.

I've been repeatedly informed that the problem is staffing and it is a nationwide problem. In the nearly 50 years I have been swimming at Mt. Rainier I've seen almost every problem that could come along for the pool—the (lone) lifeguard & pool opener not showing up multiple

times per week; ALL the mechanical closures including the two-year+ rebuilding; the threat of closure by King County and fight with the City about taking it over...The pool is so much better run now with the District but for some reason they don't think they have enough staff—when it used to be opened and guarded by one lonely lifeguard! Kind of one extreme to another and I don't know why there can't be some kind of middle ground. Every time I am there it seems like there are plenty of staff people around compared to the “bad old days”.

9:30 is just inconveniently late to start swimming. It makes it noon before I can get home and showered and ready to do any work or go anywhere. Angela advised that 11 to 1 is usually quieter but that is an even more inconvenient time to swim. Same with evenings.

The pool is neither safe nor pleasant for me now, and at (almost) 69 with Parkinson's, I need it more than ever. I feel that people are getting ruder and more aggressive lately, too. Jumping into lanes without asking if they can share and then thrashing so hard I can't get my head above water. Can there be more monitoring of things like that, or dedication of a lane for slower (quieter) swimmers? Or do I just have to give up and join the walkers in the shallow end? I want to keep swimming my laps but not be swamped by inconsiderate swimmers.

Thank you for letting me air my complaint. I've tried to be only a positive voice at the pool through these years and I really do appreciate and love it so much. Feel free to call (206-818-9921) or email ([lindathiel3@gmail.com](mailto:lindathiel3@gmail.com)) if I can be of any help or give any more information.

Thank you,

(From Mgmt.) Dear XXXX,

I understand you are frustrated with the current schedule and overcrowding during the morning hours at our pool. We are working towards expanding our hours for the summer months, which may take effect as early as May. However, our priority is ensuring everything we do is safe and consistent. This commitment to safety and quality is why we have hesitated to expand our schedule to earlier hours.

Our primary concern is to avoid situations where only one lifeguard is available, which can be inconsistent and unsafe. Our aquatics manager, Quentin Knox, is working hard to expand our schedule so that we can open earlier. However, he must balance minor work regulations, a national lifeguard shortage, and competition with non-swimming jobs. Many of the youth who work for us are minors who are only available during certain times due to school, extracurricular activities, family commitments, and reliance on school bussing that arrives just before 8:00 am and requires them to be at first period until 9:00 am. These limitations are why we currently open at 9:30 am on weekdays.

Secondly, we need to hire more adult lifeguards (18+) so that the pool can be open during the early morning hours. Lifeguarding requires physical swimming requirements, a lifeguard certification, and the commitment to stay current on skills, including attending in-services and skills checks. The Mount Rainier Pool is located in an area with many jobs that do not require the physical requirements of swimming 300 yards, diving to retrieve a brick in 7-10

feet of water, and treading water with that brick for two minutes only using their legs. These requirements narrow the pool of applicants as most people who use our pool cannot meet these requirements. Additionally, all lifeguards need to pass a 40-hour class that includes a physical test at the end. Due to the Mount Rainier Pool's location, many young adults can work at Amazon fulfillment centers and other local jobs that pay a higher wage, have more benefits, and have no physical or certification requirements. Despite these challenges, our management team has grown staff from 6 in 2020 to sixty this summer. However, most of them are minors.

Thirdly, Quentin is working on creating rules and posting signage to encourage people to be more respectful. However, some people will still push the boundaries and be disruptive despite having regulations and signage. In these cases, please let the lifeguard know. The lifeguard or a pool management staff member may come out to talk to the other pool user. We ask for your help in ensuring a safe environment by pointing out any disruptive behavior, as our lifeguards are focused on lifesaving situations and may miss some people's behaviors. Although we have staff that exceed minimum requirements, your help would be greatly appreciated.

Lastly, our primary goal is to provide consistent and safe programming. We have focused on adding hours and programming where we can do so consistently. Safety is the foundation of everything we do, including having adequate numbers of well-trained staff. We will only add early morning hours when we can do so consistently and safely. We appreciate your patronage of the pool and will continue to work to provide a safe and clean environment with good customer service. We hope you continue to utilize the pool. Don't hesitate to contact me if you wish to follow up.

Thank you,

(Response from Customer) Thank you, Scott and Angela. I will try to speak up more freely if someone is being rude and disrespectful. Maybe someday when there isn't such a shortage of young people who want to be active and fit (!) and have a fun job, we will get enough lifeguards on board to increase the hours. Maybe someday we could even have a "seniors' hour" a little earlier in the day. Thank you for your time in responding and for your continued good work at the pool.

### **SWIM LESSON UPDATE**

Currently, we have 191 of 190 spots filled in active lessons. We have one spot available in two classes and overfilled a couple of classes. We did have a participant pull both of her children out at the last minute. Emmitt has been doing a good job of navigating the changes and working to make improvements to the lessons.

### **LIFEGUARD CLASS**

We had only two of six participants pass the class. We will start advertising for the June class(es) in May.

## **LEGACY FOUNDATION**

Gene notified me that an additional \$4,000 was raised on behalf of the Mount Rainier Pool by the Des Moines Legacy Foundation. I sent the invoice in this week. I am also working on invoicing other totals for lifeguarding and last year's swim lesson grant.

## **JURY DUTY**

I will find out on Friday evening if I have jury duty next week. If I do, I will not be available between 8am and 5pm. Quentin is my backup in case I cannot make it to Des Moines.

## **RESEARCH**

- Supreme Court Social Media Case (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/april-2024/lindke-v-freed>
- (From 2023) Raising drowning incidents in King County raise health concerns (KOMO News) - <https://komonews.com/news/local/drownings-king-county-rise-summer-swim-injury-prevention-critical-public-health-issue-hazard-death-beach-lifeguard-shortage-lifejacket-safety>
- Avoiding suction entrapments (Aquatics International) - [https://www.aquaticsintl.com/facilities/avoiding-suction-entrapment\\_o](https://www.aquaticsintl.com/facilities/avoiding-suction-entrapment_o)
- Lifeguards training to work as a team (Aquatics International) - [https://www.aquaticsintl.com/lifeguards/lifeguards-training-to-work-as-a-team\\_o](https://www.aquaticsintl.com/lifeguards/lifeguards-training-to-work-as-a-team_o)



# Des Moines Pool Metropolitan Park District

March 19, 2024

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, and Stender; and District General Manager (GM) Deschenes; and resident, Gene Achziger.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – There were no modifications to the agenda as this was a special meeting. Commissioner Stender moved to accept the agenda. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 4-0.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – The District GM announced there was an overpayment made to two commissioners and that he would be notifying them about repayment options. The District GM also reported there were two more toilets that needed to be repaired.

**PUBLIC COMMENT** – Gene Achziger discussed the judgment of his legal case and decision to leave the board.

### 6. Board Vacancy

The Board President notified the board that Policy 225 Board Vacancy needed to be amended to meet new legal requirements. After discussion, a revised process was determined. Commissioner Dusenbury moved to approve the revised, amended Policy 225 Board Vacancy. Commissioner Stender 2<sup>nd</sup>. The motion passed 4-0. A copy of the amended Policy 225 Board Vacancy is available on the pool district website's governance page in the policy and procedure section.

### EXECUTIVE SESSION BUSINESS

#### 7a. Executive Session, HSD Lease

*The Board President announced the board would go into an executive session to evaluate the performance of a public employee subject to RCW 42.30.140(4). The Board President also announced that Gene Achziger would also be present. The board went into executive session until 7:16 pm for approximately 30 minutes to 7:46 pm. At 7:45 pm, the board came out of executive session to extend the meeting to 7:55 pm.*

After the executive session was completed the Board President directed the District General Manager to schedule a special meeting for Thursday, April 18, 2023 at 7:00 pm.

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

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

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

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



**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 3/19/2024**

**ADJOURNMENT**

With no further business the meeting was adjourned at 7:59pm.

**UPCOMING MEETINGS**

- March 26, 2023, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)
- April 18, 2024, Special “Retreat” Meeting, 7:00pm, Location: (DMPMPD Offices and Online)
- April 23, 2024, 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

\_\_\_\_\_  
Position #5, Vacant

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# Des Moines Pool Metropolitan Park District

March 26, 2024

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 and Campbell; and Aquatics Manager, Knox and District General Manager (GM) Deschenes; and resident, Gene Achziger. Commissioner Stender was not present.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – The District GM announced that he added the State Auditors Office (SAO) Datasharing Agreement approved by legal and the SAO legal team.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – The District GM announced that January and February stipend payments were not updated to 2024 rates. An adjusted payment will be made in April. He announced that he will message the board on the updated payments, once they are finalized.

**PUBLIC COMMENT** – None.

### CONSENT AGENDA

Commissioner Dusenbury moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in February totaling \$132,742.06. Commissioner Campbell 2<sup>nd</sup>. The motion passed 3-0.

### EXECUTIVE SESSION BUSINESS

#### 7a. Executive Session, HSD Lease

There was no executive session, but the District GM notified the board that there may be an executive session on April 23. He expects a red-lined version of the agreement back from the Highline School District and has invited the pool district's legal counsel to tentatively attend.

### OLD BUSINESS

#### 8a. Spring Schedule Presentation

The Aquatics Manager gave an update on the Spring Schedule taking effect on April 1 including the new schedule format. A copy of the updated schedule was included in the March 26 agenda packet.

#### 8b. March 28-30 Closure

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 3/26/2024**

The Aquatics Manager notified the board of a weekend closure for March 28 through 30 to have a variable flow drive (VFD) to replace the current VFD in the pump room that does not allow for overriding.

Commissioner Dusenbury asked if the pool district was going to hold onto the old VFD drive. Staff confirmed that it would hold onto the VFD drive as a backup.

**8c. Grant Applications Update**

The District GM notified the board that the district had applied for two grants: King County Youth and Amateur Sports and Best Starts for Kids for around \$1.4 million. He said the pool district received assistance from Highline School District’s Captial Planning Office and Gene Achziger. Copies of the grant applications are included in the March 26 agenda packet.

**NEW BUSINESS**

**9a. Parks and Recreation Discussion**

Commissioner Dusenbury met with the new Parks and Recreation Director. The meeting included an update of the pool district’s recent feasibility study and discussion for potential partnerships in the future. A copy of the outline for the meeting is included in the March 26 agenda packet.

Commisioner Campbell wanted to thank Commissioner Dusenbury for having this meeting and Gene Achziger for his grant writing.

**9b. State Auditors Office (SAO) Data Sharing Agreement**

The District GM notified the board that he would be signing the renewed 2024 SAO Data Sharing Agreement. The original was signed in 2021, and the agreement is scheduled to be renewed in 2024. Legal Counsel and SAO agreed on updated language that did not place liability on the pool district if data was stolen from the State Auditors Office. The updated agreement is in the March 26 agenda packet.

President Young added that all government agencies are required to have this agreement.

**GOOD OF THE ORDER**

None.

**ADJOURNMENT**

With no further business the meeting was adjourned at 7:20pm.

**UPCOMING MEETINGS**

- April 18, 2024, Special “Retreat” Meeting, 7:00pm, Location: (DMPMPD Offices and Online)
- April 23, 2024, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

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

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 3/26/2024**

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

\_\_\_\_\_  
Position #5, Vacant

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# Special District Voucher Approval Document

**Scheduled Payment Date:** 02/28/2024

**Total Amount:** \$962.85

**Control Total:** 3

**Payment Method:** WARRANT

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

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240223160819.csv

**Fund #:** 170950010

**CONTACT INFORMATION**

Angela Melum

Preparer's Name: \_\_\_\_\_

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).

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

DocuSigned by:

*Scott Deschenes*

3/6/2024

*Joe Dusenbury*

2/24/2024

2E03815D71304B0...

Authorized District Signature

Date

5E8DDA9899F2474...

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

**SUBMIT SIGNED DOCUMENT TO:**

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

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

**KING COUNTY FINANCE USE ONLY:**

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

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



# Special District Voucher Approval Document

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

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240223160819.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
FERNANDO CORTEZ			02292024143	02/29/2024	\$809.21	PAYROLL PE F.CORTEZ
JOE DUSENBURY			022920248	02/29/2024	\$116.71	COMM. SUB
NADIA CORTEZ			0229202489	02/29/2024	\$36.93	PAYROLL PE N.CORTEZ

<sup>DS</sup>



# Special District Voucher Approval Document

**Scheduled Payment Date:** 03/12/2024  
**Total Amount:** \$16,735.08  
**Control Total:** 11  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240306155445.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).

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

<u>2E03815D71304B0...</u> <i>Scott Deschenes</i> Authorized District Signature	<u>3/6/2024</u> Date	<u>5E8DDA9899F2474...</u> <i>Joe Dusenbury</i> Authorized District Signature	<u>3/6/2024</u> Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

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



# Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20240306155445.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AWC - VIMLY BENEFIT SOLUTIONS, INC			54387	02/20/2024	\$834.94	EMP BENEFITS TRUST PMT FOR JAN 2024
DEPARTMENT OF RETIREMENT SYSTEMS			02012024DRS	02/01/2024	\$2,444.19	DRS PMT FOR FEB 2024
HIGHLINE WATER DISTRICT			02222024HWD	02/22/2024	\$1,341.47	WATER BILL FOR JAN & FEB 2024
LESLEY D BATE			02082024LDB550	02/08/2024	\$349.00	WX CERTIFICATION REIMBURSEMENT FEB 2024
LINDA RAY			220203-01B	03/01/2024	\$480.00	CONSULTING SVCS FOR FEB 2024
MIDWAY SEWER DISTRICT			02252024MSD	02/25/2024	\$1,296.03	SEWER BILL FOR JAN & FEB 2024
NORTHWEST LANDSCAPING SERVICES			CD50381129	03/01/2024	\$620.96	MONTHLY MAINT FOR MAR 2024
SNURE LAW OFFICE			03012024SLO	03/01/2024	\$288.00	ATTORNEY FEES FOR FEB 2024
US BANK			02122024USB	02/12/2024	\$7,097.99	US BANK CC PAYMENT FEB 2024
VISION MUNICIPAL SOLUTIONS, LLC			09-13709	11/30/2023	\$1,265.00	VISION SOFTWARE ANNUAL PAYMENT 2024
ZEN 22015, LLC			03012024Zen	03/01/2024	\$717.50	LEASE PAYMENT FOR DIST OFFICE MAR 2024

DS





# Special District Voucher Approval Document

**Scheduled Payment Date:** 03/19/2024  
**Total Amount:** \$210.42  
**Control Total:** 2  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240313150354.csv  
**Fund #:** 170950010

**CONTACT INFORMATION**

<b>Preparer's Name:</b> _____ <u>Angela Melum</u>	<b>Email Address:</b> _____ <u>linda.ray@desmoinespool.org</u>
---	--

**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 Deschene</u> 2E03815D71304B0... Authorized District Signature	<u>3/13/2024</u> Date	<u>DocuSigned by: Joe Dusenbury</u> 5E8DDA9899F2474... Authorized District Signature	<u>3/13/2024</u> Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date

**SUBMIT SIGNED DOCUMENT TO:**

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

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

**KING COUNTY FINANCE USE ONLY:**

**Batch Processed By:** \_\_\_\_\_  
**Date Processed:** \_\_\_\_\_



# Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20240313150354.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
FERNANDO CORTEZ			03152024FC89	03/15/2024	\$181.72	PAYROLL PE 3.15.2024 F.CORTEZ
NADIA CORTEZ			03152024NC143	03/15/2024	\$28.70	PAYROLL PE 3.15.2024 N.CORTEZ

<sup>DS</sup>



# Special District Voucher Approval Document

**Scheduled Payment Date:** 03/20/2024  
**Total Amount:** \$11,780.90  
**Control Total:** 6  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240315145818.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)) :**

<p>DocuSigned by: <u>Scott Deschenes</u> 2E03815D71304B0</p> <p>Authorized District Signature</p> <p>3/15/2024</p> <p>Date</p>	<p>DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA9899F2474</p> <p>Authorized District Signature</p> <p>3/16/2024</p> <p>Date</p>
<p>Authorized District Signature</p> <p>Date</p>	<p>Authorized District Signature</p> <p>Date</p>
<p>Authorized District Signature</p> <p>Date</p>	<p>Authorized District Signature</p> <p>Date</p>

**SUBMIT SIGNED DOCUMENT TO:**

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

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

**KING COUNTY FINANCE USE ONLY:**

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



# Special District Voucher Approval Document

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

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240315145818.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AAA PEST CONTROL, INC.			343314	02/13/2024	\$142.03	SVC FOR POOL AREA ANT PROBLEM ON 2.13.2024
AAA PEST CONTROL, INC.			343333	02/20/2024	\$86.98	SVC FOR INTERIOR ANT PROBLEM ON 2.20.2024
CANON FINANCIAL SERVICES, INC.			32257662	03/12/2024	\$62.88	PRINTER CONTRACT CHARGE FOR MAR 2024
COPIERS NORTHWEST			INV2793135	03/07/2024	\$52.77	COPIER USAGE FEES FOR FEB 2024
GRAINGER			9040591514	03/04/2024	\$79.25	30 GAL TRASH BAGS FOR MRP
MACDONALD-MILLER FACILITY SOLUTIONS			JC91153	01/30/2024	\$11,356.99	REPL MIX VALVE FOR MRP JAN 2024

DS



# Special District Voucher Approval Document

**Scheduled Payment Date:** 03/29/2024  
**Total Amount:** \$9,337.86  
**Control Total:** 14  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240325140935.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)):

DocuSigned by:

Scott Deschenes 3/26/2024  
2E03815D71304B0  
Authorized District Signature Date

Joe Dusenbury 3/26/2024  
5E8DDA9899F2474  
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

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

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



# Special District Voucher Approval Document


District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20240325140935.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			0001968019	01/26/2024	\$316.31	CARBON DIOXIDE FOR JAN 2024
CENTRAL WELDING SUPPLY			002004315	02/29/2024	\$90.76	FAK FEE & HAZ MAT FOR FEB 2024
CENTRAL WELDING SUPPLY			0002018022	03/20/2024	\$328.55	CARBON DIOXIDE FOR FEB 2024
DEPARTMENT OF RETIREMENT SYSTEMS			02012024DRS2	02/01/2024	\$2,532.61	2ND DCP PAYMENT FEB 2024
FERNANDO CORTEZ			03312024FC89	03/31/2024	\$488.56	PAYROLL PE 3.31.2024 F.CORTEZ
GRAINGER			9046759883	03/08/2024	\$228.97	HAND SOAP FOR MRP
GRAINGER			9049922645	03/12/2024	\$329.14	JANITORIAL SUPPLIES FOR MRP
JOE DUSENBURY			03312024JD8	03/31/2024	\$466.78	COMMISSIONER SUBSIDARY FEB 2024
MACDONALD-MILLER FACILITY SOLUTIONS			SVC290231	02/22/2024	\$944.66	MATS & HVAC LABOR FEB 2024
MOUNTAIN MIST			005867885	02/27/2024	\$32.22	BREWER & COOLER RENT FEB 2024
MOUNTAIN MIST			005894044	03/13/2024	\$149.53	WTR DELIVERY FOR MAR 2024
SHANE STENDER			03312024SS77	03/31/2024	\$233.41	COMMISSIONER SUBSIDARY FEB 2024
TITUS GILLIHAN			03312024TG155	03/31/2024	\$16.41	PAYROLL PE 3.31.2024 T.GILLIHAN
US BANK			03112024USB	03/11/2024	\$3,179.95	US BANK CREDIT CARD PAYMENT MAR 2024

DS

# ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 03/15/2024

**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 03-15-2024	170950010			24219		DS SD	27,235.73
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 27,235.73

**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 3/9/2024

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

# ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 03/31/2024

**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 03-31-2024	170950010			24219		ds	33,021.03
2							SD	
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 33,021.03

**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 3/25/2024

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: April 23, 2024

Under: Executive Session Business Attachment: None

Subject: HSD Lease Extension

### Background/Summary:

The District has been renegotiating the Mount Rainier Pool lease since 2022.

UPDATE: The District received a red-lined version of the Mount Rainier Pool lease in April. The Board of Commissioners will meet to discuss the lease with legal counsel. An announcement of the length of the executive session will be made.

If any formal direction is given by the board to staff, it will be announced after the executive session.

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 Métropolitain Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8a      **Assigned to:** Aquatics Manager      **Meeting Date:** April 23, 2024

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

**Subject:** Aquatics Manager Report – Quarter 1 (January-March 2024)

**Background/Summary:**

The Aquatics Manager will be making the First Quarter (Q1) Report. This report will contain a physical report from January 1-March 31, Q&A with the board, and other supporting documents. He will also discuss the current Spring quarter and planning for Summer.

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 Q1 (January 1-March 31) Physical Report

## AQUATICS MANAGER'S QUARTERLY REPORT – Q1 WINTER 2024

### SWIM LESSON PARTICIPATION

This report is for January – March 2024. At this time, we offered Saturday Mornings (8:30am-11am):

**Saturday AM, January 13th –  
March 9th, 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	21/20	7	105%
8:30am	4	4	19/20	6	95%
9:00am	5	5	25/25	4	100%
9:30am	4	4	18/20	2	90%
10:00am	5	5	23/25	7	92%
10:30am	4	3	16/15	2	106%
11:00am	5	5	23/25	4	92%
<b>Totals</b>	<b>5 (avg)</b>	<b>28</b>	<b>145/150</b>	<b>32</b>	<b>96%</b>

**Mon/Wed PM, March 4th –  
March 27th, 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	19/20	1	95%
Adult	1	1	5/5	1	100%
4:30pm	2	2	9/10	0	90%

5:00pm	3	3	15/15	4	100%
5:30pm	2	2	10/10	4	100%
6:00pm	3	3	13/15	2	86%
<b>Totals</b>	<b>3 (avg)</b>	<b>13</b>	<b>71/75</b>	<b>12</b>	<b>95%</b>

\*\*Some people are listed on multiple waiting lists.

## SATURDAY AM: 1/13/2024-3/9/2024

### 8:30am

#### *Preschool Aquatics 1 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 32 presents
  - 1 excused absence
  - 7 unexcused absences

#### *Learn-to-Swim 1 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 32 presents
  - 8 unexcused absences

#### *Learn-to-Swim 2 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 31 presents
  - 1 excused absence
  - 8 unexcused absences

#### *Learn-to-Swim 5 –*

- 1/4 students passed.
- Out of 32 possible attendance data points: (4 students, 8 classes)
  - 24 presents
  - 1 excused absence
  - 7 unexcused absences

### 9am

#### *Preschool Aquatics 1 –*

- 4/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 33 presents
  - 7 unexcused absences

#### *Preschool Aquatics 3 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 28 presents
  - 2 excused absences
  - 10 unexcused absences

*Learn-to-Swim 1 –*

- 5/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 35 presents
  - 3 excused absences
  - 2 unexcused absences

*Learn-to-Swim 2 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 33 presents
  - 3 excused absences
  - 4 unexcused absences

*Learn-to-Swim 3 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 34 presents
  - 6 unexcused absences

**9:30am**

*Parent & Child 2 –*

- 1/10 students passed.
- Out of 80 possible attendance data points: (10 students, 8 classes)
  - 65 presents
  - 6 excused absences
  - 9 unexcused absences

*Preschool Aquatics 1 –*

- 4/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 36 presents
  - 1 excused absence
  - 3 unexcused absences

*Preschool Aquatics 2 –*

- 3/4 students passed.
- Out of 32 possible attendance data points: (4 students, 8 classes)
  - 27 presents
  - 2 excused absences
  - 3 unexcused absences

*Learn-to-Swim 1 –*

- 6/6 students passed.
- Out of 48 possible attendance data points: (6 students, 8 classes)
  - 43 presents
  - 1 excused absence
  - 4 unexcused absences

*Learn-to-Swim 4 –*

- 0/3 students passed.
- Out of 24 possible attendance data points: (3 students, 8 classes)
  - 16 presents
  - 3 excused absences
  - 5 unexcused absences

## **10am**

### *Preschool Aquatics 1 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 35 presents
  - 1 excused absence
  - 4 unexcused absences

### *Preschool Aquatics 2 –*

- 0/6 students passed.
- Out of 48 possible attendance data points: (6 students, 8 classes)
  - 36 presents
  - 2 excused absences
  - 10 unexcused absences

### *Preschool Aquatics 3 –*

- 0/3 students passed.
- Out of 24 possible attendance data points: (3 students, 8 classes)
  - 17 presents
  - 2 excused absences
  - 5 unexcused absences

### *Learn-to-Swim 2 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 34 presents
  - 1 excused absence
  - 5 unexcused absences

### *Learn-to-Swim 3 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 34 presents
  - 2 excused absences
  - 4 unexcused absences

## **10:30am**

### *Parent & Child 1 –*

- 1/10 students passed.
- Out of 80 possible attendance data points: (10 students, 8 classes)
  - 62 presents
  - 3 excused absences
  - 15 unexcused absences

### *Preschool Aquatics 1/2 –*

- 2/6 students passed.
- Out of 48 possible attendance data points: (6 students, 8 classes)
  - 40 presents
  - 1 excused absences
  - 7 unexcused absences

### *Learn-to-Swim 1 –*

- 4/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 36 presents

- 4 unexcused absences

*Learn-to-Swim 4 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 35 presents
  - 2 excused absences
  - 3 unexcused absences

**11am**

*Learn-to-Swim 1 –*

- 0/3 students passed.
- Out of 24 possible attendance data points: (3 students, 8 classes)
  - 22 presents
  - 1 excused absence
  - 1 unexcused absence

*Learn-to-Swim 2 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 26 presents
  - 4 excused absences
  - 10 unexcused absences

*Learn-to-Swim 3 –*

- 0/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 40 presents

*Learn-to-Swim 5 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 33 presents
  - 4 excused absences
  - 3 unexcused absences

*Learn-to-Swim 6 –*

- 0/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 30 presents
  - 2 excused absences
  - 8 unexcused absences

## **MON/WED PM: 3/4/2024-3/27/2024**

**4:30pm**

*Parent & Child 1/2 –*

- 0/9 students passed.
- Out of 72 possible attendance data points: (9 students, 8 classes)
  - 55 presents
  - 4 excused absences
  - 13 unexcused absences

*Learn-to-Swim 1 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 25 presents
  - 15 unexcused absences

*Learn-to-Swim 2 –*

- 3/4 students passed.
- Out of 32 possible attendance data points: (4 students, 8 classes)
  - 28 presents
  - 4 unexcused absences

**5pm**

*Preschool Aquatics 1 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 40 presents

*Learn-to-Swim 2 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 33 presents
  - 7 unexcused absences

*Learn-to-Swim 3 –*

- 0/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 34 presents
  - 2 excused absences
  - 1 unexcused absence

**5:30pm (pool closure for one class has been counted as excused absences for this time slot)**

*Parent & Child 1 –*

- 4/10 students passed.
- Out of 80 possible attendance data points: (10 students, 8 classes)
  - 53 presents
  - 11 excused absences
  - 16 unexcused absences

*Preschool Aquatics 2 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 32 presents
  - 6 excused absences
  - 2 unexcused absences

*Learn-to-Swim 2 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 32 presents
  - 6 excused absences
  - 2 unexcused absences



## 6pm

### *Preschool Aquatics 1 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 39 presents
  - 1 unexcused absence

### *Preschool Aquatics 3 –*

- 0/3 students passed.
- Out of 24 possible attendance data points: (3 students, 8 classes)
  - 22 presents
  - 2 unexcused absences

### *Learn-to-Swim 1 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 32 presents
  - 8 unexcused absences

## 6:30pm

### *Adult –*

- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 35 presents
  - 5 unexcused absences

**SPECIAL EVENTS-** April Pools Day – April 20<sup>th</sup>, 2024

**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 March 2023.

#### **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:** 2<sup>nd</sup> and 4<sup>th</sup> Saturday of each month starting in September.
- **PTSA Swims:** List of PTSAs scheduled:
  - ~~November 18<sup>th</sup>, 2023, Midway – 2-5pm~~
  - ~~December 16<sup>th</sup>, 2023, Holiday Event – 1-3pm~~
  - ~~January 20<sup>th</sup>, 2024, Des Moines – 2-5pm~~
  - ~~February 17<sup>th</sup>, 2024, North Hill – 2-5pm~~
  - ~~March 2<sup>nd</sup>, 2024, Woodmont – 2-5pm~~
  - ~~March 16<sup>th</sup>, 2024, Parkside – 2-5pm~~\*Focused on grade schools.
- **Alaska Airlines training dates/times**
  - ~~October 9<sup>th</sup> & 11<sup>th</sup>, 2023 (1:00pm-3:00pm)~~
  - ~~November 6<sup>th</sup> & 8<sup>th</sup>, 2023 (1:00pm-3:00pm) (CANCELLED)~~
  - ~~Friday, April 12<sup>th</sup>, 2024 (1-3:30pm)~~
  - ~~Tuesday, April 16<sup>th</sup>, 2024 (1-3:30pm)~~
  - Friday, May 3<sup>rd</sup>, 2024 (1-3:30pm)
  - Tuesday, May 7<sup>th</sup>, 2024 (1-3:30pm)
  - Friday, May 24<sup>th</sup>, 2024 (1-3:30pm)
  - Tuesday, May 28<sup>th</sup>, 2024 (1-3:30pm)

- Friday, June 14<sup>th</sup>, 2024 (1-3:30pm)
- Tuesday, June 18<sup>th</sup>, 2024 (1-3:30pm)
- **RETT (Debbie Aquatics Therapy)** from 9:15am -1:00pm Tuesdays and Thursdays.
- **SMAC:**
  - Intro 2 Swim Team (negotiating 2024)
  - Hosted two swim meets.
- **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:** 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 Métropolitain Park District

**AGENDA ITEMS SUMMARY SHEET**

Agenda Item #: 8b Assigned to: District GM Meeting Date: April 23, 2024

Under: Old Business Attachment: Yes

**Subject:** WCIA COMPACT

**Background/Summary:**

Each year the Washington Cities Insurance Authority (WCIA) requires a COMPACT audit of its members. This year the audit focused on Personnel and training for supervisors. Attached is the follow-up letter after the audit, which was on Tuesday, March 26 at 9:30am.

The pool district has also met all of its training and attendance requirements for 2024.

**Fiscal Impact:** N/A

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

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

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

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

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

**Notes:**

- WCIA COMPACT Follow-Up Letter



P.O. Box 88030  
Tukwila, WA 98138  
Phone: 206-575-6046  
Fax: 206-575-7426

March 26, 2024

Scott Deschenes  
Quentin Knox  
Des Moines Pool Metropolitan Park District  
PO Box 98711  
Des Moines, WA 98198

RE: 2024 Annual Review & Audit

Dear Scott and Quentin:

This letter is a follow-up to our meeting on March 26th to perform the 2024 Audit and Annual Review. First, I want to let you know how nice it was to meet you both. I appreciated you and Quentin setting aside time to meet with me.

**2023 AUDIT WAIVED**

**2024 TRADITIONAL AUDIT – IN COMPLIANCE**

There were no mandatory compliance requirements that resulted from the 2024 Personnel/Supervisors audit. DMPMPD is in compliance with this element of the Membership Compact.

**PROPERTY PROGRAM**

DMPMPD is a member of the WCIA Property Program. As you know, changes to your property schedule can be made in Origami.

**AUTO PROPERTY PROGRAM**

You asked me about rented vehicles and if they are covered? You would have liability coverage for injury or property damage to a 3<sup>rd</sup> party. There would be no coverage for damage to the rented vehicle since the agency is not part of the Auto Property Damage

program. It is recommended DMPMPD buy the collision coverage offered by the rental car company or use personal insurance.

### **COMPACT TRAINING AND FULL BOARD REQUIREMENTS**

The Membership COMPACT requirement for Full Board and training attendance and completion of two additional approved training courses has been met.

### **REIMBURSEMENT PROGRAM**

Each Member is allotted an amount equal to one percent of its 2024 liability assessment for reimbursements this year. DMPMPD may submit for \$211.33 in qualifying reimbursements.

### **SUMMARY**

I really appreciated the conversation we had regarding anti-harassment training and legal/reporting requirements when employing minors and that it would be helpful if the training WCIA offers would cover that. In addition, I found the conversation about safety requirements for pools and how they are applied at each organization very educational. The steps DMPMPD takes to assure people are safe when visiting your facility are appreciated.

This completes the summary of our recent meeting. If there is any way that I can be of further service regarding the meeting or any other risk management concerns you may have, please let me know.

Sincerely,

*Farah*

Farah Derosier  
Sr. Risk Management Representative  
206 687-7904 direct  
[farahd@wciapool.org](mailto:farahd@wciapool.org)

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a      Assigned to: District GM      Meeting Date: April 23, 2024

Under: New Business      Attachment: Yes

Subject: 2023 Annual Financial Report

**Background/Summary:** The annual financial report is to update the board on the financial status of the District and to give a brief analysis of the 2023 financial conditions. Attached is the report including the letter that went out to edit.

This report is due 150 days after the end of 2023 (May 29, 2024). This document is not final but is a work in progress. The attached report is the public report to be placed on the public to view. We are working to get the annual report put out to the State Auditor's Office.

This is the final update to the report. The full report including the SAO will be posted by the end of this week.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

<b>Three Touch Rule:</b>	<u>N/A</u>	Committee Review
	<u>4/23/24</u>	First Board Meeting (Informational)
	<u>5/28/24</u>	Second Board Meeting (Action)

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

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

**Notes:** Attachments:  
- 2023 Annual Financial Report (DRAFT)



**DES MOINES POOL METROPOLITAN PARK DISTRICT**

**2023 BUDGET**

**Prepared by:**

**Scott Deschenes**

District General Manager

**Board of Commissioners**

**Shane Young, President**

**Joe Dusenbury, Clerk of the Board**

**Holly Campbell**

**Shane Stender**

**Position 5: Vacant**

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DRAFT



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

**RESOLUTION NUMBER 2022-06**

**CERTIFYING PROPERTY TAX LEVY AND  
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING  
JANUARY 1, 2023**

**WHEREAS**, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2023 is \$6,434,133,095 and;

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

1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2022, to be collected in 2023 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$1,295,380 which includes new construction, any increase in state-assessed property and refunds in the amount of \$4,837.
2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT
3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2023 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:
  - A. \$ 1,220,380 to the Current Expense Fund of the District
  - B. \$ 75,000 to the Capital Reserve Fund of the District
4. That certified copies of this resolution, together with exhibits, shall be delivered to:

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


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





# BUDGET

**ADOPTED** by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 15th day of November 2022.

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\_\_\_\_\_  
Commissioner

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Commissioner

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Commissioner

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\_\_\_\_\_  
District Clerk

DRAFT

## Budget Message

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

The pool district's budget serves three primary purposes:

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

### 2023 Issues

Although 2023 marked the first full year that the pool was open after the Covid-19 pandemic, the Des Moines Pool Metropolitan Park District is still experiencing issues with the age of the Mount Rainier Pool, the proposed pool lease, and the difficulty in hiring staff for morning hours.

Firstly, the Mount Rainier Pool was constructed in 1975 and has been operating for 49 years. Recently, the *pool district* conducted an aquatic feasibility study to evaluate the current state of the pool and two options for its future. The study revealed that the pool had yet to undergo significant renovations to cope with population growth or adapt to changing trends in aquatics. Moreover, the current site cannot accommodate additional water space. The report notes that the only major maintenance performed over the past 49 years has been to replace or repair equipment when it is no longer functional. The age of the pool has resulted in it becoming functionally, economically, and physically obsolete. King County constructed the pool when Des Moines had a population of 3,700, which has now increased to about 33,000. The site is not ADA-compatible, lacks family changing rooms, and does not cater to the area's changing demographics. The most common complaint is that the water is not warm enough for swim lessons or aquatic exercise. Economically, the pool equipment could be more energy-efficient, require high maintenance costs, and face competition from newer facilities with modern amenities. These factors have reduced the facility's cost recovery and increased the demand for taxes to offset the costs. Physically, the facility has experienced increased closures due to equipment breakdowns. The *pool district* is trying to extend the facility's life by repairing the pool plumbing, air handling, and electrical systems. The *pool district* is seeking grants for plumbing and air handling and a grant to cover the electrical work. If the *pool district* receives grants for all three systems, it will buy time for the facility until it can find a long-term solution. The pool is at the end of its life and requires a major remodel or replacement. (A copy of the 2023 aquatic feasibility study is available upon request.)

Secondly, the Des Moines Pool Metropolitan Park District operates the Mount Rainier Pool through a lease agreement with the Highline School District. The *pool district* signed the initial lease in 2010 for a ten-year term and has been under negotiation for three years. The main issue delaying the lease signing is the Highline School District's preference for its swim and dive teams over other community programs offered by Des Moines. The Mount Rainier Boys and Girls Swim and Highline District Dive Team use the pool. The Mount Rainier Pool is the only public pool deep enough to host diving. As a result, both teams schedule practices from 2:30-5:30 pm, which overlaps with other community

## BUDGET

programs. This increased usage is an additional two hours an evening or ten hours a week, forcing the Mount Rainier Pool to burden, as the school district only uses the other community pool until 4:30 pm. To accommodate the school teams, pool staff members who are also minors have to work within their school schedules, which makes it challenging to offer swim lessons after 6:30 pm. As a result, the pool district can only provide swim lessons on weekends during Fall and Winter months. This arrangement also affects the pool district's cost recovery since the school district pays for usage at other pools but is negotiating to pay nothing at the Mount Rainier Pool. Since swim lessons are the most profitable item, and the pool district's mission is to teach all children to swim, it is essential to have evening water space available for these lessons. Furthermore, due to minor work regulations, offering community programs in the evenings takes a lot of work. As a result, taxpayers need more access to the amenities they support, which makes it difficult to develop support for aquatics in the community.

Thirdly, it has become increasingly challenging to hire employees due to inflation and location. Specifically, SeaTac, Seattle, and Tukwila offer some of the country's highest minimum wages, making it harder to attract workers. Additionally, the physical and training requirements to become a lifeguard and the benefits packages offered by competing jobs make it even more challenging to hire adults for part-time positions that require filling early morning and later evening shifts. These shifts are difficult to fill during the school year because the weekday early morning hours are the most challenging, as most of our current staff are minors. Many are bound to minor work regulations or rely on the school's busing systems to get to work. Despite offering a \$2/hour bonus, benefits, and flexible schedules, we still need help to fill these early morning shifts.

### 2023 Successes

The Des Moines Pool Metropolitan Park was still thriving, even though the *pool district* had reduced staffing and resources.

Firstly, the *pool district* has successfully restored community programs to pre-pandemic levels. Since 2023, several programs have been reintroduced, such as parent-teacher association swims, corporate rentals, birthday party rentals, and weekday swim lessons. Moreover, the *pool district* has partnered with RETT Physical Therapy to host their training. These programs have been consistently offered without service interruptions and have even expanded into early morning hours. The only program that still needs to be reinstated is private swim lessons. The *pool district* has decided to focus on extending group swim lessons that serve more community members. The *pool district* aims to provide all pool users with a reliable and consistent schedule.

Secondly, the Mount Rainier Pool has become a regional training center for lifeguards and swim instructors. In the past year, we have trained and certified/recertified over 40 lifeguards and swim instructors in 2023. This dedication to training has helped us to increase our number of lifeguards from six during the worst part of the pandemic to an estimated sixty (60) for the summer of 2024. With this increase in staffing, we plan to expand our swim lesson programs and extend our hours.

Thirdly, the pool district successfully obtained grants worth \$138,200. These grants covered the cost of free swim lessons, free certifications, and a portion of an aquatic feasibility study. Thanks to the grants from King County Parks and the Des Moines Legacy Foundation, the pool district could provide 90% coverage on swim lessons for \$30,000 youth in the community. Additionally, the pool district offered

## BUDGET

\$8,200 worth of free lifeguard and swim instructor certifications, thanks to a Des Moines Legacy Foundation grant. The pool district also partially funded an aquatic feasibility study that included a conditions assessment for the aging Mount Rainier Pool and provided remodel options for future operations. The study was made available by a King County Aquatic Facilities Grant.

Finally, the *pool district* has been working hard to reduce the levy from its peak of \$.34/1,000 in 2018. As of 2022, the board of commissioners reduced the levy to \$.20 per \$/1,000 assessed valuation, which has remained at this level through 2024. Additionally, the *pool district* has accumulated \$600,000 in its Capital Reserve, which is crucial given the age of the Mount Rainier Pool.

### 2024 Outlook

In 2024, the *pool district* is building on its success, while balancing the increased demands for limited water space.

Firstly, the *pool district's* ultimate goal is to find an aquatic center that best serves the community. However, the *pool district* needs to address some urgent repairs in the short term. The air handler recently underwent some control upgrades, which should buy the *pool district* some time before a complete replacement. The *pool district* has also applied for a grant to replace the hot water tanks for the boiler system, but this will only buy some time until the system requires a total replacement. Both units are currently 27 years old and have exceeded their useful lifecycles. Furthermore, the electrical system is also in urgent need of repair. All three systems are necessary to keep the pool operational; other systems either need to be updated or are overdue for repair. Many other systems are located within brick walls or concrete floors, making them difficult and expensive to repair. Any funds invested in these repairs will only buy time, and taxpayers need to understand that future bonding will need to either replace most systems, renovate/remodel the building, or build a new swimming pool.

Secondly, in 2024, we plan to have the busiest summer at our facility. With over 60 staff available, we intend to maximize our services, including swim lessons and operational hours. We aim to keep as many staff as possible for the fall season, which usually sees many senior lifeguards moving on to university. As a result, we have to train new and younger lifeguards every year and assign more senior roles to current lifeguards. Due to the pandemic, managers have had to train more non-traditional swimmers to meet the physical requirements of the job. We have been utilizing after-school hours for training and fitness swimming. Our ultimate goal is to be open every weekday at 5:30 am and seven days a week.

Thirdly, The pool management actively works to enhance customer service, increase retention, and promote better accessibility. They hired a front desk specialist, which has resulted in improved customer service and consistency at the front desk. The pool has also implemented attendance requirements for swim lesson participants to ensure those receiving grants and scholarships are utilizing them and not preventing others from participating. The pool added free practice time to help children practice what they learn in lessons and move up through the system. The pool management is also partnering with local swim teams to provide children with options to move beyond lessons and encourage lifelong swimming. The pool is committed to improving access by providing grants, scholarships, insurance programs, and partnerships. To further promote accessibility, the *pool district*

## BUDGET

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has added FitOnHealth as the fourth major program to have access to the pool. The pool also gave free access to programs such as the Maritime Rovers Club and South King Water Rescue that benefit the community. Furthermore, the board of commissioners dedicates the pool to keeping swim and pass fees low and allocating funds to scholarships to ensure everyone can access the pool.

Finally, we want to ensure that your visit to the Mount Rainier Pool is enjoyable, safe and comfortable. Our dedicated staff is working hard to keep the facility clean and tidy, both inside and out, and the water quality is constantly monitored to ensure a refreshing swim. We take the safety of all our patrons seriously and follow the best practices by conducting regular trainings and skill checks. Despite our limited resources, we strive to provide excellent customer service to make your experience here a memorable one.

Respectfully,

*Scott Deschenes*

Scott Deschenes  
District General Manager  
Des Moines Pool Metropolitan Park District

# Vision, Mission, Core Objectives and Cultural Values

## Vision Statement

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

## Mission Statement

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

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

## Core Objectives

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

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

## Cultural Values Operational Principles

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

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



## **District Contact Information**

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

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

**Des Moines, WA 98198**

**Phone: 206-429-3852**

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

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

### **Mount Rainier Pool (Operations)**

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

**Des Moines, WA 98198**

**Phone: 206-824-4722**

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

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

# Organizational Chart

## DISTRICT ADMINISTRATION OFFICES

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

## BOARD OF COMMISSIONERS

Shane Young  
*President*

Joe Dusenbury  
*Clerk of the Board*

Position 5: Vacant  
*Commissioner*

Holly Campbell  
*Commissioner*

Shane Stender  
*Commissioner*

## DISTRICT ADMINISTRATION STAFF

Scott Deschenes  
*District G.M.*

Angela Melum  
*Front Desk/Bookkeeping Specialist*

Brian Snure  
*Legal Counsel*

## MOUNT RAINIER POOL STAFF

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

Quentin Knox  
*Aquatics Manager*

Jared Wold  
*Aquatics Coordinator*

Emmitt Sevores  
*Aquatics Coordinator*

# BUDGET

## District Funds

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

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

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

Fund	2020*	2021*	2022	2023	2024 Budget Projections
<b>GENERAL FUND</b>					
Beginning Cash	\$915,890	\$1,336,489	\$949,064	\$1,352,022	\$975,000
Revenues	\$1,157,288	\$1,415,614	\$1,352,022	\$1,416,328	\$1,879,135
Interfund Loan**	-	-	-	-	-
Expenditures	\$780,804	\$1,025,414	\$1,201,494	\$1,443,209	\$1,879,135
Ending Cash	\$1,336,489	\$949,064	\$1,333,822	\$1,393,873	\$600,000
<b>CAPITAL FUND</b>					
Beginning Cash	\$175,000	\$297,500	\$420,000	\$525,000	\$600,000
Revenues	\$0	\$0	\$0	\$0	\$0
Transfer from General Fund	\$122,500**	\$175,000**	\$105,000	\$75,000	\$75,000
Expenditures	\$52,500***	\$0	\$0	\$0	\$0
Ending Cash	\$297,500	\$420,000	\$525,000	\$600,000	\$675,000

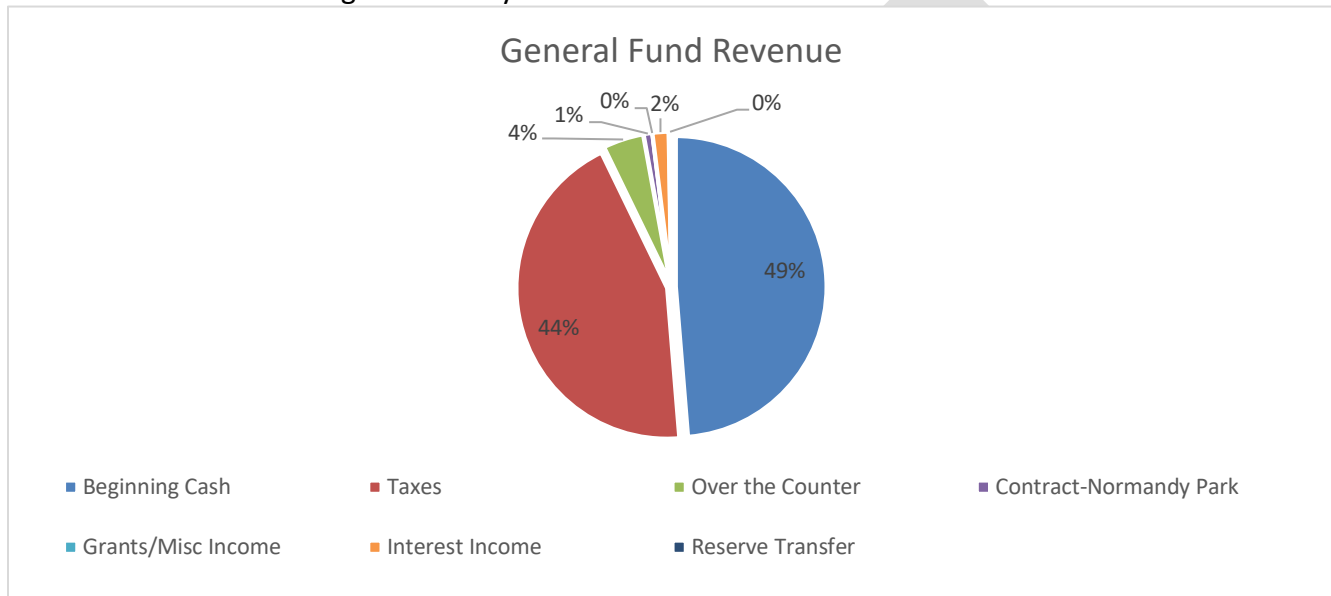
\*COVID-19 will affect revenues, expenses and cost-recovery actuals in 2020-2022.

\*\*The pool district has allocated \$150k in emergency maintenance for 2021 and \$105k in 2022 due to age of facility. Unused budgeted monies from this account will be transferred to capital at the end of 2023.

\*\*\*Retainage from the 2017-2018 project was paid in 2020. \$52,500 from the capital reserve fund was allocated towards these projects.

### General Fund Revenue

The general fund revenues for our organization primarily come from property taxes, intergovernmental grants, charges for services through interlocal agreements, and interest income from investments. However, due to the ongoing recovery from the COVID-19 pandemic, our revenues are expected to be lower than we had initially forecasted. The reduced revenues are because we have had to mitigate operational hours and services as we rebuild our staff and provide training and certifications disrupted by the pandemic from 2020 to 2022. As a result, we have had to reduce the number of swim lessons we offer and limit morning and Sunday hours.



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

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

**Intergovernmental Revenues (Grants):** The 2023 budget does not include some grants, such as \$100,000 KCYAS Aquatic Facilities Grant (Community Programming), \$5,000 KCYAS My Backyard Grant, \$24,999 KCYAS/DMLF Grant, and \$7,100 DMLF Lifeguard Training Grant. The *pool district* did not account for some of these grants. The *pool district* discovered some of these grants after the end of the budget process. The *pool district* budgeted the \$100,000 KCYAS Grant (Aquatic Facilities).

**Charges for Services:** This reflects a contractual agreement between the DMPMPD and the Normandy Park Metropolitan Park District for aquatic facility access.

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

**Transfer from Reserves:** This is a transfer from capital reserves for the *pool district's* capital projects in 2023.

**Over the Counter (Revenues):** In 2023, the *pool district* offered about \$30,000 in grant-funded programs. It also had deferred revenues for swim team practices that were not realized in 2023 due to lease negotiations.



# BUDGET

2023

	2020*	2021*	2022*	2023	2024 Budget Projections
Beginning Cash	\$915,890	\$1,336,489	\$1,333,822	\$1,352,022	\$900,000
Taxes	\$1,003,785	\$1,415,614	\$1,081,730	\$1,223,991	\$1,254,135
Over the Counter	\$64,028*	\$87,754*	\$251,651*	\$120,027****	\$200,000
Grants/Intergov't	\$0	\$5,000	\$0	\$0****	\$100,000
Contract-NPMPD	\$0***	\$50,000***	\$25,000	\$25,000	\$25,000
Interest Income	\$17,320	\$9,508	\$12,967	\$47,310	\$15,000
Miscellaneous Income	\$24,171	\$57,306	\$109,643	\$10,000	\$10,000
Donations	-	\$1,072	\$0	\$0	\$0
Reserve Transfer	\$122,500***	\$175,000***	\$105,000	\$75,000	Up to \$150,000

\*COVID-19 will affect revenues, expenses, and cost-recovery actuals in 2020-2022.

\*\*For the 2020 and 2021 Budgets, the pool district allocated \$75,000 to go directly to the capital reserve fund and any unused monies budget of the \$150,000 for non-contracted (emergency) maintenance due to the facility's age. In 2022, the pool district reduced the \$100,000 and \$75,000 for non-contracted (emergency) maintenance. This reduction in the budget line item was to help keep the levy under \$.20/1,000.

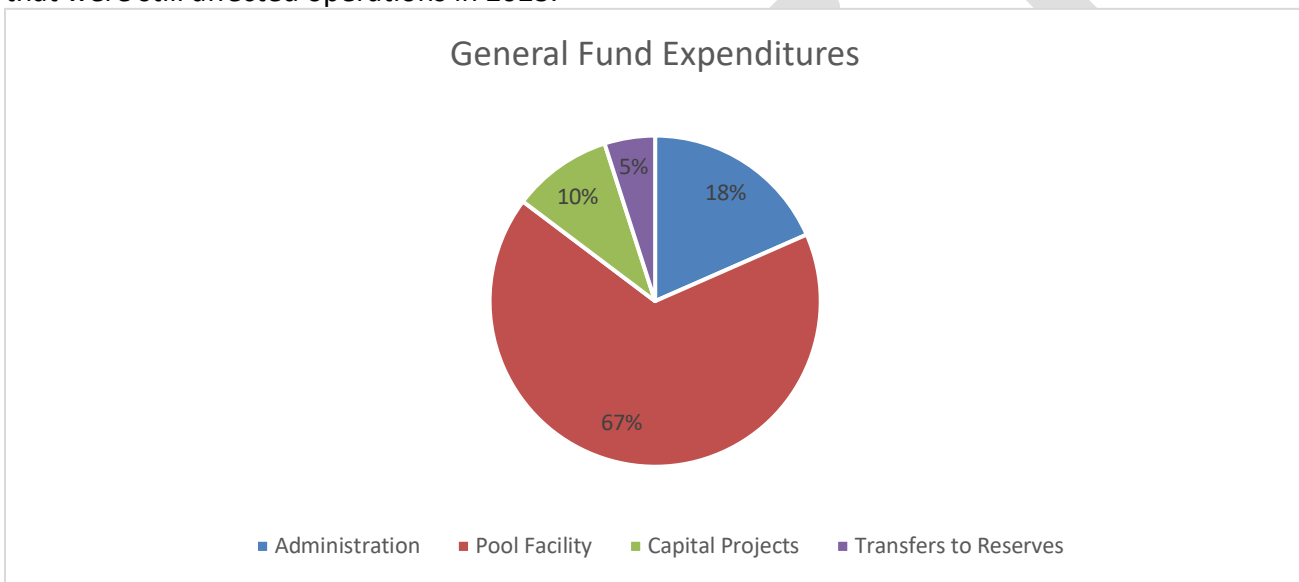
\*\*\*The Normandy Park fee was billed late in 2020 due to COVID-19, which pushed the payment into 2021. This delay caused two payments in 2021.

\*\*\*\*For 2023, \$147,594.61 in late grant fees to cover over-the-counter and projects will be received in 2024.



### General Fund Expenditures

The *pool district* uses its general fund expenditures to support regular operations, aquatic programs, facility maintenance, and all other central operations and services. 2019, there were start-ups and indirect expenses due to the extended pool closures. In the fiscal year 2020, the *pool district* expected to have its first full year of operations, but the COVID-19 pandemic interrupted 3/4 of the year, including an extended closure and reduced services for the remainder of the year. The *pool district* had to face lower staffing expenses, higher COVID-19 safety measure expenses, and a lower cost recovery than projected for 2020 to 2022. In the fiscal year 2022, the *pool district* started reintroducing services that were still affected operations in 2023.



Expenditures by Category	2020	2021	2022	2023	2024 Budget Projection
Administration	\$338,121	\$284,782	\$363,551	\$279,608	\$346,250
Pool Facility	\$431,844**	\$730,526**	\$846,118	\$1,015,139	\$1,358,889
Capital Projects*	\$166,841*	\$102,000	\$11,826	\$148,462***	\$116,500
Transfers to Reserves	\$122,500***	\$175,000***	\$105,000***	\$75,000***	Up to \$150,000
Total General Fund	\$928,103	\$923,414	\$1,201,494	\$1,443,209	\$1,912,818

\*The General Fund Balance is high due to the 2017-2018 projects. The pool district held off forwarding cash to reserves until the end of 2019.

\*\*Due to COVID-19, the Mount Rainier Pool was closed from March 19 to August 2 and on reduced services for the remainder of 2020, 2021, and the first quarter of 2022.

\*\*For the 2020 and 2021 Budgets, the pool district allocated \$75,000 to go directly to the capital reserve fund and any unused monies budget of the \$150,000 for emergency maintenance due to the facility's age. In 2022, the pool district adjusted to \$100,000 for emergency maintenance with more money available in the Capital Reserve Fund.

\*\*\*Includes \$137,000 for Aquatic Feasibility Study, for which a King County Parks Grant covered \$100,000 of the fees and \$75,000 Transfer to Capital.

### Capital Projects and Expenditures for 2024

The *pool district* had put all capital projects on hold due to the facility's age and the impending renegotiation of the lease for Mount Rainier Pool. An aquatic feasibility study was conducted in 2022-2023 to help the *pool district* plan repairs more strategically. The *pool district* allocated \$75,000 into an emergency maintenance fund and another \$75,000-\$100,000 earmarked towards emergency repairs during 2022, 2023, and 2024. These increased earmarks are necessary due to the outdated equipment and age of the facility. As of May 1, 2024, the *pool district* has already utilized its emergency repair budget.

The *pool district* expected to renew the 10-year lease with the Highline School District for operations of Mount Rainier Pool in 2022, but both agencies agreed to a one-year extension and extended it due to the COVID-19 pandemic. The districts have yet to decide upon as of 2024.

The pool district is extending the life of the Mount Rainier Pool until a long-term solution can be determined. The pool district seeks grants to complete projects in three areas: air handling, boiler systems, and electrical. As of the writing of this report, the pool district has applied for grants for the first two areas and is searching for a grant for the third. The pool district hopes this will help extend the life of the Mount Rainier Pool while maintaining the \$.20/1,000 levy rate.

Mount Rainier Pool has been operational for 49 years, and the pool district is striving to balance current repairs to keep the facility operational while planning for a future remodel, expansion, or replacement.

Project Name	Project #	Project Budget	Funding Source
Air-Handling, VFD Pump Replacement & Score Area Electric	2024-A	\$73,018	Maintenance Services, Non-Contracted**
Pool Plumbing, Critical Repair #1	2024-B	\$25,355	2023 Maintenance Contingency*
Shower Recirculation	2024-C	\$25,360	2023 Maintenance Contingency*
Filter Media Replacement/Strainer Basket/	2024-D	\$213,017	KCYAS Grant***
Toilet Anchoring/ADA Emergency Repairs	2024-F	\$14,374	Maintenance Services, Non-Contracted**
Air Handling Unit Repairs	2024-G	\$1,159,353	Best Starts for Kids Grant***
<b>Total Projects - 2024</b>		<b>\$1,510,477</b>	Maint Svcs, Non-Contracted \$87,392 2023 Maintenance Contingency* \$50,715 Grant Contingent Projects \$1,372,370

*\*2023 The pool district dedicated budgeted monies that were initially scheduled to be transferred to capital reserve at the end of the year. This decision allocated enough time to source parts, which helped reduce potential closure times required for an emergency breakdown without parts on hand.*

## BUDGET

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*\*\*The pool district allocates \$75,000 per year for maintenance contingency. In 2024, the pool district has already used the money on emergency projects.*

*\*\*\* The pool district has applied for \$1,372,370 in grants. If the pool district receives these grants, it can complete these projects in the future.*

*\*\*\*\*Broken down into budgeted and grant contingent funding.*

The pool district sets aside \$500 annually for advertising and \$1,500 for permits. The pool district dedicates any unused funds to the Capital Reserve Fund.

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### Capital Reserve Fund

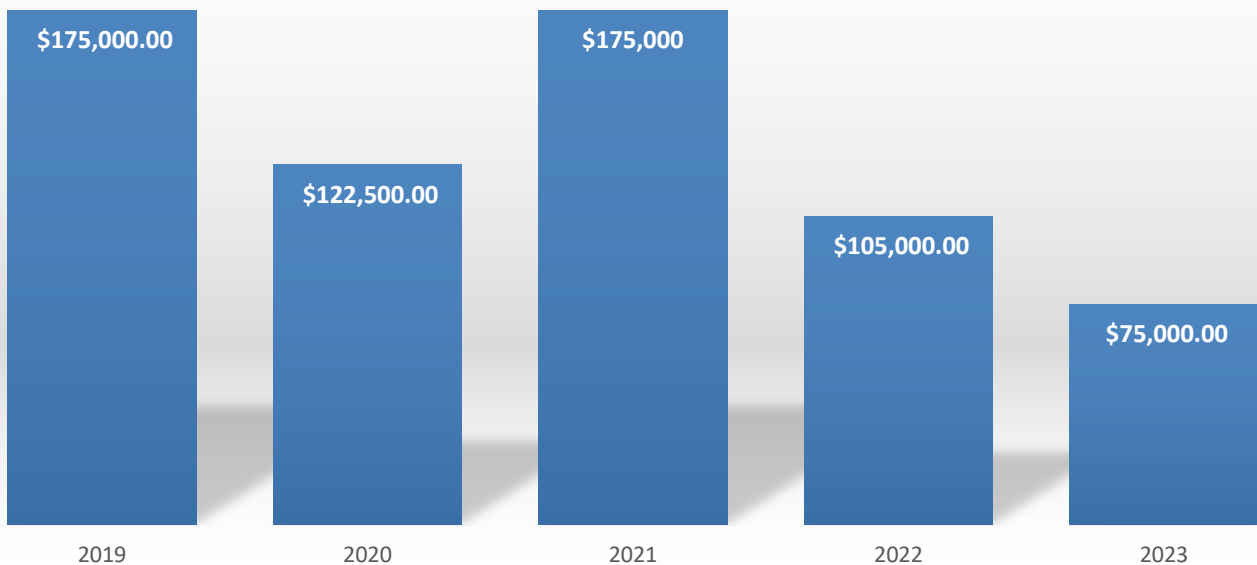
The *pool district* had committed to increasing its Capital Reserve Fund to cater to its aquatic facility's future capital needs. To achieve this, they made annual contributions from the general fund to a separate reserve fund, set at \$70,000 per year.

However, in 2018, all the capital fund monies were used to cover repairs, leaving the fund with a zero balance. This depletion of the Capital Reserve Fund was done to pay for critical repairs made in 2017, which included repaying an interfund loan for the project.

Between 2019-2022, they dedicated \$75,000, plus unused, non-contracted maintenance fees, to the capital reserve fund. By the end of 2023, the *pool district* had built up the Capital Reserve Fund to \$600,000. With the facility and many of its systems past their useful life, it was critical to have funds available for potential breakdowns.

In 2023 and 2024, the *pool district* utilized all non-contracted maintenance services for repairs. As of May 1, 2024, the *pool district* had used up all its non-contracted maintenance budgeted expenses.

Capital Reserve Contributions (Per Year)



## Glossary of Terms

**APPROPRIATIONS** - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**BUDGET** - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

**CAPITAL ASSETS** - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have a cost greater than \$5,000 and an initial useful life extending beyond five years.

**CAPITAL PROJECTS/RESERVES FUND** - Funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

**CAPITAL OUTLAYS** - Expenditures which result in the acquisition of/or addition to capital assets.

**INTERFUND TRANSFERS** - Flows of assets (such as cash or goods) without equivalent flows of assets in return and without a requirement for repayment.

**MAINTENANCE** – Routine, regularly scheduled events which extend the life of a capital item.

**NON-CAPITALIZED ASSETS** – Building improvements, machinery, equipment, works of art, infrastructure, and all tangible or intangible assets that are used in operations with an initial cost less than \$5,000 and a useful life of less than 5 years.

**PROJECT MANAGEMENT SYSTEM** – DMPMPD uses Job Numbers to organize and track costs related to specific projects. The nomenclature is each new project number will be identified by the year plus the chronological numbering of projects for that year. As an example, the first project of 2014 was identified with 2014-01. DMPMPD will further differentiate between projects by assigning the following suffix:

- C for Capital
- R for Repair/replacement
- M for Maintenance
- E for Equipment Purchase
- A for Administrative projects/purchases
- P for Professional Services (consultants, engineers, etc.)

## BUDGET

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**PUBLIC WORK** – To ensure DMPMPD meets the state’s requirements for labor, construction, alternation, repair or improvement other than ordinary maintenance, the *pool district* must adhere to elements of the state of Washington’s definition of a Public Work found in RCW 39.04.010. Public Work rules do not apply to equipment purchased or work contracted for services such as consultants.

**REPAIR** – Corrects or prevents a failure of machinery, equipment or infrastructure and is expected to extend its useful life.

**SMALL AND ATTRACTIVE ASSETS** – See definition of “Non-Capitalized Assets.”

**TAX ANTICIPATION NOTES (TANS)** – aka Interfund Loan -- Notes issued in anticipation of future tax receipts, such as receipts of ad valorem taxes that are due and payable at a set time of year.

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Des Moines Pool Metropolitan Park District

**AGENDA ITEMS SUMMARY SHEET**

Agenda Item #: 10 Assigned to: District Gm/Legal Meeting Date: April 23, 2024

Under: Executive Session Business #2 Attachment: None

**Subject:** Executive Session "District General Manager Review"

**Background/Summary:**  
The Board of Commissioners will be meeting in executive session to discuss the performance of a public official.  
*To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.*  
The board president will make a motion at the start of this item to enter executive session, and any action will be announced after the session.

**Fiscal Impact:** N/A

**Chair Announcement:** Executive Session: We will now go into executive session pursuant to RCW 42.30.140(1)(b) to review the performance of a public employee.  
- 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:** \_\_\_\_\_ **Committee Review**  
02/20/2024 **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:**  
-No Attachments.

Des Moines Pool Metropolitan Park District

**AGENDA ITEMS SUMMARY SHEET**

**Agenda Item #:** 11      **Assigned to:** Board President      **Meeting Date:** 04/23/2024

**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):
  - *May 28, 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

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

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

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

**Notes:**  
 - No attachments.