



Des Moines Pool Metropolitan Park District

December 10, 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: 826 3494 2251; Passcode: 732752. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at scott.deschenes@desmoinespool.org. Public comment for those who cannot physically attend will be due by email to info@mtrainierpool.com by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.

AGENDA

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

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

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

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

7:04 **5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)**

Hybrid Meeting: If you are unable to physically attend and wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, December 10. 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 OCTOBER (NOVEMBER PUSHED TO JANUARY)

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

November 12, 2024, Regular Board Meeting

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$48,416.50 was processed in November for warrant requests.

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$83,522.82 was processed in November for payroll and payments.

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

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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

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

7. OLD BUSINESS

- 7:07 a. Community Advisory Committee Discussion
- 7:27 b. 2025 Rate Discussion
- 7:32 c. Architect of Record: Timeline and Proposal (Best Starts for Kids Grant Project)
- 7:37 d. Resolution 2024-10 MRSC Small Works Public Roster/Projects
- 7:42 e. Resolution 2024-05, Unclaimed Property
- 7:47 f. Resolution 2024-08, Cancelled Warrants
- 7:50 g. Resolution 2024-09, Transfer to Capital
- 7:53 h. Insurance Update
- 7:58 i. Overpayment Update

8. NEW BUSINESS

- 8:00 a. KCYAS My Backyard Allocation (First Touch)
- 8:05 b. Refund Policy Update (First Touch)
- 8:10 c. Board Meeting Dates and Times (First Touch)
- 8:15 d. Emergency Repair, Pool Surge Pit Plumbing
- 8:20 e. SAO Audit and Exit Interview

9. GOOD OF THE ORDER

10. UPCOMING MEETINGS

- January 28, 2025 (Fourth Tuesday), Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

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

ADJOURNMENT

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

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g Assigned to: District GM Meeting Date: December 10, 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

- October Expenses and Revenue (November pushed to January)

Item 6b: Staff/Committee Reports

- District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- November 12, 2024, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$48,416.50** were approved for payment.

- \$6,847.79 was processed on November 6, 2024
- \$1,052.45 was processed on November 11, 2024
- \$11,649.82 was processed on November 18, 2024
- \$8,356.61 was processed on November 25, 2024
- \$20,860.83 was processed on November 27, 2024

Item 6g: Funds Transfers (Payroll+PSE) - The following Electronic Transfers to King County totaling **\$83,522.82** were processed for payment.

- \$10,195.61 was approved for PSE on November 15, 2024
- \$37,152.44 was approved for payroll on November 15, 2024
- \$36,174.77 was approved for payroll on November 30, 2024

A total of **\$131,939.32** was processed in November 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 November 2024 totaling **\$131,939.32**.

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

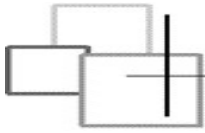
Two Touch Rule: _____ N/A First Board Meeting (Informational)
_____ N/A Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- Attachments: Various



October 2024 EXPENDITURES

Beginning Monthly Balance = \$1,647,700.07

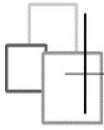
Ending Monthly Balance = \$2,001,363.56

Category/ Acct #	Reference	Oct 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,314.26	\$11,335.92	\$20,000.00	\$8,664.08	56.68%
001-000-000-576-20-10-01	District Manager Salary	\$7,087.99	\$60,575.45	\$95,000.00	\$34,424.55	63.76%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,080.68	\$42,192.18	\$68,931.20	\$26,739.02	61.21%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$6,261.45	\$62,650.20	\$98,508.80	\$35,858.60	63.60%
001-000-000-576-21-25-01	Aquatic Coordinators (2)	\$9,666.42	\$90,544.69	\$154,668.80	\$64,124.11	58.54%
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	\$6,510.85	\$41,000.00	\$34,489.15	15.88%
001-000-000-576-21-30-02	Instructors	\$1,230.07	\$34,474.66	\$95,000.00	\$60,525.34	36.29%
001-000-000-576-21-32-02	Head Lifeguards	\$4,666.64	\$61,815.77	\$35,000.00	(\$26,815.77)	176.62%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	\$21,502.22	\$226,442.59	\$165,000.00	(\$61,442.59)	137.24%
001-000-000-576-21-30-05	Water Exercise Instructor	\$343.60	\$2,043.76	\$12,500.00	\$10,456.24	16.35%
	Total Salaries & Wages	\$56,153.33	\$598,586.07	\$836,860.00	\$238,273.93	71.53%
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	\$17,529.98	\$188,602.10	\$200,000.00	\$11,397.90	94.30%
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	\$368.37	\$2,793.06	\$2,500.00	(\$293.06)	111.72%
	Total Taxes & Misc	\$17,898.35	\$191,622.18	\$208,000.00	\$16,377.82	92.13%
Personal Benefits						
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	\$9,926.17	\$63,131.61	\$76,000.00	\$12,868.39	83.07%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$0.00	\$1,074.00	\$2,000.00	\$926.00	53.70%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$70.00	\$1,000.00	\$930.00	7.00%
	Total Personal Benefits	\$9,926.17	\$64,275.61	\$79,000.00	\$14,724.39	81.36%
Office Supplies						
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$663.18	\$2,697.63	\$1,500.00	(\$1,197.63)	179.84%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$114.34	\$1,500.00	\$1,385.66	7.62%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	\$49.58	\$136.56	\$5,000.00	\$4,863.44	2.73%
	Total Office Supplies	\$712.76	\$2,948.53	\$8,000.00	\$5,051.47	36.86%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$13.54	\$578.11	\$2,500.00	\$1,921.89	23.12%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$1,952.47	\$8,046.63	\$6,000.00	(\$2,046.63)	134.11%
	Total Maintenance & Repair Supplies	\$1,966.01	\$8,624.74	\$8,500.00	(\$124.74)	101.47%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$185.00	\$636.50	\$2,000.00	\$1,363.50	31.83%
001-000-000-576-21-35-15	Special Pool Events	\$398.55	\$1,441.76	\$2,000.00	\$558.24	72.09%
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	\$314.90	\$863.33	\$2,500.00	\$1,636.67	34.53%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$2,404.60	\$7,500.00	\$5,095.40	32.06%
	Total Pool Supplies	\$898.45	\$5,346.19	\$17,500.00	\$12,153.81	30.55%
Pool Equipment						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$5,004.97	\$8,594.86	\$4,000.00	(\$4,594.86)	214.87%
	Total Pool Equipment	\$5,004.97	\$8,594.86	\$4,000.00	(\$4,594.86)	11.23%
Professional Svcs - Clerical						
001-000-000-576-20-41-01	Consulting Contracts	\$7,523.14	\$11,986.57	\$5,000.00	(\$6,986.57)	239.73%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$208.00	\$8,106.50	\$14,000.00	\$5,893.50	57.90%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$2,315.00	\$3,000.00	\$685.00	77.17%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$2,048.51	\$22,027.75	\$25,000.00	\$2,972.25	88.11%
001-000-000-576-20-41-14	IT Server Hosting	\$0.00	\$2,649.08	\$4,000.00	\$1,350.92	66.23%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$135.37	\$2,590.54	\$2,000.00	(\$590.54)	129.53%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$4,837.50	\$5,500.00	\$662.50	87.95%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$248.90	\$874.53	\$2,000.00	\$1,125.47	43.73%

Category/ Acct #	Reference	Oct 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	\$792.76	\$8,063.63	\$6,000.00	(\$2,063.63)	134.39%
001-000-000-576-21-42-09	Timekeeping (WhenWork)	\$1,057.92	\$3,849.02	\$3,000.00	(\$849.02)	128.30%
001-000-000-576-20-41-15	Website RFQ	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
	Total Prof Services-Front Offc	\$12,014.60	\$67,300.12	\$79,500.00	\$12,199.88	84.65%
Professional Svcs - Maintenance						
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)	\$105.06	\$2,624.65	\$5,000.00	\$2,375.35	52.49%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$621.53	\$4,970.53	\$8,000.00	\$3,029.47	62.13%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$66.46	\$1,225.78	\$2,000.00	\$774.22	61.29%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,978.64	\$24,782.57	\$28,000.00	\$3,217.43	88.51%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,594.65	\$8,304.12	\$16,000.00	\$7,695.88	51.90%
	Total Prof Services-Maintenance	\$7,366.34	\$41,907.65	\$83,000.00	\$41,092.35	6.84%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$2,348.22	\$99,854.10	\$75,000.00	(\$24,854.10)	133.14%
	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%
	Total Repairs & Maintenance	\$2,348.22	\$99,854.10	\$86,907.89	(\$12,946.21)	114.90%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$2,050.00	\$5,756.03	\$3,000.00	(\$2,756.03)	191.87%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$962.04	\$3,260.82	\$4,000.00	\$739.18	81.52%
001-000-000-576-21-42-07	Postage and Mailing	\$0.00	\$98.45	\$500.00	\$401.55	19.69%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$1,620.73	\$5,229.87	\$6,000.00	\$770.13	87.16%
001-000-000-576-21-42-14	Elevate Phone System	\$0.00	\$445.01	\$3,600.00	\$3,154.99	12.36%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$182.48	\$558.65	\$800.00	\$241.35	69.83%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$26.81	\$187.56	\$500.00	\$312.44	37.51%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$187.00	\$659.00	\$750.00	\$91.00	87.87%
	Total Communications	\$5,029.06	\$16,195.39	\$19,150.00	\$2,954.61	84.57%
Training & Travel						
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$778.35	\$1,000.00	\$221.65	77.84%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$2,858.65	\$500.00	(\$2,358.65)	571.73%
001-000-000-576-21-43-03	Certifications	\$782.00	\$2,563.00	\$4,500.00	\$1,937.00	56.96%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$158.11	\$548.18	\$2,500.00	\$1,951.82	21.93%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$138.00	\$1,148.00	\$1,500.00	\$352.00	76.53%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$1,143.00	\$3,500.00	\$2,357.00	32.66%
	Total Training & Travel	\$1,078.11	\$9,039.18	\$13,500.00	\$4,460.82	66.96%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$487.50	\$9,402.60	\$12,000.00	\$2,597.40	78.36%
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	\$113.97	\$376.89	\$400.00	\$23.11	94.22%
	Total Advertising	\$601.47	\$9,779.49	\$19,400.00	\$9,620.51	50.41%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$7,175.00	\$9,600.00	\$2,425.00	74.74%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$600.00	\$3,000.00	\$4,000.00	\$1,000.00	75.00%
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%
	Total Rentals & Leases	\$1,317.50	\$10,175.00	\$17,600.00	\$7,425.00	57.81%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$8,368.87	\$103,389.04	\$180,000.00	\$76,610.96	57.44%
001-000-000-576-21-47-02	Water (Highline)	\$2,966.56	\$7,762.18	\$9,900.00	\$2,137.82	78.41%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$1,083.46	\$6,211.74	\$6,000.00	(\$211.74)	103.53%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$4,654.28	\$4,500.00	(\$154.28)	103.43%
	Total Utilities	\$12,418.89	\$122,017.24	\$200,400.00	\$78,382.76	60.89%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$37,371.00	\$45,000.00	\$7,629.00	83.05%
	Total Insurance	\$0.00	\$37,371.00	\$45,000.00	\$7,629.00	83.05%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$0.00	\$1,429.65	\$15,000.00	\$13,570.35	9.53%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$410.00	\$585.98	\$2,000.00	\$1,414.02	29.30%

Category/ Acct #	Reference	Oct 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$728.56	\$2,000.00	\$1,271.44	36.43%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$99.00	\$2,711.65	\$6,000.00	\$3,288.35	45.19%
001-000-000-576-20-51-50	Background checks	\$232.00	\$948.00	\$2,500.00	\$1,552.00	37.92%
	Total Miscellaneous	\$741.00	\$6,403.84	\$27,500.00	\$21,096.16	23.29%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$320.13	\$1,250.00	\$929.87	25.61%
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)	\$2,423.74	\$16,447.84	\$8,250.00	(\$8,197.84)	199.37%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$360.00	\$2,445.00	\$5,000.00	\$2,555.00	48.90%
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	\$0.00	\$22,044.66	\$20,000.00	(\$2,044.66)	0.00%
	Total Intergov Services	\$2,783.74	\$19,212.97	\$42,500.00	\$1,242.37	45.21%
Capital *						
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%
	Total Capitals	\$0.00	\$0.00	\$116,500.00	\$116,500.00	0.00%
	TOTAL ADMINISTRATION	\$30,128.24	\$253,031.57	\$346,250.00	\$104,875.26	73.08%
	TOTAL OPERATIONS	\$108,130.73	\$1,066,222.59	\$1,450,067.89	\$350,143.81	73.53%
	TOTAL CAPITAL	\$0.00	\$0.00	\$116,500.00	\$116,500.00	0.00%
GRAND TOTALS		\$138,258.97	\$1,319,254.16	\$1,912,817.89	\$571,519.07	68.96%

Target 83.33%



October 2024 REVENUES

ay	Reference	Oct 2024	YTD Balance	2024 Budget	Budget %
	General Fund Taxes				
001-000000-311-11-00-00	Property Taxes	\$489,841.30	\$1,172,569.22	\$1,254,135.00	93.49%
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.12	\$0.00	N/A
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$4,455.98	\$0.00	N/
	Total General Fund	\$489,841.30	\$1,177,025.32	\$1,254,135.00	93.85%
	Charges for Goods and Services				
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$50,000.00	\$25,000.00	200%
	Total Charges for Goods and Services	\$0.00	\$50,000.00	\$25,000.00	200%
	Miscellaneous Revenues				
001-000-000-361-11-00-00	Investment Interest	\$6,367.73	\$66,147.22	\$15,000.00	441%
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$0.00	N/A
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	N/A
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$106,705.88	\$0.00	*See below.
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,153.95	\$37,320.55	\$45,000.00	83%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$4,923.00	\$135,894.14	\$155,000.00	87.7%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$1,320.00	\$10,000.00	13.2%
	Total Revenue	\$12,444.68	\$347,387.79	\$225,000.00	154%
	Capital Projects/Reserve				
301-000-000-397-00-00-00	Transfer from General Fund - Capital**	\$0.00	\$0.00	\$75,000.00	0.00%
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0.00%
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$75,000.00	0.00%
	Grand Total Revenue	\$502,285.98	\$1,574,413.11	\$1,504,135.00	105%

Target 83.33%

Notes:

*Misc Revenue: District received two grants in 2024 that were budgeted to be received in 2023.

**Transfer to capital will be completed in December 2024.

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, December 5, 2024

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Weekly Reports - Week of November 15-December 5, 2024

WEEK ENDING November 15:

BOARD MEETING FOLLOW UP

- **Signatures:** Please sign the board documents that I sent out earlier this week for the November 12 board meeting. They include the October 22 minutes and the November 12 tax levy resolutions. I would like to get them signed by early next week to ensure our tax levy information is submitted correctly and the county does not require us to have another special meeting. If you need me to resend the packet, please let me know.
- **Minutes:** I should have the November 12 minutes out for edits by early next week.
- **Rate Changes Flyer:** I have a DRAFT COPY of a preliminary flyer for the rate changes. If you have any input, please let me know. I want to try to get this information out before Thanksgiving to give people the opportunity to have plenty of time to prepurchase their passes before the change.
- **Next Meeting:** Just a reminder that our next meeting is Tuesday, December 10 at 7pm.

PRESS RELEASE – BEST STARTS FOR KIDS GRANT

I plan on sending out a press release for the Best Starts for Kids Grant for the Air Handling Unit of \$1.438 million on Tuesday, November 19 at 10:10am. I have sent a final proof to the public outreach committee. It will be sent to all local news agencies, newswire, email blast and posted to the website.

RENTALS

- **Alaska Airlines:** They had their monthly staff training in the pool last week.
- **Free PTSA Swim:** We will be hosting Des Moines Elementary for our first PTSA Swim this Saturday from 2-5pm. This will be the first PTSA Swim of the year, and it will be after our Wibit Swim from 1-2pm.
- **Swim Meet:** We will be hosting a SMAC swim meet this Sunday. Quentin will be onsite to make sure everything is running smoothly.

MAINTENANCE

- **Backflow Prevention:** The backflow prevention paperwork got delayed, but will be mailed to the Highline Water District next week.
- **Shower Mixing Valves:** The men's restroom mixing valves are being repaired on Friday, November 15.
- **Chip Reader:** I have been trying for a couple of years to get Heartland, CivicRec and Authorize.net to get on the same page to get a chip reader at the pool. I am trying to work with CMIT to get this accomplished again this fall. All of our information is secure, but I think it would speed up registrations including possibly taking Apple Pay.

SWIM LESSONS

- **Report Cards:** Last summer staff reinstated feedback reports from parents on swim lessons. This quarter we had two large stacks of cards completed and had only two people that would not recommend our lessons, although one was not sure and the other had given the class all fours (top score), but did not recommend the lessons to others. This was for all of the people that attended both weekday and weekend lessons (242 people).

- **Water Safety Certifications:** Staff will be training all swim lesson instructors to get certified to teach swim lessons. I do not know of a current place that will have all of their instructors certified by the American Red Cross. This should help continue to improve our swim lesson quality including lesson planning. This has extended our break between lessons, but we are hoping for more quality lessons when students return in 2025.
- **Next Registration:** Our next registration will be the week of December 17. I will update the new rates to the swim lesson page and swim handbook.

GRANT UPDATES

- **\$10K Get Active, Stay Active Grant:** I got the paperwork for the Get Active, Stay Active Grant late. They want the program designed as soon as possible, so I designed a free youth family swim for daily entry fees. The largest hole we have in our scholarship program is daily entry fees due to the paperwork process. I am hoping that by allowing for free entry, we will be able to expose more people to swimming and get more new families through the door. We will work to see if we can get more people to join the scholarship program. We will test the program January-March and see how much we have left and extend the program as long as we have money in the coffers.



WRPA AQUATICS MEETING

Quentin and Emmitt virtually attended the monthly meeting of the Washington Recreation and Parks Association.

RESEARCH

- Dave Upthegrove wins Washington Commissioner of Public Lands (BTown Blog) - <https://btownblog.com/dave-upthegrove-wins-race-for-commissioner-of-public-lands-pledges-inclusive-stewardship-of-washingtons-natural-resources/>
- King County Dow Constantine Not Seeking Re-election (MyNorthwest) - <https://mynorthwest.com/4008976/king-county-executive-dow-constantine-not-seeking-re-election-2025/>
- SAMP Environmental Report (Port of Seattle) - <https://www.airportprojects.net/sampntpenvironmentalreview/?fbclid=IwY2xjawGja0NleHRuA>

[2FlbQIxMAABHbmXqHFzGyChgyaqVliV-5rp3FwSOOrm SuczE Dj9s8s X8q1ddvM7r4rA aem liXuu7bH7Rs67jwKyRG6vw](#)

- Memorial Park Pool closed after near drowning (Apple Valley News) - https://www.applevalleynewsnow.com/news/memorial-park-aquatic-center-in-pasco-closed-after-near-drowning/article_524e6ed4-2eac-11ef-903f-0bca34977ada.html
 - Another article from same story (Tri City Herald) - <https://www.tricityherald.com/news/local/article289416516.html>

WEEK ENDING November 22:

NEXT BOARD MEETING

Just a reminder that our next board meeting will be Tuesday, December 10 at 7pm.

LEVY RESOLUTIONS

Thank you for signing the levy documents in a timely manner. I sent them in on Monday, November 18. I also posted the resolutions and October 22 minutes to the website.

BOARD MINUTES

I sent the November 12 board minutes for review on Tuesday, November 18. Please have all edits back by Tuesday, December 3 at noon.

GRANT PRESS RELEASE

We sent the Best Starts for Kids Grant to the Waterland Blog, Newswire, Kent Reporter, Federal Way Mirror, King 5, Komo TV and Radio, and Kiro TV and Radio. We also sent the email notification below and posted it to social media.

<https://createsend.com/t/d-DF671E58CDF36A302540EF23F30FEDED>

INCLEMENT WEATHER CLOSURE

Due to inclement weather, the Highline School District was closed and we were also closed due to the power outage the night before. We sent out an update, posted to social media and the website and updated the phone lines.

STORM DAMAGE

We only had part of a tree fall behind the building. The tree damage is of no danger to the facility. We also had some piles of leaves that were not picked up by landscapers that will be picked up on Friday morning.

MRP BUILDING TAGGED

A large thank you to the Highline School District for cleaning the graffiti that was tagged on Tuesday night. When Jared came in on Friday morning, their staff was removing the graffiti on the pictures below.



I did not post the photos, but I did post the following to social media on Friday evening.

A big thank you to the Highline School District's staff for removing graffiti from the Mount Rainier Pool. The facility was tagged during the storm on Tuesday evening. We truly appreciate the school district staff for removing this graffiti to help keep our facility looking clean and professional. Thank you for being such a great partner!

NATIONAL MAGAZINE STORY REQUEST

We received a request to submit a story to Parks and Recreation Business. See request below.

Hi Mount Rainier Pool Team,

Hope you're well!

I'm the Editor of [PRB+](#), a trade magazine primarily serving the parks, rec, and camp industries. I recently came across an article about the pool receiving the [King County Youth Amateur Sports Grant](#) (congrats!) and thought it would make for a compelling story in our April Aquatics issue. I think our readers would be most interested in the application process, what the grant will be used for, and how they can seek out similar opportunities.

A brief note about our editorial approach: We love the idea of printing stories that are for parks, rec, and camp professionals, *by* parks, rec, and camp professionals. So, we don't maintain staff writers and only occasionally work with freelancers. Instead, most of our content is submitted directly by industry professionals.

Would anyone at Mount Rainier Pool be interested in writing this story for us? If this is doable and you're interested, I'm happy to share more details about the timeline and our editorial guidelines. The submission deadline for the issue is January 10.

Thanks for your time, and I look forward to hearing from you. Have a great evening!

MRHS BOYS SEASON

MRHS Boys Swim practices start this week. They will be practicing Mon-Fri, 3:30-6pm and the practices will run through February.

PTSA SWIM

Midway has reached out to schedule a PTSA swim for 2025. We are trying to schedule a meeting with them over the next couple of weeks.

WIBIT SWIM ON NOVEMBER 16

Moving the Wubit Swims to once a quarter is leading to larger attendance at these events. We made this change because usage numbers were going down by offering it monthly and the equipment is six years old, and by using it less, we are hoping to extend the life of the equipment.

We did get a complaint from a parent that did not realize their child could not use the Wubit. Staff onsite made the decision due to the high volume of swimmers. I provided the parent and child two free passes, and we are updating our disclaimer for the events. The parent seemed happy with the results.

ANNUAL FIRE INSPECTION

We had our annual fire inspection on Wednesday, November 20. There were no findings, but they recommended we replace an office hallway light and repaint the yellow curbs this summer.

WEBSITE PAGE UPDATES

- **Swim Lesson Page:** Emmitt and Quentin moved the new student swim lesson registration from **Thursday, December 19 to Friday, December 20.**
- **Schedule Page:** I updated the schedule page including the swim meets, which will be December 19 and January 16. The information that was listed on their website was last year's and incorrect. It has been updated.

PEACHJAR

I placed flyers in English, Spanish, Vietnamese and Somali (four pages) for the Winter Swim Lessons and Holiday Swim. They should post on PeachJar next Monday, November 25. I also sent these flyers to Normandy Park.

Pending Submissions

Pending submissions are your submitted flyers currently pending approval for distribution. Your flyer will no longer appear here once an approval action has been taken for each selected school. To view the results of all submitted flyers, hop over to flyer [Reporting](#).

Pending School District's Approval



Winter Swimming Lessons Registration #2778141

Submitted Date: Nov 19, 2024

Distribution Target Date: Nov 26, 2024

Post Expiration Date: Dec 23, 2024

14 Pending ✔ 0 Approved ✘ 0 Denied

[View Report](#)



Holiday Swim #2778137

Submitted Date: Nov 19, 2024

Distribution Target Date: Nov 25, 2024

Post Expiration Date: Dec 22, 2024

12 Pending ✔ 0 Approved ✘ 0 Denied

[View Report](#)



BLUESKY SOCIAL MEDIA

I am testing a social media account called Bluesky. We do not have a lot of followers on X, so I thought it might be good to test.

<https://bsky.app/profile/mtrainierpool.bsky.social>

DMLF GRANT PAYMENTS

We received \$31.3k of grant payments for the 2023 swim lessons grant of \$25k and the lifeguard certification grant of \$6,300. Over the last two years, the Des Moines Legacy Foundation has paid \$39,300 in grants and donations to the pool. Thank you DMLF!

INSURANCE

I am working on getting quotes from Association of Washington Cities (AWC) RMSA, Cities Insurance Authority of Washington (CIAW) and Enduris.

RATE CHANGES

We met on Thursday including changing over the keyboards to the new rate structures in 2025. We are going to use the change to clean up the keyboard functions.

I also sent the Public Outreach Committee a potential flyer and they have recommended talking points. A flyer, talking points and letter for staff to hand out to patrons that want more detailed information will be presented at the December 10 regular board meeting.

UPCOMING HOLIDAY CLOSURE

We are going to be closed for the Thanksgiving Holiday on Thursday, November 28 and Friday, November 29.

RESEARCH

- More young people will have access to outdoor recreation, refurbished aquatic centers, and enhanced sports fields with \$5 million in King County Parks funding (King County Press Release/Email Newsletter) - <https://kingcounty.gov/en/dept/dnrp/about-king-county/about-dnrp/newsroom/news-releases/09-04-youth-sports-grants>
- State and local security adjusting to cyber threats insurance requirements (MRSC/Route Fifty)- <https://www.route-fifty.com/cybersecurity/2024/11/state-and-local-security-adjusting-shifting-cyber-threats-insurance-requirements/400829/>
- Copper wire thieves damage Kent Senior Center Roof Refrigeration Unit (Kent Reporter) - <https://www.kentreporter.com/news/copper-wire-thieves-damage-kent-senior-center-roof-refrigeration-unit/>

WEEK ENDING November 29:

LEVY UPDATE

I sent each board member the email below on a scrivener's error I made on Resolution 2024-07 Resolution of Increase.

I made a scrivener's error on Resolution 2024-06, Property Tax Increase. This does not affect the amount that was passed at the November 12 public hearing, and no changes to Resolution [2024-06 Certifying Property Tax and Adopting an Operating](#).

Attached is the updated form that I will send into the Levy Administrator on Monday, December 2, if there are no objections. The changed information is in red text.

I included the refunds of \$20,402 as part of the levy increase, which should not have been included in the tax increase amount and percentage that was listed on the resolution.

	Increase Amount	Increase Percentage
Presented Information (11/12/24)	\$1,095,903	88%
Updated Information*	\$1,075,501	86.49609%

*King County requested we break out to the fifth decimal point on the increased percentage.

Again, this does not affect our levy, but if any board members wish to make this change in a public meeting before the deadline on December 2, please notify me immediately.

Please call or email me if you have any other questions.

Thank you,

PS-This process was vetted by legal and the King County Levy Administration.

TUKWILA RATES

Tukwila came out with their rates and our we are substantially lower. A full comparison will be presented at the next meeting.

	Tukwila		Mt Rainier Pool		Percentage Lower	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
DAILY						
Adult	\$ 8.00	\$ 8.75	\$ 6.75	\$ 7.25	16%	17%
Senior/Youth	\$ 5.75	\$ 5.75	\$ 4.75	\$ 4.75	17%	17%
10-VISIT						
Adult	\$ 74.50	\$ 93.50	\$ 59.50	\$ 65.25	20%	30%
Senior/Youth	\$ 49.50	\$ 52.00	\$ 41.25	\$ 43.25	17%	17%
3-MONTH						
Adult	\$ 199.25	\$ 250.50	\$ 166.50	\$ 208.75	16%	17%
Senior/Youth	\$ 126.50	\$ 159.25	\$ 105.50	\$ 132.75	17%	17%
ANNUAL						
Adult	\$ 586.25	\$ 736.25	\$ 488.50	\$ 613.50	17%	17%
Senior/Youth	\$ 356.00	\$ 449.50	\$ 296.75	\$ 374.50	17%	17%
ONE-MONTH	<i>No Commitment</i>		<i>12-Month Commitment</i>			
Adult	\$ 74.50	\$ 93.50	\$ 45.00	\$ 55.00	40%	41%
Senior/Youth	\$ 53.75	\$ 67.75	\$ 29.00	\$ 35.00	46%	48%
Family	\$ 147.00	\$ 187.00	\$ 55.00	\$ 65.00	63%	65%

INSURANCE PAPERWORK

I have applications into AWC-RMSD and Enduris. I will try to get the CIAW application done on Friday. It will take around two weeks to get the quotes.

INSPECTIONS

We had our annual health department and fire inspections last week. There were no major findings.

AUDIT

Just a reminder that our accountability audit starts on Monday, December 2nd. Joe met with us this morning to discuss credit card receipts.

MAINTENANCE

We had a plumbing issue that required a minor part replacement. This was discovered during Aquatic Specialty Services preventative maintenance. I will present more information, when I have more details.

SWIM LESSON EMAIL

We will send an email blast out for Winter Swim Lessons on Tuesday, December 3rd. All information on the website is up to date. Registration starts the week of December 16.

CLOSED

Just a reminder the pool will be closed on Thursday and Friday for Thanksgiving. It will be open regular hours on Saturday.

RESEARCH

- DM City Council swears in a new City Manager, approves key tax measures (Waterland Blog)
- <https://waterlandblog.com/des-moines-city-council-swears-in-new-city-manager-approves-key-tax-measures-at-thursday-nights-meeting/>

WEEK ENDING December 5:

BOARD MEETING

Just a reminder that our next board meeting is this Tuesday December 10. I will send out the packet on Thursday, December 5 at 3:30pm.

AUDIT

We had our audit kick-off meeting on Wednesday, December 4. They also sent a worksheet to download materials. They will also be interviewing one of the board members. We are also having check-in meetings on Thursdays during the process. Currently, we are preparing documents to upload to their website. Finally, the board will be invited to attend the audit report presentation to the district by SAO. We will discuss this at the meeting. If three or more board members wish to attend, we will send need to schedule it as a public meeting.

EMERGENCY REPAIR/CLOSURE

We are going to be closed the entire day on Thursday, December 12 for a critical, emergency repair. Quentin reported increased leaked water from the surge pit through the heating filament system. We are going to have Aquatic Specialty Services come out and create a temporary fix until we can have our full closure and utilize the KCYAS grant to make the repairs in March. I have added this to Tuesday's agenda to discuss. I am going to send a reminder out on Friday to the email notification system, and Quentin is working to post signage around the pool.

SHOWER MIXING VALVES REPAIRED

The shower mixing valves for the men's room have been repaired. They were pushing out hot water, but have been repaired.

SWIM LESSON REGISTRATION

Swim lesson registration starts on December 17. Below is the email notification we sent out earlier this week. The information was also posted to PeachJar for all local schools.

<https://createsend.com/t/d-3DBA9157011C4EC32540EF23F30FEDED>

GRANT PAPERWORK

I had to update the KCYAS Grant agreements for the Sports Facilities and My Backyard Grants. I am also awaiting the evidence of coverage letters from WCIA. Once I receive them, I will upload them to the grants. I also put the My Backyard grant information on the agenda for December 10's meeting.

HOLIDAY SWIM

The Holiday Swim will be Saturday, December 14 from 1-3pm. We are not having pre-registration this year, and just having drop-in for the event. Last year we had people pre-register that did not show and had low turnout. We are hoping having it a drop-in event will help with actual participation. We will put out an email notification early next week, post it to Des Moines Community Group, and the event is listed in PeachJar for all local schools.

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

FIRST SATURDAY \$1 SWIM

If you are looking for some affordable family recreation this weekend, just a reminder our First Saturday \$1 Swim is this Saturday, December 7 from 1-2pm.

<https://www.facebook.com/share/19kYeb4AD5/>

SCHOLARSHIPS

We think that we have found a method to speed up scholarships to have them approved within one business day of the application (if all materials provided) and fully translatable. I will discuss during the meeting under the KCYAS My Backyard Scholarship.

RESEARCH

- Winter 2025 Des Moines City Currents (see pages 16-17 for ad) - <https://www.colibrinw.com/wp-content/flipbooks/DesMoinesCityCurrents/winter25/flipbook/index.html?page=16>
- Starfish launches online course for consumers (Aquatics International) - https://www.aquaticsintl.com/facilities/starfish-launches-online-course-for-consumers_o
- How to increase the efficiency of water filtration (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/december/how-to-increase-the-efficiency-of-pool-filtration/>



Des Moines Pool Metropolitan Park District

November 12, 2024

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

MINUTES REGULAR/PUBLIC HEARING MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also, present were Commissioners Campbell, Dusenbury and Thorell; 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 – Commissioner Thorell moved to approve the agenda. Commissioner Campbell 2nd. Motion passed 4-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None.

PUBLIC COMMENT – None.

6a. CONSENT AGENDA

Commissioner Campbell moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in October 2024 totaling \$143,730.86. Commissioner Thorell 2nd. The motion passed 4-0.

OLD BUSINESS

7a. Q3 Financial Report

The District GM reported the district's 3rd quarter report, which is July 1 through September 30. A copy of the report is available in the November 12 agenda packet.

7b. FCS Report Discussion

The President of the Board summarized the report and gave the board a chance to discuss the results. A copy of the report is available in the November 12 agenda packet.

FCS also requested an additional funds to complete their report. Commissioner Dusenbury the amended FCS Group Report for an additional \$5,000 to bring the total to \$19,005. Commissioner Campbell 2nd. Motion passed 4-0.

7c. 2025 Rates

The District General Manager gave the board an updated version with rate options. A discussion included the potential impact of rate increases. After discussion the board agreed to the middle option presented in the board

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

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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

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

**Des Moines Pool Metropolitan Park District
Meeting Minutes –11/12/2024**

packet. Commissioner Campbell moved to approve the amended mid-level rates for 2025. Commissioner Dusenbury 2nd. Motion passed 4-0. The proposed rate sheet is available in the November 12 agenda packet.

7d. 2025 Proposed Wage Scale

The District General Manager gave the board an update on the proposed wage scale that was raised to match the inflation rate set by the 2025 minimum wage increase of 2.33% from \$16.28 to \$16.66. Commissioner Thorell moved to approve the 2025 wage and salary scale. Commissioner Campbell 2nd. Motion passed 4-0.

7e. 2025 Budget and Levy Proposal

The District General Manager presented a preliminary budget based on the options presented by the FCS Group.

- Option A: \$.20/1,000
- Option B: \$.22/1,000
- Option C: \$.3556/1,000 (levy maximum)
- Option D: Other amount desired by board

The board discussed the need to have money in the capital reserve in case of breakdowns and potential extend the life of the pool with limited future funding due to levy erosion from inflation.

Commissioner Dusenbury moved to set the budget and levy at Option C, \$.3556/1,000 for 2025. Commissioner Campbell 2nd. Motion passed 4-0.

NEW BUSINESS

There was no new business. All new business was pushed to the December 10, 2024 regular meeting agenda.

PUBLIC HEARING

President Young opened the Budget Hearing: "Pursuant to RCW 84.55.120, the Des Moines Metropolitan Park District will now open the public hearing to consider revenue sources for the District's 2025 budget."

9a. 2025 Budget (Public Hearing)

The 2025 Budget and Levy Certification for 2025 are due on November 30, 2024. The District GM went over the budget earlier in the meeting, and Option C of \$.3556/1,000 was selected (Item 7e), with a general fund operating budget of \$1,831,702.24 and a capital reserve fund of \$2,778,824.24. The District GM notified the board that the capital reserve fund included grants in the total of \$1.651,216.72 that inflated the budgetary numbers.

9b. 2025 Budget and Levy Certification (Public Hearing)

The Budget and Levy Certification for 2025 are due to King County by November 30, 2024. For Resolution 2024-06 Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2025, the \$2,339,312.76, \$1,215,202.24 is for operations while \$1,124,110.52 is set for capital. The operating fund includes \$88,500 for unforeseen maintenance. Any of the unused monies to maintain these issues can also be transferred to capital. This will be done at the end of 2025. There is also \$20,402 in refunds (new construction) that will help cover the total. The presentation included Ordinance 2152, which is a form that must be submitted with Resolution 2024-06 to King County.

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22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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

The Des Moines Pool Metropolitan Park District is holding hybrid meetings remotely and at the MRHS Library until further notice. The public may join meetings through the Zoom app. Logon information is published in each Meeting Agenda. Contact Scott Deschenes, District GM at scott.deschenes@desmoinespool.org if you have questions.

**Des Moines Pool Metropolitan Park District
Meeting Minutes –11/12/2024**

Resolution 2024-07 Property Tax Increase is for increases to the levy from one year to the next. The District will be increasing the levy rate by 88% or \$1,095,902.76 between the 2024 and 2025 tax levy rates. All increases will be put forward into the capital reserve fund.

The District GM included Resolution 2024-08 Substantial Need, but mentioned the form was not needed due to the form only needed to be completed if the Implicit Price Deflator (IDP) is below 1%. The IDP for 2024 was 2.57%, so the form does not need to be submitted.

More information including Resolution 2024-06, Ordinance form 2152, and Resolution 2024-07 can be found in the Nov 12 regular board meeting packet online and will be posted on the District's governance page (once signed).
Motions moved to AIS 9d.

9c. Public Comment (Public Hearing)

President Young announced, "Members of the public may comment on items relating to the Public Hearing. Comments are limited to three (3) minutes per person. Exceptions may be made to the time restrictions of persons speaking at the discretion of the Chair, when warranted. For better public access, public could also have emailed in comments that were provided before the deadline, noon November 12, 2024.

Gene Achizger, resident, stated that the pool district has been very responsible over the last few years in being good stewards of the public funds by keeping costs down. Being good stewards of public funds also includes seeing the train coming down the track, and the fact that you do have a fiscal report that shows trouble could be looming in five years. It is easier to make adjustments now than it will be in the fourth year. Again, the opportunity of having a decreased impact on the public with the fire district reducing their levy is wholly responsible.

9d. Budget and Levy Motions (Public Hearing)

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

Budget Motion:

Commissioner Dusenbury moved to approve budget options C to approve the 2025 Budget of \$1,831,702.24 in the General Fund and \$2,788,827.24 in Capital Reserve for the calendar year 2025. Commissioner Thorell 2nd. The motion passed 4-0.

Levy Motions:

Commissioner Thorell moved to approve Resolution 2024-06 "Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2025" of \$1,215,202.24 in General Fund and \$1,124,110.76 into the Capital Reserve Fund. Commissioner Campbell 2nd. The motion passed 4-0.

Commissioner Campbell moved to approve Resolution 2024-07 "Resolution of Increase" for an increase of \$1,095,902.76 between the years 2024 and 2025 levy certifications. Commissioner Thorell 2nd. The motion passed 4-0.

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

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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

The Des Moines Pool Metropolitan Park District is holding hybrid meetings remotely and at the MRHS Library until further notice. The public may join meetings through the Zoom app. Logon information is published in each Meeting Agenda. Contact Scott Deschenes, District GM at scott.deschenes@desmoinespool.org if you have questions.

**Des Moines Pool Metropolitan Park District
Meeting Minutes –11/12/2024**

GOOD OF THE ORDER

President Young stated that he would check in on Commissioner Stender.

ADJOURNMENT

With no further business the meeting was adjourned at 8:04pm.

UPCOMING MEETINGS

- December 12, 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

Commissioner Thorell

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

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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

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Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20241101130354.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
DATAQUEST, LLC			24271	10/31/2024	\$58.00	EMP BKGD CHK SAMIR HERAWY
DEPARTMENT OF RETIREMENT SYSTEMS			DRS202410_2	10/01/2024	\$1,659.93	OCT 2024 DCP PAYMENT 2ND
DEPARTMENT OF REVENUE UNCLAIMED PROPERTY			10312024DORUP	10/31/2024	\$2,635.80	UNCLAIMED PROPERTY ANNUAL REPORTING
MIDWAY SEWER DISTRICT			10252024MSD	10/25/2024	\$912.53	AUG - OCT 2024 SEWER UTILITY
NORTHWEST LANDSCAPING SERVICES			CD50465345	11/01/2024	\$621.53	NOV 2024 LANDSCAPING SERVICE
SNURE LAW OFFICE			11012024SLO	11/01/2024	\$960.00	OCT 2024 ATTORNEY FEES

Initial



Special District Voucher Approval Document

Scheduled Payment Date: 11/11/2024
Total Amount: \$1,052.45
Control Total: 5
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20241108102944.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)) :

Signed by:

Scott Deschenes 11/8/2024
2E03815D71304B0...
Authorized District Signature Date

Joe Dusenbury 11/8/2024
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_20241108102944.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JACK P COCHRAN			11152024JC164	11/15/2024	\$210.61	PAYROLL PE 11.15.2024 J. COCHRAN
NADIA CORTES			11152024NC143	11/15/2024	\$145.81	PAYROLL PE 11.15.2024 N. CORTES
RACHEL O'SULLIVAN			11152024RO166	11/15/2024	\$477.31	PAYROLL PE 11.15.2024 R. O'SULLIVAN
SHOU BLANK			11152024SB162	11/15/2024	\$64.81	PAYROLL PE 11.15.2024 S. BLANK
TITUS GILLIHAN			11152024TG155	11/15/2024	\$153.91	PAYROLL PE 11.15.2024 T. GILLIHAN

Initial



Special District Voucher Approval Document

Scheduled Payment Date: 11/18/2024
Total Amount: \$11,649.82
Control Total: 7
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20241108105637.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)):

Scott Deschenes 11/8/2024
2E03815D71304B0
Authorized District Signature Date

Signed by: Joe Dusenbury 11/8/2024
5E8DDA9899F2474...
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

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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_20241108105637.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			0002215747	10/31/2024	\$100.54	OCT 2024 FAC FEE & HAZ MAT
CITY OF DES MOINES			512	11/04/2024	\$90.00	OCT 2024 ADMIN SERVICES
COPIERS NORTHWEST			INV2913044	11/07/2024	\$110.12	OCT 2024 PRINTER USAGE
FCS A BOWMAN COMPANY			3850-22410065	10/31/2024	\$6,527.50	SERVICES THRU OCT 2024
LINDA RAY			LR202411-01	11/04/2024	\$161.12	OCT 2024 CONSULTING SERVICES
RECOLOGY			0004872062	10/31/2024	\$544.56	OCT 2024 TRASH UTILITY
SOUND CLEANING RESOURCES INC.			33124	11/04/2024	\$4,115.98	ROOF MEMBRANE & GUTTER CLEANING

Initial



Special District Voucher Approval Document

Scheduled Payment Date: 11/25/2024
Total Amount: \$8,356.61
Control Total: 12
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20241114130031.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)) :

Signed by:

Scott Deschenes

11/14/2024

2E03815D71304B0...

Authorized District Signature

Date

Joe Dusenbury

11/15/2024

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_20241114130031.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			25163	10/31/2024	\$684.73	FIX W100 RPL BLU CORD, TRKS, WHLS RTN FLP
AQUATIC SPECIALTY SERVICES			15928-1	10/31/2024	\$1,805.47	PULSAR PLUS BRIQUETTES
AQUATIC SPECIALTY SERVICES			25153	10/30/2024	\$36.43	3 R-0012-C HARDNESS #12- 2OZ
AQUATIC SPECIALTY SERVICES			15961-1	11/11/2024	\$70.20	2 FILTER BAGS
AQUATIC SPECIALTY SERVICES			8100-10	10/29/2024	\$264.48	OCT 2024 MONTHLY SERVICE
CANON FINANCIAL SERVICES, INC.			36196420	11/11/2024	\$62.94	NOV 2024 CONTRACT CHARGE
CENTRAL WELDING SUPPLY			0002221086	11/07/2024	\$365.78	CARBON DIOXIDE DELIVERY
CIVICPLUS			307764	07/27/2024	\$493.43	CIVICREC ANNUAL RENEWAL TAXES
CMIT SOLUTIONS EASTSIDE			13481	10/25/2024	\$222.53	OCT 2024 TELCO SERVICE
CMIT SOLUTIONS EASTSIDE			13501	10/01/2024	\$1,826.00	OCT 2024 WORKSTATION SUPPORT
DEPARTMENT OF RETIREMENT SYSTEMS			DRS202411V1	11/01/2024	\$1,807.12	NOV 2024 DCP PAYMENT V1
ZEN 22015, LLC			20241201ZEN	12/01/2024	\$717.50	DEC 2024 DIST OFFICE RENT

Initial



Special District Voucher Approval Document

Scheduled Payment Date: 11/27/2024
Total Amount: \$20,860.83
Control Total: 4
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20241122125323.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)) :

<small>DocuSigned by:</small> <u>Scott Deschues</u> <small>2E03815D71304B0...</small>	<u>11/22/2024</u>
Authorized District Signature	Date
_____	_____
Authorized District Signature	Date
_____	_____
Authorized District Signature	Date
_____	_____

<small>Signed by:</small> <u>Joe Dusebury</u> <small>5E8DDA9899F2474...</small>	<u>11/23/2024</u>
Authorized District Signature	Date
_____	_____
Authorized District Signature	Date
_____	_____
Authorized District Signature	Date
_____	_____

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____
Date Processed: _____



Special District Voucher Approval Document


District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20241122125323.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AWC - VIMLY BENEFIT SOLUTIONS, INC			63131	11/18/2024	\$7,027.24	DEC 2024 EMP BENEFIT TRUST BILLING
COLIBRI NORTHWEST, LLC			333DM	11/18/2024	\$2,210.00	AD IN WINTER DM CITY CURRENT MAG
GRAINGER			9313788300	11/12/2024	\$12.50	GLASS CLEANER
US BANK			11112024USB	11/11/2024	\$11,611.09	NOV 2024 CC PAYMENT

Initial

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

Payment Settlement Date 11/04/2024

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	PSE 11-04-2024	170950010			24219		DS	10,195.61
2							SD	
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 10,195.61

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 10/25/2024

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

Payment Settlement Date 11/15/2024

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 Payroll 11-15-2024	170950010			24219		SD	37,152.44
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 37,152.44

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.

Signed by: Joe Duesenberry Title Clerk of the Board Date 11/8/2024

Signature _____

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

Payment Settlement Date 11/30/2024

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 Payroll 11/30/2024	170950010			24219		DS SD	36,174.77
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 36,174.77

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

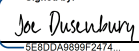
Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 11/23/2024
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: District GM Meeting Date: December 10, 2024

Under: Old Business Attachment: Yes

Subject: Citizens Advisory Group Discussion

Background/Summary:

At the August 12 board meeting, the board discussed the formation of a Citizen’s Advisory Committee.

The District General Manager has reached out to the Highline School District to get a copy of the group’s bylaws, and also has reached out to a past person that led the project. The DGM plans to meet with the Public Outreach Committee to discuss stakeholders and processes to propose to the board.

Attached is a presentation and a proposed outline with compositions suggestions and a committee outline.

Fiscal Impact: To Be Determined.

Proposed Motion: No motion necessary. Informational only.

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

Two Touch Rule:	<u>11/09/2024</u>	Committee Review
	<u>08/12/2024</u>	First Board Meeting (Informational)
	<u>In Progress</u>	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

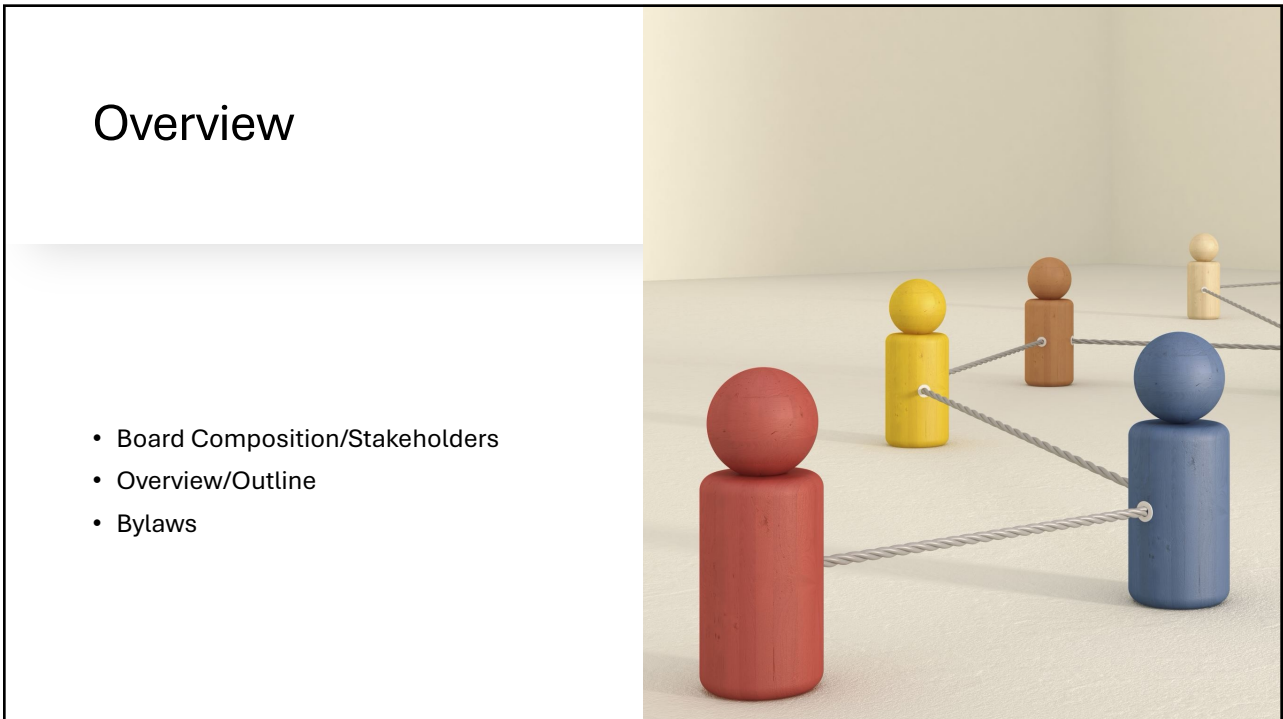
Follow-up Needed: Yes _____ No _____ Report back date: _____

Notes:

- Citizen Advisory Committee Presentation
- Citizen Advisory Committee Outline
- [MRSC Advisory Boards and Commissions Page](#)
- [Highline School District’s Capital Facilities Advisory Committee Page](#)



1



2

COMPOSITION



3

HSD CFAC MEMBERS OVERVIEW (47 total seats)

Lottery (26)

- Includes five cities and two unincorporated King County
- Balanced from across the district

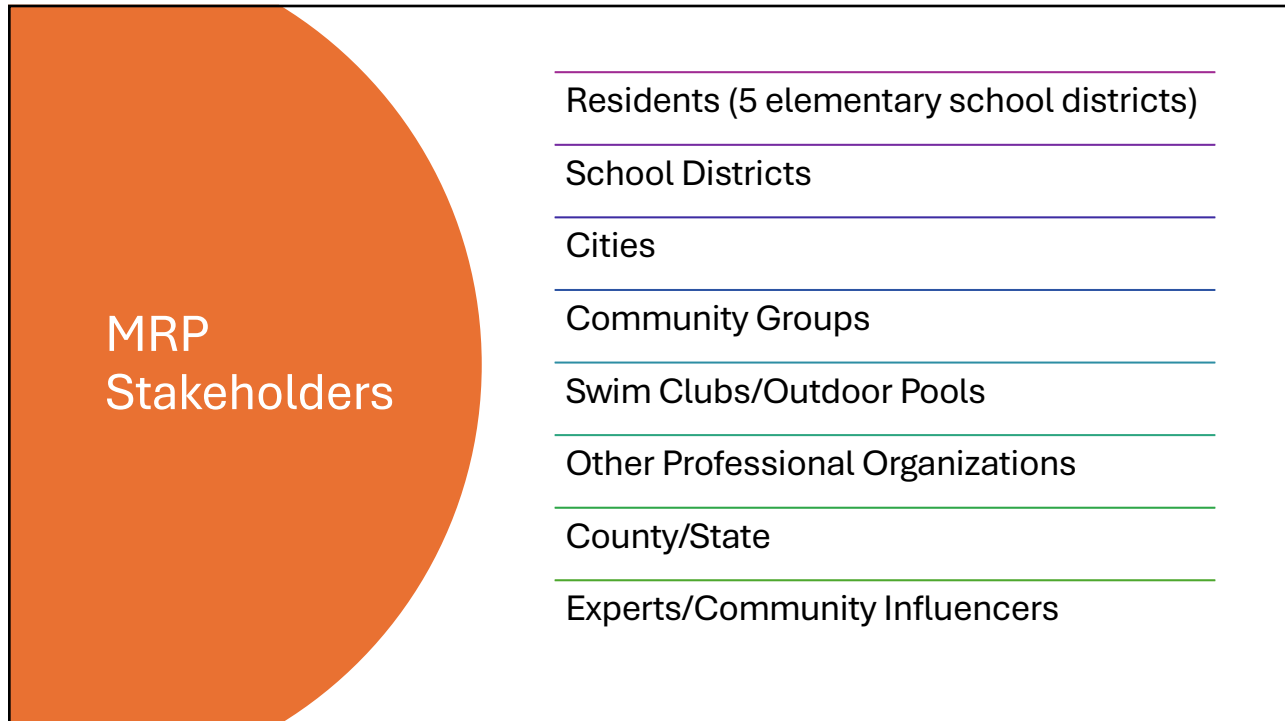
Student Liaisons (4)

- One from each HS service area
- high or middle school students

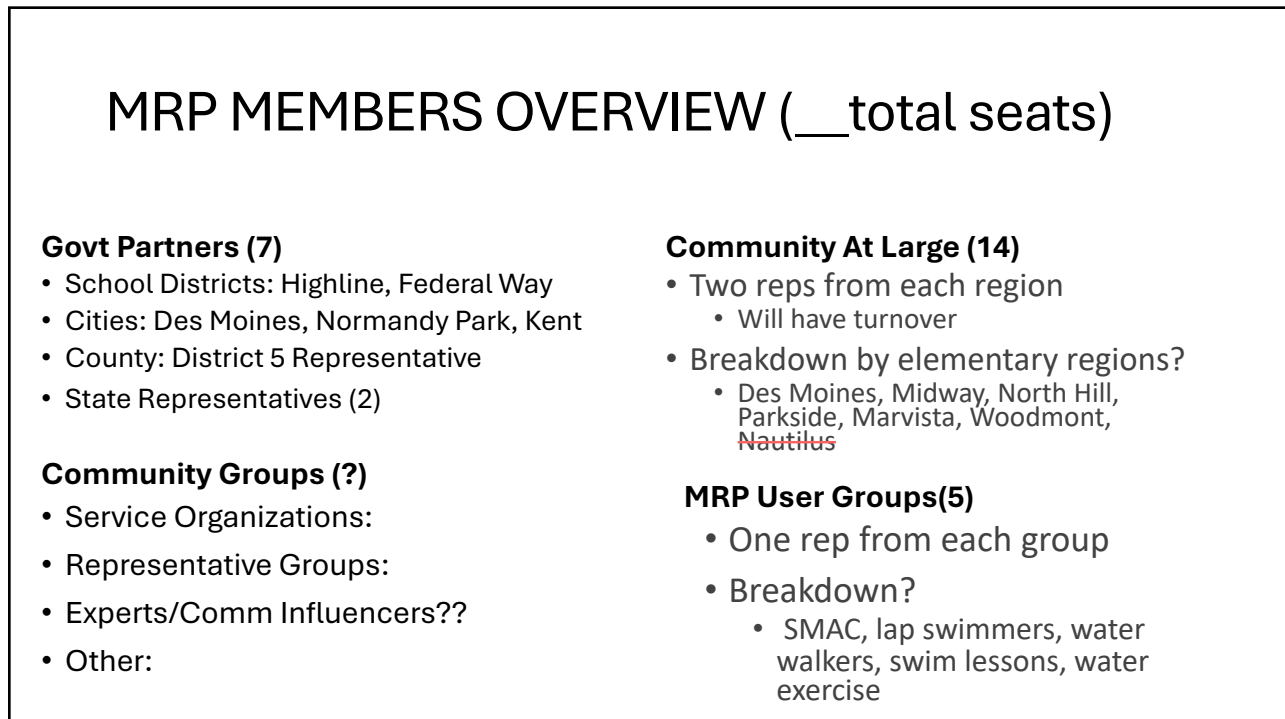
Stakeholders (17)

- Stakeholder groups
- Appointed by various local organizations, district staff associations and jurisdictions.

4



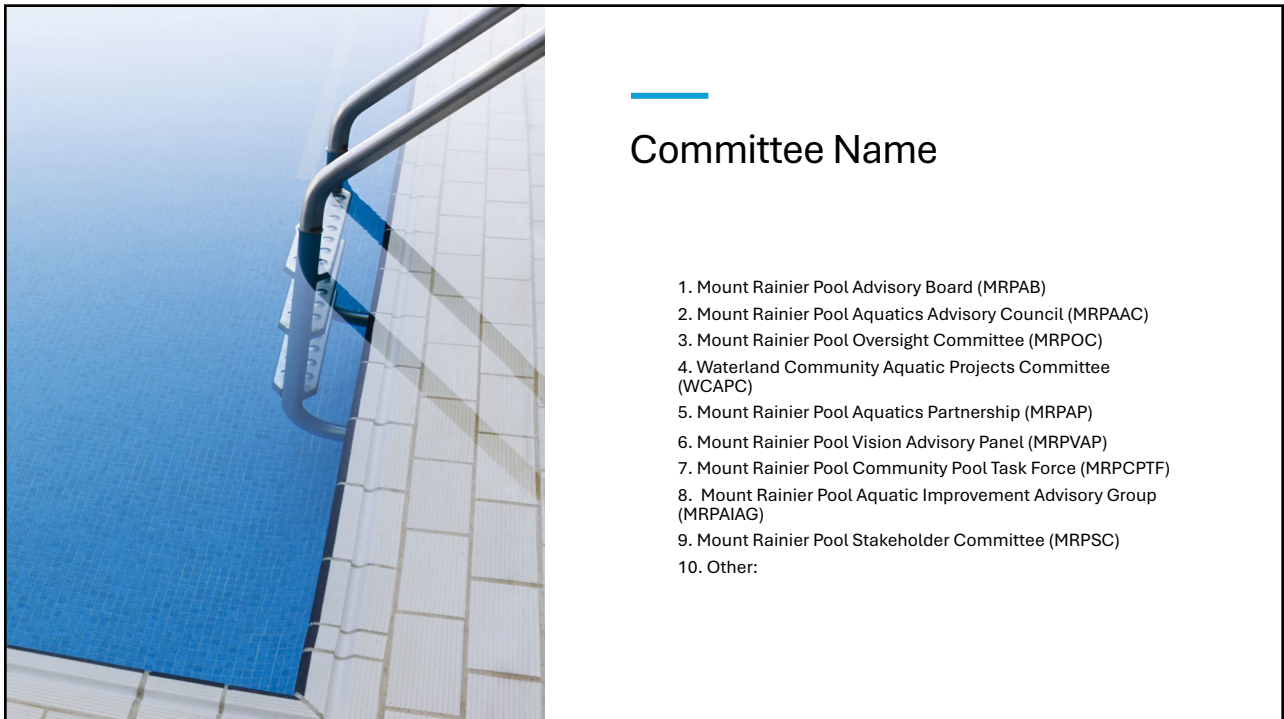
5



6



7



8

Purpose Statement

HSD CFAC

COMMITTEE

CHARGE: Develop *Community Recommendations for Future Facilities* when timely, including prioritizing and reviewing school facilities built prior to 2000.

DMPMPD (Proposed)

The purpose of the Advisory Committee is to provide guidance, oversight, and recommendations to the Des Moines Pool Metropolitan Park District regarding capital projects, ensuring transparency, accountability, and alignment with community needs. This includes capital planning at the Mount Rainier Pool and future other facilities to best meet the current and future needs of the community.

9

Composition

HSD Composition

- 47 at-large, stakeholder and student liaisons
- Oversight:
 - School board liaison
 - Superintendent
 - Capital Facilities Director, Communications Director and other staff

MRP Composition

The Committee shall consist of _____ members appointed by [appointing authority or process].

Oversight:

- Two board members shall participate in meetings and report results back to the full board.
- District GM

10

Eligibility

HSD CFAC

Municipalities, community organizations and staff labor organizations each appoint one member, plus each of our four comprehensive high schools each appoint one student, for about 20 appointees. The remaining 25+ members are community volunteers selected via lottery. Each session, we invite community members to enter their names in a lottery for open committee seats. We draw names from geographic service areas in our district to maintain balanced representation.

DMPMPD (Proposed)

Two members from the five service areas in our district are selected.

One member shall be selected by the five main user groups of MRP (swim team, lessons, water exercise, water walking and lap/fitness swimmers).

Other members will be appointed by local organizations and jurisdictions.

Lottery utilized for residents and user groups when there are multiple applicants for a given spot.

11

Term

HSD CFAC

Sessions are 2 years.

DMPMPD (Proposed)

Members shall serve for a term of three years, with the possibility of reappointment for no more than three consecutive terms.

12

Vacancies

HSD CFAC

A little more than half of the members are selected by lottery from the four main service areas in our district. Other members are appointed by various local organizations, district staff associations and jurisdictions. We also seek student appointments from secondary schools.

DMPMPD (Proposed)

In the case of a vacancy, the DMPMD shall appoint a new member to serve the remaining term.

If multiple applicants, may elect lottery.

13



OTHER

December 10, 2024

14

Officers

- Chair and Vice Chair
- Majority of Vote at First Quarter Meeting
- Duties:
 - The Chair shall preside over meetings.
 - The Vice-Chair shall act in the absence of the Chair.
 - District staff shall maintain meeting records and minutes.
 - District staff will provide operational and district information to help group through process.

15

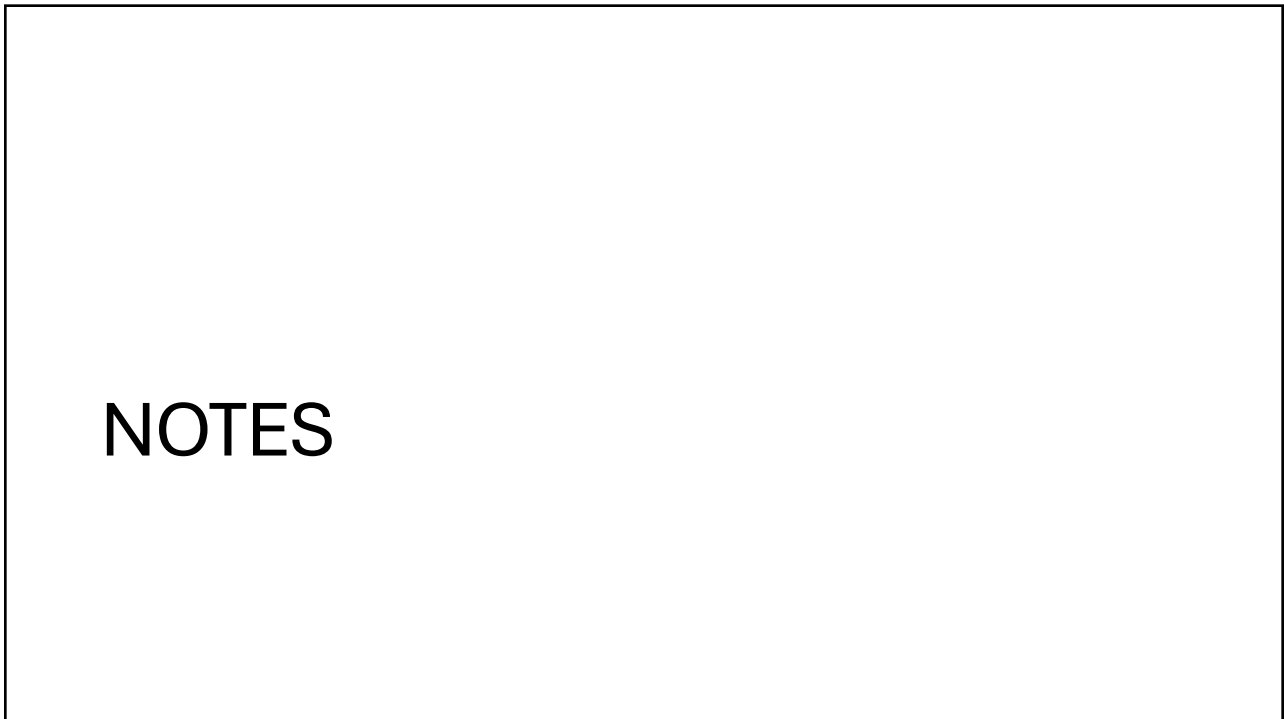
Meetings

- FREQUENCY: Quarterly or more frequent if needed
- SPECIAL: Can be called by the chair and half committee able to attend
- QUORUM: Half or more attending
- NOTICE: Minimum three days
- BYLAWS CHANGES: 2/3 vote of committee with board approval
 - Get CAC charge and norms from Highline School District.
 - Discuss at first meeting.

16



17



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Advisory Committee Outline

Des Moines Pool Metropolitan Park District

Article I: Name and Purpose

1. Name – Mt Rainier Pool

- Need name for the Committee (Circle Choice)
 - 1. Mount Rainier Pool Advisory Board (MRPAB)
 - 2. Mount Rainier Pool Aquatics Advisory Council (MRPAAC)
 - 3. Mount Rainier Pool Oversight Committee (MRPOC)
 - 4. Waterland Community Aquatic Projects Committee (WCAPC)
 - 5. Mount Rainier Pool Aquatics Partnership (MRPAP)
 - 6. Mount Rainier Pool Vision Advisory Panel (MRPVAP)
 - 7. Mount Rainier Pool Community Pool Task Force (MRPCPTF)
 - 8. Mount Rainier Pool Aquatic Improvement Advisory Group (MRPAIAG)
 - 9. Mount Rainier Pool Stakeholder Committee (MRPSC)
 - 10. Other:

The name of this organization shall be the _____.

2. Purpose

The purpose of the Advisory Committee is to provide guidance, oversight, and recommendations to the Des Moines Pool Metropolitan Park District regarding capital projects, ensuring transparency, accountability, and alignment with community needs. This includes capital planning at the Mount Rainier Pool and future other facilities to best meet the current and future needs of the community.

Article II: Membership

1. Composition

The _____ Committee shall consist of _____ members appointed by the Des Moines Pool Metropolitan Board of Commissioners. Two board members will also be appointed to attend the meetings.

2. Eligibility

Two members from the five service areas in our district are selected by lottery. One member shall be selected by the five main user groups of MRP (swim team, lessons, water exercise, water walking and lap/fitness swimmers). Other members will be appointed by local organizations and jurisdictions. The Des Moines Pool Metropolitan Park District will also appoint two board of commission members to serve as liaisons.

3. Term of Office

Members shall serve for a term of three years, with the possibility of reappointment for no more than three consecutive terms.

4. Vacancies

In the case of a vacancy, the DMPMD shall appoint a new member to serve the remaining term by:

- Govt Partners & Community Orgs: Propose representative
- Community & MRP Users: Community Applicants will be separated by the elementary school district area they represent.
- Lottery: A lottery to replace members may be utilized if there are multiple applicants for an open seat.

Article III: Officers

1. **Officers

The officers of the Committee shall be a Chair and Vice-Chair.

2. Election and Term

Officers shall be elected annually by a majority vote of the Committee members and shall serve for the ensuing year. The officers should be selected from the community members.

3. Duties

- The Chair shall preside over meetings.
- The Vice-Chair shall act in the absence of the Chair.
- District staff shall maintain meeting records and minutes.

Article IV: Meetings

1. Regular Meetings

The Committee shall meet 4 times (quarterly) annually, or more frequently as deemed necessary.

2. Special Meetings

Special meetings may be called by the Chair or upon request of at least half of the members.

3. Quorum

A quorum shall consist of half of the members for the transaction of business at any meeting.

4. Notice of Meetings

All members shall receive at least three business days' notice of meetings, including agenda and location.

5. Charge and Norms

Committee will develop their charge and norms at the first meeting. District staff and Board of Commissioners will suggest options that will be amended and voted upon by the committee.

Article V: Voting

1. Voting

Each member shall have one vote. Decisions shall be made by a majority of those present and voting.

2. Conflict of Interest

Members shall abstain from voting on any matter in which they have a personal or financial interest.

Article VI: Amendments

1. Amendments

These bylaws may be amended by a two-thirds vote of the Committee members, provided that notice of the proposed amendment has been given to each member at least seven days prior to the meeting. All amendments must be approved by the Des Moines Pool Metropolitan Park District.

Article VIII: Miscellaneous

1. Adoption

These bylaws shall be adopted upon approval by a majority vote of the Committee and approval by the Des Moines Pool Metropolitan Park District.

2. Staff Support

District staff will provide information to assist the committee in decision-making, including financial data, usage statistics, best practices, and other relevant information to facilitate learning and decision-making.

3. Record Keeping

District staff shall ensure all records, including minutes, are maintained and accessible for public inspection in compliance with applicable laws.

3. Compliance

The Committee shall operate in compliance with all applicable state open meetings laws and other relevant statutes. Agendas will publicly posted and all meetings will be recorded and minutes will be taken in accordance with applicable RCW's (ADD INFO.).

4. Public Comment

Public comment will be made at the start of each meeting to allow residents, Mount Rainier Pool users, stakeholders and others to make public comment of up to three (3) minutes.

5. Public Outreach

All meetings will have a video link available for viewing and be recorded and posted on the website. An email list will

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b Assigned to: District GM Meeting Date: December 10, 2024

Under: Old Business

Attachment: Yes

Subject: 2025 Rate Discussion

Background/Summary:

The last rate increase was instituted on January 1, 2023. Recommended fees were setup to be more streamlined, while adding monthly recurring(subscription) payments. A presentation was made at the October 22 board meeting.

At that meeting, the board requested for rates to be reimposed at the November 12 Regular Board Meeting. The board elected to pass the middle rates and requested a copy of the Tukwila MPD's rates when they were available. Through discussions with the Public Outreach Committee, it was recommended to have talking points for the increase for staff.

See attached information for a comparison of 2025 (Nov 12) Mt Rainier Pool to Tukwila rates, rate increase talking points and a flyer with the 2025 rates.

Fiscal Impact:

Proposed Motion: (If needed) I move to approve the "amended" 2025 rates. *(If elect to change rates.)*

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

Two Touch Rule: _____ To Be Determined _____ Committee Review
_____ 10/22/2024 _____ First Board Meeting (Informational)
_____ 11/12/2024 _____ Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachment

- Comparison of 2025 Mt Rainier Pool to Tukwila Rates (attachment)
- Rate Increase Talking Points (attachment)
- Flyer for 2025 Rate Changes Passed at the November 10 Meeting (attachment)

RATE COMPARISON (AS OF 11/12 Mtg)

TUKWILA TO MRP 2025

	Tukwila		Mt Rainier Pool		Percentage Lower	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
DAILY						
Adult	\$ 8.00	\$ 8.75	\$ 6.75	\$ 7.25	16%	17%
Senior/Youth	\$ 5.75	\$ 5.75	\$ 4.75	\$ 4.75	17%	17%
10-VISIT						
Adult	\$ 74.50	\$ 93.50	\$ 59.50	\$ 65.25	20%	30%
Senior/Youth	\$ 49.50	\$ 52.00	\$ 41.25	\$ 43.25	17%	17%
3-MONTH						
Adult	\$ 199.25	\$ 250.50	\$ 166.50	\$ 208.75	16%	17%
Senior/Youth	\$ 126.50	\$ 159.25	\$ 105.50	\$ 132.75	17%	17%
ANNUAL						
Adult	\$ 586.25	\$ 736.25	\$ 488.50	\$ 613.50	17%	17%
Senior/Youth	\$ 356.00	\$ 449.50	\$ 296.75	\$ 374.50	17%	17%
ONE-MONTH	<i>No Commitment</i>		<i>12-Month Commitment</i>			
Adult	\$ 74.50	\$ 93.50	\$ 45.00	\$ 55.00	40%	41%
Senior/Youth	\$ 53.75	\$ 67.75	\$ 29.00	\$ 35.00	46%	48%
Family	\$ 147.00	\$ 187.00	\$ 55.00	\$ 65.00	63%	65%

*One month fees are not recurring at Tukwila.

	Tukwila		Mt Rainier Pool		Percentage Lower	
SPECIAL SWIMS						
\$1 First Sat	N/A	N/A	\$ 1.00	\$ 1.00	N/A	N/A
Shower	\$ 3.50	\$ 3.50	N/A	N/A	N/A	N/A
No School	\$ 4.25	\$ 4.25	\$ 3.50	\$ 3.50	18%	18%
Special Event	\$ 7.00	\$ 7.00	Daily Entry	Daily Entry	-47%	-47%
Practice Card	N/A	N/A	Free	Free	N/A	N/A

SWIM LESSONS

BY GROUP	Tukwila		Mt Rainier Pool		Percentage Lower	
All Group Lessons (8)	\$ 82.00	\$ 98.00	\$ 68.00	\$ 82.00	-21%	-20%
Private, Individual**	\$ 57.50	\$ 69.50	\$ 46.75	\$ 55.00	24%	26%
Semi-Private (per)*	\$ 34.75	\$ 43.25	\$ 33.00	\$ 41.25	5%	5%

*MRP Semi-Private Rates are shared between 2-3 people.

**10 % Discount on 4 or more packages.

RENTALS

SWIM TEAMS	Tukwila		Mt Rainier Pool		Percentage Lower	
Lane	\$ 21.00	\$ 25.25	\$ 20.00	\$ 22.00	-5%	-15%
Facility	\$ 150.00	\$ 230.00	\$ 169.00	\$ 209.00	11%	-10%
Timing Equipment	N/A	N/A	\$ 200.00	\$ 225.00	N/A	N/A
Additional Guard	\$ 47.00	\$ 47.00	\$30	\$30	-57%	-57%
Closure	\$ 150.00	\$ 150.00	\$100	\$100	-50%	-50%

*Tukwila has a larger breakdown for organizations depending on for profit status.

RENTALS/PARTIES	Tukwila		Mt Rainier Pool		Percentage Lower	
1 to 25*	\$ 113.50	\$ 130.75	\$ 145.00	\$ 170.00	22%	23%
26 to 60*	\$ 174.00	\$ 204.00	\$ 157.00	\$ 187.00	-11%	-9%
61 to 90**	\$ 260.00	\$ 260.00	\$ 183.00	\$ 225.00	-42%	-16%
91 to 120***	\$ 260.00	\$ 260.00	\$ 215.00	\$ 285.00	-21%	9%
Lobby	N/A	N/A	\$ 53.00	\$ 75.00	N/A	N/A

*Tukwila charges \$30 booking fee that was included in price, plus additional dailt rates per swimmer that attends.

***Tukwila only has parties up to 50 with commercial rate of \$230/hour over 50.*

****MRP capacity is 93, any rentals over 93 must have contingency to rotate people in and out of water.*

CERTIFICATIONS (FREE WITH WORK COMMITMENT)

SWIM TEAMS	Tukwila		Mt Rainier Pool		Percentage Lower	
Lifeguard	\$80-\$350	\$80-\$350	\$ 300.00	\$ 300.00		
Lifeguard Recert	\$80-\$350	\$80-\$350	\$ 75.00	\$ 75.00		
WSI	\$80-\$350	\$80-\$350	\$ 250.00	\$ 250.00		
Other	\$80-\$350	\$80-\$350	Market	Market		

**Most people elect to work at the Mount Rainier Pool in lieu of paying the certification fees.*

Talking Points on Rate Increase

DES MOINES POOL METROPOLITAN PARK DISTRICT

Mount Rainier Pool

1. Introduction to the Rate Increase:
 - a. We will be implementing a rate adjustment starting January 1, 2025.
 - b. This decision is essential for maintaining and enhancing the quality of our services.

2. Reasons for the Increase:
 - a. The increase is necessary due to inflationary pressures affecting our operating costs.
 - b. Our rates have not changed since 2023 and have seen minimal increases over the past decade.
 - c. The additional funds will help ensure the long-term sustainability and quality of our pool facilities.

3. Reinvestment in Quality:
 - a. Proceeds from the rate increase will be reinvested into staff training programs.
 - b. We have enhanced our cleaning protocols to ensure the safety and hygiene of our facility.
 - c. These investments will directly contribute to providing you with a better experience.

4. Competitive Landscape:

- a. Despite the increase, our rates will still be lower compared to other local public pools.
- b. We strive to offer the best value without compromising on quality.

5. Benefits to Customers:

- a. Users can expect continued excellent customer service and better facilities.
- b. Our focus remains on providing a clean, safe, and enjoyable environment for all.

6. Customer-Centric Commitment:

- a. Your satisfaction is our top priority, and these changes are designed to enhance it.
- b. We appreciate your understanding and continued support.

7. Other Affordable Options:

- a. Residents of Des Moines and Normandy Park who meet financial criteria can utilize scholarships covering 90% of the fees.
- b. The pool accepts insurance membership programs such as Active and Fit, FitOnHealth, Silver and Fit, Silver Sneakers, and United Health for swim passes and water exercise.

8. New Benefits of the 2025 Pass Structure:

- a. All 2025 swim passes will now include access to water exercise classes.
- b. New monthly and annual recurring passes will be available for all annual pass options.
- c. New family and youth summer passes will be offered starting in June 2025.

9. Invitation for Feedback:

- a. We welcome any questions or concerns you may have regarding these changes.
- b. Our District General Manager is available at (206) 429-3852 or info@mtrainierpool.com for further assistance.

MT RAINIER POOL

NEW PASS BENEFITS & RATES

- **NEW** All passes include access to Water Exercise
- No Joining Fee
- Discounted Residency Rate for Des Moines and Normandy Park Residents (DM/NP)
- Pass options include Daily, 10-visit, 3-month, Annual Paid In Full (PIF) and **NEW** Annual Monthly/Electronic Funds Transfer (EFT)
- Scholarships available for residents
- Lowest fees for any public pool in area in 2025
- 2024 Pass rates effective until 12/31/2024 & accepted in 2025

Insurance Passes

The Mt Rainier Pool accepts insurance for swim and water exercise passes including Silver Sneakers, Silver and Fit, Prime, United Healthcare, FitOnHealth and Active and Fit.

NOTES: *NR=Non-residents. DM/NP is for residents of Des Moines & Normandy Park
 **Disabled Fee is same as senior and Youth
 ***Family rate of family up to 5. See website for additional family members. For more information visit mtrainierpool.com/pool-rates.



Daily Rates

	NR*	DM/NP
Adult	\$7.25	\$6.75
Sr/Youth**	\$4.75	\$4.75

10-Visit Pass Rates

	NR*	DM/NP
Adult	\$65.25	\$59.50
Sr/Youth**	\$43.25	\$41.25

3-Month Pass Rates

	NR*	DM/NP
Adult	\$208.75	\$166.50
Sr/Youth**	\$132.75	\$105.50

Annual Pass Rates

Paid in Full (PIF)

	NR*	DM/NP
Adult	\$613.50	\$488.50
Sr/Youth**	\$374.50	\$296.75
Family***	\$649.00	\$549.00

NEW Accrual/Monthly (EFT)

	NR*	DM/NP
Adult	\$55.00	\$45.00
Sr/Youth**	\$35.00	\$29.00
Family***.	\$65.00.	\$55.00



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c

Assigned to: District GM

Meeting Date: 12/10/2024

Under: New Business

Attachment: Yes No

Subject: *Architect (Engineer) of Record*

Background/Summary:

The District GM notified the board that at a project meeting, it was determined that it would be beneficial to the district to hire an architect of record for the project design, sealed bidding and general oversight of the engineering and replacement of the air handler unit (AHU) and HVAC replacement in 2025.

The District GM met with legal, and it was determined that legally the District can utilize MRSC Rosters over RFQ, as the 2015 RFQ to select an architect only produced one applicant. This process was utilized for the aquatic feasibility study that led to the conditions assessment of the Mount Rainier Pool in 2023.

The District GM is requesting assistance from the Capital and Contracts Committee (Dusenbury & Thorell) in interviewing interested firms. A recommendation from the committee will be made at a future board meeting. The District GM will draw a timeline out for the project once a proposed timeline is presented by the architect of record. The goal is to have an architect of record selected early in 2025 to allow adequate time to bid the project and have adequate time to source the project's parts.

Fiscal Impact: All funds for this project should be covered by the \$1.438 million Best Starts for Kids Grant. The goal of this project is to get both units replaced in August 2025.

Proposed Motion: I move to approve the District General Manager to work with the Capital and Contracts to develop a list of potential firms and process to select an Architect/Engineer of Record to be presented at a future meeting.

Reviewed by District Legal Counsel: Yes No Date: Various

Three Touch Rule: N/A Committee Review
12/10/24 First Board Meeting (Informational)
To Be Determined Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes: Attachments:

- List of Potential MRSC Roster – Aquatic Pool Design and Architectural Design Firms
- About MRSC Rosters Page (<https://mrscrosters.org/mrsc-rosters/>)

Engineer of Record
MRSC SMALL WORKS ROSTER
December 10 Board Meeting – Attachment 7c

IN-STATE W/ POOL EXPERIENCE

INNOVA ARCHITECTS (Formerly ORB)

UBI #: 603107031

Parent Company/Legal Business Name: INNOVA Architects, Inc

Website URL: www.innovaarchitects.com

Name: Scott Saladis

Address: 950 Pacific Avenue, Suite 450 Tacoma, WA 98402

Phone: 253-572-4903

Email: ssaladis@innovaarchitects.com

Can you be awarded emergency work: No

OAC SERVICES INC.

UBI #: 600047642

Parent Company/Legal Business Name:

Website URL: www.oacsvcs.com

Name: Diana Brown

Address: 2200 1st Avenue South, 200 Seattle, WA 98134

Phone: 253-709-3478

Email: dbrown@oacsvcs.com

Can you be awarded emergency work: Yes

SCHEMETA WORKSHOP INC.

UBI #: 602450813

Parent Company/Legal Business Name: Schemata Workshop, Inc.

Website URL: <http://www.schemataworkshop.com>

Name: Grace Kim

Address: 1720 12th Avenue Seattle, WA 98122

Phone: 206-285-1589

Email: grace@schemataworkshop.com

Can you be awarded emergency work:

STEMPER

UBI #: 601985889

Parent Company/Legal Business Name:

Website URL: www.stemperac.com

Name: Melody Leung

Address: 4000 Delridge Way SW Ste 200 Seattle, WA 98106

Phone: 206-624-2777

Email: Melody@stemperac.com

Can you be awarded emergency work: Yes

OUT-OF-STATE W/ POOL EXPERIENCE

BKF ENGINEERS

UBI #:

Parent Company/Legal Business Name: BKF Engineers

Website URL: bkf.com

Name: Kaitlin Virding

Address: 1646 N. California Blvd., Suite 400 Walnut Creek, CA 94596

Phone: 503-886-8991

Email: kvirding@bkf.com

Can you be awarded emergency work: Yes

RSS ARCHITECTS

UBI #: 602717070

Parent Company/Legal Business Name:

Website URL: <http://rarchitectur1002.qwestoffice.net>

Name: Randal S. Saunders

Address: 2225 Country Club Road Woodburn, OR 97071

Phone: 503-982-1211

Email: randy-rssarch@qwestoffice.net

Can you be awarded emergency work: Yes

TRES WEST ENGINEERS

UBI #: 600215991

Parent Company/Legal Business Name: Tres West Engineers

Website URL: <http://www.treswest.com>

Name: Susan West

Address: 2702 S 42nd Street Suite 301 TACOMA, WA 98409

Phone: 253-472-3300

Email: marketing@treswest.com

Can you be awarded emergency work: Yes

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d Assigned to: District GM

Meeting Date: December 10, 2024

Under: Old Business

Attachment: Yes

Subject: MRSC Rosters Process and KCYAS Sports Facilities Projects

Background/Summary:

The Des Moines Pool Metropolitan Park District a KCYAS Sports Facilities Grant for \$213K. The grant will be broken into two separate projects. We received estimates from our current services providers for our pool plumbing (Aquatic Specialty Services) and the mechanical/boilers systems (MacDonald Miller). We are working to try to complete both projects in mid-March 2025.

Project #1: For the pool plumbing repairs, we will create a project for the filter media, strainer basket and pool plumbing (see emergency repairs).

Project #2: For the boiler system, we will create a project for the boiler's water tank replacement.

We will need to contact all of the qualified contractors for each project on the MRSC Rosters. I am working on an invitation to bid that I hope to send out by the end of the month/early next month.

We also need to adopt Resolution 2024-10, MRSC Small Works

I will contact the three companies and bring bids to the January 28 board meeting. The goal is to have a contractor selected and mobilized for a closure on or around March 10. This closure would be after the end of the school swim season, and last around a week between swim lessons. As always, staff will work to minimize any closures.

Fiscal Impact: N/A

Motion: I move to approve Resolution 2024-10 MRSC Rosters Small Public Works, Consultant.

Reviewed by District Legal Counsel: Yes X No Date: 12/05/2024

Two Touch Rule: N/A Committee Review
 12/10/2024 First Board Meeting (Informational)
 01/28/2025 Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes:

- Pool Repairs List: MRSC Rosters (attached)
- Pool Repairs Estimates (attached)
- AFM Filter Media Factsheet (attached)
- Boiler Repairs List: MRSC Rosters (attached)
- Boiler Repairs Estimate (attached)
- Resolution 2024-10 MRSC Rosters Small Public Works, Consultant and Vendors (attached)

AQUATIC SPECIALTY SERVICES, INC 1605 SOUTH 93RD STREET #EF, SEATTLE, WA 98108 206-275-0694 phone 206 275-2229 Fax Aquaticspecialtyservices.com Business License 602-161-542 Contractors License AQUATSS996Q6	ESTIMATE		10290
	all estimates are good for 30 days		
	Terms	Date	
50% Deposit	11/22/2024		

Client:	Ship to:
Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198	Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198 Attn: Dominic

Washington State Public Works act requires that workers be paid prevailing wage rates when employed on public projects, and on public building service maintenance contracts. All sales are subject to Net 30 trms, unless otherwise stated. All credit card payments are subject to 3.5% processing fee. All returns are subject to restocking fees plus all freight. Chemicals are not returnable. Balances past due are subject to accrue 1% finance charge monthly. All change orders must be submitted in writing. Under no circumstances will provider be responsible for or buyer be entitled to consequential damages arising out of any delays in performance. All uncertainties are billable. Warranty complies with manufacturer to period of 1 year and claim period 4 months. All freight is billable. A purchase order may be applicable, a deposit may be applicable and signature to process order. All estimates are good for 30 days.

Item	Description	Qty	Price ...	Total
	Estimate for Mt Rainier Pool			
	Scope of Work: - Replace filter media with AFM NG in (2 Mermade Filters, Filter Model 143-87)			
	Filter Media Capacity Per Tank 600Lbs Washed rocks 3700Lbs AFM			
	*Pool will need to be closed for 4 days			
AFMn...	NG # 1 Activated Filter Media 55lb Bag	60	65.00	3,900.00T
AFMn...	NG # 2 Activated Filter Media 55lb Bag	30	65.00	1,950.00T
AFMn...	AFM Pool Minerals Grade 3 55lb bag (40)	30	65.00	1,950.00T
Miscell...	3/8 Round washed 1/2 yard	1	71.26	71.26T
Mer-M...	Pressure Gauge (each filter uses 2)	4	89.60	358.40T

SIGNATURE REQUIRED & DATE: *Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc	Subtotal
*Notice to Client will be provided and required to be signed by appropriate authorized person ordering the work and or the owner of the property.	Sales Tax (10.1%)
* Resellers Permit required when applicable	Total

AQUATIC SPECIALTY SERVICES, INC 1605 SOUTH 93RD STREET #EF, SEATTLE, WA 98108 206-275-0694 phone 206 275-2229 Fax Aquaticspecialtyservices.com Business License 602-161-542 Contractors License AQUATSS996Q6	ESTIMATE		10290
	all estimates are good for 30 days		
	Terms	Date	
50% Deposit	11/22/2024		

Client:	Ship to:
Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198	Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198 Attn: Dominic

Washington State Public Works act requires that workers be paid prevailing wage rates when employed on public projects, and on public building service maintenance contracts. All sales are subject to Net 30 trms, unless otherwise stated. All credit card payments are subject to 3.5% processing fee. All returns are subject to restocking fees plus all freight. Chemicals are not returnable. Balances past due are subject to accrue 1% finance charge monthly. All change orders must be submitted in writing. Under no circumstances will provider we responsible for or buyer be entitled to consequential damages arising out of any delays in performance. All uncertainties are billable. Warranty complies with manufacturer to period of 1 year and claim period 4 months. All freight is billable. A purchase order may be applicable, a deposit may be applicable and signature to process order. All estimates are good for 30 days.

Item	Description	Qty	Price ...	Total
Mer-M...	Replacement pressure gauge, tubing and compression fittings for back side of gauges (each filter uses 2)	4	176.40	705.60T
Mer-M...	Manway gasket	2	161.00	322.00T
Mer-M...	Automatic Air relief valve 1/2" (depending on the size of the hole at the top of the filter, it may need a pvc bushing to accept the ARV threaded end)	2	350.00	700.00T
Miscell...	Vacuum Trailer rental fee	1	3,292.50	3,292.50T
Miscell...	dump fee disposal fee	1	1,500.00	1,500.00T
00.4	PWR for plumber & pipefitter classification	58	250.00	14,500.00T
00.5	PW filings overhead cost & documentation filing fees	1	250.00	250.00T
Service...	Service Zone A-30	6	75.00	450.00T
17	Shipping & Handling	1	300.00	300.00T
	Thank you * 50% deposit fee to schedule jog with remaining balance due upon completion. we can do this job for you this year if you like.			

SIGNATURE REQUIRED & DATE: *Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc	Subtotal	\$30,249.76
*Notice to Client will be provided and required to be signed by appropriate authorized person ordering the work and or the owner of the property.	Sales Tax (10.1%)	\$3,055.22
* Resellers Permit required when applicable	Total	\$33,304.98

AQUATIC SPECIALTY SERVICES, INC 1605 SOUTH 93RD STREET #EF, SEATTLE, WA 98108 206-275-0694 phone 206 275-2229 Fax Aquaticspecialtyservices.com Business License 602-161-542 Contractors License AQUATSS996Q6	ESTIMATE		10308
	all estimates are good for 30 days		
	Terms	Date	
50% Deposit	11/26/2024		

Client:	Ship to:
Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198	Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198 Attn:Dominic

Washington State Public Works act requires that workers be paid prevailing wage rates when employed on public projects, and on public building service maintenance contracts. All sales are subject to Net 30 trms, unless otherwise stated. All credit card payments are subject to 3.5% processing fee. All returns are subject to restocking fees plus all freight. Chemicals are not returnable. Balances past due are subject to accrue 1% finance charge monthly. All change orders must be submitted in writing. Under no circumstances will provider be responsible for or buyer be entitled to consequential damages arising out of any delays in performance. All uncertainties are billable. Warranty complies with manufacturer to period of 1 year and claim period 4 months. All freight is billable. A purchase order may be applicable, a deposit may be applicable and signature to process order. All estimates are good for 30 days.

Item	Description	Qty	Price ...	Total
	Estimate for Mt Rainier Pool Scope of work: - Replumb piping starting at the gear driven valve immediately after surge tank up to new manifold flange. -Replumb piping starting at exit side of filters and ending down stairs before drain area. - Replumb piping starting at new backwash manifold flange and ending above drain in basement. - Replumb piping starting at surge tank overflow and drain line and end at the drain in basement. - leak on heater flange to be replaced***** (Aquatic Specialty Services believes only the flange gasket is bad, we will not know until we take it about and if the issue is different a change ordered will be required)***** - Replace Stainer main pump strainer - Piping will be secured to walls using strut. * Pump will remain in same location *pool will need to be closed for 5 days, 1 work week monday through Friday. * Before this estimate is finalized we recommended that a structural engineer inspects the integrity of the surge tank. Aquatic Specialty Services is concerned about cracking around where the main pump is mounted to the wall of the surge tank. Please note we are not liable or able to validate integrity of surge tank, due to fact we are not engineers.			

SIGNATURE REQUIRED & DATE: *Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc	Subtotal
*Notice to Client will be provided and required to be signed by appropriate authorized person ordering the work and or the owner of the property.	Sales Tax (10.1%)
* Resellers Permit required when applicable	Total

AQUATIC SPECIALTY SERVICES, INC 1605 SOUTH 93RD STREET #EF, SEATTLE, WA 98108 206-275-0694 phone 206 275-2229 Fax Aquaticspecialtyservices.com Business License 602-161-542 Contractors License AQUATSS996Q6	ESTIMATE		10308
	all estimates are good for 30 days		
	Terms	Date	
50% Deposit	11/26/2024		

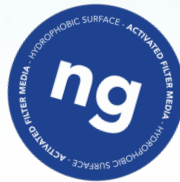
Client: Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198	Ship to: Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198 Attn: Dominic
---	---

Washington State Public Works act requires that workers be paid prevailing wage rates when employed on public projects, and on public building service maintenance contracts. All sales are subject to Net 30 trms, unless otherwise stated. All credit card payments are subject to 3.5% processing fee. All returns are subject to restocking fees plus all freight. Chemicals are not returnable. Balances past due are subject to accrue 1% finance charge monthly. All change orders must be submitted in writing. Under no circumstances will provider we responsible for or buyer be entitled to consequential damages arising out of any delays in performance. All uncertainties are billable. Warranty complies with manufacturer to period of 1 year and claim period 4 months. All freigh is billable. A purchase order may be applicable, a deposit may be applicable and signature to process order. All estimates are good for 30 days.

Item	Description	Qty	Price ...	Total
Mer-M...	Mer-Made 8x8 FO Strainer with basket	1	4,890.00	4,890.00T
Miscell...	PVC & plumbing supplies	1	23,427.39	23,427.39T
Miscell...	Supports and strut.	1	3,750.00	3,750.00T
00.4	PWR for plumber & pipefitter classification	86	250.00	21,500.00T
00.5	PW filings overhead cost & documentation filing fees	1	250.00	250.00T
Service...	Service Zone A-30	8	75.00	600.00T
17	Shipping & Handling to be determined and billable	1	0.00	0.00T
Thank you , * 50% deposit required to schedule job with remaining balance due upon completion.				

SIGNATURE REQUIRED & DATE: *Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc	Subtotal \$54,417.39
*Notice to Client will be provided and required to be signed by appropriate authorized person ordering the work and or the owner of the property.	Sales Tax (10.1%) \$5,496.16
* Resellers Permit required when applicable	Total \$59,913.55

THE BEST FILTRATION MEDIA



POWERFUL FEATURES



Self-sterilizing surface
resistant to bacterial growth



Increased surface area for
superior filtration properties



Activated surface charge for
the adsorption of fine particles
and organic matters

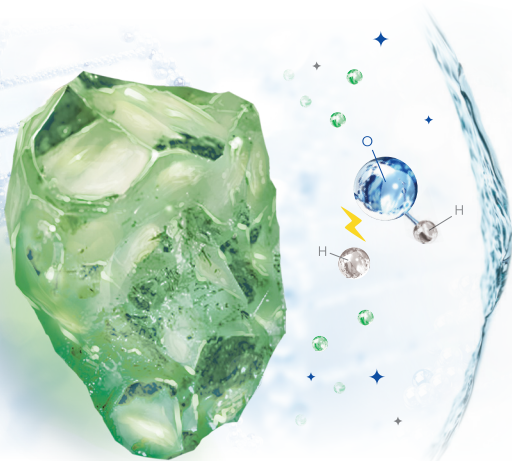
WHAT IS AFM[®] ?

Result of 35 years of Research & Development, AFM[®] (Activated Filter Media) is a direct replacement for sand that can be installed in all types of sand filters without modifications.

Manufactured from green and brown glass, AFM[®] is exposed to a unique activation process to **become self-sterilizing and acquire superior mechanical & electro-static filtration performance.**

UNIQUE BENEFITS

- ▶ **The safest water** : Prevents the transmission of pathogens (E.g. Crypto)
- ▶ **The clearest water** : Offers a stable 1 micron filtration rate.
- ▶ **The healthiest air** : Prevents the formation of DBPs and chlorine smells.
- ▶ **The lowest operating costs** : Saves backwash water and chemicals.
- ▶ **The most sustainable filtration** : Outlasts all other filter media.



AFM[®] is the only glass filter media certified for pools (NSF50) and drinking water (NSF61)

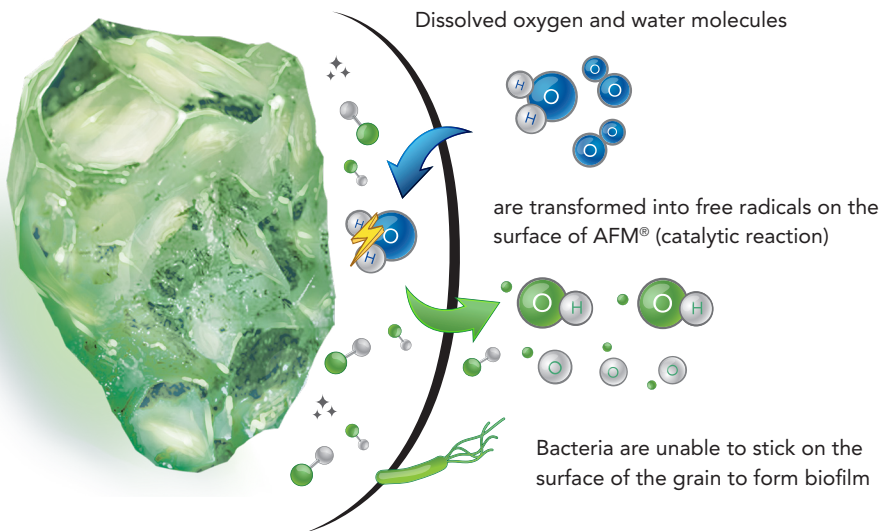


Tested and certified as the best filtration media by the IFTS.



THE HEALTHIEST SWIMMING EXPERIENCE

► Self-sterilizing surface fully resistant to bacterial growth

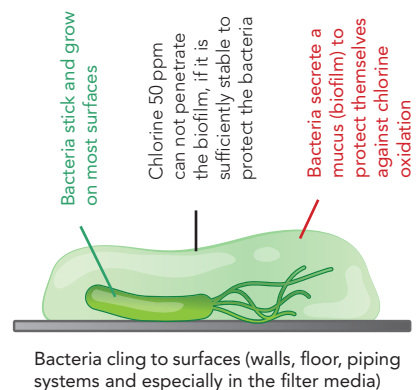


Unique 100% bio-resistant filter media

One of the main differences between AFM® and other filter media such as sand and crushed glass is its bio-resistance. When in contact with water flowing through the filter, a small amount of free radicals (O· and OH·) are formed on the surface of the grains. **Thanks to their strong oxidation potential, free radicals protect AFM® from colonisation by bacteria and fully prevent the formation of biofilm.**

► How do bacteria survive in a swimming pool ?

Within just a few days, bacteria will colonise all surfaces in contact with water. **The largest surface in contact with water in a swimming pool is the quartz sand in the filter.** 1 m³ of quartz sand has a surface of 3000m² and it is an ideal breeding ground for bacteria. Bacteria will attach to the surface of the sand grains and, within seconds, will form a biofilm that protects them from oxidants. In this protective biofilm, bacteria can grow and multiply. Even high chlorine concentrations and good backwashing cannot stop this development completely.



The 3 main problems of biofilm

1 INCONSISTANT AND UNRELIABLE FILTRATION

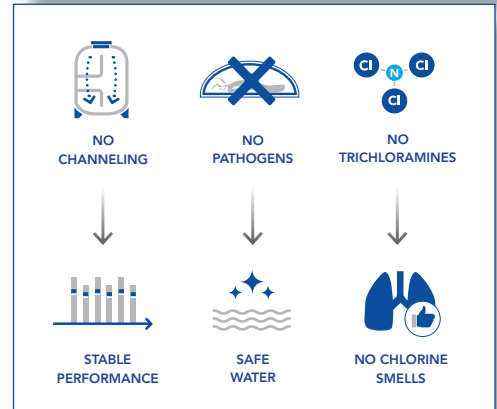
After 6 – 12 months, biofilm on the sand has developed to a degree where the grains stick together, forming clumps and causing channelling of the filter bed that reduce filtration performance and allow unfiltered water to reach the bathers.

Filtration performance with AFM® is predictable, reliable, and remains stable over the years. There is no possibility of unfiltered water reaching the pool.

3 TRICHLORAMINE - CHLORINE SMELL

Pool users add sweat and urine in the pool water. They consist of 80% of urea. Bacteria in the biofilm convert this urea into ammonia which then reacts with chlorine to form inorganic chloramines (mono-, di- and tri-chloramine). Trichloramine (NCl_3) is very volatile and is responsible for the unpleasant chlorine smell. It is also a severe health hazard causing skin, eye and lung irritation. With **AFM®, there is no biological conversion from urea to ammonia inside your filter : No biofilm ▶ No trichloramine ▶ No chlorine smell !**

YOUR BENEFITS



2 PATHOGENS

The filter develops into a breeding ground for pathogens, such as legionella and pseudomonas. Periodically, bacteria flocs will break through the filter. **AFM® prevents the growth and the transmission of these pathogens. Pool water is therefore much safer.**

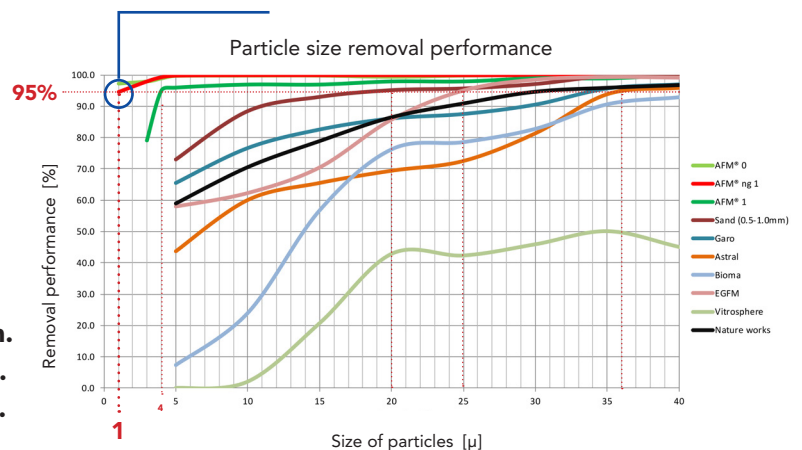
THE HIGHEST PERFORMING FILTER MEDIA

▶ AFM® offers the finest filtration

AFM® filters much finer than quartz or glass sand. The independent and best-known European laboratory for filtration tests IFTS (www.ifts-sls.com) has tested AFM®, quartz sand and various glass sands. The tests were conducted with fresh filter media without any biofilm. At 20m/h filtration velocity, without the addition of flocculants, the following results were achieved:

- **AFM® ng:** Filters 95% of all particles down to **1 micron**.
- **AFM®:** Filters 95% of all particles down to **4 microns**.
- **Sand:** Filters 95% of all particles down to **20 microns**.
- **Glassand:** Filters 95% of all particles **>25 microns**.

AFM® ng : A certified 1 micron filtration rate



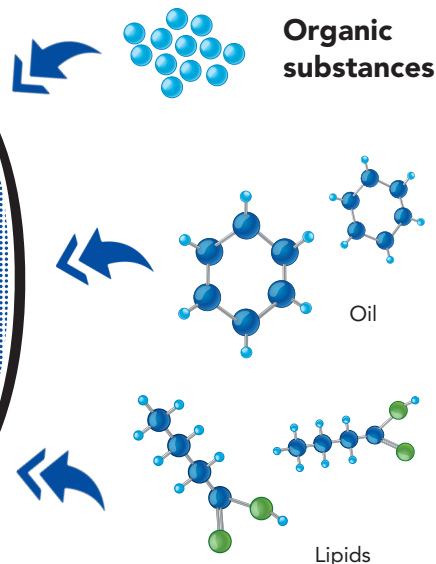
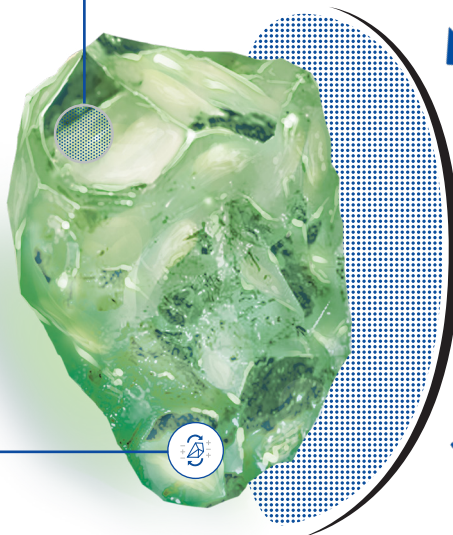
Source: IFTS Test data, France

WHAT MAKES AFM® PERFORM BETTER THAN OTHER FILTER MEDIA ?

► Superior mechanical filtration and adsorption properties

MESOPOROUS STRUCTURE

Our patented activation process creates a mesoporous structure to strongly increase the surface area (m²) of AFM® in contact with water. This feature enables AFM® to **mechanically capture more particles than sand and other glass filter media** and offers a much larger surface for the adsorption of fine particles.



ACTIVATED SURFACE CHARGE

Our activation process modifies the surface charge of the glass to give AFM® unique adsorption properties. The activation of the glass enables AFM® to remove particles down to 1 micron and **about 50% more organic substances than sand and other glass filter media.**



SCAN TO SEE ACTIVATION!

WHY IS ACTIVATION IMPORTANT ?

► Reduced chlorine consumption

It is easy to remove large particles but it is the sub 5 micron that are difficult to remove and in this particle size range AFM® excelled. Everything that can be filtered out and removed in the backwash process doesn't have to be oxidised with chemicals. The greater filtration efficiency of AFM® therefore saves chlorine and acid. **Chemical savings are approximately 20% to 30%.**

► Crystal clear water and the best air quality

Chlorine is an excellent disinfectant. But in reaction with organic substances it also produces undesirable, toxic reaction by-products called Trihalomethanes (THMs), including chloroform. Thanks to its very large activated surface, AFM® can remove far more organic substances than sand or glass sand. The better the filtration - the lower the chlorine consumption and less disinfection by-products are produced. **AFM® reduces by up to 50% the formation of chloroform and other THMs.**

BENEFITS

1
MICRON

ULTRA FINE
FILTRATION



EXCEPTIONAL
WATER CLARITY



↓ Cl
LESS
CHEMICALS



↓ THMs
UP TO 50%
LESS THMs



THE LOWEST OPERATING & MAINTENANCE COSTS

► Up to 50% less backwash water

Sand needs - according to DIN standards - to be backwashed at 60m/h for 5 minutes or longer. **AFM® only needs 40 to 50 m/h backwash velocity.** The backwash efficiency is higher, because no biofilm is coagulating the grains and a backwash duration of 4 minutes is enough to remove all particles. As a result, approx. 50% of the backwash water can be saved. Water costs are approx 2€m³ for water and 3€m³ for heating and treatment.

► Filter maintenance

A major cost factor is the cost of replacing the media (removal, disposal and filling with new media). These costs are the same for AFM® and sand, but the life expectancy of AFM® is much higher than sand. **AFM® outlasts all other filter media and offers a guaranteed return on investment.**

ADAPTED TO ALL TYPES OF SAND FILTERS

► For the best filtration results and energy savings :

Use ideally AFM® with a variable speed pump and set your pump's speeds as follows using a flowmeter :

Filtration speed : 15 to 30m/h

Example: 20 x filter surface (m²)
= Filtration flowrate (m³/h)

Backwash speed : 40 to 50m/h

Example: 40 x filter surface (m²)
= Backwash flowrate (m³/h)

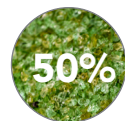
► Important note:

For smaller filters (<800 mm diameter) and for all filters with nozzle plate beds, irrespective of filter diameter, use **50% of AFM® Grade 1 and 50% of AFM® Grade 2.** AFM® 3 is required for larger diameter filters to ensure adequate water flow. AFM® is supplied in 21 kg and 25 kg bags or 1000 kg big bags. AFM® density = 1'250 kg/m³.

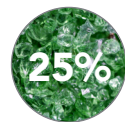
BENEFITS



GRADE 1
0.4 - 0.8 mm



GRADE 2
0.7 - 2.0 mm



GRADE 3
2.0 - 4.0 mm

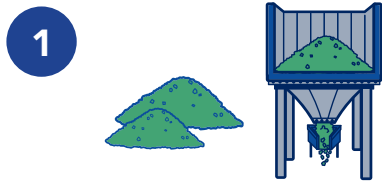


25kg of sand
= 21kg of AFM®



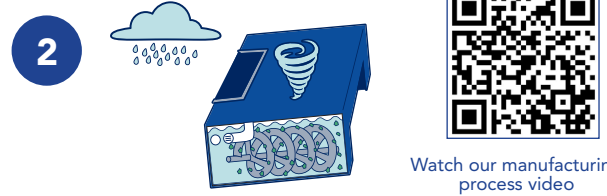
THE MOST SOPHISTICATED AND SUSTAINABLE MANUFACTURING PROCESS

Our production is the most sophisticated glass processing factory in the world. **We produce 100% of the power needed to run the factory** using solar panels and heat recovery systems. The glass is **washed in a unique sustainable loop using rain water**. We optimise every part of the process to make the best material available, with the best shape and size for our applications. We ensure that our product has no sharp edges that can injure you or damage the filter.



MADE FROM RECYCLED GLASS

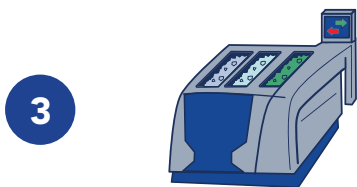
When mining sand, landscapes are destroyed and entire ecosystems disappear. Processing and transport are energy inefficient. AFM® is manufactured from recycled glass, a raw material that already exists and needs to be reused.



Watch our manufacturing process video

THE PUREST GLASS

AFM® is cleaned, washed and sterilized to become the purest glass filter media on the market with a maximum loose **organic contamination of less than 10g/ton**. Normal glass sand has up to 20,000g/ton.



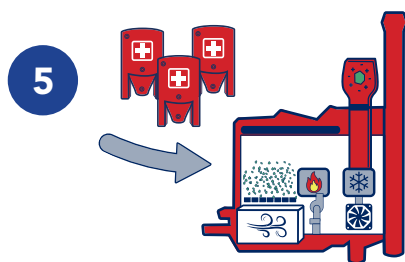
CAREFULLY SELECTED

We only use green and brown glass in the manufacture of AFM® because white glass does not contain the metal oxides needed to make the media self-sterilizing. **AFM® contains more than 98% green and brown glass.**



OPTIMUM SIZE & SHAPE

The grading process of AFM® has been engineered to obtain **a precise consistent particle size and shape**. The sphericity and uniformity coefficient are crucial for the outstanding hydraulic properties of AFM®.



UNIQUE ACTIVATION PROCESS

The raw AFM® goes through a **unique three-step chemical and thermal activation process**. The Activation is the reason for its bio-resistance and superior filtration properties. The surface of AFM ng becomes hydrophobic.



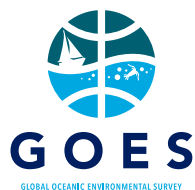
MOST CERTIFIED FILTER MEDIA

AFM® is manufactured under ISO9001-2015 conditions and is certified under DWI EC Reg31, NSF50 & NSF61 **for swimming pools and potable water use** and HACCP certified **for food and drinks markets**.

EXPORTED TO 80+ NATIONS AROUND THE WORLD



SAVE THE OCEANS, SAVE THE PLANET!



Dryden Aqua supports
GOES Foundation to
save coral reefs and
restore plankton levels
in our oceans



70% of the oxygen we breathe is generated by plankton

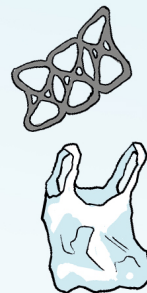
These microscopic plants (phytoplankton) and animals (zooplankton) absorb more than 50% of our CO₂ emissions. They are the basis of our food chain and the lungs of our planet. Quite simple, All life on Earth depends upon plankton.

A clean ocean is the most efficient way to fight climate change at the lowest cost.

In a clean ocean, plankton will be able to recover super fast and absorb double the amount of CO₂ !

Toxic chemicals and microplastics are killing our plankton

Over the last 50 years, we have killed 50% of our plankton (Source: NASA). Some of the worst killers are Oxybenzone, PCBs, PBDE, Methyl Mercury, DBT & TBT. Once in our oceans, these chemicals mix with microplastics and stick to them. When the plankton eat the microplastics, the toxic chemicals enter plankton and kill them.



WHAT WE CAN DO TO STOP CLIMATE CHANGE

USE OCEAN SAFE SUNSCREEN

Over 10,000 tons of sunscreen gets dumped in our oceans each year. 1 bottle of sunscreen containing Oxybenzone will kill coral in an area the size of 10 olympic pools. Switch to sunscreens that contain Zinc oxide and titanium dioxide. Do not use sunscreen containing oxybenzone, octinoxate or Ethylhexyl Methoxycinnamate.

USE OCEAN SAFE BEAUTY PRODUCTS

Stop using toothpaste containing Triclosan. A 100g tube of toothpaste containing 0.5% triclosan would kill all plankton life in a volume the size of 50 Olympic sized swimming pools!

Avoid using beauty products that contain Polyethylene and polypropylene like exfoliating face wash. 1 tube can contain up to 300'000 plastic microbeads.

IMPROVE OUR WATER TREATMENT

Public wastewater treatment plants currently fail to remove 90% of toxic chemicals in the wastewater and they build up in the marine ecosystem. Adding tertiary treatment to wastewater will deliver a 10 fold reduction of chemical pollution.

The cost would be about 200 - 400 euros per person only!

There is 20,000 tonnes of Oxybenzone used in sunscreen every year, sufficient to kill all marine life in all the oceans if it were added all at the one time. Life on earth cannot continue, if we lose all life in the oceans, but this will happen in 25 years unless we stop the pollution.

DRYDEN AQUA

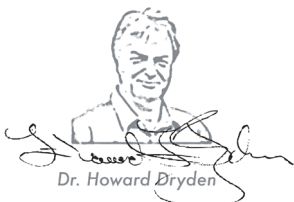
DISTRIBUTION



SUSTAINABLE
WATER
QUALITY



Watch our AFM®
e-learning video



Dr. Dryden is a marine biologist specialising in swimming pool water treatment. His mission is to eliminate toxic disinfection by-products and provide the best air and water quality on the market. For over 35 years, Dr. Dryden has been working with chlorinated systems for Dolphins and other aquatic mammals before successfully introducing his technology to the pool industry. Today, as a testament to the performance, safety and benefits of his water treatment solutions, over 500'000 swimming pools worldwide are using Dryden Aqua products.

Public Agency Name: Des Moines Pool Metropolitan Park District
Roster Type: Small Work Roster
Project Type: Parks
Category: Pools
Sub-Category: General
Date: 11/05/2024
Time: 10:37 am

BUSINESS NAME LAST CONTRACT DATE

4 K Contractors, Inc
A-Built Construction LLC
Accord Contractors, LLC
AKHIS Remodeling
Alpha Developers LLC
Aquatic Specialty Services, Inc
Beisley Enterprises LLC
Braveheart Construction & Remodel, Inc
Brooklynn Masonry
Browns Plumbing and Pumps Inc.
C. Denney Construction
Cascade Industrial Services LLC
Combined Construction, Inc.
Deacon Construction LLC
Delaney Construction, LLC.
EKM General Contractors, LLC
Four Seasons Concrete Construction LLC
General Mechanical, Inc
Green Town Landscaping LLC
GRUNDFOS CBS INC
HAMER ELECTRIC, INC
Hansen Excavation & Rockery LLC
Hanson Excavation
Ideal Reinforcing Steel NW, LLC.
Jammie's Environmental Inc
JH Construction and Sons, LLC
Jireh Asphalt and Concrete
Konnerup Construction, Inc
Mainline Excavating LLC
McCarthy General Contractor
Molecular Inc
Mountain West Development Inc
NORSE development LLC
NW Construction General Contracting, Inc.
Omega General Contractors
Orca Pacific, Inc.
Pacific Tech Construction
Pallotta Construction Solutions
PBS Engineering and Environmental LLC, an
Apex Company
Puterbaugh Construction
Quality Coating Enterprises
ROGNLINS INC.
Sabr Co LLC
Souder Diving LLC
Spray on foam and coating Inc
Stateline LLC
Swofford Excavating
Taylor's Excavators Inc
Tikka Inc
TMC Contractors LLC
Tri Coast Construction, LLC
USA Building Solutions LLC
Viking Construction Group
W. Business Solutions LLC, dba Transblue
Western Specialty Contractors
WestLand Contracting
WMS Aquatics

January 11, 2024

Proposal # 1296 SZ

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

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

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

Dear Scott:

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

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

INCLUSIONS

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

ASSUMPTIONS/CLARIFICATIONS

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

EXCLUSIONS

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

PRICING

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

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

Thank you,



Steve Zander
Account Executive



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

Anticipated starting date: TBD

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

and completion date: _____

MacDonald-Miller Facility Solutions, LLC.

Submitted by: _____
Steve Zander/ Account Executive

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

Purchaser _____

By _____

Date _____

Public Agency Name: Des Moines Pool Metropolitan Park District
Roster Type: Small Work Roster
Project Type: Facilities; Parks
Category: Plumbing; Pools
Sub-Category: Boilers; General
Date: 12/05/2024
Time: 03:46 pm

BUSINESS NAME LAST CONTRACT DATE

4 K Contractors, Inc
222 Electric Co
A-Built Construction LLC
A-Z Plumbing & Mechanical llc
ACCO Engineered Systems, Inc.
Accord Contractors, LLC
AirX LLC
AKHIS Remodeling
Alpha Developers LLC
Apex Mechanical llc
Apollo Mechanical Contractors
Aquatic Specialty Services, Inc
Beisley Enterprises LLC
Betschart Mechanical
Blackwater Industries
Boadus Pride LLC
Bowers Plumbing LLC
Braveheart Construction & Remodel, Inc
Brooklyn Masonry
Browns Plumbing and Pumps Inc.
C. Denney Construction
Capital Industrial
Cascade Boiler Services, Inc.
Cascade Industrial Services LLC
coastal plumbing llc
Cole Industrial, Inc.
Combined Construction, Inc.
Cor Tech Plumbing & Mechanical LLC
Custom Energy Consultants
CW Concrete LLC
D & B Company, Inc
D. K. Systems, Inc.
DB SOLUTIONS
Deacon Construction LLC
Delaney Construction, LLC.
Design West Mechanical
DHC Contracting Inc
DM Kelly Mechanical, Inc.
Eagle harbor Associates
EHS-International, Inc.
EKM General Contractors, LLC
Elite Mechanical Services LLC
Estate Design and Construction
Four Seasons Concrete Construction LLC
General Mechanical, Inc
Government Contracting Services LLC
Green Town Landscaping LLC
GRUNDFOS CBS INC
GSK LLC
HAMER ELECTRIC, INC
Hansen Excavation & Rockery LLC
Hanson Excavation
HAWK MECHANICAL CONTRACTORS, INC.
Hermanson Company LLP
HOLADAY-PARKS, INC
Hurley Engineering Co
Ideal Reinforcing Steel NW, LLC.
Infinite Build
Jammie's Environmental Inc
JH Construction and Sons, LLC
Jireh Asphalt and Concrete
Kiel Mechanical
Konnerup Construction, Inc
Langsholt Contracting Inc
Lindberg Pipe And Grade
Mainline Excavating LLC

Maryanski Plumbing LLC
Mattila Painting, Inc
MBI Construction Services, Inc
McCarthy General Contractor
McKinstry Co. LLC
McKinstry Essention, LLC
Mechanical Service & Integration, LLC
Meek Mechanical
Mega Mushroom Mechanical
Molecular Inc
Morgan Mechanical Inc.
Mountain West Development Inc
Mr. Rooter Plumbing
Neptune Plumbing LLC
NORSE development LLC
Northwest Thermal Hydronics LLC
NW Construction General Contracting, Inc.
Omega General Contractors
Orca Pacific, Inc.
Pacific Tech Construction
Pac West Mechanical, LLC
Pallotta Construction Solutions
PBS Engineering and Environmental LLC, an
Apex Company
Pease & Sons, Inc.
Pease Piping, Inc.
Precision Industrial Contractors
Proctor Sales Inc./Combustion and Control Div.
Puterbaugh Construction
Quality Coating Enterprises
Raybell Plumbing
Redline Mechanical
Revival Plumbing Solutions LLC
ROGNLINS INC.
Sabr Co LLC
Schuchart Corporation
Sunder Diving LLC
Spray on foam and coating Inc
Stateline LLC
Stellar J Corporation
Stephenson Welding
STREIMER SHEET METAL WORKS, INC.
Summit HVAC
SW Morgan LLC
Swofford Excavating
Taylor's Excavators Inc
The Salcido Connection, Inc.
Tikka Inc
TMC Contractors LLC
Tri Coast Construction, LLC
USA Building Solutions LLC
Vet First Mechanical
Viking Construction Group
Vital Mechanical Inc. dba Vital Mechanical
Service
W. Business Solutions LLC, dba Transblue
West Coast Mechanical Solutions, LLC
Western Mechanical and Controls LLC
Western Specialty Contractors
WestLand Contracting
WMS Aquatics

**DES MOINES POOL METROPOLITAN PARK DISTRICT
MRSC ROSTERS SMALL PUBLIC WORKS,
CONSULTANT, and VENDOR ROSTERS RESOLUTION**

Resolution No. 2024-10

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTIURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS.

WHEREAS RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded using a small works roster process; and

WHEREAS to be able to implement a small works roster and process, the District is required to adopt a resolution, establish reporting procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS to be able to use Direct Contracting on occasion, the District is required to develop Small Business Utilization Plan.

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process;

NOW, THEREFORE, THE Board of Commissioners of Des Moines Pool Metropolitan Park District, HEREBY RESOLVES AS FOLLOWS:

Section 1: Resolution No. 2015-06 is hereby repealed and is replaced with this Resolution.

Section 2: MRSC Rosters. The District intends to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for District use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters and authorizes District Staff to sign that contract.

Section 3: Small Works Roster. The District hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington. The District has established the following procedures to use in managing procurement and awards of public works contracts using the statewide small works

roster.

- A. Small Works, as defined by RCW 39.04.152 are public works construction projects estimated to cost \$350,000 or less, excluding WSST.
- B. Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with the District under selected project types and (work) categories.
- C. Small Works process is an alternative to publicly advertising public work projects. Every small works contract is subject to the same public works bidding, award, and compliance requirements of RCW 39.04 unless specifically included in RCW 39.04.151-154, this resolution or the incorporated policies or procedures.
- D. Small Works procurements will be conducted in accordance with Chapter 39.04.151-.154, the District's adopted Procurement Policy and the District's Small Business Utilization Plan.
- E. MRSC Rosters will publish annual notification of the District desire to use the Small Works Roster and process and invite more businesses to apply. Interested businesses are encouraged to apply to the roster at any time. District staff may direct business to join MRSC Rosters in order to allow the business to participate in the District's procurement projects.
- F. Small Works bidding and award information will be entered into the statewide small works roster platform immediately upon conclusion of each small works roster awards.
- G. Small Works bidding and award data will be part of the District's procurement files and records and all documents will be made available for review.
- H. The District intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost \$150,000 or less, excluding WSST. The District has adopted a Procurement Policy and District's Small Business Utilization Plan that will guide the District's direct contracting procedures.

Section 4. Consulting Services Roster. The District shall use the MRSC Rosters Consultant Roster to meet the requirements of RCW 39.80.030 when soliciting Architectural, Engineering and Land Surveying services and may use the process for other Consulting Services at the discretion of the Director of Aquatic Operations:

- A. Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
- B. At least once a year, MRSC shall, on behalf of the District publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

- C. The District shall use the following process to select the most highly qualified Consulting Services firm off of the Consulting Services Roster to provide the required services:
 - a. The Board of Commissioners shall establish criteria that the Director of Aquatic Operations, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the District.
 - b. The Director of Aquatic Operations, or designee, shall use the evaluation criteria to evaluate the written statements of qualifications and performance data on file with the District at the time that Consulting Services are required;
 - c. The Director of Aquatic Operations, or designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- D. The firm deemed most highly qualified by the agency to do the project will be selected for contract negotiations. If the Director of Aquatic Operations or designee is unable to agree on contract terms with the most highly qualified Consultant, the Director of Aquatic Operations may proceed to selecting the next most qualified.

Section 5. Vendor List Roster. The District shall use the MRSC Rosters Vendor Roster to meet the requirements of RCW39.04.190 for the purchase of materials, supplies, or equipment not connected to a public works project:

- A. The District is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of the District as provided in RCW 35.61.135. The District will attempt to obtain the lowest practical price for such goods and services.
- B. At least twice per year, MRSC shall, on behalf of the District publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
- C. The District shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
 - a. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;

- b. The Director of Aquatic Operations, or designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
 - c. The Director of Aquatic Operations, or designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
 - d. A written record shall be made by the Director of Aquatic Operations, or designee, of each vendor’s bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
- D. The District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids.
- E. All of the bids or quotations shall be collected by the Director of Aquatic Operations or designee. The Director of Aquatic Operations, or designee, shall create a written record of all bids or quotations received, which shall be open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised. The District Procurement Policy shall guide the process for awarding contracts.

Adopted by the Board of Commissioners of Des Moines Pool Metropolitan Park District King County, Washington, at an open public meeting held on 10th of December, 2024.

Commissioner	Commissioner
Commissioner	Commissioner
Commissioner	

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e Assigned to: District GM Meeting Date: December 10, 2024

Under: Old Business Attachment: Yes

Subject: Resolution 2024-05, Unclaimed Property

Background/Summary:

This year we had \$2,635.80 in unclaimed property that was transferred to the State of Washington. This information was processed on the deadline and was for credits on accounts that had exceeded three years.

Accounts are being updated to bring to zero and marked to note the transfer. The attached letter will also be sent to all people that had their balances transferred.

The attached resolution (2024-05) is to formalize this process. Next year we will move this resolution up a month to have it before the transaction is processed.

Fiscal Impact: N/A

Proposed Motion: I move to approve Resolution 2024-05 Unclaimed Property.

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

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

Action Taken: Adopted Rejected Postponed

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

Notes:

There were no other outstanding checks or credits over a couple of months old. Staff has worked with staff to cash checks or re-issue payments.

Attachments:

- Resolution 2024-05 Unclaimed Property
- Letter to Unclaimed Property Account Holders

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

RESOLUTION NUMBER 2024 – 05

UNCLAIMED PROPERTY RESOLUTION

WHEREAS the Des Moines Pool Metropolitan Park District (district) Board of Commissioners (Board) is the District’s governing body and as such is responsible for following all state laws and statutes and;

WHEREAS, the State of Washington Department of Revenue requires all public agencies to report all unclaimed property on 1-3 year reporting schedules and;

WHEREAS, a copy of the reporting schedule is attached;

WHEREAS, the district is required to report all unclaimed property before October 31 of each calendar year;

WHEREAS, the District reported \$2,635.80 in 2024 to the Department of Revenue;

NOW THEREFORE BE IT RESOLVED that the Des Moines Pool Metropolitan Park District hereby resolve as follows:

The Board of Commissioners authorizes the transfer of property per attached reporting schedule, as detailed on the 2024 Unclaimed Property Report to the State of Washington, Department of Revenue Unclaimed Property Section.

Adoption: ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 10th of December 2024, the following Commissioner being present and voting.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

2024 UNCLAIMED PROPERTY REPORT

Des Moines Pool Metropolitan Park District

Check/Credit Dated	Payee		Amount	Retention Policy Years	Due Diligence Letter Sent	Response
	Last Name	First Name				
N/A	Abella	Apolinario	\$52.00	3	N/A	N/A
N/A	Ahmed	Abera	\$19.50	3	N/A	N/A
N/A	Aranda	Vicky	\$8.00	3	N/A	N/A
N/A	Attleson	Irene	\$5.88	3	N/A	N/A
N/A	Bangs	Ariel	\$30.50	3	N/A	N/A
N/A	Bigby	Kathy	\$8.00	3	N/A	N/A
N/A	Boisjolie	Natalie	\$2.00	3	N/A	N/A
N/A	Bolles	Marie	\$0.95	3	N/A	N/A
N/A	Bork	Darcy	\$8.00	3	N/A	N/A
N/A	Brar	Manraj	\$8.00	3	N/A	N/A
N/A	Brown	Peter	\$8.00	3	N/A	N/A
N/A	Campbell	Daphne	\$40.00	3	N/A	N/A
N/A	Cannon	Marisa	\$32.00	3	N/A	N/A
N/A	Casillas	Jennifer	\$64.00	3	N/A	N/A
N/A	Chandler	Valina	\$64.00	3	N/A	N/A
N/A	Clark	Jennifer	\$26.00	3	N/A	N/A
N/A	Cogzell	Ruth	\$96.00	3	N/A	N/A
N/A	Cortez	Joseph	\$9.75	3	N/A	N/A
N/A	Croom	Tricia	\$56.00	3	N/A	N/A
N/A	Deardorff	Collette	\$28.00	3	N/A	N/A
N/A	Devine	Aubrie	\$8.00	3	N/A	N/A
N/A	Duran	Heather	\$80.00	3	N/A	N/A
N/A	Englert	Cassandra	\$40.00	3	N/A	N/A
N/A	Fatland	Erin	\$64.00	3	N/A	N/A
N/A	Fernandez	Jennifer	\$16.00	3	N/A	N/A
N/A	Garcia	Sophia	\$28.00	3	N/A	N/A
N/A	Gavlinski	Tersa	\$8.00	3	N/A	N/A
N/A	Glenn	Kaushiema	\$26.00	3	N/A	N/A
N/A	Gobin	Raymond	\$8.00	3	N/A	N/A
N/A	Gonzales	Morena	\$8.00	3	N/A	N/A
N/A	Grar	Rajaa	\$34.00	3	N/A	N/A
N/A	Hoskins	Tanja	\$24.00	3	N/A	N/A
N/A	Hostetler	Breanna	\$23.50	3	N/A	N/A
N/A	Johnson	Donna	\$36.00	3	N/A	N/A
N/A	Jones	Carl	\$8.00	3	N/A	N/A
N/A	Joseph	Charlotte	\$32.00	3	N/A	N/A
N/A	Kaur	Sharanjit	\$9.75	3	N/A	N/A
N/A	Klea	Jason	\$8.00	3	N/A	N/A
N/A	Lantz	Sara	\$5.88	3	N/A	N/A

N/A	Leasure	Lance	\$26.00	3	N/A	N/A
N/A	Leiker	Heather	\$64.00	3	N/A	N/A
N/A	Lencer	Connie	\$78.00	3	N/A	N/A
N/A	Luai	David	\$29.25	3	N/A	N/A
N/A	Maphosa	kara	\$39.00	3	N/A	N/A
N/A	Marie	Patty	\$225.00	3	N/A	N/A
N/A	Mathieson	Misty	\$56.00	3	N/A	N/A
N/A	Mays	Cetera	\$64.00	3	N/A	N/A
N/A	Mcandrews	Carola	\$16.00	3	N/A	N/A
N/A	Melake	Semere'	\$16.00	3	N/A	N/A
N/A	Melesse	Gelila	\$78.00	3	N/A	N/A
N/A	Morales	Mariana	\$64.00	3	N/A	N/A
N/A	Morris	Maria	\$40.00	3	N/A	N/A
N/A	Moss	Coreen	\$8.00	3	N/A	N/A
N/A	Nguyen	Abigail	\$64.00	3	N/A	N/A
N/A	Nguyen-Bena	Christopher	\$32.00	3	N/A	N/A
N/A	Perez	Ana Maria	\$64.00	3	N/A	N/A
N/A	Pham	Diem	\$8.00	3	N/A	N/A
N/A	Portillo	Edin	\$56.00	3	N/A	N/A
N/A	Rangel	Rodolo	\$8.00	3	N/A	N/A
N/A	Rath	Chea	\$8.00	3	N/A	N/A
N/A	Refuerzo	Sabina Mae	\$40.00	3	N/A	N/A
N/A	Rivas	Wendy	\$16.44	3	N/A	N/A
N/A	Rojas	Jose	\$8.00	3	N/A	N/A
N/A	Sarun	Bunlinna	\$7.00	3	N/A	N/A
N/A	Sidebotham	Meghan	\$32.00	3	N/A	N/A
N/A	Song	Min	\$24.00	3	N/A	N/A
N/A	St. George	Amanda	\$9.75	3	N/A	N/A
N/A	Staley	Heather	\$24.00	3	N/A	N/A
N/A	Stuller	Morgan	\$14.00	3	N/A	N/A
N/A	Sun	Klm	\$37.00	3	N/A	N/A
N/A	Terrana	Sue	\$8.00	3	N/A	N/A
N/A	Tsang	Columba	\$18.63	3	N/A	N/A
N/A	Villarreal	Maria	\$27.75	3	N/A	N/A
N/A	Vonseheelee	Amanda	\$40.00	3	N/A	N/A
N/A	Walker	Morgan	\$39.00	3	N/A	N/A
N/A	Wallace	Kristin	\$11.02	3	N/A	N/A
N/A	Welke	Jeremy	\$54.25	3	N/A	N/A
N/A	Wolff	Jack	\$6.50	3	N/A	N/A
N/A	Womac	Nicole	\$9.75	3	N/A	N/A
N/A	Worgum	Maurine	\$26.00	3	N/A	N/A
N/A	Zacarias	Guillermina	\$79.75	3	N/A	N/A
N/A	Zizah	Cassie	\$26.00	3	N/A	N/A



Des Moines Pool Metropolitan Park District

Des Moines Pool Metropolitan Park District/Mount Rainier Pool
22722 19 Avenue So.
Des Moines, WA 98198
info@MtRainierPool.com
206. 824. 4277

December 15, 2024

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notice of Unclaimed Property

We are writing to inform you about unclaimed credits held on your account with the Mount Rainier Pool that have been transferred to the State of Washington. Our records indicate that the credits remained unclaimed, and in accordance with state laws, were transferred to the state on October 31, 2024.

The unclaimed property pertains to the following account:

- Account Holder Name: [Recipient's Name]
- Amount of Credit: \$[Amount]

As a municipal organization, we are required to adhere to Washington State's unclaimed property laws, which dictate that unclaimed funds are transferred to the state after a specified period. However, you still have the opportunity to reclaim this property.

To recover your unclaimed credits, you may contact the Washington State Department of Revenue's Unclaimed Property Division. Here are the steps you should follow:

1. Visit the Washington State Department of Revenue's Unclaimed Property website at <https://ucp.dor.wa.gov/>.
2. Use the search function to locate your property using your last name or account number.
3. Follow the instructions provided to submit a claim for your unclaimed property.

22722 19th Avenue So. - Des Moines WA 98198

Our vision is to create a health community by embracing swimming as an essential life skill.

Should you require any assistance in this process, feel free to contact our administrative office directly at 206.429.3852 or info@mtrainierpool.com. We are committed to helping you reclaim your property and are here to assist with any questions you may have.

We value your relationship with [Your Municipal Organization's Name] and apologize for any inconvenience this matter may cause. Thank you for your prompt attention to this notification.

Sincerely,

Scott Deschenes

Mount Rainier Pool/Des Moines Pool M.P.D.
Scott Deschenes, District General Manager

DRAFT

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7f Assigned to: District GM Meeting Date: December 10, 2024

Under: Old Business Attachment: Yes

Subject: Resolution 2024-08 Warrant Cancellations

Background/Summary: The district has the following attached resolutions that need to be cancelled due to lost mail, warrants not being cashed, and a returned check for non-performance.

Below is a list from this year that were cancelled.

All warrant cancellation must be approved by the Board of Commissioners. Please see attached warrant cancellation.

Fiscal Impact: Warrants only affect the bank accounts when they are processed by the vendor. This is to clean up our accounting.

Proposed Motion: I move to approve Resolution 2024-08, Warrant Cancellations (as amended <if necessary>).

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

Three Touch Rule: N/A Committee Review
 12/10/24 First Board Meeting (Informational)
 12/10/24 Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:
- Resolution 2024-09 Warrant Cancellations (attached)

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

RESOLUTION NUMBER 2024 – 08

WARRANT CANCELLATIONS

WHEREAS, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) is the District’s governing body and as such is responsible for adopting a Budget for the issuance and cancellation of warrants issued to vendors and providers and;

WHEREAS, it is the policy of the Board that such warrants will be issued by the King County Finance Services Division subsequent to Voucher Requests submitted by the District and;

WHEREAS, the Board is cancelling the following warrants:

<u>Payee</u>	<u>Issue Date</u>	<u>Warrant #</u>	<u>Warrant Amount</u>	<u>Reason</u>
Mason Gibbs	1/17/2024	10079793	\$19.49	Check Reissued.
Nadia Cortes	12/19/2023	10074829	\$11.88	Check Reissued.
Nadia Cortes	3/19/2024	10089359	\$28.70	Check Reissued.
Shane Stender	2/21/2024	10085102	\$116.69	Lost mail. Check Reissued.
Joe Dusenbury	3/11/2024	10087800	\$116.71	Lost mail. Check Reissued.
Titus Gillihan	3/29/2024	10090854	\$16.41	Lost mail. Check Reissued.
575 Inc.	2/15/2024	10084347	\$51.25	Lost mail. Check Reissued.
Zen 22015 LLC	4/12/2024	10093360	\$717.50	Lost mail. Check Reissued.
Comcast	5/8/2024	10097500	\$505.40	Check late in mail. Pd bill by CC.

NOW THEREFORE BE IT RESOLVED that the Des Moines Pool Metropolitan Park District Board of Commissioners here by directs those warrants described above be cancelled and the King County Finance Services Division be notified of the Board’s action.

Adoption: ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 10th of December 2024, the following Commissioners being present and voting.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7g Assigned to: District GM Meeting Date: December 10, 2024

Under: Old Business

Attachment: Yes

Subject: *Resolution 2024-09 Capital Reserve Transfer*

Background/Summary:

The District has two main accounts: its General (Operating) Fund and Capital Reserve Fund.

The District General Manager is recommending the District allocate the full budgeted amount of \$75,000 to the Capital Reserve Fund. This will bring the total up to \$675,000 allocated toward the Capital Reserve Fund.

One touch item since it is an annual process and not a surprise to board members.

Fiscal Impact: See attached document.

Proposed Motion: I move to approve resolution "2024-09 Amendment to Fiscal Year 2024" and transfer \$75,000 to the Capital Reserve Fund.

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

Three Touch Rule: N/A Committee Review
N/A First Board Meeting (Informational)
12/10/2024 Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes N/A No Report back date: Monthly
(OVER)

Notes: Attachment:
- 2024-09 Amendment to Fiscal Year 2024 Operating Budget

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

RESOLUTION NUMBER 2024 – 09

AMENDMENT TO FISCAL YEAR 2024 OPERATING BUDGET

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

WHEREAS, modifying the 2022 Fiscal Year Budget is in the overall interest of the District and;

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

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

WHEREAS, an additional \$0.00 shall be transferred from the Des Moines Pool Metropolitan Park Department General Fund for unused Maintenance and Repairs due to unplanned, critical repairs into the Capital Reserve Fund and a corresponding adjustment to the District budget reflecting a total allocation to the Capital Reserve fund for 2024 in the amount to \$75,000 shall be made, now:

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

NOW THEREFORE BE IT RESOLVED that the amount to be transferred from the Des Moines Pool Metropolitan Park District General Fund into the Des Moines Pool Metropolitan Park District Capital Reserve Fund be increased by \$75,000 and direct that the District Clerk be directed to affect the total transfer prior to December 31, 2024.

Adoption: ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 10th of December 2024, the following Commissioner being present and voting.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7h **Assigned to:** District GM **Meeting Date:** December 10, 2024

Under: Old Business **Attachment:** Yes

Subject: Insurance Policy Discussion/Update

Background/Summary:

The District General Manager received estimates for the 2025 insurance rates through Washington Cities Insurance Association (WCIA). The rate will increase from \$37k to over \$57-58k (54% Increase). WCIA has also not been responsive in the past in questioning of reasoning.

The WCIA executive board met on October 11, 2024, and voted to reclassify pools and parks into a new classification that would increase 2026 rates to 50% more than 2025. This would push the pool districts insurance up to an estimated \$86k to \$87k (not including additional work hours or increased risk). With the rate increase WCIA is waiving their 12-month notice.

The District GM sent out three applications and has attached an update including a quote that is about 29% less expensive than WCIA for 2025.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. First touch.

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

Two Touch Rule: N/A **Committee Review**
 9/24/24 **First Board Meeting (Informational)**
 To Be Determined **Second Board Meeting (Action)**

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

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

Notes:

- Insurance Options/Progress (attached)
- AWC-RMSA Quote (attached)
- AWC-RMSA Member Standards (attached)

Insurance Quote Paperwork for 2025

DES MOINES POOL METROPOLITAN PARK DISTRICT

Carrier	Update/Progress
Association of Washington Cities, Risk Services Management Agency (AWC-RMSA)	Sent paperwork in on Wednesday, November 27 th . Responded. Quote attached. Significantly cheaper than WCIA.
Cities Insurance Authority of Washington (CIAW)*	Sent paperwork in on Monday, December 2 nd . Awaiting quote. Responded. I have to complete some follow up questions and submit the cyber insurance questionnaire (see below).
Enduris*	Sent paperwork in on Wednesday, November 27 th . . I have to complete some follow up questions and submit the cyber insurance questionnaire (see below).
Washington Cities Insurance Authority (WCIA)	Current provider. Estimate around \$58,000 in 2025 and around \$86,000 in 2026.

**Sent cyber paperwork to CMIT for review. They should have it completed sometime later next week.*

I should have all follow up paperwork submitted by next week.

Next full board meeting of WCIA is estimated to be the Third Friday of January.



RMSA membership quote

Des Moines Pool Metropolitan Park District



wacities.org/rmsa

1076 Franklin St. SE, Olympia, WA 98501

Who we are, and why we're different

RMSA is AWC's property and liability coverage solution

RMSA is the full-service risk management choice, protecting the employees, assets and officials of Washington's cities and towns. We are large enough to safeguard your assets, yet small enough to know your name. We strive to solve problems before they happen and protect you when they do.

Our sole focus is local government

The daily operations of running a city or town are complex. RMSA knows cities, and we understand the unique property and liability exposures that come with running municipal services. With our in-depth programs, tools, and staff expertise, we also know how to be your partner and help you mitigate those exposures. We build relationships with our members, and by doing so we help increase the effectiveness of municipal staff, reduce potential costs, and enhance the safety of our communities.

Risk management services

Our experienced team of risk management professionals provides the highest level of customer service and resources to help our members protect themselves. Members know they can contact RMSA staff anytime to talk through challenging situations, ask questions, and get clear, knowledgeable answers.

Governed by members

RMSA is operated by members, for members. Annually, every member has the opportunity to vote for members of both the board of directors and the operating committee. Any elected official from the membership is eligible to serve on the Board of Directors, and any member employee is eligible to serve on the Operating Committee.



We are AWC

As a program of AWC, RMSA has direct access and input into AWC's legislative monitoring and advocacy activities, as well as unparalleled insight into the needs and challenges facing all Washington cities. Plus, because we work alongside the other AWC pooling services, we are interconnected and can fully support members' needs by directing to resources across our organization.



Power of pooling

Together we are powerful

There is power in pooling our risks. RMSA's pool of municipal entities is much stronger than one entity alone. When members pool their resources together, they gain access to greater coverage and more robust services—at a lower cost.

Partnerships in pooling

RMSA is the only Washington state risk pool affiliated with AWC and the only one with access to the National League of Cities' Risk Information Sharing Consortium (NLC RISC) and the NLC Mutual Insurance Company (NLC MIC).

In an increasingly difficult commercial insurance market, RMSA has the unique ability to obtain excess liability and property coverage through membership in the NLC MIC "pool of pools," thereby saving our membership thousands of dollars in premiums.

These partnerships also provide RMSA with access to the expertise of public risk pool professionals from across the U.S. and Canada. This enables RMSA staff and governing body members to receive the latest training and gain valuable insights into public risk pool governance and administration.

Comprehensive coverage

RMSA partners with the best insurers and reinsurers to provide comprehensive coverage tailored for municipal entities, at the best possible rates. Most coverages are provided with no deductible. Our coverage offerings include:

- General, automobile, and employment practices liability
- Property, including auto physical damage, flood, and earthquake
- Equipment breakdown
- Pollution
- Crime – employee fidelity
- Cyber liability
- Aviation coverage including airports and drones

We're in this together

Premiums are pooled for better purchasing leverage and members also pool their risks. In doing so, it becomes critical for each member to focus on their own risk management efforts. With our unique knowledge of members' operations, RMSA has unparalleled ability to help identify and mitigate risks for each member.



Risk management services

RMSA doesn't just provide coverage when a loss occurs. Our risk management program, powered by years of experience, brings to light areas of concern that can be rectified to make our communities safer.

We meet with our members in person to identify issues that could become claims, protecting members before an incident happens. Members know they can trust our knowledgeable staff—and that we're always just a phone call or email away.

RMSA Member Standards

One of our most potent loss control tools is our board of directors-approved Member Standards.

These standards—developed based on claims, incident data, and best practices—serves as the road map for successful mitigation of risk for our members. Combined with recommendations from our professional risk management staff and the resources included in RMSA's programs, the RMSA Member Standards help members reduce their losses, protect their own assets, and safeguard the assets of the pool.

Pre-litigation program

RMSA's pre-litigation program helps members by providing free legal assistance to make informed decisions on issues with the potential to turn into claims. This program is highly successful and has contributed to overall claim cost reductions.

Members most frequently use the program to address issues relating to:

- Employment
- Land use
- Contracting
- Highly visible cases in the public eye

Contract review

Don't be left unnecessarily exposed by confusing insurance, hold harmless, and indemnity language found in many contracts. RMSA has the expertise to help members stay protected. Utilize our members-only online resources or contact our staff, who are available to review any contract, interlocal, or service agreement as needed.

On-site with members

We bring our knowledge and experience to you. RMSA staff meet on-site with local officials and perform thorough inspections of buildings, parks, and equipment that the member is responsible for maintaining.

Members receive a report detailing their specific possible exposures. Oftentimes, the identified hazards can be mitigated through RMSA's Loss Prevention Grants. Together, we can identify issues and take proper steps to mitigate any liability concerns.

HR and personnel resources

Our partnership with Zywave allows members unlimited access to a myriad of HR resources. These include self-service policies that can be edited to meet each member's needs, an expert help hotline, employee review and discipline guidance templates, and evaluations that provide guidance and targeted resources.

Targeting cyber security

eRiskHub is our partner for cyber security resources. It provides members with free tools and resources to help understand their unique cyber exposures, including how to establish a response plan and minimize the effects of a breach on their entity. Members have access to this resource free of charge.

Online resources

Members have access to RMSA-approved sample or model policies, procedures, and tip sheets anytime on our website.



Training

Training is an essential component of our comprehensive loss prevention program, and an investment in our members. RMSA offers eLearnings, webinars, and on-site training. Our adaptive approach makes training convenient and accessible.

On-demand training

RMSA•U is the one-stop-shop for free online training whenever it's needed. An extensive catalog of training topics is provided, and all courses are available year-round. There are beneficial classes for nearly every position, and courses that meet our Member Standards training requirements are clearly identified. On-site and live webinar trainings are free to RMSA members and open to non-members on a cost-per-attendee basis. Trainings are publicized in both *RMSA News* and AWC's *CityVoice* e-newsletters.

Scholarships

RMSA's scholarship program helps members attend a wealth of non-RMSA sponsored trainings and conferences that focus on mitigating risk.

Grant programs

We are proud to offer two grant programs for our members to help reduce risks.

Loss Prevention Grant Program

Our Loss Prevention Grant Program provides reimbursement for projects that increase safety, reduce risk exposure, and provide savings for pool members.

Members are encouraged to be creative! Past grants have helped fund sidewalk improvements, playground safety, additional lighting for parks, sewer inspection equipment, cyber-services, policy updates, and more.

Lexipol Grant Program

Our Lexipol Grant Program allows members to seek reimbursement for up to 50% of the annual cost, capped at \$5,000, for police and fire departments' annual subscriptions to Lexipol services. As the leader in providing state-specific policies and training for public safety organizations, Lexipol membership is encouraged for all members with fire departments, police departments, and jails.



Claims happen

We all hope that claims will never occur, but when they do, we have a professional, knowledgeable claims team to help you through the incident. Our staff excel in communicating with claimants, attorneys, and city staff.

We help you navigate your coverage—clarifying what's covered, and what's not, and our expert team guides you through the claims process ensuring everything runs smoothly.

24-hour claims hotline

Claims can happen at any time. RMSA claims staff is available at all hours, ensuring that you have quality claims service when you need it.

Access to additional coverages

Just about everything requires some type of insurance coverage, which is why RMSA assists members in obtaining all types of specialty coverages, including aviation, fine arts, and special events liability. We also assist members with understanding and obtaining surety coverages, including notary and public official bonds.

Additional resources

RMSA News

RMSA's monthly electronic newsletter keeps members informed and includes information about grants, scholarships, training opportunities, tips to manage risks, claims, rate information, and more.

RMSA website

Members can find what they are looking for on RMSA's website, including risk management guides, coverage information, self-serve certificate of coverage, RMSA U online trainings, asset inventory updates, tort claim forms, member standards, and more.



Outline of coverages

	Member deductible	Pool retention	Coverage limits
General, automobile, and employment practices liability	None*	\$500,000	\$15,000,000
Property	None*	\$300,000	\$250,000,000
Auto physical damage	None*	\$300,000	\$13,000,000
Flood	\$200,000	None	\$25,000,000 property \$5,000,000 vehicles \$10,000,000 high zones
Earthquake	\$200,000 (+2%)	None	\$25,000,000 property \$5,000,000 vehicles
Equipment breakdown	\$5,000	\$300,000	\$50,000,000
Crime – Employee fidelity	None	\$300,000	\$1,000,000
Pollution	None	\$100,000	\$2,000,000
Cyber liability	None	\$250,000	\$3,000,000
Aviation general liability**	None	None	\$2,000,000
Drone liability/property**	5% of the loss for physical damage	None	\$1,000,000 liability \$25,000 physical damage aggregate

* Optional member-specific deductibles may be selected.

** Aviation and drone coverage purchased only by members that own these items.

Member's failure to comply with required RMSA Member Standards will result in a deductible being applied to the claim.

Would you like more in depth information about our coverages? Email rmsa@awcnet.org and we'll email the declarations page to you.



Quote

Des Moines Pool Metropolitan Park District

2025 total contribution

\$45,511

Liability contribution

\$25,645

Experience-modification factor

0.888

Worker hours

11,317

An **Ex-Mod** (experience modification) factor of **0.888** shows positive claims history providing a **\$3,204 reduction in liability premium**

Property contribution

\$19,865

Total insured value

\$6,265,472

- Includes cyber, crime, earthquake, equipment breakdown, and pollution coverage
- Vehicles and equipment are covered at **actual cash value**
- Buildings and property in the open are covered at **replacement cost value**

We look forward to hearing from you!

Contact us with questions, or to proceed with becoming an RMSA member.

Andrea Luper
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RMSA Membership Coordinator
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Visit our website at wacities.org/RMSA.



Risk Management Service Agency

RMSA

SECURITY | STABILITY | SERVICE



Member Standards

AWC RMSA Member Standards

The AWC Risk Management Service Agency's Member Standards were adopted by the Board of Directors to provide consistent administrative practices for members, reducing property and liability losses.

The Standards selected were identified as those which have historically driven AWC RMSA's claims expenses and where compliance with these Standards would either eliminate or greatly reduce exposure for AWC RMSA and its membership. By following these Standards, the Board is confident that members will reduce costs for themselves and help the long-term financial stability of the AWC RMSA.

An AWC RMSA member's failure to comply with Required Member Standards will result in a deductible being applied to the loss.

Advisory Member Standards are principles and practices which, while not required, have been identified and recognized by both AWC RMSA and the pooling industry as sound best practices. AWC RMSA strongly believes that following these Advisory Member Standards will significantly decrease the likelihood of experiencing property and liability losses.

Compliance with these Member Standards can be accomplished in various ways. Loss control grants will be prioritized to assist members in meeting the standards. Also, AWC RMSA online, onsite, or on demand training is free to members to meet training standards. In all cases RMSA staff will work with members to assist in achieving compliance with all Standards.

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Leadership Member Standards

Advisory Standards

Leadership Advisory Standard 1—Open public meeting and public records training: The entire council, board, or commission and appointed records officers shall receive training on open public meetings, public records requests, and records retention within 90 days of taking office, and should take refresher training every three years. This standard is advisory, however, please note that this training standard is required by Washington State Law (RCW 42.56.080 and 40.14.040) Additionally, members are encouraged to attend legal updates as provided by RMSA.

Leadership Advisory Standard 2—RMSA orientation: The city/town administrator, the mayor, and the designated AWC RMSA contact should participate in an AWC RMSA program orientation within 90 days of joining the pool, or within 90 days of a new officials first day of service, which consists of an overview of claims reporting; grant, scholarship, and training opportunities; loss prevention inspections; and program administration.

Leadership Advisory Standard 3—Elected officials training: All newly elected or appointed mayors and councilmembers, board members, and commissioners should complete the AWC Elected Officials Essentials training within six months of taking office.

Leadership Advisory Standard 4—Disaster plan: The mayor, all department heads, and others identified with emergency management responsibilities should annually review the member's disaster plan. The plan should also be tested annually by an emergency operation exercise such as a tabletop, sand table, full scale test of a part of the plan, or by an actual local emergency declaration.

Leadership Advisory Standard 5—Electronic communications policy: The member should adopt a policy addressing the member-related business use of electronic communication, including cell phones, computers, email, texting, and social media by elected officials, employees, and volunteers to ensure compliance with state public records retention requirements.

Contract and interlocal agreement review Member Standard

Advisory Standard

Contract and interlocal agreement review Advisory Standard 1—Approved contract language: Contracts and interlocal agreements where the member is the procurer of services should contain a third-party indemnification clause and insurance coverage provisions and should either use AWC RMSA's pre-approved insurance and indemnification language or should be forwarded to the AWC RMSA for review of the indemnification and insurance language, in advance of adoption by the member's governing body.

Crime Member Standards

Required Standards

Crime Required Standard 1—Fraud prevention training: All member employees that handle or oversee the handling of public funds shall participate, on an annual basis, in RMSA-approved training regarding internal control systems to prevent or reduce fraud.

\$1,000 deductible: If a crime related to the handling or management of public funds occurs and the member staff responsible for that incident and/or any other person involved in the internal control process has not completed the required training within the last 12 months, a deductible will be applied to the loss.

***Crime Required Standard 2—Separation of duties:** The member shall adopt and enforce a policy outlining the separation of financial duties to ensure that one person does not have the sole responsibility of receiving payments, making purchases on behalf of the entity, reconciling cash receipts, and overseeing the process. If the member has only one employee available for these duties, outsourcing should be used.

\$1,000 deductible: If a crime related to the handling or management of public funds occurs and a separation of duties policy is not in place at the time that the loss is discovered, a deductible will be applied to the loss.

*New for 2023

Advisory Standards

Crime Advisory Standard 1—Credit card usage: The member's legislative body should adopt and enforce a credit card use policy to provide guidance to individuals trusted to access and use the entity's credit card(s). The credit card policy should include guidance for usage in the following areas: (a) who credit cards are distributed to, (b) the authorization and control of use of credit card funds, (c) the credit limits available, (d) payment of the bills, and (e) any other policy or procedure necessary to implement or administer the system under RCW 43.09.2855.

Crime Advisory Standard 2—Financial audits: The member should conduct scheduled and unscheduled management reviews of financial reports, such as exception reports targeted at specific risks. These reviews should include revenue and expense trends to identify any unusual fluctuations or purchases made outside of work hours and follow up should be completed on any discrepancies identified.

Cyber security Member Standards

Note: Cyber security insurance coverage is dependent on specific mitigation measures taken by the member prior to the loss. Review RMSA cyber coverage agreement for specific requirements.

Required Standards

Cyber security Required Standard 1—Cyber awareness training: All employees and elected officials who have access to their entity's electronic systems or information shall complete at least one cyber security awareness related training (recognizing phishing emails, computer security basics, etc.) annually.

\$1,000 deductible: If a cyber security related incident occurs and the member staff responsible for that incident has not completed a cyber security awareness training video/course within the last 12 months, a deductible will be applied to the loss.

Cyber security Required Standard 2—Payment instructions verification: The member should develop and adopt a policy related to the verification of external financial payments to include a procedure to verify the authenticity of each payment request. This could include implementing a call-back verification process or a secondary verification by a second employee.

Coverage excluded: This is a direct requirement of RMSA's cyber insurer to access coverage for social engineering fraud. Non-compliance, in the form of failure to have such a procedure in place, or failure to follow such procedure, will void otherwise available coverage and result in coverage being excluded.

Advisory Standards

***Cyber security Advisory Standard 1—Join MS-ISAC:** The Multi-State Information Sharing and Analysis Center (MS-ISAC) is free to local governments and offers a variety of services including Incident Response.

***Cyber security Advisory Standard 2—Complete the NCSR assessment:** The Nationwide Cybersecurity Review (NCSR) is a free assessment designed to gauge the strength of SLLT cybersecurity programs. It is sponsored by the Department of Homeland Security and MS-ISAC. The NCSR measures cyber preparedness, while also providing feedback and metrics to the governments who complete it.

***Cyber security Advisory Standard 3—Cyber hygiene:** The member should adopt NLC's Basic Cyber Hygiene practices including training, incident response plan, vulnerability management, wire authorization policies and network account management.

*New for 2023

Driving Member Standards

Required Standard

Driving Required Standard 1—Defensive driver training: All drivers (employees and volunteers, including public safety and law enforcement) who operate member owned vehicles shall complete an AWC RMSA-approved defensive/distracted driving course before driving a member vehicle and at least every three years thereafter. Additionally, all drivers of emergency vehicles shall complete an EVOC/ EVIP training before driving a member vehicle and at least every three years thereafter. If the EVOC/EVIP course includes a defensive/ distracted driving component, that will satisfy the requirement.

\$1,000 deductible: If an auto accident occurs and the operator of the member owned vehicle has not completed a defensive driving course or EVOC/EVIP course (as applicable) before having driven the vehicle or within the past three years, a deductible will be applied to the loss.

Advisory Standard

Driving Advisory Standard 1—Driver's abstract: Members should have on file a driver's abstract for all drivers who operate member-owned vehicles, including moveable equipment, and should obtain updated abstracts every three years.

***Driving Advisory Standard 2—Backing:** All vehicles that are not factory-equipped with a back-up camera system should be retrofitted. Regardless of presence of back-up camera, there should be a backing policy and/or training in place that includes requiring drivers to use safe backing practices including use of a spotter with large vehicles or pre-backing walk arounds and turning head versus relying on mirrors.

*New for 2023

Employment practices Member Standards

Required Standards

Employment practices Required Standard 1—

Review prior to personnel action: Prior to taking any personnel action that may result in termination of an employee, and/or notifying the employee of such final disposition, the member shall notify AWC RMSA and allow AWC RMSA to review the merits and risks of the termination and provide guidance at staff's discretion.

\$5,000 deductible: If a claim related to a termination is filed and the member had not previously contacted AWC RMSA and followed the guidance of staff, a deductible may apply at the discretion of the AWC RMSA claims staff.

Employment practices Required Standard 2—

Employment practices training: All employees with direct reports, elected officials, and all department heads shall complete at least one AWC RMSA- approved training course per year on an employment practices-related topic. Non-AWC RMSA sponsored trainings will require advance approval from AWC RMSA to apply.

\$1,000 deductible: If a claim related to the conduct of an employee with direct reports, elected official, or department head is filed and that person has not completed an AWC RMSA- approved training course on an employment practices-related topic within the past year, a deductible will be applied to the loss.

Advisory Standard

Employment practices Advisory Standard 1—

Personnel policy review: Personnel policies and procedures should be reviewed at least every five years by an attorney who specializes in employment practices liability. When recommended, the personnel policies and procedures should be revised, and the changes communicated to all employees.

Land use Member Standards

Required Standard

Land use Required Standard 1—Review prior to moratorium: Prior to adoption of a new moratorium, or renewal of an existing moratorium, a member shall contact AWC RMSA prior to council action for review of the proposed moratorium by an AWC RMSA approved attorney.

\$1,000 deductible: If a claim related to a land use moratorium is filed and the member had not previously contacted AWC RMSA and followed the guidance of staff, a deductible will be applied to the loss.

Advisory Standard

Land use Advisory Standard 1—Land use training: The council and planning commission should complete training within six months of assuming responsibility for land use issues. This training should include a review of the moratorium process. A refresher training should be taken every four years.

Law enforcement Member Standard

Required Standard

Law enforcement Required Standard 1—Use of force training: Commissioned officers and reserve officers shall annually complete training on the use of force policy adopted by the member.

\$1,000 deductible: If an excessive use of force claim is filed, and the officer involved has not completed use of force training within the past year, a deductible will be applied to the loss.

Advisory Standard

***Law enforcement Advisory Standard 1—CJTC training requirements:** Law enforcement departments should follow the Criminal Justice Training Commission training standards for criminal justice professionals.

*New for 2023

Public works Member Standards

Required Standards

Public works Required Standard 1—

Sewer systems: The member shall retain documentation confirming routine inspections and/or cleaning in the past 12 months of their sanitary/stormwater sewer systems.

\$1,000 deductible: If a claim is filed by a member not having inspected or cleaned some portion of their sanitary/stormwater sewer system within the past 12 months, a deductible will be applied to the loss.

Public works Required Standard 2—Service

issue documentation: The member shall retain documentation confirming complaints and the member's responses to complaints regarding issues and/or repairs needed for sidewalks and streets.

\$1,000 deductible: If a claim is filed by a member not having documented a complaint or having properly responded to that complaint a deductible will be applied to the loss.

***Public works Required Standard 3—Repeat**

claims: The member shall address identifiable hazards or practices that result in a third-party claim in order to avoid future similar losses. When feasible, either permanent or temporary mitigation measures will be instituted immediately upon notice of the claim. In situations where the cause of loss has been identified and has the potential to cause future potential damage, the member will apply a permanent remedy as soon as practicable.

\$1,000 deductible: Member will be provided with written warning and timeframe to correct issue. If a repeat claim occurs after the provided timeframe, a deductible may apply at the discretion of the AWC RMSA claims staff.

*New for 2023

Advisory Standards

Public works Advisory Standard 1—Sign

inspections: The member should retain documentation confirming annual inspections of regulatory and warning signs addressing retro-reflectivity, foliage overgrowth and needed repairs.

Public works Advisory Standard 2—Parks

inspections: The member should retain documentation confirming annual inspections of parks and recreation facilities.

***Public works Advisory Standard 3—Securing of**

property against theft: All vehicles and portable high value items such as power tools should be secured when not in use. Work vehicles should be equipped with locking boxes or bed covers to secure tools when in the field. Items should not be left in view at any time when unattended and should not be left in vehicles overnight. Keys should never be left in an unattended vehicle.

*New for 2023

Frequently asked questions

Must we be fully compliant with the Member Standards?

Yes. AWC RMSA has had Member Standards in place since 2013 and all members are required to be in full compliance with the required Member Standards. Ideally, members are also in full compliance with the Advisory Member Standards, however lack of compliance with Advisory Standards does not carry a financial penalty. AWC RMSA staff can provide assistance in helping you comply with the Member Standards.

What if we can't afford the resources needed to comply?

Most of the Member Standards requiring training can be completed for free using RMSA-U webinars, our on-site or regional trainings, or by taking advantage of AWC RMSA's scholarship program, the loss control grants are specifically targeted to help with Member Standard compliance and AWC and RMSA can assist with finding other grants.

Do other risk pools have member standards?

Yes, and in many cases, they are more rigorous and expensive to comply with than the AWC RMSA Member Standards.

Does AWC RMSA have resources to help with meeting the Member Standards?

Yes. AWC RMSA has many free resources such as model policies, loss prevention guides, inspection forms, and training which can be used to help meet these standards. In addition, a personnel policies manual template is available using the free AWC RMSA HR Helpline.

Do the deductibles apply immediately to all of the Standards?

The deductibles only apply to the Required Member Standards, not to the Advisory Member Standards.

Who is responsible for maintaining the training records?

The member is responsible for maintaining training records.

Is it required for us to contact AWC RMSA prior to terminating an employee?

Yes. If a claim or lawsuit is filed, a deductible will apply if you did not contact AWC RMSA and allow AWC RMSA to review the merits and risks of the termination and provide guidance at staff's discretion prior to taking an action which results in termination of an employee.

The AWC RMSA claims staff will determine if a deductible will be applied if staff's guidance is not followed. AWC RMSA can provide free attorney services for employment matters. Our free pre-litigation service is designed to reduce the potential liability of employment related matters.

Must we have AWC RMSA review all land use ordinances, moratorium, and/or proposed land use actions?

Yes. If a member adopts a new moratorium or renews an existing moratorium without allowing the moratorium to be reviewed by an AWC RMSA-approved attorney prior to council action or adoption and a claim or lawsuit is filed, a deductible will apply. However, AWC RMSA's free pre-litigation service can help members identify if adopting or extending a land use moratorium is a prudent course of action.

Are we required to send all contracts and interlocal agreements to AWC RMSA before we approve and sign?

No. AWC RMSA is happy to review the insurance and indemnification portions of contracts and agreements to protect our members' interest. AWC RMSA can provide standard insurance and indemnification language which you can incorporate into your contracts and agreements.

Does the contract review standard include labor agreements?

No. AWC RMSA does not review your labor or collective bargaining agreements. These should be reviewed by an attorney with expertise in employment practices, labor, and/or collective bargaining.

Required Standards and deductibles

When AWC RMSA members are in compliance with all of the required Member Standards, deductibles will not apply to claims which may arise. It is when a member is out of compliance that the following deductibles will be applied.

Crime Required Standards

Crime Required Standard 1—Fraud prevention training	\$1,000 deductible
All member employees that handle or oversee the handling of public funds shall participate, on an annual basis, in RMSA-approved training regarding internal control systems to prevent or reduce fraud.	If a crime related to the handling or management of public funds occurs and the member staff responsible for that incident and/or any other person involved in the internal control process has not completed the required training within the last 12 months, a deductible will be applied to the loss.
Crime Required Standard 2—Separation of duties	\$1,000 deductible
The member shall adopt and enforce a policy outlining the separation of financial duties to ensure that one person does not have the sole responsibility of receiving payments, making purchases on behalf of the entity, reconciling cash receipts, and overseeing the process. If the member has only one employee available for these duties, outsourcing should be used.	If a crime related to the handling or management of public funds occurs and a separation of duties policy is not in place at the time that the loss is discovered, a deductible will be applied to the loss.

Cyber security Required Standards

Cyber security Required Standard 1—Cyber awareness training	\$1,000 deductible
All employees and elected officials who have access to their entity's electronic systems or information shall complete at least one cyber security awareness related training (recognizing phishing emails, computer security basics, etc.) annually.	If a cyber security related incident occurs and the member staff responsible for that incident has not completed a cyber security awareness training video/course within the last 12 months, a deductible will be applied to the loss.
Cyber security Required Standard 2— Payment instructions verification	
The member should develop and adopt a policy related to the verification of external financial payments to include a procedure to verify the authenticity of each payment request. This could include implementing a call-back verification process or a secondary verification by a second employee.	Coverage excluded: This is a direct requirement of RMSA's cyber insurer to access coverage for social engineering fraud. Non-compliance, in the form of failure to have such a procedure in place, or failure to follow such procedure, will void otherwise available coverage and result in coverage being excluded.

Required Standards and deductibles

Driving Required Standard

Driving Required Standard 1—Defensive driver training	\$1,000 deductible
<p>All drivers (employees and volunteers, including public safety and law enforcement) who operate member owned vehicles shall complete an AWC RMSA-approved defensive/distracted driving course before driving a member vehicle and at least every three years thereafter. Additionally, all drivers of emergency vehicles shall complete an EVOC/EVIP training before driving a member vehicle and at least every three years thereafter. If the EVOC/EVIP course includes a defensive/ distracted driving component, that will satisfy the requirement.</p>	<p>If an auto accident occurs and the operator of the member owned vehicle has not completed a defensive driving course or EVOC/EVIP course (as applicable) before having driven the vehicle or within the past three years, a deductible will be applied to the loss.</p>

Employment practices Required Standards

Employment practices Required Standard 1— Review prior to personnel action	\$5,000 deductible
<p>Prior to taking any personnel action that may result in termination of an employee, and/or notifying the employee of such final disposition, the member shall notify AWC RMSA and allow AWC RMSA to review the merits and risks of the termination and provide guidance at staff's discretion.</p>	<p>If a claim related to a termination is filed and the member had not previously contacted AWC RMSA and followed the guidance of staff, a deductible may apply at the discretion of the AWC RMSA claims staff.</p>
Employment practices Required Standard 2— Employment practices training	\$1,000 deductible
<p>All employees with direct reports, elected officials, and all department heads shall complete at least one AWC RMSA- approved training course per year on an employment practices-related topic. Non-AWC RMSA sponsored trainings will require advance approval from AWC RMSA to apply.</p>	<p>If a claim related to the conduct of an employee with direct reports, elected official, or department head is filed and that person has not completed an AWC RMSA- approved training course on an employment practices-related topic within the past year, a deductible will be applied to the loss.</p>

Land use Required Standard

Land use Required Standard 1—Review prior to moratorium	\$1,000 deductible
<p>Prior to adoption of a new moratorium, or renewal of an existing moratorium, a member shall contact AWC RMSA prior to council action for review of the proposed moratorium by an AWC RMSA approved attorney.</p>	<p>If a claim related to a land use moratorium is filed and the member had not previously contacted AWC RMSA and followed the guidance of staff, a deductible will be applied to the loss.</p>

Law enforcement Required Standard

Law enforcement Required Standard 1—Use of force training	\$1,000 deductible
<p>Commissioned officers and reserve officers shall annually complete training on the use of force policy adopted by the member.</p>	<p>If an excessive use of force claim is filed, and the officer involved has not completed use of force training within the past year, a deductible will be applied to the loss.</p>

Public works Required Standards

Public works Required Standard 1—Sewer systems	\$1,000 deductible
<p>The member shall retain documentation confirming routine inspections and/or cleaning in the past 12 months of their sanitary/stormwater sewer systems.</p>	<p>If a claim is filed by a member not having inspected or cleaned some portion of their sanitary/stormwater sewer system within the past 12 months, a deductible will be applied to the loss.</p>
Public works Required Standard 2— Service issue documentation	\$1,000 deductible
<p>The member shall retain documentation confirming complaints and the member's responses to complaints regarding issues and/or repairs needed for sidewalks and streets.</p>	<p>If a claim is filed by a member not having documented a complaint or having properly responded to that complaint a deductible will be applied to the loss.</p>
Public works Required Standard 3—Repeat claims	\$1,000 deductible
<p>The member shall address identifiable hazards or practices that result in a third-party claim in order to avoid future similar losses. When feasible, either permanent or temporary mitigation measures will be instituted immediately upon notice of the claim. In situations where the cause of loss has been identified and has the potential to cause future potential damage, the member will apply a permanent remedy as soon as practicable.</p>	<p>Member will be provided with written warning and timeframe to correct issue. If a repeat claim occurs after the provided timeframe, a deductible may apply at the discretion of the AWC RMSA claims staff.</p>

Required Standards training tracking

Crime – Due once per year

EVOC/EVIP driving – Due every three years

Cyber security – Due once per year

Employment training – Due once per year

Employee driving – Due every three years

Law enforcement – Due once per year

Name	Position/Title	Course completed	Member Standard fulfilled	Date completed	Date next due

Name	Position/Title	Course completed	Member Standard fulfilled	Date completed	Date next due

Risk Management Service Agency

wacities.org/RMSA

S E C U R I T Y | S T A B I L I T Y | S E R V I C E



Association of Washington Cities
1076 Franklin Street SE, Olympia, WA 98501-1346 | 1.800.562.8981

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7i Assigned to: District GM Meeting Date: December 10, 2024

Under: Old Business Attachment: None

Subject: Overpayment Notification

Background/Summary:

The District General Manager was overpaid in a recent pay correction for the benefits that were approved by the district and backlogged to June 1, 2024. The District General Manager is working with bookkeepers and Heartland Payroll.

The issue has been resolved.

Fiscal Impact:

Chair Announcement: None. First touch.

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

Two Touch Rule:

<u> </u>	<u>To Be Determined</u>	<u> </u>	Committee Review
<u> </u>	<u>10/22/2024</u>	<u> </u>	First Board Meeting (Informational)
<u> </u>	<u>11/12/2024</u>	<u> </u>	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- No attachments.

Meeting scDes Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District G.M. **Meeting Date:** December 10, 2024

Under: New Business **Attachment:** Yes

Subject: KCYAS My Backyard Grant (first touch)

Background/Summary:

The district received a grant from King County Park, My Backyard program. The grant was increased from \$10,000 to \$15,000.

The District GM was going to recommend using it for daily admissions, but King County Parks wrote the agreement to include proof of low-income status. The District GM is making the recommendation to change the program to cover passes and would copy the City of Vancouver's Youth Opportunity Pass. The hope of this program would utilize school outreach to school-aged children in the area. The hopes are that children and family will be exposed to swimming and our scholarship program, and we can utilize the process to make the application process more direct and timelier.

See attached KCYAS program outline and a copy of Vancouver's Youth Opportunity Pass.

Fiscal Impact: N/A

Proposed Motion:

No motion. First touch

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

Three Touch Rule:

_____	Committee Review
<u>12/10/2024</u>	First Board Meeting (Informational)
<u>1/28/2025</u>	Second Board Meeting (Action)

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

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

Notes:

- KCYAS Grant Outline (attachment)
- Vancouver Youth Opportunity Pass Program (attachment)
- Vancouver Youth Opportunity Pass Form (attachment)

King County Youth Amateur Sports - \$15,000 Backyard Grant

- **WHAT/GRANT:** Received grant for \$10,000 that has increased to \$15,000.
 1. Originally wanted to cover daily entry fees, but logistically impossible due to KCYAS adding proof of need for each applicant/usage.
 2. Found Youth Opportunity Pass from City of Vancouver, Washington (attached).
- **WHO:** Serve youth, ages 3-18 of King County.
- **WHEN:** 2025, First-come, first-serve
- **WHY:** Introduce children to swimming (and hopefully get some family members to join them too).
- **HOW:**
 1. Would cover either (all youth passes):
 - 50, annual passes, or
 - 142, 3-month, or
 - 364, 10-visit passes,
 - Other?
 2. Coverage/Opportunity:
 - Cover 100% of passes.
 - 60.8% of Highline students on free or reduced lunch
 - MRHS 62.6%,
 - Pacific 81%

- Des Moines 60%, Midway 100%, North Hill 42.6%, Parkside 79%, Marvista 36.9%
 - 65% of Woodmont K-8 on free or reduced lunch
 - 76.5% of River Ridge on free or reduced lunch.
 - 3. Use process similar to Vancouver's Youth Opportunity Pass
 - Setup to meet low-income guidelines
 - Setup online form for scholarships
 - CivicRec: Allow to register with translation. Need to purchase document filter to be able to perform this. (ADD FEES).
 - Docusign: Ability to download form directly from their computer.
 - Documentation: Main would be free lunch documentation. Also take Utility, Social Security of Public Assistance Documentation.
- **MARKETING/OUTREACH:**
 1. Send out by PeachJar to all local schools in area. QR code directly to application.
 2. Use Email blast and CivicRec email to send to all patrons and followers.
 3. Post Signage around Mt Rainier Pool.
 4. Highline and Woodmont school outreach: PTSA's and HSD Communications.
 5. PSA's in Waterland Blog, Newswire and other local news media.
 6. Social media.
- **OTHER OPPORTUNITIES:**
 1. Use process to improve scholarships and help better promote them.

2. CivicRec add-on would allow for machine translation to all languages of district, and better forms downloads for other programs (insurance forms, waivers, etc.).
 - This could dramatically speed up scholarships. Could be done within one business day but would promise three days in case of high volume.
3. Full translation of site would create more access for the community.

- **TIMELINE:**

1. Work with ____ committee to make a recommended form and process to be presented at the January 28 board meeting.
2. Update website, process in early February.
3. Put out information in early to mid-February.
4. Evaluate program at April board meeting.
5. Make changes/recommendations for summer 2025. (Could cover youth summer passes for example)
6. Evaluate summer in August.
7. Make recommendations for Fall.
8. Evaluate November board meeting.
9. Request extension to 2026, if needed.

Youth Opportunity Pass

During the school year, a free Youth Opportunity Pass is available to students who live in the Vancouver city limits. Students must be 11-18 years old and enrolled in middle school, high school, or homeschooled at the 6-12 grade levels to qualify. Eligible non-residents may purchase a pass for \$49.

Sign up for a 2024-25 Youth Opportunity Pass at Firstenburg and Marshall community centers. The pass is valid September 3, 2024, through May 31, 2025.

The Youth Opportunity Pass provides teens with many free benefits at Firstenburg or Marshall community center:

- Ages 11-13 (select times, see application for details)
 - Pool
 - Open Gym
 - After-school programs
- Ages 14+ (select times, see application for details)
 - Pool
 - Open Gym
 - Fitness Center
 - Track (Firstenburg)
 - After-school programs

Parks, Recreation and Cultural Services

Department Contact

Main: [360-487-8311](tel:360-487-8311)

Firstenburg: [360-487-7001](tel:360-487-7001)

Marshall: [360-487-7100](tel:360-487-7100)

Luepke: [360-487-7050](tel:360-487-7050)

parksrecculture@cityofvancouver.us

Parks, Recreation and
Cultural Services

How to Get a Pass

1 Complete the Youth Opportunity Pass Agreement

Download and complete the agreement. Printed copies are available at Firstenburg and Marshall community centers.

2 Drop it off

Bring the completed agreement, a current student ID or Skyward access with a photo, and proof of Vancouver residency to Firstenburg or Marshall community center. Homeschool students must have a letter of intent to homeschool. The student applying must be accompanied by a parent or guardian if they are under 18 years old.

3 Say cheese!

The completed agreement will be processed and the ID will be validated. Then the student's photo will be taken and a Youth Opportunity Pass will be issued for the community center of their choice. The Youth Opportunity Pass is required to access eligible programs and amenities. It is not valid for access to community center programs and amenities outside of designated Youth Opportunity Pass days and times.

Documents

 [2024-25 Youth Opportunity Pass Contract](#)

 [Firstenburg and Marshall YOP Schedule](#)

 [Code of Conduct](#)

Find out if your address is located within Vancouver city limits.

[Vancouver City Limits Map](#)

Frequently Asked Questions

Do students who qualify for the C-Tran pass in Battle Ground, Camas or Washougal school districts also qualify for the free Youth Opportunity Pass?

No. The C-TRAN pass is available to a wider group and is no longer affiliated with the Youth Opportunity Pass. The free Youth Opportunity Pass is only available to eligible students who live in Vancouver city limits. Eligible non-resident students may purchase a pass for \$49.

Do homeschooled students who live in Vancouver city limits qualify for the Youth Opportunity Pass?

Yes. Bring your district letter of intent to homeschool to Firstenburg or Marshall community center. Eligible homeschool students who do not live within Vancouver city limits may purchase a pass for \$49.

Do private school or unaffiliated homeschool students qualify for the free Youth Opportunity Pass?

Yes, as long as you live within Vancouver city limits. Students who live outside Vancouver city limits may purchase a pass for \$49.

Where can I learn more about what is offered at Firstenburg and Marshall community centers?

Contact either community center to speak with a customer service representative or schedule a tour.

[Firstenburg Community Center](#)

[Marshall Community Center](#)



YOUTH OPPORTUNITY PASS 2024-2025

Pass includes the Teen After School Program

1. **Must be 11-18 years old and be enrolled in middle school, high school or homeschooled at equivalent to the sixth to twelfth grade level to qualify.**
2. **Must have current student ID or Skyward access with photo to confirm current enrollment. Homeschool students must have letter of intent to homeschool.**
3. **Parent/Guardian must be present when signing up for pass.**
4. **Must be 14 to use the fitness area/track.**
5. **Last day to sign up is April 30, 2025.**
6. **Must live within Vancouver city limits and have proof of residency (parent ID/utility bill) to qualify for the free pass.**
7. **Qualifying students who live outside Vancouver city limits may purchase a Youth Opportunity Pass. The pass is not prorated if purchased after 9/3/24. It is non-refundable, non-transferable and the status of the membership cannot be changed until it is void.**

Student Name (print legibly): _____		DOB: _____	
Gender: Male _____	Female _____	Non-binary/other _____	Prefer not to answer _____
Home Address: _____			
City: _____	State: _____	Zip: _____	E-mail: _____
School Attending: _____		Homeschooled: Yes _____ No _____	
Pass Plan: Firstenburg _____	Marshall _____	Pass Term: YOP Pass All Access	
EMERGENCY CONTACT REQUIRED			
Parent/Guardian: _____		DOB: _____	
Gender: Male _____	Female _____	Non-binary/other _____	Prefer not to answer _____
Email: _____	Cell: _____	Work: _____	

In consideration of the City of Vancouver allowing for my participation at Firstenburg Community Center and/or Marshall/Luepke Community Center, I agree to the following:

1. I am of lawful age and legally competent to sign this agreement.
2. I understand that the terms of this agreement are contractual and not mere recitals.

I understand the foregoing and therefore hereby agree to RELEASE, SAVE, AND HOLD HARMLESS the City of Vancouver and their respective officials, administrators, employees, volunteers, and agents from any and all liability and claims for any damage or injury brought by me, my family, estate, heirs, or assigns arising out of my enrollment or participation in this program except as may arise solely from the gross negligence of the City of Vancouver or from the acts of third parties. In addition, I understand and agree to the following:

1. Membership card will be presented to use the facility.
2. Replacement card will be purchased for \$5 if original is lost.
3. **Member agrees to act appropriately and follow the Code of Conduct provided on back of contract.**
4. Violation of Code of Conduct may result in suspension of use and/or termination of contract.

***I have carefully read the pass agreement and hold harmless agreement, and my signature below signifies that I voluntarily agree to all the terms and conditions contained in it.**

Pass Holder Name (Printed)	Pass Holder Signature	Age	Date Signed

Parent signature required if member under 18 years of age: _____

CODE OF CONDUCT

Vancouver Parks, Recreation & Cultural Services (PRCS) strives to provide an environment where everyone can safely enjoy visiting our facilities and participating in our programs and activities. This general code of conduct was created with that in mind. Some programs and activities may have additional rules or requirements, which will be provided during registration or shared at the start of activities that do not require registration.

PLEASE DO/ENCOURAGED BEHAVIOR

- Conduct yourself in a manner that is respectful to other patrons, participants and staff.
- Service dogs are welcome. To request accommodation for other service animals, contact adacoordinator@cityofvancouver.us.
- Respect all PRCS property and the property of other patrons. Please check with staff before using any equipment and/or rooms.
- Follow all posted rules, written and/or verbal program rules and staff requests.
- Secure all personal belongings. PRCS is not responsible for lost and/or stolen items.
- Dress appropriately for a public place. Always wear a shirt and shoes, except when using the pool or on the pool deck.
- All belongings/bags brought into the facility must be carried in a single trip, kept contained, out of the way of others and within your reach at all times. Do not leave belongings unattended.
- Maintain orderly and safe entry/exit by not loitering in high traffic areas, doorways, aisles, and stairways. Keep personal items from interfering with access to the facility.
- Limit active play to areas designated for it.
- Clean-up after yourself, including putting all trash and/or recyclables in the proper receptacles.
- Park in designated and authorized areas only.

DO NOT/PROHIBITED BEHAVIOR

- Engage in disruptive and/or disorderly behavior that endangers yourself or others and/or damages or defaces property.
- Use profanity or demeaning language, intimidation, taunts, teasing and/or ridicule or any other abusive and/or harassing language or behavior.
- Smoke, vape or use tobacco in any form, including e-cigarettes. Parks and community center campuses are tobacco-free spaces.
- Use drugs, alcohol, or any other intoxicating substance while at the facility or be under the influence of such substances while using the facility.
- Bring emotional support animals, companion animals or pets to facilities or programs. Animals may not be left unattended outside City facilities.
- Play personal audio equipment at a volume that disturbs others.
- Skate or skateboard inside the facility or leave these items unattended in the building and/or walkways. Bicycles and scooters are not allowed inside the facilities.
- Use the restroom for shaving, bathing, haircutting, washing clothes or other uses it was not intended for.
- Leave young children unsupervised.
- Use cell phones with photographic capabilities in the locker rooms and/or restrooms.
- Camp and/or sleep at the facility and/or grounds.
- Conduct any type of pedestrian interference in a public place, obstructing pedestrian, or vehicular traffic.
- Possess any weapons without a permit.
- Bring food or drinks with flavor in the fitness center or gym.

Must be 14+ to use the fitness area/track.

Prohibited dress or physical appearance specifically includes, but is not limited to:

- Displaying lewd, sexual, weapon, drug, tobacco, alcohol-related, hate or violent messages on clothing and/or headgear.
- For sanitary reasons no exhibiting a bare midriff or undergarments.
- No jeans or clothing with zippers, buttons, pockets with flaps, or belts in the fitness center.
- Must wear close-toed shoes in fitness center. No Crocs, Birkenstocks, or sandals.

Vancouver Parks, Recreation & Cultural Services reserves the right to take immediate disciplinary action, including removal and expulsion from the facility for a period of up to one year, for violation(s) of the Code of Conduct. Disciplinary action may be cumulative based on the infractions. Please be aware that some Code of Conduct violations may also subject the violator to criminal prosecution in addition to any sanctions administered by Vancouver Parks and Recreation (VMC 15.04)

I have carefully read the Code of Conduct and Dress Code, and my signature below signifies that I voluntarily agree to all the terms and conditions contained in it.

Student Signature: _____ **Date:** _____

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM Meeting Date: December 10, 2024

Under: Old Business Attachment: Yes

Subject: Policy 320 Admissions and Refunds

Background/Summary:

The Board of Commissioners voted on new rates at the November 12 board meeting. I have updated the Refund Policy 320, Admissions and Refunds to include changes to rates, added insurance memberships and more clarity on some refund policies. Attached are copies of the suggested edits.

January 28, 2025: The next board meeting is January 28, 2025, if the board wishes to put the document out for edits. We will set a deadline of January 14 to get all edits compiled before the next board meeting.

Fiscal Impact: N/A

Proposed Motion: I move to approve the updated Policy 320 Admissions and Refunds.

Reviewed by District Legal Counsel: Yes X No Date: 11/8/15

Two Touch Rule: N/A Committee Review 12/10/2024 First Board Meeting (Informational) 01/28/2025 (if needed) Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes:

Attachments: - DRAFT - Policy 320, Admissions and Refunds (Edited 12/02/2024)

320 -- Admissions and Refunds

1.0 PURPOSE

Admission to the Des Moines Pool Metropolitan Park District (DMPMPD) is by membership (Annual, Semi-annual or monthly), punch pass, general admission, class registration, or complimentary "be our guest" pass. Passes are sold to individuals, families, and corporate entities.

2.0 POLICY

Memberships and pass holders will be provided with an identification card. Members and pass holders are required to present this card or their ID number to the cashier for inspection in order to gain admission to the facility. The cashier should examine the id card and the computer to determine if the holder is the appropriate person, that the card has not expired. A new pass may be completed at no charge if card does not depict the individual. If pass holder card has been lost, there is a \$5.00 fee to complete a new one. All fees, discounts and charges are subject to change by the Board at any time.

Patrons may also download the CivicRec App to their phone and use the barcode for access.

Lockers are provided free of charge for all members, but locks and all items must be removed at the end of the business day.

3.0 ADMISSIONS

3.1 General Single Use Admission

Admission by cash is available on a per visit basis. Patrons who desire to come back the same day must prove that they paid general admission by signing the sign out sheet before exiting earlier that day. If it is uncertain whether or not general admission was paid, the patron must re-pay to enter the facility. The fee varies according to the patron's age.

3.2 Membership/Pass Packages,

Membership packages include:

- a. **Family Membership:** includes any two adults 18 years of age and older residing in the same household and three children under the age of 18. Youth that turn 18 during the current year of a pass remain on the family pass until the expiration of the pass at which time the youth must then purchase his/her own adult pass. Exchange students may be added to a family pass, additional charges may apply. Fees for additional family members above five members.
- b. **Senior Memberships:** includes anyone 62 or older.
- c. **Disabled Memberships:** includes anyone who is considered disabled in accordance with Washington State and Federal guidelines. Acceptable proof is Social Security documentation, disabled vehicle registration, VA documentation, or doctor's documentation.
- d. **Adult Membership:** includes anyone 18 years or age or older.
- e. **Youth Memberships:** includes anyone under the age of 18 years of age.

3.3 Use Passes:

Use passes are for a specific number of visits and are available in each of the above age groupings. The passes can be used for either admission and/or exercise classes. Punch cards are not refundable and expire one year from the date of purchase. No time will be added for maintenance closure. A youth may use an adult punch card but an adult may not use the youth punch card.

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320 – Admissions and Refunds

3.4 Annual Passes Paid Monthly:

Annual Memberships can be paid two ways. Lump sum payment at time of registration or the patron can sign up for monthly payments using a card saved on member account.

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3.4 Contracted Use

Corporate passes are available for government, companies and schools. A monthly minimum and maximum charge will be determined at the time of sign-up. Names of approved swimmers should be supplied to the Pool Office. DMPMPD will bill the company/school/military on a monthly basis. Passes can also be issued to specific individuals as well. The corporate passes are not eligible for refunds and passes are non-transferable. Please check current schedule for pass prices and discounts. Rates are subject to change with the approval of the majority of the Board. No additional discounts may apply. No extensions shall be added for time closed for maintenance. Corporate passes are issued at a discounted rate depending on amount and frequency of use.

4.0 REFUNDS

4.1 Annual maintenance.

There are no extensions for annual maintenance closure except if greater than 3 weeks.

4.2 Reduced services.

The District GM (DGM) or designee can extend passes or issue refunds if services have been reduced due to staffing shortages or other factors that reduce opportunities for usage. The DGM will look at the history of usage and/or other factors that may influence usage.

4.3 Refund Exceptions

Fees are non-refundable except under the following circumstances:

- a. Memberships will be refunded only on the basis that the individual moves away from the community or is permanently prohibited from use of the facility by circumstances beyond their control. The District defines this as 45 miles or more away from the facility. Memberships are not transferable and may not be extended or transferred for any reason.
- b. Upon completion of a Refund Request Form (**Appendix A**), the DMPMPD District General Manager will consider amendment or alteration of the terms of unexpired memberships or passes, based upon proof of exceptional medical conditions or proof of exceptional circumstances. Decisions concerning such requests will be made by the District General Manager with a right of appeal to the Board of Commissioners. Please allow five (5) business days for the refunds to be processed. [ADD ONLINE LINK](#)

4.4 Service Fees

The District reserves the right to charge service fees to cover costs associated with processing refunds and lost revenue from people not being able to attend classes. Below are the programs and the associated service fees.

- Swim Lessons (Includes Parent and Child, Preschool, Levels and Adult Lessons) - \$10
- Passes (Include 10-visit, Memberships and Water Exercise) - \$10
- Certification and Training Courses (Include Lifeguarding and Swim Instructor) - \$25
- Early cancellation of annual passes will result in a \$50 cancellation fee.
- Credit cards not updated could lead to a \$10 administration fee.

4.5 Pro-Rated Refunds

Refunds will be pro-rated or not accepted after the following dates.

- Swim Lessons – No Refunds after first class and will be pro-rated \$10+Cost of One Class

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320 – Admissions and Refunds

- Passes – Pro-rated ~~\$50~~ + remaining balance of pass
- Certification and Training Courses – Will not be Pro-Rated
- Daily Fee – Will not be refunded once enter water, unless the following affects majority of available time (Staff onsite will make the decision to refund or issue complimentary swim passes):
 - Fecal Contamination
 - Safety Issue (Equipment Breakdown, Weather or Issue that Forces Closure of Pool)

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4.6 ~~10-Visit (Punch) Passes~~

~~10-Visit~~ Passes are non-refundable.

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4.7 Complimentary Swim Pass

A complimentary swim pass may be given out in lieu of refunds. This pass may also be issued when guests come to tour our facility with the purpose of considering membership. Complimentary swim passes will be valid for no longer that one year and may be handed out by individuals authorized by the Aquatics Manager, District General Manager, and/or the Board of Commissioners. District staff will track the distribution of passes, to track the allocation of free services.

4.8 Insurance Passes

The District now accepts insurance supported passes from the following companies ~~Active and Fit, FitOnHealth, Prime, Silver and Fit, Silver Sneakers, United Healthcare and other programs.~~ These programs are reimbursed anywhere between \$2.50/\$3.00 per visit with a maximum ~~reimbursement~~ of 10 visits. If a person does not maintain their availability to be covered by these programs, the District GM or designee reserves the right to place their passes on hold until the District is able to receive confirmation from the insurance program that the person is covered.

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5.0 HOLDS

~~Memberships and passes may be put on hold for several reasons, including non-payment, inability to verify insurance, or outdated credit card information for annual or monthly subscriptions. It is the responsibility of the account holder to keep all account details, including contact information, up to date. Although staff will make a courtesy call, the pass will be placed on hold until the necessary information is updated.~~

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6.0 PERSONAL CHECKS

Personal checks will be accepted for Admissions and retail purchases for the amount of purchase only. There will be a **\$35.00 service charge** for all returned checks. No two-party checks will be accepted, and no payroll checks will be cashed.

6.0 REFUND PROCESS

Staff may take five (5) business days to ~~decide~~ and up to an additional 21 days to process and mail a check. Credit card refunds will be issued back to the card the charges were made upon, and no transfers are available to other cards or addresses that are not listed on their account.

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7.0 ANNUAL RATE EVALUATION

Each year the board will review market factors such as minimum wage, cost of living, consumer price index and other factors to adjust fees and rates. Annual rate changes will be announced by ~~December 15~~.

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New rates will go into effect on services purchased after ~~January~~ 1st of each year.

Appendix A



Des Moines Pool
Metropolitan Park District

Refund Request Form
Mount Rainier Pool



Date of Request: _____

Participant Name: _____

Requester Name (If Other Than Participant): _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Alternate Phone: _____

Program Registered for: _____

Cost: _____ Amount Requesting Refund for: _____

Reason for request:

Signature: _____ Date: _____

Note- Refunds can take up to four weeks to be processed.

-----For Office Use Only-----

Date Received: _____ Reviewed By: _____

Notes: _____

(Check Box) Approved _____ Denied _____

Amount: \$ _____ Refund Processed Date: _____

If Denied Reasoning:

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Meeting scDes Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District G.M. Meeting Date: December 10, 2024

Under: New Business

Attachment: Yes

Subject: 2025 Tentative Meeting Schedule (first touch)

Background/Summary:

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

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

Below is Resolution 2025-03 Meeting Times and Locations.

The item will be discussed after board officers and committees are selected at the first regular board meeting in 2025.

Fiscal Impact: N/A

Proposed Motion:

No motion. First touch

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

Three Touch Rule:

_____	Committee Review
<u>12/10/2024</u>	First Board Meeting (Informational)
<u>1/28/2025</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

- Resolutions 2025-03 Meeting Schedule (attachment)
- 2025 Business Calendar (attachment)

2025 BUSINESS CALENDAR

DES MOINES POOL METROPOLITAN PARK DISTRICT/MOUNT RAINIER POOL

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

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

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

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

REGULAR BOARD MEETINGS/PUBLIC HEARINGS

January	28	7:00pm	<p>Regular Board Meeting (@MRHS Library)</p> <ul style="list-style-type: none"> • Elect Officials (A): Resolution 2025-01 • Appoint Committees (A): Resolution 2025-02 • Approve Meeting Schedule (A): Resolution 2025-03 • District Bylaws Review (A) • 2024 Q4 Aquatics Manager Report • Architect of Record RFQ • March Closure Contractor Selection <p><i>Night board meeting dates and locations being voted on for change.</i></p>
February	25	7:00pm	<p>Regular Board Meeting</p> <ul style="list-style-type: none"> • 2024 Q4 Financial Report • Employee Handbook Update • March Closure Update • AHU Project Bid Packet
March	25	7:00pm	<p>Regular Board Meeting</p> <ul style="list-style-type: none"> • 50th Anniversary Event Discussion • Policy and Procedural Review (I)
April	22	7:00pm	<p>Regular Board Meeting</p> <ul style="list-style-type: none"> • 2025 Q1 Aquatics Manager Report • 2024 Financial Report to State (I) • AHU Project Consultant Selection
May	27	7:00pm	<p>Regular Board Meeting</p> <ul style="list-style-type: none"> • 2025 Q1 Financial Report • 2024 Financial Report to State (A)
June	24	7:00pm	<p>Regular Board Meeting</p> <ul style="list-style-type: none"> • August Closure (I)
July	23	7:00pm	<p>Regular Board Meeting</p> <ul style="list-style-type: none"> • 2025 Q2 Aquatics Manager Report • August Closure (A)
August	26	7:00pm	<p>Regular Board Meeting</p> <ul style="list-style-type: none"> • Start of Budget Process/Hand Out Workbooks (I)

			<ul style="list-style-type: none"> • 2025 Q2 Financial Report • Surplus Property: Resolution 2025-04
September	23	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • 5-Year Capital and Equipment Replacement (I)
October	21	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • 2025 Q3 Aquatics Manager Report • Preview Preliminary Budget (I) • Levy Certification Estimate (I) • Unclaimed Property: Resolution 2025-05
November (Public Hearing)	11*	7:00pm	Regular Board Meeting/ Budget Public Hearing <ul style="list-style-type: none"> • 2025 Q3 Financial Report • Budget and Levy Certification Process <ul style="list-style-type: none"> ○ Adopt 2026 Budget (A) ○ 2026 Levy Certification: Resolution 2026-06(A) ○ 2026 Levy Increase Certification: Resolution 2026-07(A) ○ Substantial Need Ordinance (if needed)
December	9*	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • Budget Amendments: Resolution 2026-08(A) • Proposed 2026 Meeting Calendar (I) • 2026 Officers and Committees (I)

Notes:

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

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

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

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

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

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

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District GM **Meeting Date:** December 10, 2024

Under: New Business **Attachment:** Yes

Subject: Surge Pit Flange Emergency Repair

Background/Summary:

On Tuesday, December 3, it was determined that the surge pit's heating element flange would need to be repaired before the March 2025 closure.

District staff were aware of the leak, but the hope was to hold off on the repair until the March closure, where the KCYAS Aquatic Facilities Grant would replace the piping for that area. The repairs in the attached estimate are to repair the leak until the larger grant-covered repair can be made in March.

The original estimate came in just a little over \$5k with taxes, which is above the District GM's statutory spending limit, plus the unscheduled maintenance budget is already over budget.

The repair was over the District GM's threshold of \$5,000 according to Section 4.6 of the [Procurement Policy \(520\)](#).

Emergency Purchases. In the event of an emergency the District General Manager or Board Designee, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board of Commissioners or Finance Committee, but not in excess of \$20,000.00. The Finance Committee may authorize purchases in excess of \$20,000.00 when prior Board approval is not feasible. All emergency purchases shall be ratified by appropriate Board action within 30 days of the purchase.

The Finance Committee was contacted to give them a heads up on Tuesday, December 3. The reason staff did not wait until the December 10 board meeting for approval was that the Mt Rainier High School Swim Team had an away meet on Thursday, December 12. This unique opportunity allows the repair to be made and ensure we are not closing on a day that we are contractually obligated to be open for school-district practices and meets.

The repair should only take one day with the pool being reheated and chemicals rebalanced by the next morning. If a larger repair is discovered, we will reach out to the board and inform the public. This is always a possibility with a pool that is 50 years old, no matter how much planning we do.

Fiscal Impact: \$5K for a temporary fix with full repairs to be covered by KCYAS Grant

Proposed Motion: No motion necessary. Information only.

Reviewed by Legal Counsel: Yes No Date: CC'd on Email

Two Touch Rule: 12/3/2024 Committee Review
Time-sensitive First Board Meeting (Informational)
12/10/2024 Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes: Attachments:
- Aquatic Specialties Estimate10323 for flange repair
- Image of flange to be repaired

AQUATIC SPECIALTY SERVICES, INC 1605 SOUTH 93RD STREET #EF, SEATTLE, WA 98108 206-275-0694 phone 206 275-2229 Fax Aquaticspecialtyservices.com Business License 602-161-542 Contractors License AQUATSS996Q6	ESTIMATE		10323
	all estimates are good for 30 days		
	Terms	Date	
Net 30	12/3/2024		

Client:	Ship to:
Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198	Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198 Attn: Dominic

Washington State Public Works act requires that workers be paid prevailing wage rates when employed on public projects, and on public building service maintenance contracts. All sales are subject to Net 30 trms, unless otherwise stated. All credit card payments are subject to 3.5% processing fee. All returns are subject to restocking fees plus all freight. Chemicals are not returnable. Balances past due are subject to accrue 1% finance charge monthly. All change orders must be submitted in writing. Under no circumstances will provider be responsible for or buyer be entitled to consequential damages arising out of any delays in performance. All uncertainties are billable. Warranty complies with manufacturer to period of 1 year and claim period 4 months. All freigh is billable. A purchase order may be applicable, a deposit may be applicable and signature to process order. All estimates are good for 30 days.

Item	Description	Qty	Price ...	Total
	Estimate for Mt. Rainier Pool Scope of Work: -leak on heater flange on surge tank to be fixed ***** (Aquatic Specialty Services believes only the flange gasket is bad, we will not know until we take it about and if the issue is different a change ordered will be required)***** - Pool will need to be closed for 1 day			
Miscell...	gasket and bolts for heater flange	1	348.21	348.21T
00.4	PWR for plumber & pipefitter classification	16	260.00	4,160.00T
Service...	Service Zone A-30	1	75.00	75.00T
	Thank you,			

SIGNATURE REQUIRED & DATE: *Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc	Subtotal	\$4,583.21
*Notice to Client will be provided and required to be signed by appropriate authorized person ordering the work and or the owner of the property.	Sales Tax (10.2%)	\$467.49
* Resellers Permit required when applicable	Total	\$5,050.70



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e **Assigned to:** District GM **Meeting Date:** December 10, 2024

Under: New Business **Attachment:** Yes

Subject: SAO Audit and Exit Interview (2019-2023)

Background/Summary:

The State Auditor's Office (SAO) performed the District's four-year accountability audit. The audit is for the year's 2019-2023. As part of the audit, there is an exit interview that is open to all board members.

The interview is scheduled not at this time, but they will interview board members and invite all members to the exit interview. The auditors will notify us of options for the exit interview and

Fiscal Impact: N/A

Proposed Motion: No motion necessary at this time. Gathering information.

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

Two Touch Rule: To be determined. **Committee Review**
 12/10/2024 **First Board Meeting (Informational)**
 To be determined. **Second Board Meeting (Action)**

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

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

Notes:
No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9 **Assigned to:** Board President **Meeting Date:** December 10, 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):
 - *Special Meeting (if needed)*
 - *January 28, 2025, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA).*

3. *End of Meeting:*

Fiscal Impact: _____

Proposed Motion: No motion necessary.

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

Two Touch Rule:	_____	Committee Review
	_____	First Board Meeting (Informational)
	_____	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- No attachments.