



Des Moines Pool Metropolitan Park District

October 21, 2025

7:00 p.m.

Regular "Hybrid" Meeting

Meetings are hybrid: being held remotely using Zoom and in-person at the Des Moines Pool MPD District Office (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468; Meeting ID: 872 0718 6067; Passcode: 298369. 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 (FLAG)

pp 4

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, October 21. 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

7:07 6. CONSENT AGENDA

pp 5

a. EXPENDITURE/REVENUE FOR SEPTEMBER (Pushed to November 9)

N/A

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

pp 6-9

c. ADOPTION OF MINUTES

September 9, Special Meeting

pp 10-13

September 23, Regular Meeting

pp 14-18

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$43,550.60 was processed in September 2025 for warrant requests.

pp 19-22

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$73,448.13 was processed in September 2025 for payroll and payments.

pp 23-27

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

7:08	a. Q3 Aquatics Manager Report	pp 28-55
7:18	b. Policy 454, Drug and Alcohol-Free Workplace (second touch)	pp 56-71
7:22	c. Surplus Property	pp 72-76
7:25	d. Parks Grant Update	pp 77-78
7:29	e. Engineer of Record	pp 79-100
7:32	f. Portable Research	pp 101-107

8. NEW BUSINESS

7:37	a. Emergency Repair, Pool Electrical Fans	pp 108-113
7:40	b. Policy 515, Payroll Administration and Processing (first touch)	pp 114-119
7:43	c. Policy 516, Overtime Pre-Approval and Pay Rate Documentation (first touch)	pp 120-123
7:46	d. Policy 340 Financial Aid/Scholarship (first touch)	pp 124-143
7:50	e. Resolution, 2025-11 Public Gifting of PTSA Swims	pp 144-146
8:10	f. City Currents Partnership	pp 147
8:15	g. 2026 Annual Budget (first touch)	pp 148-157

9. EXECUTIVE SESSIONS

8:25	a. Executive Session #1: "PERFORMANCE OF A PUBLIC EMPLOYEE"	pp 158
	<i>To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.</i>	

10. GOOD OF THE ORDER

pp 159

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.

11. UPCOMING MEETINGS/EVENTS

- November 11, 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)

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

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



The Pledge of Allegiance

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



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: District GM

Meeting Date: October 21, 2025

Under: Consent Agenda

Attachment: Yes

Subject: Consent Agenda

Background/Summary:

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

Item 6a: Financial Summary

- September Expenses and Revenue (pushed to November 9 meeting)

Item 6b: Staff/Committee Reports

- District General Manager Bi-Monthly Reports

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

- September 9, 2025, Special Meeting
- September 23, 2025, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$43,550.60** were approved for payment.

- \$43,525.80 was processed on September 17, 2025
- \$2,411.80 was processed on September 17, 2025

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$73,448.13** were processed for payment.

- \$1,715.29 was approved for Dept of Retirement Systems (DRS) on September 5, 2025
- \$6,745.05 was approved for Puget Sound Energy on September 9, 2025
- \$28,735.66 was approved for payroll on September 15, 2025
- \$1,753.09 was approved for Dept of Retirement Systems (DRS) on September 19, 2025
- \$34,499.04 was approved for payroll on September 30, 2025

A total of **\$116,998.90** was processed in **September 2025** under the oversight of the **Clerk of the Board**.

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

Fiscal Impact: Detailed above.

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in **September 2025** totaling **\$116,998.90**.

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

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, October 16, 2025

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Bi-Monthly Reports to Board Between September 19-October 16

SENT OCTOBER 10:

OCTOBER 21 MEETING PREP

- September Minutes: The September 9 and 23 minutes were sent out for minutes on Friday, October 3rd. Please have all edits back on Wednesday, October 15 at noon.
- Policy 454 - Drug and Alcohol-Free Workplace: We sent the policy out for edits on September 25. Please have all edits back on Wednesday, October 15 too.
- Budget: I put together a budget for 2026 that we will present at the October 21 board meeting.
- Next Meeting (Special Date): Just a reminder that our **next meeting is October 21**. We set this date to stay away from the week of Halloween.

SPOOKY SWIM (NEW DAY)

We are moving the Spooky Swim up a week to not compete with other Halloween events. Emmitt has also added a Pumpkin Plunge with plastic pumpkins. Last year there were a number of events the Saturday before Halloween, and we are hoping by moving it up a week, we will have larger participation. Below is a link to the event email notification. We also posted the event on PeachJar and are sending it out through our PTSA network.

<https://createsend.com/t/d-FCD53DC86D93BBEA2540EF23F30FEDED>

WEEKDAY SWIM LESSONS

The current session of weekday swim lessons starts on Monday. We will make sure to put overflow parking signage out as with swim teams and lessons, there will not be enough parking. We will also put notices on the website, social media and send an email out to swim lesson families.

TRICK OR TREAT PATH

Emmitt, a couple of lifeguards, Gene, the large duck, and I will be out at the Trick or Treat Path by B&E meats on Friday, October 31, 2025, from 4:30-6:30pm. If you are interested in participating, please let me know. Thank you to Legacy Foundation for sharing this space with us again.

MINIMUM WAGE

Minimum wage for Washington was announced for Washington State by Labor and Industries as \$17.13 (2.82%). This is up from \$16.66 in 2025. This will affect the proposed, entry level lifeguard rate starting from \$18.40 in 2025 to \$18.92 in 2026.

2026 INSURANCE RATES

We received notification from AWC-RMSA that our insurance rates will go up 4% to \$48,469. This is still less than what we paid with our past insurance company, and dramatically less than what we estimated in paying for 2026, which was estimated at around double this. Here is a similar form that e

POTENTIAL COLLABORATION WITH CITY

I am going to meet with the city manager to discuss partnering on the City Currents magazine. We have money budgeted for the postcards, but I think we may get more outreach with the magazines that already have a circulation and following. We will discuss this at the October 21 board meeting.

SCHOLARSHIP PROCESS UPDATE

Emmitt is working on an updated online scholarship process. It will allow us to utilize the registration portal for scholarship applications, and for participants to complete the forms at home without having to come in. The site is 100% secure and will allow residents to complete applications with the translation functions.

<https://secure.rec1.com/VT/burlington-vt/catalog>

MAINTENANCE UPDATES

- Risk Mitigation Grants: We have about \$3,500 in risk mitigation grants to use for a project. We were given \$2,800 as our annual budget for risk mitigation in 2026, and another \$750 for me attending the AWC-RMSA meeting in 2025. I am meeting with staff to discuss this moving forward.
- Projects Planning Meeting: We are going to meet with the project manager and legal to discuss moving forward with the engineer of record, emergency projects, and bidding/MRSC Rosters on Monday. We are going to bring a plan back to the board at the 10-21-25 meeting.
- Cintas Dispensers: Earlier this year we setup agreements with Cintas for dispensers of toilet paper and soap. Attached are images of the new dispensers from Emmitt.
- Pipe Leak: Quentin is monitoring another pipe leak in the pump room. It is from the plumbing to the heating coil in the surge pit.
- Graffiti: You can tell school is back in session, as we were tagged in the middle of the day again.



CONFERENCE

I attended the AWC-RMSA meeting on October 7 and stayed for the conference on the 8th and morning of the 9th. The district received an additional \$1,000 for risk mitigation for attending. The conference and hotel were free for all representatives.

TRAININGS UPDATE

- AWC-RMSA Trainings: Emmitt, Quentin and I have completed our training plans for AWC that were presented at the August 26 meeting. This should help us avoid any deductibles. The only issue we should do is add a training for elected officials. This is for one per elected officials. I will produce a list for the board members in the future for employment practice. (SEE ATTACHED).
- AWC-RMSA MEETING & CONFERENCE: I attended the AWC-RMSA annual meeting, and member expo/trainings on Tuesday thru Thursday, October 7-9. I went to a couple of trainings on fraud and internal controls, cybersecurity, community-building, crisis communication, and drug testing processes/testing centers that I will introduce over the next couple of months.
- Drug and Alcohol Detection Training: AWC-RMSA put me in touch with Association of Washington Cities Drug and Alcohol Drug and Alcohol Consortium's training. The training is \$1,100, but AWC-RMSA will offer us a scholarship of \$380, which will bring the total down to \$620. We are working to setup a training in November or December. We will have all management staff along with the head lifeguards to ensure someone is onsite for all detection scenarios.
- SafeSport Trainings: We are awaiting payment for the portal before we start the trainings. This is to setup the portal better track these trainings for full and part time employees. This should be setup by next week to move forward.
- SAO LEAN Training: We setup our preliminary charter ahead of the Friday, October 17 meeting. This will shorten our training dates from 3 to 2 days.
- SAO Team Building Training: Emmitt, Quentin and I have completed our Strengths Finder Training tests. We are sending them in next week to prepare for the October 29 team-building exercise.
- In-Service: Our next in-service is October 25. The part-time staff will watch the sexual harassment for part-time employees. We will have part-time staff setup in the future on SafeSport, which will allow us to allocate the SafeSport trainings to each full and part-time employee.
- 2025-2026 Training Calendar: Emmitt is working on a training calendar for the next year. This will come in handy for our upcoming lifeguard training grant.
- Ripple Effects Conference: I am thinking about sending one or both managers at the pool to the Ripple Effects Conference in B.C. This conference is very well done with great trainings that could help our district. B.C. puts a lot of resources into aquatics that I think can help our organization with swim lessons, trainings, and other operational items. <https://site.pheedloop.com/event/REC25/home>
- Emerging Leaders Virtual Training: Emmitt will be attending the emerging leaders virtual training session on October 15. https://wrpa.memberclicks.net/index.php?option=com_jevents&task=icalrepeat.detail&evid=758&Itemid=181&year=2025&month=10&day=15&title=virtual--leadership-session-for-emerging-professional-and-students&uid=72f86140c4016af202d81efa8c7fde78
- Newly Elected Officials Training: This is for newly elected official, and is offered by AWC on Saturday, December 6. If anyone is interested, please let me know. It includes an online or in-person option as close as Gig Harbor. <https://wacities.org/events-education/upcoming-awc-events/events-details?ID=2696>

RESEARCH

- Snohomish County donates park to Lake Stevens (MRSC/HeraldNet) <https://www.heraldnet.com/news/snohomish-county-council-voted-unanimously-to-donate-park-to-lake-stevens/>

- The Montana Model (NRPA Magazine) <https://www.nxtbook.com/nrpa/ParksRecreationMagazine/october-2025/index.php#/p/34>
- Doing less with less people: local governments brace for cutbacks (Cascadia Daily) <https://www.cascadiadaily.com/2025/oct/02/doing-less-with-less-people-local-governments-brace-for-cutbacks/>
- Why Spring Athletic Facilities are in a league of their own (Athletic Business) https://www.athleticbusiness.com/sponsored/sprung-structures/why-sprungs-athletic-facilities-are-in-a-league-of-their-own/6697d4ea291d5a1401f75251?pubid=61f81ae72500820001d87be4&utm_source=NativeX&utm_medium=banner&utm_campaign=6549139d2e4a2921881b209e&utm_content=68acccf19b819feff124f731&utm_term=61f81e162500820001d87de7
- Des Moines City Council Meeting Wrap-up for October 9 (Waterland Blog) <https://waterlandblog.com/des-moines-city-council-celebrates-sharks-advances-park-improvements-approves-public-safety-tax-and-more/>



Des Moines Pool Métropolitain Park District

September 9, 2025

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

MINUTES SPECIAL "Hybrid" MEETING

CALL TO ORDER/ROLL CALL

Commissioner Dusenbury called the meeting to order at 7:00 pm. Present were Commissioners Dusenbury, Campbell, Thorell, Stender, District GM Deschenes, Aquatic Manager Knox, and Resident Achziger. President Young and Commissioner Stender were not present. District GM Deschenes suggested a motion for a recess to allow remaining board members to join the meeting. Commissioner Campbell moved to call for a five-minute recess to allow remaining board members to join the meeting. Commissioner Thorell 2nd. The motion passed 3-0. Commissioner Dusenbury resumed the meeting at 7:06 pm. Commissioner Stender joined the meeting at 7:07 pm. President Young joined the meeting at 7:10 pm.

PLEDGE OF ALLEGIANCE – Commissioner Thorell led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – (No Modifications, Special Meeting). Commissioner Dusenbury asked for a motion to adopted the agenda. Commissioner Stender motioned to adopted the special meeting agenda. Commissioner Thorell 2nd. Motion passed 4-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – District GM Deschenes announced that he is moving the proclamation to item 6c. District GM Deschenes also announced there will be a dedication of the new scoreboard held on Thursday, September 11, 2025, at the Mount Rainier Pool at 3:30 pm. District GM Deschenes welcomed all board members to the pool for the dedication if they wished. District GM Deschenes opened the floor to Commissioner Stender and Aquatic Manager Knox for comments. Commissioner Stender voiced excitement to see it unveiled and working. Aquatic Manager Knox had no comments at this time.

PUBLIC COMMENT – Resident Achziger asked District GM Deschenes if the proclamation from the city would be presented. District GM Deschenes stated the proclamation would not be presented and apologized that it was not added to the agenda. Resident Achziger stated that the City of Des Moines would be proclaiming September 21st as Mount Rainier Pool Day on Wednesday, September 10, 2025. Commissioner Dusenbury asked if there would be recognition of the proclamation at the 50th anniversary event? District GM Deschenes stated he would put something on the events outline for it.

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 – 07/01/2025**

GENERAL BUSINESS

6a. 50th Anniversary Overview

- (i) **Dedication Outline:** District GM Deschenes began with a quick reminder of the dedication outline that was discussed at the August 26th regular meeting with a few new key notes. District GM Deschenes mentioned reaching out to a group known as the Mountains to the Sound. A foundation started by James Ellis. District GM Deschenes announced that the family members of this group might attend the event along with some other representatives from the organization.
- (ii) **Speeches:** District GM Deschenes went over talking points for speeches. Each Commissioner had an opportunity to give their opinion about who should and should not speak and gave feedback for their speeches.
- (iii) **RSVP Feedback:** District GM Deschenes briefly went over the current list of several dignitaries who have responded to the District's 50th anniversary event invitation. Commissioner Campbell and Dusenbury asked about the dress code for the event.
- (iv) **Invitations to Featured Speakers:** District GM Deschenes discussed a featured speakers for the event including backup speakers.
- (v) **Lobby/Site Setup:** District GM Deschenes shared a photo diagram/map the lobby to show how the event would be set up. District GM Deschenes informed the board that due to the unique shape of the lobby, some chairs had to be removed from each row and depending on the number of guests, there may be standing room only for some guests.
- (vi) **Plaque Update:** District GM Deschenes reminded the board of the original idea for the plaque made from brass which was deemed too expensive at nearly \$8,000. District GM Deschenes shared a second option that was much smaller, but still very costly at \$6,000. Lastly, a third option was shared. A laminate cover w/ printing on the underside. This plaque is available in multiple sizes for significantly less than the other options. The largest plaque size costing \$375 with a turn around time of one week. The board members agreed that the laminate plaque was the best option with the only concern being if the ability to mount the plaque to the old building wall.
- (vii) **Equipment Needed:** District GM Deschenes discussed the necessary equipment needed for the event. Including Tables & Tablecloths, Chairs, A Podium, & PA system, food, drinks, other decorations, signage for overflow parking, cones and caution tape for VIP parking.
- (viii) **Other/General Discussion:** District GM Deschenes shared photos of some other Forward Thrust Pools in the King County area that were developed in the 1970s. District GM Deschenes discussed the outline for the flyer and went over dates for the press release and local TV event announcements for the following week to see if the Ellis family can come out which might encourage the bigger network stations to cover the event. District GM Deschenes shared a video that would be displayed at the event showcasing the Mount Rainier Pool over the past 50 years.

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 – 07/01/2025**

6b. Resolution 2025-08 Declaration of Moving Forward:

District GM Deschenes reminded the board of a discussion at the May 27th special meeting about planning for the future which included a resolution to notify the community that the District is planning for the future. District GM Deschenes continued by sharing a resolution he wrote that the Mount Rainier Pool is deteriorating, the current facility is too small for the growing communities, and the facility amenities need to be updated to ensure it continues to be a safe and entertaining environment for the community. District GM Deschenes explained the financial requirements to build the new facility. District GM Deschenes also described the details of this resolution. A copy of the resolution can be found in the agenda packet. As a secondary option, District GM Deschenes shared a Mount Rainier Pool At 50 Statement of Concern which describes the critical state of the Mount Rainier Pool and the reality that the facility has exceeded its expected lifespan, and how the District intends to move forward. The Board voiced that they preferred the resolution but mentioned adding an amendment to incorporate an intended date in the resolution. District GM Deschenes amended Resolution 2025-08 Declaration of Moving Forward to include a date for he levy lift lid by 2028. Commissioner Campbell moved to approve the Board of Commissioners of the Des Moines Pool Metropolitan Park District adopt Resolution 2025-08 as amended. Commissioner Dusenbury 2nd. The motion passed 5-0.

6c. Proclamation 2025-04 Honoring James Ellis

District GM Deschenes briefly discussed the proclamation for James Ellis which will be presented at the 50th anniversary event. This proclamation will honor the life and legacy that James Ellis had on the community as a respected attorney, visionary, civic leader, the force behind the Forward Thrust movement and many other areas which included the Mount Rainier Pool. District GM Deschenes suggested this proclamation also includes a special annual swim each year in September beginning in 2026 known as James Ellis Day and mentioned it may be good to get other Forward Thrust pools to do the same in the future. After the proclamation is presented, the plaque is to be unveiled. District GM Deschenes asked the board for feedback on the suggestion and for approval of the proclamation. All board members agreed the James Ellis Day annual swim was a wonderful suggestion. Commissioner Stender moved the Board of commissioners to adopt Proclamation 2025-04, Honoring James Ellis. Commissioner Campbell 2nd. Motion passed 5-0.

7. Good of the Order

The board members all thanked District GM Deschenes, Aquatic Manager Knox, and all pool staff for their hard work putting the plans in place for this momentous occasion and asked that recognition for them be added to their speeches.

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 – 07/01/2025**

ADJOURNMENT

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

UPCOMING MEETINGS

- September 23, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Angela Melum, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Thorell

Clerk Melum

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

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

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

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



Des Moines Pool Métropolitain Park District

September 23, 2025

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also, present were Commissioners Dusenbury, Thorell, Stender, District General Manager Deschenes, Clerk Melum, and Resident Gene Achziger. Commissioner Campbell joined the meeting at 7:03 pm.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – There were no changes to the present agenda. Commissioner Stender motioned to approve the agenda. Commissioner Dusenbury 2nd. Motion passed 4-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – Commissioner Dusenbury thanked District GM Deschenes, the Mount Rainier Pool staff and the Board for a very successful 50th anniversary event that was held on Sunday, September 21st. Commissioner Dusenbury stated that the LS memorial was a very nice touch and showed gratitude towards its addition. Commissioner Thorell and President Young shared in thanking District GM Deschenes for a successful event.

District GM Deschenes accepted thanks on behalf of the district. District GM Deschenes then presented the board with a book about James Ellis given to the district from the Mountains to the Sound and announced that a copy was at the pool if any board members were interested in reading it. District GM Deschenes also asked to take a copy of the book to Rotary since James Ellis was a Rotarian. District GM Deschenes shared a video showcasing the unveiling of the scoreboard that Commissioner Stender donated to the Mount Rainier Pool. Commissioner Thorell announced that District GM Deschenes had participated in an interview with the Legacy Foundation and asked District GM Deschenes to share the video. District GM Deschenes shared the video. The video can be viewed on the Des Moines Legacy Foundation's Facebook page.

PUBLIC COMMENT – Resident Gene Achziger echoed the comments from the board on how successful the 50th anniversary event was. He was happy to have seen so many school board members, local officials, and candidates who were in support of the Mount Rainier Pool and its future.

6. CONSENT AGENDA

Commissioner Thorell moved to approve the consent agenda including the vouchers and electronic transfer requests processed in August 2025 totaling \$153,618.04. Commissioner Stender 2nd. Motion passed 5-0.

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 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 –09/23/2025**

OLD BUSINESS

7a. 50th Anniversary Wrap-Up

District GM Deschenes wanted to wrap up the 50th anniversary event by discussing any likes, dislikes or things that should be noted for the next event. The board believed that the event was a success and barring the need for a bigger space. District GM Deschenes mentioned there that there was talk about the need for name tags for the next event and asked for feedback. There was debate on whether it was necessary or not.

7b. Policy 320 Admissions, Credits and Refunds (second touch)

District GM Deschenes announced that this item was a second touch item. The SAO recommended the District have a policy that better matches our processes. Therefore, To policy 320 Admissions, Credits, and Refunds, District GM Deschenes is recommended adding some additions to the existing policy to better match the district's processes. The new additions can be seen in the agenda packet. District GM Deschenes then shared a copy of the drafted refund request form. Commissioner Campbell moved to approve the updated Policy 320 Admissions, Credits, and Refunds. Commissioner Stender 2nd. Motion passed 5-0.

7c. Policy 454 Drug Free Workplace (first touch)

District GM Deschenes reminded the board that the District updated its employee handbook on May 27th, 2025, and as part of this it was recommended that a policy regarding a drug and alcohol-free workplace be added. The first draft of the policy received feedback that required reworking. District GM Deschenes is presenting the revised policy as a first touch. District GM Deschenes discussed the changes that were made per the recommendations. There were no motions for this item. This was informative only at this time.

7d. SAO Free Services Update

District GM Deschenes notified the board that the District would be participating in a Lean Services (Process Improvement) offered by SAO to help streamline the payroll process. It will be held on October 17th from 9:30 am – 12:30 pm at the pool. District GM Deschenes also notified the board that the District would be participating in a team-building training that covers helping team members better communicate by understanding each other's strengths, weaknesses, and styles of communication. This training would be a half day and held on Wednesday, October 29th from 8am – 12pm. Lastly, District GM Deschenes mentioned that we are also on the list for the full cybersecurity trainings, but there is a three-year waitlist.

7e. Emergency Electrical Repairs Final

District GM Deschenes reminded the board of the approved change order that was approved by the finance committee for an additional \$2921 with taxes and presented to the full board at the August 26th regular meeting for additional electrical repairs discovered during the closure. District GM Deschenes was happy to announce that the district received the final billing for the project, and it came within the original scope that was approved at the July 22nd regular meeting, \$42,149. No motion necessary.

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

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

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

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

Des Moines Pool Metropolitan Park District
Meeting Minutes –09/23/2025
New Business

8a. Critical Projects: Filter and Boiler Water Tank Replacement

District GM Deschenes shared with the board his research into our policy, our contracts with vendors, and state laws and let the board know what the options were for replacing the filter and boiler water tanks as quickly as possible. District GM Deschenes stated he would be meeting with King County Parks Grants Manager to discuss funding options. District GM Deschenes discussed the bid process for projects over and/or under \$50,000, his plan for the bid process for both the filter and boiler water tanks, and goal to have a choice brought back to the board by the October 21st meeting. Lastly, District GM Deschenes announced that a fan in the back of the facility is going out. The district's maintenance contractor is asking for \$12,000 for the repair. District GM Deschenes stated he will include this in the bid process and present the findings at the October 21st meeting.

9a Executive Session #1: To Evaluate a Complaint brought against a Public Employee

District GM Deschenes turns the meeting control over to President Young. President Young and District GM Deschenes determined this session would take five minutes. President Young stated the regular meeting would resume at approximately 7:31pm, then began the executive session. President Young resumed the meeting at 7:06 pm. No action was taken.

9b Executive Session #2: Review the Performance of a Public Employee

President Young remained in control of the meeting, though the meeting remained in public session. President Young, District GM Deschenes, and the Board Commissioners discussed realistic goals, timelines, and expectations for the District GM which included spending more pool presence, hiring an engineer of record, more public outreach. President Young suggested District GM Deschenes write up a proposal that would allow him to meet the expectations set for him by the board and then set up another executive session to further discuss his review in a future meeting. President Young ended the discussion.

Public Comment: Resident Gene Achziger announced that on Thursday, September 25, 2025, the Des Moines City Council would be considering possible cost cutting options which could include cutting the City Currents magazine from 32 pages down to 12. This could also include removing all advertising. This could affect advertising for Mount Rainier Pool.

Good of the Order:

There were no comments for this section.

Adjournment

With no further business to discuss. The meeting adjourned at 7:53pm.

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

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

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

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

Des Moines Pool Metropolitan Park District
Meeting Minutes –09/23/2025
UPCOMING MEETINGS

- To Be Determined, Special Meeting**, N/A, Location: Hybrid (DMPMPD Offices and Online)
- October 21, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Angela Melum, District Clerk.

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

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

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

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

**Des Moines Pool Metropolitan Park District
Meeting Minutes –09/23/2025**

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Thorell

District Clerk Melum

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

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

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

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



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/17/2025

Total Amount: \$43,525.80

Control Total: 21

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250910154554.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschene</u> 2E03B15D7130480...	<u>9/10/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

Signed by: <u>Joe Dusenbury</u> 5EBDDA9899F2474...	<u>9/16/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250910154554.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES INTERNATIONAL			281064	08/25/2025	\$927.47	8/22/2025 MONTHLY M SERVICE
AQUATIC SPECIALTY SERVICES INTERNATIONAL			282141	09/03/2025	\$122.62	APF POLYFLOC FILTER AID
AQUATIC SPECIALTY SERVICES INTERNATIONAL			282708	09/09/2025	\$628.16	9/5/2025 FLOW METER INSPECTION
CENTRAL WELDING SUPPLY			0002477426	08/31/2025	\$105.27	AUG 2025 CYLINDER RENTAL FAC/HAZ MAT
CMIT SOLUTIONS			14553	08/08/2025	\$162.73	SHELF & 8 PORT SWITCH PLUS SHIPPING
CMIT SOLUTIONS			14562	08/01/2025	\$2,006.00	AUG 2025 WORKSTATION SUPPORT
CMIT SOLUTIONS			14639	08/25/2025	\$222.44	AUG 2025 ELEVATE PHONE SERVICE
CONTECH SERVICES INC			28644	08/31/2025	\$9,582.83	JOB S20250105 MOBILIZATION/LAB/MATS
COPIERS NORTHWEST			INV3058348	08/31/2025	\$69.59	AUG 2025 COPIER USAGE
CSD ATTORNEYS AT LAW			131655	07/31/2025	\$864.00	2.40 HRS OF PROF. SERVICES
HAGGARD & GANSON LLP			686	08/25/2025	\$3,999.00	PROF. SERVICES INSPECTION
HIGHLINE WATER DISTRICT			08222025HWD	08/22/2025	\$2,633.72	WATER UTILITY
LINDA RAY			LR202509-01	09/01/2025	\$266.77	AUG 2025 BOOKKEEPING/CONSULTANT FEES
MACDONALD-MILLER FACILITY SOLUTIONS			SVC354416	09/08/2025	\$1,350.09	SC# 250805-0146 SHOWER ISSUES
MIDWAY SEWER DISTRICT			08222025MSD	08/22/2025	\$1,879.16	JUNE - AUG 2025 SEWER UTILITY
MLA ENGINEERING, LLC			5968	09/04/2025	\$1,700.00	2025.127 SURGE PIT STRUCTURAL ENG.
NORTHWEST LANDSCAPING SERVICES			CD50578549	09/01/2025	\$621.53	SEPT 2025 LANDSCAPE BILLING
SNURE LAW OFFICE			09022025SLO	09/02/2025	\$1,008.00	AUG 2025 PROF. SERVICES
SOUND CLEANING RESOURCES INC.			35578	08/21/2025	\$6,485.42	AIR DUCT CLEANING
US BANK			08112025USB	08/11/2025	\$8,173.50	AUG 2025 USB CC BILLING
ZEN 22015, LLC			20250901ZEN	09/01/2025	\$717.50	SEPT 2025 DISTRICT OFFICE RENT

Initial
JP



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/17/2025

Total Amount: \$2,411.80

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250910170243.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <i>Scott Deschamps</i> 2E03815D71304B0...	<u>9/10/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

Signed by: <i>Joe Dusenbury</i> 5EB0DA8899F2474...	<u>9/10/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250910170243.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JACK P COCHRAN			20250831JC164	08/31/2025	\$171.09	PAYROLL PE 8.31.2025 J. COCHRAN
JOE DUSENBURY			20250831JD8	08/31/2025	\$439.80	COMM. SUB JUL MEET J. DUSENBURY
NADIA CORTES			20250831NC143	08/31/2025	\$256.73	PAYROLL PE 8.31.2025 N. CORTES
PATRICE THORELL			20250831PT167	08/31/2025	\$548.65	COMM. SUB JUL MEETS 8.31.2025 P. THORELL
SEAN BISSELL			20250831SB177	08/31/2025	\$33.14	PAYROLL PE 8.31.2025 S. BISSELL
SHANE STENDER			20250831SS77	08/31/2025	\$439.79	COMM. SUB JUL MEETS 8.31.2025 S. STENDER
SHOU BLANK			20250831SB162	08/31/2025	\$16.56	PAYROLL PE 8.31.2025 S. BLANK
SOREN SCHWAB			20250831SS178	08/31/2025	\$57.97	PAYROLL PE 8.31.2025 S. SCHWAB
VINCENT GREY			20250831VG176	08/31/2025	\$326.05	PAYROLL PE 8.31.2025 V. GREY
ZANE GIROUX			20250831ZG93	08/31/2025	\$122.02	PAYROLL PE 8.31.2025 Z. GIROUX

Initial
JD

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 09/05/2025**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Retirement DCP Pmt							
2	Volume 2 9/5/2025							
3	EPP-20250828-0000204	170950010			24219			\$ 1,715.29
4	Inv DRS202508V2							
5								
6								
7								
8								
9								
10								
Total								\$ 1,715.29

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 9/10/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 09/09/2025**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____
 ☐ ACH Debt Pay Code (COLXX) _____
 ☒ Automatic Withdrawal

☐ Book Transfer (Last 4 digits of the account) From _____ To _____
 ☐ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	PSE Auto Payment	170950010			24219		\$0	6,745.05
2	Invoice 202508PSE21EPRF							
3	Auto Pay Ref # 4487072502							
4								
5								
6								
7								
8								
9								
10								
Total								\$ 6,745.05

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 9/9/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 09/15/2025**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 09/15/2025							
2								
3	Direct Deposits	170950010			24219			\$ 21,392.40
4								
5	Tax Liabilities	170950010			24219			\$ 7,060.62
6								
7	Payroll Billing	170950010			24219			\$ 282.64
8								
9								
10								
Total								\$ 28,735.66

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 PrintedContact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park DistrictEmail 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 9/11/2025

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

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 09/19/2025**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____
 ☐ ACH Debt Pay Code (COLXX) _____
 ☒ Automatic Withdrawal

☐ Book Transfer (Last 4 digits of the account) From _____ To _____
 ☐ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Retirement DCP Pmt							
2	Volume 1 9/19/2025							
3	EPP-20250913-0000003	170950010			24219		SD	\$ 1,753.09
4								
5								
6								
7								
8								
9								
10								
Total								\$ 1,753.09

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 9/19/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 09/30/2025**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 09/30/2025							
2								
3	Direct Deposits	170950010			24219			\$ 25,606.31
4								
5	Tax Liabilities	170950010			24219			\$ 8,534.73
6								
7	Payroll Billing	170950010			24219			\$ 358.00
8								
9								
10								
Total								\$ 34,499.04

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 9/24/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

AGENDA ITEMS SUMMARY SHEET

Attachment: Yes

- Aquatics Manager Q3 (July-September) Physical Report
- Swim Lesson Presentation from Aquatics Coordinator
- Realistic Schedule and Best Practices for Aquatic Safety from Aquatics Manager

Quarter 3 Aquatics Manager Report

July 1 to September 30, 2025

Section

A. TOTAL USAGE

	2023	2024	2025
July	3542	4638	5563
August*	3410*	2393*	1093&
September	2920	3467	3637
Q3 TOTALS	9,872	10,498	10,293

Summary: *Pool was closed in August: 2023 for four days, 2024 for three days over a weekend, 2025 for 28 days.

B. USAGE BY MONTH PER PROGRAM (NAMING?)

July	2023	2024	2025
Deck/Spectators	961	1436	1651
WX	332	429	470
SMAC	254	283	244
Water Walking	81	155	264
Family /Open Swim	642	744	1183
Lap Swim	474	459	673
Lessons	798	1139	1102

*Admissions (POS + Members):

August	2023	2024	2025
Deck/Spectators	824	379	231
WX	333	444	87
High School Swim Team	0	0	135
Water Walking	152	219	64
Family /Open Swim	703	628	345
Lap Swim	706	485	141
Lessons	546	84	95

September	2023	2024	2025
Deck/Spectators	517	864	778
WX	577	438	500
SMAC	443	680	647
High School Swim Team	344	430	550
Swim Meet	0	0	50
Water Walking	183	249	206
Family/Open Swim	160	380	251
Lap Swim	592	406	565
Lessons	104	16	90

Summary: SMAC is an external group. Open swims were reduced to 1-2pm on Saturdays to accommodate PTSA swims, In-Services and Birthday Parties, thus numbers are lower.

TOTAL SWIM LESSON USAGE (FOR QUARTER 3)

June-August	2023	2024	2025
REGISTERED	424	662	427
OFFERED	524	1000	483
SPOTS OPEN	74	371	61
WAITLIST	63	41	130
UNIQUE WAITLIST	N/A	N/A	N/A
PERCENTAGE CAPACITY	80.9%	66.2%	88.4%

SUMMARY: In 2025 swim lessons were only one session (two in 2024) due to 28-day August closure. There were also no daytime lessons, which were mostly cancelled in 2024 with people returning to work. There were also less Camp KHAOS lessons offered.

*Includes last-minute cancellations

Events/ Outreach

- Waterland Parade
- Rentals
- Children's Festival
- Farmer's Market
- MRP 50th Anniversary Event

Youth Swim Free Grant Number

- Used **\$12,212.25** before the October 25th extended date.

GL/CODE	2023	2024	2025
Product Sales	1,453.61	1,585.28	984.63
Passes	7,571.95	9,002.12	10,139.56
General Admission	5,326.06	6,439.40	30,860.98
Swim Instruction	19,636.75	22,939.95	21,819.31
Aquatic Fitness*	1,825.68	1,506.59	42.00
Special Events	54.54	254.52	41.00
Single Event	654.55	18,250.61	53,292.76
Rental Equipment	0	0	0
Scholarship Donation: Faith Callahan	1	0	.5
Sales Tax	1,492.37	3,572.34	7,095.84
Credit on Account	0	0.00	0
Payment Account	3,010.01	2,678.75	2,618.50
Unitemized	0.00	0.00	0.00
TOTALS	\$40,256.92	\$ 66,230.56	\$126,895.08

Safety Data

Below is the safety data.

- Number of rescues: 0
- Number of injuries/cares:
 - o Water-based: 0
 - o Non-water: 0

Over-the-Counter Revenue Breakdown Q3 FINANCIAL REPORT July 1 to September 30, 2025

Daily Admission Sales	2023	2024	2025
Adult (Non-Resident)	175	265	219
Adult (Resident)	427	407	391
\$1 First Thursday Senior Special	0	0	3
First Day Saturday Open Swim \$1	84	72	N/A
First Saturday Open Swim \$1 (Non-Resident)	N/A	N/A	3**
First Saturday Open Swim \$1 (Resident)	N/A	N/A	31**
Disabled Individual Swim (Resident)	0	0	5
Disabled Individual Swim (Non-Resident)	0	4	7
Senior Swim (Non-Resident)	20	25	49
Senior Swim (Resident)	40	45	43
Under 3 (Non-Resident)	39	13	4
Under 3 (Resident)	54	23	17
Youth Swim (Non-Resident)	128	239	51*
Youth Swim (Resident)	601	678	138*
Youth Free Swim 2025 (Non-Resident)	N/A	N/A	164*
Youth Free Swim 2025 (Resident)	N/A	N/A	624*
Water Exercise Daily (Non-Resident) *Combined with Individual Daily Swim 2025	34	13	0
Water Exercise Daily (Resident)	51	82	0

*Combined with Individual Daily Swim 2025			
Practice Time	0	0	10
AM/PM Youth/Parent Free Use – Current Swim Lesson Only	59	126	0
Swim with Kids Rate (Non-Resident)	0	0	28
Swim with Kids Rate (Resident)	0	0	47
TOTALS			

***Numbers affected by the kids free swim grant we received that goes from February – August 2025.**

**Starting in 2025 we are separating First Saturday Open Swims by residency.

Insurance Visits (by carrier)	2023	2024	2025
ASH Network	486	485	282
Healthy Contributions	310	494	378
Tivity	263	623	506
TOTALS	1,059	1,602	1,166

Pass Sales			
10-Visit	2023	2024	2025
Adult	100	107	N/A
Disabled	2	7	N/A
Senior	57	49	N/A
Youth	8	14	N/A

Water Exercise	46	22	N/A
Adult (Now Includes WX 2025)	0	0	73
Disabled (Now Includes WX 2025)	0	0	1
Senior (Now Includes WX 2025)	0	0	42
Youth (Now Includes WX 2025)	0	0	9
SUB-TOTAL	213	199	118
3 Month	2023	2024	2025
Adult	9	15	N/A
Disabled	2	1	N/A
Family	2	2	N/A
Senior	9	6	N/A
Youth	0	2	N/A
Water Exercise	3	0	N/A
Adult (Now Includes WX 2025)	0	0	4
Senior (Now Includes WX 2025)	0	0	6
Youth (Now Includes WX 2025)	0	0	0
SUB-TOTAL	25	26	10
Annual	2023	2024	2025
Adult	0	0	N/A
Disabled	0	0	N/A
Family	0	0	N/A
Senior	0	0	N/A
Youth	0	0	N/A
Water Exercise	0	0	N/A
Adult (Now Includes WX 2025)	0	0	0
Senior (Now Includes WX 2025)	0	0	0

*Number of passes sold the insurances we now	Youth (Now Includes WX 2025)	0	0	0	in 2025 are affected by cover.
	Paid at Once Family (Now Includes WX 2025)	0	0	2	
	Paid at Once Family (Now Includes WX 2025)	0	0	4	
	Paid at Once Senior (Now Includes WX 2025)	0	0	1	
	Paid at Once Disabled (Now Includes WX 2025)	0	0	0	
	Paid Monthly Adult (Now Includes WX 2025	0	0	8	
	Paid Monthly Family (Now Includes WX 2025	0	0	40	
	Paid Monthly Senior (Now Includes WX 2025	0	0	2	
	SUB-TOTAL	0	0	57	
	New Insurance Members **	2023	2024	2025	
	ASH Network	13	5	2	
	Healthy Contributions	0	6	8	
	Tivity	11	10	10	
	SUB-TOTAL	24	21	20	
TOTALS	262	246	205		

Maintenance

a. Maintenance Projects

i. August Closure

- Drain Pool
- Fix fan and lights in pool operating room
- Repair leak downstairs in filter room (surge pit)
- Paint white parking lot lines

- Post new and updated ADA signs in the parking lot
- Pressure wash and paint yellow fire curb
- Organize storage at the storage unit
- Clean facility for 50th Pool Anniversary
- Outside area (trees and bench area filled with gravel)
- Airduct cleaning
- Floor cleaning

An underwater photograph of a swimming pool. The water is a deep blue, and the bottom is a lighter blue tiled surface. Several pairs of legs are visible, extending from the surface down into the water. The legs are mostly straight, suggesting people are standing or sitting at the edge of the pool. The lighting is soft, and the overall mood is calm and aquatic.

Swim Lesson Overview

October 21, 2025 Regular Board Meeting

Part of Aquatics Manager Q3 Report

Emmitt Sevores, Aquatics Coordinator

Swim Lessons – Overviews

- Lessons are set to balance schedule
- Check availability of staff
 - Fall and winter worst for availability due to sports
 - Parents want their children to focus on academics
- Offer lessons (one less than instructors available)
 - Least qualified instructor: assistant + fills in if instructor sick/out
- Management team second backup to ensure not cancelling
 - This ensures consistency
 - Management team has been covering weekday early mornings to broaden schedule

Scheduling

- Most people want lessons on:
 - (1) Saturdays 9-11am
 - (2) Weekdays 4-7pm (Balance 2/week during Swim Seasons)
- Swim Lessons
 - 4-6 classes per 25–30-minute, session
 - Offer 2x/week to keep other days open for family swims and other programming
 - Deep end classes need to be on wall for teaching and safety
- Effects of MRHS Swim Teams:
 - Too many meets for Tuesday and Thursday lessons
 - Difficult to utilize all trained swim lesson instructors as some are on swim teams
 - Not available until after 5pm
 - Long day for school, team and then teaching lessons
- Quality: Balanced schedule ensures less turnover in instructors
 - Need breaks to ensure long-term commitment and academic success

Challenges

- Pool Design: Max 6 classes Per Session
 - Level 3 Gridlock
- Swim Lessons Filling up in Minutes
 - (In-Person/Phone/Online)
- Last Minute Cancellations (Update Refund Policy)
 - Look at making it 3-business days before lessons for \$10, and 1 hire fee for after
 - More difficult to fill lessons at last minute
- Attendance Tracking
 - May look at keychain tags
- Balancing swim lessons with other programming
 - Family Swim, Lap Swim, Swim Teams, Water Walking
 - Everyone wants peak times
- Trained Staff Availability
 - Balance Academics, Sports and Other Extracurricular with Work
 - Effects of Pandemic (less training for 2 years)
 - Over 90% of Swim Teams and Student Body cannot pass minimum requirements
 - MRHS takes up peak time on weekdays for swim practices and teams until 6pm

Time:		MAX 6 Classes			
Adult(10) or Levels 3-6 (5)					
Class (5-10)				Stairs	
Class (5)			Class (5)		
Class (5)				Class (5)	

Level 3 Space Challenge

- Level 3 Swim Lessons creating backlog on registration
- WHY? Due to safety, requires holding spaces in shallow (along bulkhead) and a deep end lane.
- Most people on waitlists
- Hardest level to pass due to skill gaps from LTS 2 to 3 and LTS 3 to 4
- Low practice times usage from students

Time:		10:30 - 10:55 AM			
LTS 3					
LTS 3					
LTS 1					
PSA 1				PSA 3	



MMP Mount Rainier Pool				King County PARKS	
EVENT		HEAT		HOME	GUEST
LANE PLACE		TIME		LANE PLACE	TIME



MOUNT RAINIER RAMS									
NAME	TIME	NAME	TIME	NAME	TIME	NAME	TIME	NAME	TIME
1	1:12.34	2	1:15.67	3	1:18.90	4	1:22.12	5	1:25.45
6	1:28.78	7	1:32.01	8	1:35.34	9	1:38.67	10	1:42.00
SWIMMING & DIVING RECORDS									
100 YD	1:05.12	200 YD	2:12.34	400 YD	4:45.67	800 YD	9:34.56	1600 YD	19:23.45
3200 YD	38:12.34	6400 YD	76:45.67	12800 YD	153:12.34	25600 YD	306:45.67	51200 YD	613:12.34



7:16

12FT 0 IN

12FT 0 IN

5 FT 6 IN

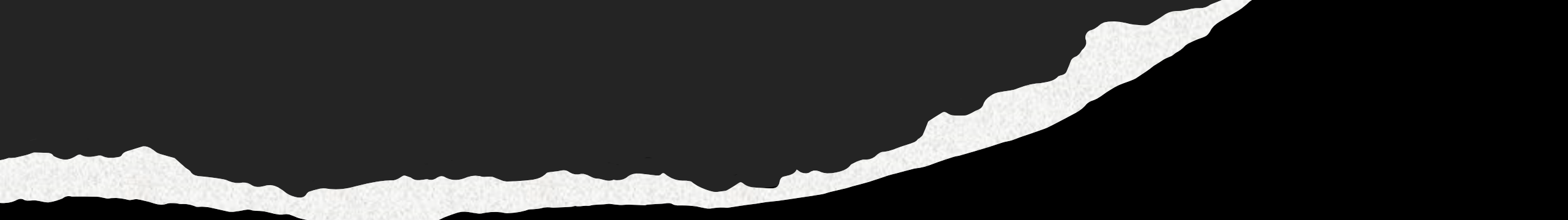
Changes (Past and Future)

Last Year (and before)

- Better Attendance
- Surveys: very positive
- Improved communications
- Added Shallow Lane Lines (after pandemic)
- More consistent offerings, 16 WSI's trained over past 2 summers

New/Upcoming

- New Payment System
- Online Scholarship Process
- Grant for Training Program (Increase Capacity)
- Test Keycards for Swim Lesson Participants



Questions

October 21, 2025 Regular Board Meeting

A spiral-bound calendar with a light beige cover and a blue notebook with a textured cover are resting on a white surface. The calendar is open to a page showing the month of October, with dates from 1 to 31 visible. The blue notebook is partially visible behind the calendar. The background is a solid dark blue color.

Schedule Realistic Usage + Best Practices for Safety

October 21, 2025 Regular Board Meeting

Part of Aquatics Manager Q3 Report

Quentin Knox, Aquatics Manager

Goal is to Balance Usage of All Groups

TOTAL HOURS: 95 hours (all per week)

- **Lap Swimming:** 46 hours
- **Swim Lessons:** 3 days with 12 hours of lessons
- **Swim Teams:**
 - HSD Teams: 3-6pm, Mon-Fri
 - Private Teams: 5-7:30pm, Mon-Fri, & 8-10:30am, Sat
- **Family and Open Swims:** 21+ hours
- **Water Exercise:** 7 hours of classes
- **Water Walking:** 28 hours
- **Staff Training:** At least four hours/month including in-service and skills check
- **Rentals:** 2 hours and 40 minutes (every other week)
- **Cleaning:** at least 13 hours a week
- **Opening and Closing:** 7+hours



REALISTIC (SAFE) POOL CAPACITY

FIRE MARSHALL: 93 Swimmers for Entire Pool

- **Lap Lanes:** 1-3 per lane X 6 Lanes – 6 to 18 swimmers
 - Most lap swimmers hate to share lanes with more than 2 people
- **Water Exercise:** 30 people gets crowded in shallow end (40 max)
- **Family/Open Swims:** 40 full in shallow + a couple in the deep end
 - Most people stay away from deep end
- **Swim Teams:** 2-6 per lane X 6 lanes = 12 to 36 swimmers
 - Majority of swim team participants are non-residents
- **Swim Lessons:** 25-30 in shallow area + 5-10 each deep end lane
 - May look smaller due to attendance
- **Water Walkers:** 3-5 people in shallow end
 - Utilize shallow end/swim lesson lane lines to allow family swim simultaneously

Note-Even with maximum numbers, many people like having their own space, and drop off if the pool is too busy.

Examples of Breakdown of Pool Usage

Swim Lessons + Lap Swim

40-55		Lessons + Lap			
Adult(10) or Levels 3-6 (5)	Laps(1-3)	Laps(1-3)	Laps(1-3)	Laps(1-3)	Laps(1-3)
	Class (5-10)			Stairs	
	Class (5)		Class (5)		
	Class (5)			Class (5)	

Swim Lessons + Swim Team

45-80		Lessons + Lap			
Adult(10) or Levels 3-6 (5)	Teams(2-6)	Teams(2-6)	Teams(2-6)	Teams(2-6)	Teams(2-6)
	Class (5-10)			Stairs	
	Class (5)		Class (5)		
	Class (5)			Class (5)	

Examples of Breakdown of Pool Usage

Family Swim + Lap Swim

46-58		Family + Lap			
Laps(1-3)	Laps(1-3)	Laps(1-3)	Laps(1-3)	Laps(1-3)	Laps(1-3)
Family Swim 40 Max					

Open Swim and Special Events

25-60	Open Swim/Events
Average handful to 20 participants	
Family Swim 40 Max	

Examples of Breakdown of Pool Usage

Water Walking + Lap Swim

11 to 38		Water Wlkng + Lap			
Laps(1-3)	Laps(1-3)	Laps(1-3)	Laps(1-3)	Laps(1-3)	Laps(1-3)
Water Walking 5-20					

Water Exercise + Lap Swim

36-58		Water X + Lap			
Laps(1-3)	Laps(1-3)	Laps(1-3)	Laps(1-3)	Laps(1-3)	Laps(1-3)
Water X 30 Optimal (40 Max)					

Safety Staffing (Lifeguards)

Program	Best Practices	Legal Requirements	Potential Ramifications
Swim Teams	3 guards depending on usage (rotations)	Train coaches as lifeguards	Risk is high if incident.
Swim Lessons	3-4 guards depending on usage (rotations)	Don't have lifeguards	Risk is high if incident. Red Cross recommends lifeguards during lessons.
General Programming	2-3 guards depending on usage (rotations)	Use basic minimum of one guard. Some pools have lifeguard also act as a cashier.	Risk is high if incident.
Rescue Staff Available	Minimum 3-4 for spinal rescue + someone to call police	Use basic minimum of one guard.	May also put staff trying to make rescue at risk.



Levels of Safety

- **In-Services:** Cover 1/12 of lifeguard training/requirements monthly.
- **Skills Checks:** Check lifeguards on skills. If cannot meet requirements, taken off schedule.
- **Fitness Training:** Train at pool to be physically fit for rescues.
- **Regional Training Center:** Staff trained to LGIT and WSIT levels. Now able to offer regional trainings to better train and attract talent.





Questions

October 21, 2025

Regular Board Meeting

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

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

Meeting Date: October 21, 2025

Under: Old Business

Attachment: Yes

Subject: Policy 454 Drug and Alcohol-Free Workplace (second touch)

Background/Summary:

The Mount Rainier Pool approved its updated **employee handbook** on May 27, 2025. As part of the employee handbook. A commissioner recommended that we better **adopt/document a drug free workplace**, and the change was incorporated into the handbook. Legal provided the following policy to be added the district's policy and procedures.

The District General Manager presented Policy 454 Drug Free Workplace at the May 27 board meeting, but the board wanted more detailed information. **Attached is the updated Policy 454 Drug and Alcohol-Free Workplace.** This is the second of two touches.

EDITS: The document was sent out for edits on Thursday, September 25, and a deadline was set for Wednesday, October 15. The only comments I received were from Commissioner Stender. He had no changes.

STAFF TRAINING: We reached out to our insurance carrier AWC-RMSA. They contacted another division of AWC, the Drug and Alcohol (D & A) Consortium that will do an in-person training for \$1,100. AWC-RMSA will provide a scholarship for \$380 that will lower the price to \$620. We are working to schedule a training in November or December. The training will include all management staff, the district clerk and all head lifeguards. [Click here](#) to view the training.

TESTING SITES: The D & A Consortium has a number of sites available for testing that are within five miles of the pool. [Click here](#) for a list.

Why Lifeguards Must Be Free from Drugs or Alcohol

Public Safety and Legal Duty

Lifeguards are first-responders responsible for preventing drownings and handling medical emergencies. Under Washington's WAC 246-260 pool regulations and federal OSHA safety standards, an impaired lifeguard cannot legally or effectively meet the duty of care owed to patrons.

Split-Second Judgment and Vigilance

Surveillance requires constant scanning, quick recognition of distress, and immediate action—skills sharply reduced by even small amounts of alcohol, cannabis, or other substances. A delay of 20–30 seconds can be the difference between a simple assist and a fatal drowning.

Rescue Skills and Physical Readiness

Drug or alcohol use slows reaction time, weakens coordination, and impairs fine-motor control, all of which are critical for in-water rescues, CPR, and AED operation.

One impaired employee places the entire district at risk of lawsuits, regulatory penalties, and loss of insurance coverage. Documented drug-testing and a zero-tolerance policy demonstrate proactive risk management to insurers and grant reviewers.

Parents, schools, and partner agencies must trust that staff protecting children and adults are sober and professional. Routine testing and a clear policy help maintain that confidence.

I move to adopt Policy 454: Drug and Alcohol-Free Workplace as presented and direct staff to incorporate it into the District's Policy and Procedures Manual in accordance with Washington State laws and best practices for public agencies.

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

- DRAFT Policy 454 Drug and Alcohol-Free Workplace (after edit process)
- [LINK](#) to Employee Handbook (approved on May 27, 205)

454 -- DRUG & ALCOHOL FREE WORKPLACE POLICY

1.0 POLICY

It is the policy and intent of the District to maintain a safe and healthy working environment for all employees, to ensure efficient and safe community service, to protect employees and the District from liability, to safeguard District property and assets, and to comply with all applicable laws and regulations governing drug and alcohol abuse.

2.0 PURPOSE

The District is committed to operating a drug and alcohol free workplace and has an obligation to ensure public safety and trust in its services and programs. Accordingly, the manufacture, distribution, dispensation, possession or use of controlled substances, the unauthorized use of prescription drugs, drugs not medically authorized, or the use of any other substance, including marijuana and alcohol, which would impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees is strictly prohibited. Employees who possess or use drugs or alcohol in violation of this policy are subject to disciplinary measures up to and including termination.

It is imperative that employees who abuse drugs or alcohol be aware of the seriousness of such misconduct and the potential penalties. In addition to law enforcement measures that would be invoked for criminal violations, such employees are subjecting themselves to major discipline because of the serious safety, health, and service risks that they create. By avoiding drug and alcohol abuse, such risks and penalties may be averted. All employees are strongly urged to follow the guidelines in this policy and utilize rehabilitation services if drug or alcohol abuse is a personal problem.

3.0 DEFINITIONS

Accident: Any incident in which an employee was involved in that results in injury or harm to the employee, other individuals, equipment, or property.

CFR: Code of Federal Regulations.

General Manager's Designee: a representative appointed by the General Manager.

DOT: Federal Department of Transportation.

Drug: amphetamines, cocaine, opiates, marijuana (THC), phencyclidine (PCP) or other substances including alcohol, the use of which impairs an employee's ability to perform a job or duty, or poses a threat to the safety of an individual or others.

Drug and Alcohol Use Professional (SAP): licensed physician with knowledge of drug and alcohol abuse disorders.

Drug Test: a blood, breath, hair follicle and/or urinalysis test (as appropriate) for the presence of drugs or alcohol.

Employee: any full-time, part-time, volunteer, probationary or temporary member of the District.

Failing a drug test: a test result, as determined by the District's MRO, documenting positive evidence of the presence of any alcohol at a level greater than 0.04 in an employee's system or the presence of a drug or drug metabolite that is at or above the determined threshold cutoff level. Failing a drug test shall be referred to as "testing positive."

Impaired: a diminishing or worsening of an employee's mental or physical condition, which is the result of using alcohol or drugs. Impairment may include but not be limited to the following conditions:

- A. Impaired behavior such as staggering or irregular gait
- B. Odor of alcohol on the breath
- C. Slurred speech
- D. Dilated or constricted pupils
- E. Inattentiveness or listlessness
- F. Hyperactivity
- G. Illogical speech or thought processes
- H. Poor judgment or unusual behavior

Medical review officer (MRO): a licensed physician with knowledge of substance abuse disorders and appropriate medical training as designated by the District.

On the job: an employee is considered "on the job" whenever employee is: either on duty or on district property, driving a district vehicle or whenever employee is working for the District or conducting district business.

Passing a drug test: a test result, as determined by the District's MRO, documenting no evidence of the presence of any alcohol at a level of 0.04 or greater in the employee's system, or no presence of a drug or drug metabolite that is at or above a pre-determined threshold cutoff level.

Proper medical authorization: a prescription or other written approval from a licensed practitioner/physician or dentist for the use of a drug in the course of medical treatment, which must include the name of the substance, the period of authorization, and whether the prescribed drug may impair job performance.

Reasonable suspicion: A belief based on objective facts sufficient to lead a reasonable person to suspect that an employee is under the influence of drugs or alcohol to the extent that the

employee is unable to safely and efficiently perform a job or duties, or poses a threat to the safety of the employee or others.

SAMHSA: Substance Abuse and Mental Health Services Administration

Under the influence: condition which is the result of using drugs or alcohol, the result of which limits an individual employee's ability to safely and efficiently perform a job or duties, or poses a threat to the safety of the employee or others.

4.0 RESPONSIBILITIES:

4.1 **The Board of Commissioners:** The Board of Commissioners is responsible for:

- a. Adopting this Policy and for establishing a drug free workplace in compliance with applicable laws and regulations.
- b. Adopting a drug and alcohol awareness information program and associated policies and procedures for the employees.
- c. Providing adequate drug and alcohol training for management to allow for the appropriate implementation of this policy and its procedures including but not limited to training in the detection of drug and alcohol use and the behaviors which may indicate drug or alcohol abuse by an employee.

4.2 **Management:** The General Manager or designee is responsible for:

- a. Implementing and enforcing this policy and applicable procedures.
- b. Insuring that all employees have access to this policy and information concerning the impact of the use of alcohol and drugs on job performance
- c. The District may provide training for supervisors to identify signs of impairment and will distribute this policy to all employees. Annual refresher training may be provided to reinforce employee understanding and compliance.

4.3 **Employees:** Employees shall comply with this policy as a condition of employment. Employees are responsible for:

- a. Not reporting to duty while under the influence of drugs or alcohol.
- b. Not being under the influence of drugs or alcohol while On The Job.
- c. Fully informing themselves of the content of this policy and the District's drug and alcohol testing procedures.
- d. Seeking appropriate assistance with chemical dependency or drug and alcohol abuse problems before such problems result in a violation of this Policy. Cooperating and complying with applicable testing procedures established in this policy.
- e. Any employee who is taking a drug or medication, whether or not prescribed by the employee's physician, which may reasonably adversely affect that employee's ability

to perform work in a safe or productive manner is required to report such use of medication to the employee's supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those that may cause drowsiness or dizziness. Employee's using prescription drugs may be required to provide Proper Medical Authorization prior to working while taking prescription medications. The supervisor in conjunction with the General Manager then will determine whether the employee can remain at work and whether any work restrictions will be necessary.

- f. Employees must notify the District of any conviction under a criminal drug statute for violations occurring on or off District property while conducting District business. The report must be made within five (5) days after the conviction. An employee convicted under a criminal drug statute will be subject to disciplinary action as required by the Drug-Free Workplace Act.

5.0 TESTING:

5.1 **Reasonable Suspicion Testing:** When reasonable suspicion exists to believe that an employee may be under the influence or impaired by alcohol or drugs, the following procedure shall be followed:

- a. The employee shall be informed of reasonable suspicion, removed from assignment (active duty) and placed on paid administrative leave status pending results of interview and/or testing.
- b. A supervisor assigned by the District and a witness, at the discretion of the employee in question, shall accompany said employee at all times during the interviewing and testing procedure.
- c. If a questionable substance is present, an appropriate sample shall be secured.
- d. Immediate notification of the General Manager or designee.
- e. The supervisor assigned shall, if circumstances permit, interview the employee to verify that a reasonable suspicion exists.
- f. If, after interview, reasonable suspicion still exists:
 - i. If necessary, a supervisor shall transport the employee to the testing facility and the appropriate testing procedures will be implemented.
 - ii. The employee (or parent or guardian if under 18) will be required to sign a consent form for the testing.
 - iii. Following the test a supervisor shall transport the employee to the employee's residence.

1. Call **9-1-1** if an employee is severely impaired, unconscious, or a danger to themselves or others—clarifying that emergency care takes priority over internal procedures.
- iv. If test results are positive, the time off will be charged to the employee's earned/accrued time off bank.
- v. If test results are negative, the time off will be charged to paid administrative leave.
- g. If, after interview, a determination is made that the employee is impaired but not in violation of this policy, implement sick leave procedures.
- h. If a determination is made that there is no violation or impairment, for any reason, this process shall be immediately discontinued and all operations returned to original status. Furthermore, all documentation and records of the event shall immediately be destroyed.

5.2 Additional Steps for Minors: If the employee is under 18 years of age, the District General Manager or Aquatics Manager will promptly:

- a. Notify the employee's parent or legal guardian of the situation.
- b. Ensure the minor is released only to a parent, guardian, or other authorized adult.
- c. Provide information on available counseling or support services for minors and families.
- d. Document all communications with the parent or guardian and maintain confidentiality as required by law.

5.2 Post-Accident Testing: Employees shall be subject to post-accident testing if they are involved in an Accident, while on the job. The following procedure shall be followed:

- a. The employee shall be tested as soon as possible, but not more than eight hours after the accident for alcohol testing and 32 hours for drug testing after the time of the accident.
- b. Employees involved in accidents shall refrain from alcohol or drug use following the accident or until a drug test is administered.
- c. Employees who leave the scene of an accident without appropriate authorization prior to the testing shall be considered to have refused the test and shall be subject to disciplinary action, up to, and including termination.
- d. If a post-accident alcohol test is not administered within two hours following an Accident, the supervisor at the scene of the Accident shall document the reasons why the test was not administered within two hours. If the post-accident alcohol

test is not administered within eight hours after the Accident, the supervisor at the scene shall cease efforts to test and document the reasons the test was not conducted. In both cases, the documentation shall be forwarded to the General Manager or designee.

5.3 Follow-up/Return to Duty Testing: As part of a follow-up to counseling or rehabilitation for drug or alcohol use, an employee may be required to submit to a drug test. The following Procedure shall be followed:

- a. If an employee has been placed on leave through use of counseling or rehabilitation services, the employee will not be permitted to return to work until the employee has passed a drug test as documented by the SAP, has the approval of the appropriate rehabilitation program coordinator, medical review officer, and the concurrence that the General Manager or designee determines that the employee is fit to return to duty.
- b. Such employees may be required to undergo frequent drug and/or alcohol testing for a period of time to be determined on a case-by-case basis by the SAP.

5.4 Voluntary Request For Treatment: The District shall not discipline employees who voluntarily come forward and ask for assistance to deal with a drug or alcohol problem. No disciplinary action will be taken against an employee unless the employee refuses the opportunity for rehabilitation and/or fails to comply with the Follow-up/Return to Duty procedures.

5.5 Post Treatment: If, after an initial positive test in violation of this policy or voluntarily entering a treatment program, an employee again violates this policy he/she will be terminated.

6.0 METHODOLOGY

6.1 General: To ensure the accuracy and fairness of the testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration SAMHSA/DOT guidelines where applicable and will, at a minimum include using SMHSA certified laboratories, chain of custody procedures, and equipment. Testing procedures may include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

6.2 Positive Test Results. All positive test results shall first be reviewed by the District Medical Review Officer (MRO). The MRO shall review the employee's medical history and afford the employee with an opportunity to offer any clarifying information that would explain the positive test.

6.3 Compliance with Testing: Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify

test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately pending further investigation. Refusal can include an inability to provide a specimen or breath sample without a valid medical reason or delaying arrival at the collection site. Such refusals will be treated as insubordination and recorded as a positive test when considering appropriate disciplinary action.

- 6.4 Re-Tests and Observed Tests.** Any employee who tests positive for drugs may request, within 72 hours of notification, a test of the split sample, as all specimens are split and the untested portion stored for a period of time. The employee must notify the MRO of his/her request and the employee will be responsible for the cost of the split sample test. There are certain situations that may require the employee to provide, at the collection site, another urine or breath sample, e.g., when insufficient volume or breath provides an inadequate sample or the technician has reason to suspect tampering with the sample. Under the latter circumstances, a second collection may be under observed conditions.
- 6.5 Marijuana Testing.** Reasonable suspicion and post accident testing for Marijuana use may, if such test results can be obtained in a timely manner, be based on the Washington State Patrol testing method/s and limits to measure active impairment in place at the time of testing.

7.0 SEARCH NOTICE AND CONDITIONS.

- 7.1** When a supervisor or the General Manager or designee has reasonable suspicion to believe that an employee possesses drugs or alcohol in violation of this policy, the employee will be required, at the General Manager or designee's direction, to submit to a search of any room, desk, file, locker or other container provided by the District, law enforcement may be used. Any search conducted beyond these parameters shall be conducted in accordance with applicable state or federal laws.
- 7.2** Any drugs or alcohol discovered on District premises in violation of this policy will be confiscated and the District will coordinate with appropriate law enforcement officials as necessary. Before any search may be conducted, except in an emergency situation, there must be concurrence by a supervisor and the General Manager or designee that there is reasonable suspicion of the presence of drugs or alcohol in violation of this policy. Prior to the search occurring, the employee shall be informed of the suspected situation with an explanation of reasonable suspicion at that time.

8.0 DISCIPLINARY ACTION.

Violations of this policy will be grounds for appropriate disciplinary action on a case-by-case basis, up to and including, termination. Additionally, law enforcement authorities will be notified in appropriate situations. Employees who fail to cooperate and voluntarily participate in such provided programs shall be considered as testing positive and in violation of this policy.

9.0 REPORTING VIOLATIONS.

- 9.1 An employee who has reasonable suspicion of drugs or alcohol on District property or in District vehicles, or observes or has knowledge of another employee who either (1) violates this policy; or (2) is in a condition which might impair that employee's ability to perform job duties or which poses a hazard to the safety and welfare of others, shall promptly report the situation to his or her supervisor. To the degree possible, the reporting individual's identity will be kept confidential and there shall be no retaliation for such reasonable suspicion reporting.
- 9.2 If an employee has reasonable suspicion that the General Manager or designee is violating this policy, the employee shall report this to the Chairperson of the Board of Commissioners. To the degree possible, the reporting individual's identity will be kept confidential and there shall be no retaliation for such reasonable suspicion reporting.

10.0 REHABILITATION PROGRAM

Any employee who tests positive for drugs or alcohol shall be medically evaluated, counseled and treated for rehabilitation as recommended by the SAP. Employees who complete a rehabilitation program may be required to undergo frequent drug and/or alcohol testing for a period of time to be determined on a case-by-case basis by the SAP. An employee may voluntarily enter a rehabilitation program without prior testing. The all or a portion of the treatment and rehabilitation may be paid for by the employee's health insurance program if available. Employees will be allowed to use their accrued and earned leave for the necessary time off involved in the rehabilitation program. If an employee does not have available insurance or have available accrued or earned leave, the District will not be responsible for any costs associated with treatment or loss of wages from missed work.

11.0 PRIVACY

Confidentiality shall be maintained throughout the testing process. Records of test results of employees receiving treatment for chemical dependency or of employees or applicants involved in other situations related to this policy will be maintained and used by the District with the maximum respect for individual confidentiality and privacy. The District shall retain such records relating to the sample collection process and positive test results. The District shall retain positive test results for at least (1) year. Only the General Manager, the Human Resources Manager and the employee's immediate supervisor will be made aware of the test results. Such information will not be released to a third party without specific written

authorization by the individual, or upon court order. The District shall maintain records and reports as required by appropriate government authorities.

12.0 POLICY COMMITMENT, NOTICE, AND TRAINING

All employees shall receive a copy of this Policy. The District shall make training available for Employees to help prevent drug and alcohol abuse problem situations and appropriately deal with such problems should they occur.

13.0 RIGHT OF APPEAL

The employee has the right to appeal the results of the drug or alcohol tests. To initiate an appeal, the employee must fill out and sign the attached “Drug Test Appeal” (Appendix C) form within 5 business days of being notified of a positive test result. The appeal process will be conducted without cost to the employee. The employee will be scheduled to meet with the General Manager or designee or the MRO within 14 calendar days to review the appeal. Following the meeting the General Manager, designee or MRO will issue a written report of findings and conclusions.

14.0 CONFLICT WITH OTHER LAWS

This Policy is in no way intended to supersede or waive any constitutional or other rights that the employee may be entitled to under Federal, State, or Local statutes.

APPENDIX

- Appendix A: Pre-employment Drug Testing Consent Form
- Appendix B: Employee Drug and Alcohol Testing Consent Form
- Appendix C: Drug Test Appeal Form

APPENDIX A***Des Moines Pool Metropolitan Park District*****APPLICANT CONSENT FORM AND AUTHORIZATION FOR SPECIMEN COLLECTION,
SUBSTANCE TESTING, AND RELEASE OF INFORMATION**

I, _____ as a public safety position job applicant, voluntarily consent to provide a urine specimen at the designated Drug testing services provider, or any other site designated by Des Moines Pool Metropolitan Park District. I understand that the urine specimen will be tested for the presence of drugs or controlled substances prohibited by Des Moines Pool Metropolitan Park District's Drug & Alcohol Free Workplace Policy. I give my consent for the release of such test results to Des Moines Pool Metropolitan Park District's Medical Review Officer, who shall interpret such results for Des Moines Pool Metropolitan Park District's General Manager and/or the General Manager's designee. I further authorize Des Moines Pool Metropolitan Park District and its management to use this information as necessary in considering my application for employment. I understand that I may not be hired if I test positive for drugs or controlled substances prohibited by this policy. Upon request, Des Moines Pool Metropolitan Park District shall give me a copy of written test results it receives.

Applicant Signature_____
Date_____
Witness_____
Date**Parent/Guardian Consent (for applicants under 18 years of age)**

I, _____, as the parent or legal guardian of the applicant named above, acknowledge that I have read and understand this consent form. I hereby voluntarily give permission for my child to provide a specimen for drug or controlled substance testing as required by the Des Moines Pool Metropolitan Park District's Drug & Alcohol Free Workplace Policy. I understand that the results of this test will be provided to the District's Medical Review Officer and may be used in evaluating my child's application for employment.

I understand that if my child tests positive for drugs or controlled substances prohibited by this policy, they may not be hired.

Parent/Guardian Signature_____
Date_____
Parent/Guardian Printed Name_____
Relationship to Applicant

APPENDIX B***Des Moines Pool Metropolitan Park District*****EMPLOYEE CONSENT AND RELEASE FORM FOR DRUG/ALCOHOL TEST PROGRAM**

I acknowledge that I have received a copy of, have been duly informed, and understand the District's drug and alcohol testing policy and procedures. I have been provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, I have been informed on how the tests are conducted, what the tests can determine, and the consequence of testing positive for drug use. I give consent for the release of such test results to the General Manager or his designee.

I understand that if I voluntarily come forward and ask for assistance to deal with a drug or alcohol problem through the Substance Abuse Program I will not be disciplined by Des Moines Pool Metropolitan Park District.

I understand how drug/alcohol tests are collected and further understand that these are medical tests that are conducted under the auspices of a Medical Review Officer. I understand that the MRO will review and interpret any positive test results, and that I will have the opportunity to be interviewed by the MRO to review my status, my medical history, and any relevant biomedical factors prior to the District being informed whether I passed or failed the test. The District will maintain the findings in a confidential manner and will not divulge the information to any outside source without the consent of the employee.

I understand that a confirmed positive drug or alcohol test will result in my referral to a Drug and Alcohol Substance Abuse Professional. Provided I have come forward voluntarily, I will be required to complete a rehabilitation program. No disciplinary action will be taken against me unless I refuse to take a drug/alcohol test, refuse the opportunity for rehabilitation, fail to complete a rehabilitation program successfully, or again test positive for drugs/alcohol within one (1) year of completing an appropriate rehabilitation program. I understand that such disciplinary action, as described herein, may include dismissal from the District.

Printed or typed name of employee

Signature of employee

Date

Parent/Guardian Consent (for employees under 18 years of age)

I, _____, as the parent or legal guardian of the employee named above, acknowledge that I have read and understand the District's drug and alcohol testing policy and this consent form.

I voluntarily give permission for my child to participate in the District's drug and alcohol testing program, including the collection and testing of specimens, as described in the policy. I understand that the results of any tests will be provided to the District's General Manager or designee, and that my child may be referred to a Substance Abuse Professional if a positive result occurs.

I further understand that the District will keep all information confidential and will not disclose it to outside sources without written consent, except as required by law.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Relationship to Employee

APPENDIX C
DRUG TEST APPEAL FORM

If you disagree with the accuracy of a positive test result to a test that you have submitted to you may file an appeal by completing this form and filing it with the General Manager or designee within five business days of your receipt of your test results.

Name _____
Date Sample Provided _____
Location Sample Provided _____

What are the reasons for your appeal (please be specific)

Date: _____

Signature

Print Name

Parent/Guardian Consent (for employees under 18 years of age)

I, _____, as the parent or legal guardian of the employee named above, acknowledge that I have read and understand this appeal form. I support my child's decision to appeal the positive drug or alcohol test result and authorize the District to review the appeal in accordance with its policy.

I understand that the District will maintain the confidentiality of all appeal information and will only share it as required under the District's drug and alcohol policy or applicable law.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Relationship to Employee

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c **Assigned to:** District GM **Meeting Date:** 10/21/2025

Under: Old Business **Attachment:** Yes

Subject: Resolution 2025-10, Resolution Declaring Property Surplus to the Needs of the District and Authorizing the Disposition of Surplus Property

Background/Summary:

At the August 26 Regular Board Meeting, the District GM presented district staff would be putting together a list of items for property to surplus.

District staff is working to reduce space needs to free up space to move administrative staff to the Mount Rainier Pool, remove unused or low use items, and free space up for better efficiency and safety.

For auctioning the district will use Govdeals.com. If an item cannot be sold, we will see if we can share it to another service provider in the community, and finally either recycle or dispose of an item, if it cannot be sold or donated. An update is estimated to be made at the December 9 board meeting to close out this process.

Finally, any revenue for these items will be deposited into the General Fund, and accounted for when monies are transferred into the Capital Reserve Fund at the end of the year.

Fiscal Impact: Estimated: Up to \$800 in revenue, and potential of \$100 in expenses for disposal. (Note-all auctioning fees will be worked into the cost of the item.)

Proposed Motion: I move to approve Resolution 2025-10, Resolution Declaring Property Surplus to the Needs of the District and Authorizing the Disposition of Surplus Property.

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>08/26/2025</u>	First Board Meeting (Informational)
	<u>10/21/2025</u>	Second Board Meeting (Action)

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

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

Notes: Attachments:

- Resolution 2025-10, Resolution Declaring Property Surplus to the Needs of the District and Authorizing the Disposition of Surplus Property.
- List of Property to be sold, donated or disposed.

**DES MOINES POOL METROPOLITAN PARK DISTRICT
RESOLUTION NO. 2025-10**

**RESOLUTION DECLARING PROPERTY SURPLUS TO THE NEEDS OF THE
DISTRICT AND AUTHORIZING THE DISPOSITION OF SURPLUS PROPERTY**

Background:

1. Des Moines Pool Metropolitan Park District presently owns the equipment, materials and supplies listed on the attached Exhibit A “Equipment:”
2. The District no longer has a need for the Equipment and the Equipment is surplus to the needs of the District.
3. The Equipment has a present value estimated of under \$800.

Resolution: NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Des Moines Pool Metropolitan Park District as follows:

1. The Equipment is surplus to the needs of the District.
2. The District General Manager is authorized to sell or otherwise dispose of the Equipment using commercially reasonable methods established by the District General Manager.

Adoption: ADOPTED at a regular meeting of the Board of Commissioners of Des Moines Pool Metropolitan Park District on October 21, 2025, the following Commissioners being present and voting:

Commissioner

Commissioner

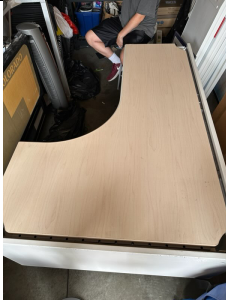
Commissioner

Commissioner

Commissioner

Resolution 2025-10 - EXHIBIT A
RESOLUTION DECLARING PROPERTY SURPLUS TO THE NEEDS OF THE
DISTRICT AND AUTHORIZING THE DISPOSITION OF SURPLUS PROPERTY

EQUIPMENT	CURRENT IMAGE	ESTIMATE CURRENT VALUE	TYPE OF DISPOSAL	REASONING
Old Colorado Timing Pads		Under \$200	Auction (Govdeals.com)	Replaced in 2018. Kept for stand. Never disposed of. (listed in 2023, but not disposed due to communication error)
Old Colorado Timing Scoreboard		Under \$100	Auction (Govdeals.com)	Replaced in 2018. Kept for stand. Never disposed of.
Printer MFC		Under \$100	Auction (Govdeals.com)	Replaced in 2018 with leased printers. Kept as backup in case of breakdown. Not used since.

Old Lifeguard Chair		Under \$100	Auction (Govdeals.com)	Replaced after lifeguard audit, as not efficient for operations.
Old Desk		Under \$50	Auction (Govdeals.com)	Auction 15 chairs. Keep the rest for backup at pool. Not good for long-term storage as metal rusts due to pool air.
Old Safe		Under \$100	Auction (Govdeals.com)	Replaced with more secure two-level safe for cash handling at MRP.
Large Cooler		Under \$10	Auction (Govdeals.com)	Do not use. Free up space.

Old Projector & Bag			Under \$50	Auction (Govdeals.com)	Last used in 2016.
Bilge Pump			Under \$50	Auction (Govdeals.com)	Last used in 2015.
Old TV Mount			Under \$30	Auction (Govdeals.com)	Unknown.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d Assigned to: District GM

Meeting Date: October 21, 2025

Under: Old Business

Attachment: No

Subject: Grant/Projects Update (Open Projects)

Background/Summary:

The Des Moines Pool Metropolitan Park District received two capital projects grants for 2025-2206. The District General Manager met with the project manager, Commissioner Dusenbery and followed up with legal. Below is an update.

CAPITAL PROJECTS

KCYAS Sports Facilities Grant (\$213 K): We are aiming for a closure in March 2026 after Highline School swim seasons and the winter swim lessons.

Best Starts for Kids Grant (\$1.438 M): After meeting, we are recommending hiring an architect of record. We will need this contract to setup a sealed bid project. We have moved the closure for this back to March 2026.

KCYAS Sports Facilities Grant: (\$113 K): This grant covers the electric panels and wiring to modernize and better support the system. In 2025, the district had to allocate emergency repairs towards part of this system. The goal is to also complete this in March 2026. We have been approved but are awaiting King County to set this grant process in motion. This grant only covers around 75% of the estimated fees, so there will be some fees that will need to be budgeted.

COMMUNICATIONS

Grant Administrator Meeting: Met with KC Parks Administrator. Discussed criticalness of getting grants passed and sourcing parts. They are scheduling meeting with HSD to discuss lease/lien issues. The administrator also mentioned that if we source parts ahead of grant, there may be some risks.

Bids/Engineer of Record Meeting: I am working to schedule a meeting with [Schmeta Workshop](#). Their principal, Geoff Anderson, has extensive experience with pools in Washington. We hope to have an agreement ready for the November 11 meeting.

OTHER

Also, we are completing paperwork for the following grant projects.

- Kids Swim Free, KCYAS My Backyard Grant (\$10 K): This grant has been completed and paid.

- Kids Swim Free Extension, KCYAS My Backyard Grant (\$2.5 K): DMLF supported extension of Kids Swim Free Program. Ends on October 25, 2025. As of October 14, 2025, we have used \$2,212.25 of the \$2,500 with two more Sundays.

- KC Parks, Community Lifeguard Program (\$38 K): Program will start in 2026. Working on program development and outreach strategy. Once finalized will develop PSA for promote.

Note-I recently signed the Community Lifeguard Program grant. A copy of the grant agreement is available for public records.

Fiscal Impact: The purpose of this item is to let the board and community know that there is some risk involved with sourcing parts before the grant lien issue is resolved, but the pool district is risking

Motion: None. Informational Only.

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

Two Touch Rule: N/A **Committee Review**
 Continuous **First Board Meeting (Informational)**
 10/21/2025 **Second Board Meeting (Action)**

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

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

Notes:

- None

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e **Assigned to:** District GM

Meeting Date: 10/21/2025

Under: New Business

Attachment: . Yes

Subject: *Engineer (Architect) of Record Process*

Background/Summary:

The Des Moines Pool MPD currently does not have an engineer of record. This is becoming more of a need as the Mount Rainier Pool is continuing to have emergency repairs mainly due to the facility being past its functional lifespan. There are also parts the district needs to repair or prolong the life of parts.

The district is small and is dependent on contractors for many of its administrative and maintenance functions and having an engineer of record should help the district be more responsive to repairs. It would also be good to have someone to help plan out strategic decisions and provide information for the future of the pool and district.

There are also over \$1.8 million in grant programs coming up in the next year that will require help in engineering, bidding and ensuring the quality of the work. An engineer of record can directly provide these services or help contract specialty services.

The District GM used the MRSC Rosters and has reached out to [Schemeta Workshop](#). The hope is to bring an agreement back to the November 11 regular board meeting. The District GM is meeting with Schemeta Workshop at the Mount Rainier Pool on Tuesday, October 21 at 10:30am.

Per section 4 of the Resolution: 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 District General Manager (Director of Aquatic Operations).

Included in this packet is the Statement of Qualifications (SOQ) for Schemeta Workshop, which includes work and design on pools.

If Schemeta Workshop is not interested in the work, the District GM will select another qualified applicant.

The District General Manager will work with legal counsel to bring back an agreement for board approval.

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

Proposed Motion: No motion. Informational only.

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

Three Touch Rule:	N/A	Committee Review
	10/21/2025	First Board Meeting (Informational)
	11/11/2025	Second Board Meeting (Action)

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

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

Notes: Attachments:
- Schemeta Workshop Statement of Qualifications (specifically for aquatics)



schemata workshop

Des Moines Pool
Metropolitan Park
District
Mount Rainier Pool

statement of qualifications

15 october 2025

table of contents

1. letter of interest
2. qualifications
3. experience & approach
4. relevant project experience
5. references

contact:

geoff anderson, AIA, LEED AP,
assoc. DBIA
schemata workshop, inc.
1720 12th ave
seattle, wa 98122
206.285.1589
geoff@schemataworkshop.com



15 October 2025

Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District / Mount Rainier Pool
22722 19th Avenue So.
Des Moines, WA 98198



Re: Mount Rainier Pool Long-Term Planning and Term Contract

Dear Scott,

I'm glad that we were able to touch base and hear a little bit about the needs for the Mount Rainier Pool in Des Moines. I look forward to following up further and learning more next week, when we meet on site. For your benefit, I've pulled together some of Schemata Workshop's most recent qualifications and experience related to the aquatic center type of project work. I am happy to discuss your specific needs and any other questions you may have.

For any projects related to this Term Contract, I will act as Principal in Charge and will be your main point of contact. I have more than 20 years of experience planning, renovating, and designing aquatics facilities. Additionally, I have developed long and trusting relationships with specialty engineers for these projects. We have found that it is often the case that projects will involve multiple disciplines such as mechanical and electrical engineering, in which case it is preferred that I lead the project as the architect with the experience in managing multiple disciplines for the design, permitting, and through construction.

Schemata Workshop is a values-driven firm, striving to build high-quality, sustainable, and livable communities. We have over 20 years of establishing ourselves as leaders designing projects for and with communities around the Pacific Northwest. We are a woman and minority-owned business enterprise with a nimble and collaborative staff.

As you will see in the attached statement of qualifications, I have completed dozens of aquatic projects assessments and completed projects with this team over the years. Together, we have developed a strong working relationship that includes accurate estimates that help plan and even prioritize capital costs. There is no other team as qualified and experienced in this region for this type of work. A brief introduction to our team is on the following pages.

- Jesse Barksdale of GDM has been an integral partner on pool-related mechanical systems assessment and design for more nearly two decades. He has become our region's "go-to" consultant for local aquatic facilities. Jesse is familiar with your pool, and informed me that he recently assisted with the permitting documentation associated with a chemical system change at the facility. Additionally, over the past year, Jesse and I have both served on the Technical Advisory Committee for the Washington State Department of Health, contributing to the efforts to migrate to the Model Aquatic Health Codes.

1720 12th Ave
Seattle, WA 98122
206.285.1589



- Brice Anderson of Cross Engineers has likewise been an integral team partner for more than a decade. He understands the corrosive conditions that a natatorium will have on electrical systems, lighting, etc., and has been assessing, as well as designing/specifying for, these types of environments for decades.
- AHBL has been a reliable partner for us on several parks and aquatic projects. The services included for this submittal include civil engineering, structural engineering, and landscape architecture. William (Bill) Fierst (civil engineer) and Drew McEachern (structural engineer) have supported efforts in assessing aquatic and other parks and recreation facilities for many years.
- Rick Charbonneau is the most reliable and accurate cost estimator in the region for aquatic facilities. I can make this claim based on client accounts. A former employee of mine, Rick has been estimating aquatics projects for 35+ years, and he is renowned for his understanding of the factors that will influence a publicly bid project. He will be consolidating the estimates from other team members' contributions to prepare the comprehensive construction cost estimates in the final report.

I am confident that we will be perfectly suited to meet your needs as they evolve over the next few years, such that we become a trusted partner with you for the Mount Rainier Pool.

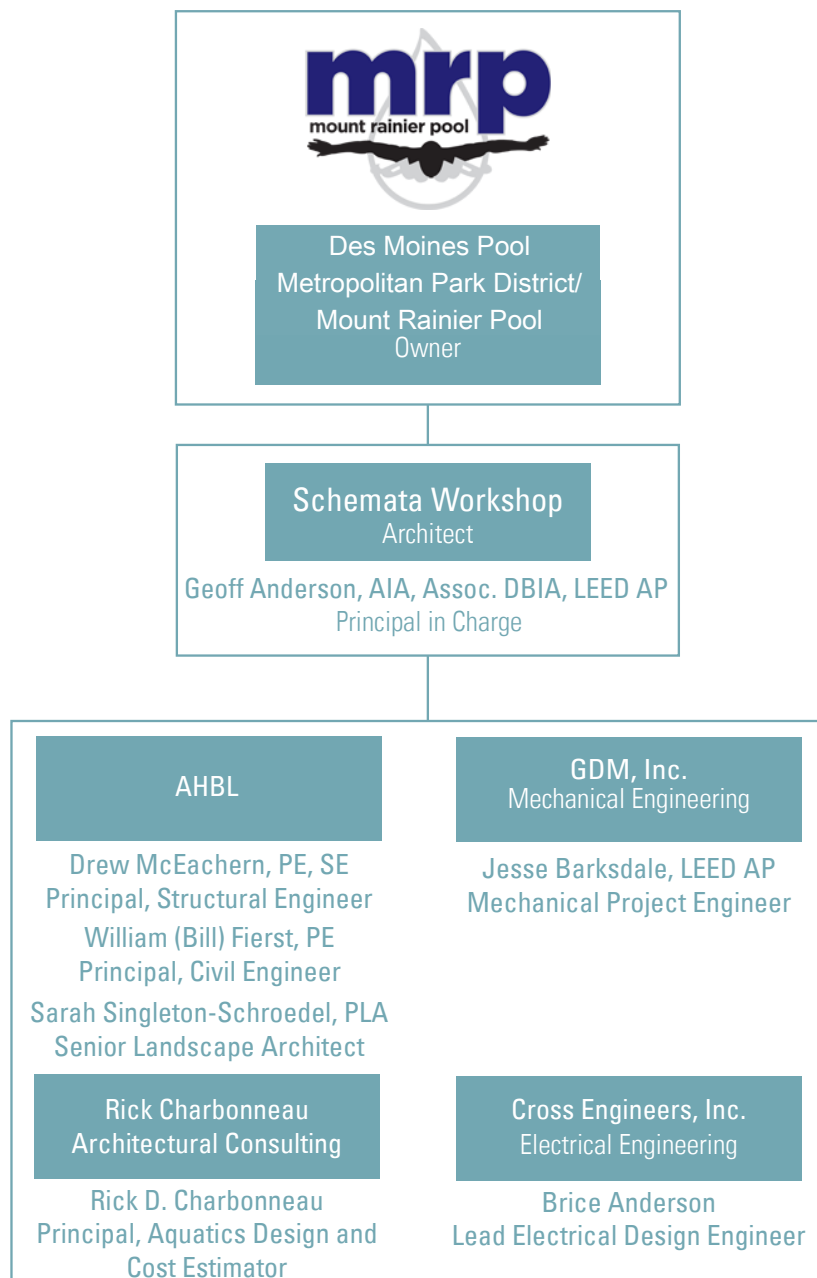
Sincerely,

Geoff Anderson, AIA, LEED AP, Assoc. DBIA
Principal, Schemata Workshop
c: 206.819.9011
e: geoff@schemataworkshop.com

Personnel - Team Organization

As mentioned in the cover letter, Schemata Workshop has developed a strong and collaborative team of qualified engineers for aquatics projects. This is not to imply that we would only work with this team, but to illustrate that we have resources to address a variety of needs as may arise during a 3-year term contract. For any task you request of us, we can pull together the necessary resources. Below is a representation of the engineering resources we can pull together

Additionally, I will reiterate that I, Geoff Anderson will be an active members of the design team. I will play a key role and will be your primary point of contact through the life of the contract.





schemata workshop, inc.

empowering communities through architecture and design

profile

Schemata Workshop, founded in 2004, provides high-quality, full architectural services to public and private clients on new and renovation projects. Our sixteen staff members form a diverse workforce that reflects the communities we serve.

Schemata Workshop has a passion for affordable housing, and believes that housing is a basic need that all people require in order to succeed in life. Children must have stable homes to excel in school, adults must have a place to call home in order to maintain a sense of dignity and steady employment, and seniors must have a safe home in a supportive environment to maintain their health and contribute to their communities.

In our practice, we strive to design buildings that support people of all backgrounds in their daily activities. Whether it be in affordable housing, community spaces, transit stations or other public places, social equity plays an important role in the projects we pursue and the services we deliver.

Schemata Workshop is also a registered Minority/Women Business Enterprise (MWBE) in the state of Washington. Schemata Workshop maintains our JUST label from the International Living Futures Institute: a “nutritional label” for companies that value transparency and social equity.

professional affiliations

- American Institute of Architects
- U.S. Green Building Council
- Housing Development Consortium of Seattle and King County
- Cohousing Association of the U.S.
- Capitol Hill EcoDistrict
- Design-Build Institute of America



Geoff Anderson, AIA, Assoc. DBIA, LEED AP

Principal in Charge | Years Experience: 21

Geoff Anderson joined Schemata Workshop as a Principal after more than a decade of collaboration with the studio on various community-oriented projects. Geoff is an award-winning registered architect in Washington, Oregon, Alaska, and Hawaii, with 20 years of experience working on a wide range of projects. He is also certified as a Leadership in Energy and Environmental Design (LEED) Accredited Professional.

Geoff has a passion for community-focused projects such as parks and recreation facilities. He has become a leading architect and specialist for aquatics design, working with parks districts and other clients all across Washington State. His aquatic project scopes range from feasibility studies and assessments, to major renovations and new construction. As an project manager, he has demonstrated skills working with public agencies and municipalities such as Seattle Parks and Recreation.

Geoff was also the Architect and Principal in Charge of the 2016 Vashon Pool Engineering Service Report, which also includes the same teaming partners as proposed for this Submittal of Qualifications. That report outlined many of the scope items that are being requested for this phase of work, so we will bring familiarity of the facility and excellent teaming history to this work.

Relevant Projects

- Vashon Pool Engineering Service Report | Vashon Island, WA*
- Peter Kirk Feasibility Study | Seattle, WA
- Everest Park & Houghton Beach Restroom Replacement | Kirkland, WA
- Enumclaw Aquatic Center Expansion Feasibility Study | Enumclaw, WA
- Redmond Pool Assessment and Upgrades | Redmond, WA
- Fife Aquatic Center Renovations - Multiple Phases | Fife, WA
- Juanita High School Pool Renovations | Kirkland, WA
- Colman Pool Renovations (2011) | Seattle, WA*
- Helene Madison Re-Plaster | Seattle, WA*
- Queen Anne and Meadowbrook Re-Plaster | Seattle, WA*
- Lake City Community Center and Housing | Seattle, WA *
- Eastmont Aquatics Center Analysis & Design | East Wenatchee, WA*
- Shoreline Pool Repair, Replacement Needs Analysis | Shoreline, WA*
- City of Issaquah Julius Boehm Pool | Issaquah, Washington*
- Renton Henry Moses Aquatic Center VGBA & Play Structure Replacement | Renton, WA*
- King County Aquatics Center | Federal Way, WA*
- Marshall Pool Analysis & Design | Vancouver, WA*
- Julius Boehm Pool | Issaquah, WA*
- John Vanderzicht Pool Expansion Feasibility Study | Oak Harbor, WA*
- Covington Aquatic Center Condition Assessment and Capitol Needs Analysis | Covington, WA*
- Marshall Community Center Pool | Vancouver, WA*
- Lake Wilderness Beach House | Maple Valley, WA*



Architectural Registration

Washington, Oregon, Alaska, Hawaii

Design Build Institute of America, Associate Certification

NSPF Certified Pool/Spa Operator (CPO)

Education

University of Washington

Bachelor of Arts in Architecture
Master of Architecture

Professional Involvement

American Institute of Architects

USGBC Member

Washington State Department of Health Water Recreation Technical Advisory Committee



* asterisk indicates project was completed while employed as principal and architect of record at ORB / INNOVA Architects.



GDM, Inc.

GDM, Inc. is a service-disabled-veteran-owned multi-disciplinary engineering firm that focuses on a variety of building and site design projects. We supply a full range of services to a broad cross section of clients, including government agencies, tribal districts, neighborhood groups, and developers.

As business professionals in the design and construction industry, we face challenges every day. As engineering professionals, GDM embraces challenges and works with our clients and fellow professionals to provide solutions for all projects. GDM has a track record of success providing design, project management, and procurement support for all types of engineering and architectural projects. GDM has served the engineering needs of public and private sector clients in the Northwest since 2014, originally under the Hood River Engineers name.

We benefit from new experiences and welcome the opportunity to incorporate innovative and environmentally conscientious solutions into our design. Our mission also includes being aware of the local communities in which we work. Our vision is to be a world-class engineering firm that assists our clients in achieving and exceeding their goals while continuing to be a community leader. And we aim to do this every day for every client.

Jesse Barksdale

Mechanical Project Manager, LEED AP

Jesse Barksdale is the head of the mechanical engineering department of GDM's DuPont, WA Branch. He has been providing design and project management for engineering projects for 24 years. He has participated in evaluation, design, estimating, and construction management for projects in Alaska, Arizona, Colorado, Idaho, Oregon, and Washington. He has also led multi-disciplinary project teams for a variety of projects large and small.

With over 200 pool mechanical projects in his personal portfolio of experience, his depth of knowledge and skill has made him the engineering consultant of choice for many local parks departments and facility owners. These projects have included work on community centers, aquatic facilities, spray parks, water features, and swimming pools. His scope of expertise includes HVAC, plumbing, and pool mechanical systems for these facilities



Professional Registration

LEED AP – 2009

LEED AP BD+C – 2011

ASPE CPD – 2020

Education

Mechanical Engineering Design,
Clover Park Technical College,
Tacoma, WA

Professional Involvement

American Society of Plumbing
Engineers (ASPE)

American Society of Heating,
Refrigeration, & Air-Conditioning
Engineers (ASHRAE)

Relevant Projects

- Vashon Pool Engineering Service Report | Vashon Island, WA
- Everest Park & Houghton Beach Restroom Replacement | Kirkland, WA
- Juanita High School Pool & Fieldhouse Assessment and Upgrades | Kirkland, WA
- Enumclaw Aquatic Center Expansion Feasibility Study & Upgrades | Enumclaw, WA
- Enumclaw Aquatic Center Phase 1 Renovation & Addition | Enumclaw, WA
- Eastmont Aquatics Center Analysis & Design | East Wenatchee, WA
- Marshall Pool Analysis & Design | Vancouver, WA
- King County Aquatics Center | Federal Way, WA
- Julius Boehm Pool | Issaquah, WA
- Redmond Pool Upgrades | Redmond, WA
- SERA Spray Park | Tacoma, WA
- Norpoint Centre Improvements | Tacoma, WA

Cross Engineers, Inc.

Cross Engineers, Inc. is an electrical/telecommunication consulting firm located in Tacoma, WA. Cross Engineers, Inc. is successor to the consulting engineering firms of Gordon and Cross Engineers (1947-1980), David M. Hopkins and Associates (1948-1981), Cross Engineers Inc. (1982-2002), and Hultz BHU/Cross Engineers Inc. (2003-2009).

Firm Personnel

Our full time office staff; licensed electrical engineer, electrical design engineers, three (3) LEED Accredited Professionals, drafters, and administrative support personnel.

Areas of Specialization

- Lighting
- Power
- Telecommunications
- Life Safety Systems
- Generators
- Fire Alarm + Mass Notification

Brice Anderson

Electrical Project Manager and Designer

Brice Anderson as the project manager and electrical designer has had over 20 years of experience to include field verification of existing electrical/communications systems in buildings, site utilities, design for relocation/reconnection/upgrade of existing electrical/communications infrastructure and construction administration of a variety of projects to include recreational facilities with natatoriums.

As a normal course of business Cross Engineers (Brice) provides Building Assessment (BA) and Basis of Design (BOD) narratives with estimated Rough Order of Magnitude (ROM) costs for electrical power and communications systems for a wide variety for projects to include aquatic facilities. Services included assessment of existing power, lighting, fire alarm and communications systems.



Relevant Projects

- Everest Park & Houghton Beach Restroom Replacement | Kirkland, WA
- Eastmont Aquatics Center Analysis & Design | East Wenatchee, WA
- Marshall Community Center | Vancouver, WA
- William Shore Pool Renovations | Port Angeles, WA
- Chehalis Tribe Community Center | Chehalis, WA
- Lynwood Recreation Center and Natatorium | Lynwood, WA
- UPS Aquatic Center Pre-Design | Tacoma, WA
- Covington Aquatic Center - Assessment | Covington, WA
- City of Dayton Pool Assessment | Dayton, WA
- Shelton Pool Assessment and Upgrades | Shelton, WA
- Rubicon Float Center | Kirkland, WA
- Centralia Spa Replacement | Centralia, WA
- City of Dayton Pool Assessment (exterior pool & building)
- Vashon Island Pool Assessment | Vashon, WA
- Shoreline Pool Assessment | Shoreline, WA



Lynwood Recreation Center & Natatorium



William Shore Memorial Pool

AHBL

AHBL was founded in 1969 to bring a collaborative approach to the development of built environments. Our staff of over 130 works together on projects of local and regional significance, serving both public and private clients from offices in Seattle, Tacoma, Tri-Cities, and Spokane. AHBL is committed to creative design, cost-effective solutions, capturing and maintaining the sense of community, and integrating our area's natural and cultural heritage into our ever-changing urban landscape. Our relationship-based practice is grounded upon the values of honesty, integrity, and making our clients' needs our number one priority.

Our firm embraces a responsibility to contribute to our region and enhance the lives of community members that live, work, and play in our communities. As experts in civil and structural engineering, we are often called in to provide assessments and feasibility studies to determine the best course of action when developing new community assets including aquatic and recreation centers.

AHBL's experience includes the design of new pool facilities, as well as upgrades and seismic evaluations to existing facilities. We are familiar with cost and design considerations involved with the construction of community and aquatics centers. Additionally, we have vast experience with civil-related issues pertinent to aquatic and recreation facilities, which include designing pump stations with adequate capacity to drain large pools.

AHBL has worked with numerous cities on assessments, rehabilitations, and new designs for aquatic centers in Seattle, Tacoma, Tukwila, Fife, Thurston County, and Yakima.



Drew McEachern, PE, SE

Principal, Structural Engineer

Drew McEachern is a principal in AHBL's Tacoma office with 30 years of structural engineering experience. His experience includes a variety of projects for both public and private sector clients, including aquatic centers, municipal and civic facilities, military facilities, commercial buildings and industrial facilities. Through his experience, Drew has demonstrated the ability to develop creative and cost-effective designs by integrating different structural solutions for various materials. Drew's design strengths include structural assessments and renovations, seismic evaluations and upgrades, earthquake readiness evaluations, building tenant improvements, support of architectural improvements, and BIM/Revit modeling. He is very familiar with the standards for government projects. Clients appreciate his creative solutions to design problems and high level of communication over the course of a project.



Professional Registration

Professional Structural Engineer, State of Washington, 2005

Professional Civil Engineer, State of Washington, 2002

Education

University of Southern California
B.S. Civil Engineering

William (Bill) Fierst, PE

Principal, Civil Engineer

Bill Fierst is an AHBL principal with 24 years of civil engineering experience. Bill has managed a long line of successful projects, by using his strong leadership and ability to consistently achieve the client's vision. He has extensive experience working with municipalities and local school districts in the state of Washington. His work as a civil engineer includes assessments and feasibility studies for new projects and renovation projects. Bill and his team work on civil-related issues pertinent to aquatic and recreation facilities, including pump station designs with adequate capacity to drain large pools.



Professional Registration

Professional Structural Engineer, State of Washington, 2005

Professional Civil Engineer, State of Washington, 2002

Education

University of Southern California
B.S. Civil Engineering

Relevant Projects (combined)

- Everest Park & Houghton Beach Restroom Replacement | Kirkland, WA
- City of Fife Aquatic Center Facility Assessment | Fife, WA
- Enumclaw Aquatic Center Improvements and Expansion | Enumclaw, WA
- Goldfish Swim School | Puyallup, WA
- Panorama City Aquatic Center | Lacey, WA
- Squaxin Fitness Center Addition | Shelton, WA
- Bremerton YMCA Pool Evaluation | Bremerton, WA
- Morgan YMCA Exterior Pool Wall Evaluation | Tacoma, WA
- Tacoma YMCA Pool New Rooftop Mechanical Unit Assessment | Tacoma, WA
- Tom Taylor YMCA Pool Roof Evaluations | Gig Harbor, WA
- Puyallup YMCA | Puyallup, WA

Rick D. Charbonneau

Aquatics Design and Cost Estimator
Rick Charbonneau Architectural Consulting
Principal | Years of Experience: 40



Rick Charbonneau has over 40 years experience working with City/ Parks entities, local Housing Authorities and the Military as a design team project manager, cost estimator and construction administrator. Employment during those years was with ORB Architects, until 2015 when the firm sold. The past seven years, Rick has been self-employed, in the same field, primarily related to Aquatics Design and as a specialty Cost Estimating consultant to architects.

Relevant Projects

- Vashon Pool Engineering Service Report | Vashon Island, WA
- Chelan Aquatics Center Feasibility Study | Chelan, WA
Feasibility Study, Site Analysis, Cost Estimating
- Eastmont Pool Needs Analysis & Renovation | East Wenatchee, WA
Condition Assessment, Cost Estimating, Report & Design
- Covington Aquatics Center Capital Needs Analysis | Covington, WA
Condition Assessment, Cost Estimating and Report
- Seattle Tennis Club, Pool & Spa Renovations | Seattle, WA
Assessment, Cost Estimating, Report, Design & Const Admin

Please refer to the table below showing past project cost estimates as compared with the low-bid costs for each project.

Project Cost Estimates vs. Bid Costs

Project	Cost Estimate	Low Bidder	Difference
Eastmont Aquatic Center Renovations East Wenatchee, WA	\$2,765,000	\$2,593,000	-6%
Metro Parks Tacoma - Three Spraygrounds Tacoma, WA	\$1,572,947	\$1,637,265	4%
Marshall Community Center Pool Renovation Vancouver, WA	\$2,997,051	\$2,864,357	-4%
Shoreline Pool Renovation Shoreline, WA	\$595,678	\$602,237	1%
Heritage Park Fountain Restoration Olympia, WA	\$182,548	\$153,408	-16%
Reaney Park Sprayground & Mechanical Building	\$790,000	\$695,526	-12%

Education

Phoenix Institute of Technology
Associate Arts, Architectural Design

Professional Affiliation

MCACES and RS Means Cost
Estimating Training

Certified Pool Operator

Project Understanding:

The Mount Rainier Pool has served the Des Moines community since 1975 as one of the many Forward Thrust Pools of that era. It is currently maintained and operated by the Des Moines Pool Metropolitan Park District, similar to many other pool facilities after they were transferred from King County to the local operators.

Based on your emails and our conversation, we understand that you are looking for an architect/engineering partner that can work with you over the next three years on a term contract basis to assist with analysis, project design, bidding, and project management for repairs, additions, and capital improvements at the facility.

You have indicated that you have approximately \$1.86 million in grant funds for various projects. I assume a portion of that is from the King County Parks Levy Grants for Aquatic Facilities, in which you applied to "upgrade and/or replace outdated and failing electrical infrastructure to ensure a safe, energy-efficient, and reliable facility. This project will benefit residents, swim lesson participants, competitive swimmers, and community groups by maintaining uninterrupted access to vital aquatic programs."

Project Experience:

Schemata Workshop and our engineering partners are perfectly suited to support you based on past experience of similar project types, and particularly having worked on nearly all other Forward Thrust Pools in operation. Our team brings decades of aquatic facility knowledge to this work along with our mission alignment to empower communities through architecture and design. We are leaders in the planning, assessment, and implementation of community-based projects. Geoff Anderson will personally lead the efforts and write the report, as he has done on similar projects for the past 20 years.



Permitting Experience- Building and Aquatics:

The building permits for this project will be issued by the City of Des Moines, while the aquatics related scope will be permitted through the King County Health Department. For our work, we strive to build a trusting relationship with the permitting officials through early pre-application meetings and by creating clear documents that are submitted for building permit review.

All members of Schemata Workshop have kept up to date with and worked extensively with the International Building Codes, including Washington State Amendments. We also are well versed in the current Energy Code, which will be important to evaluating the option to convert the bathhouse to accommodate year-round use with added heating.

Our aquatic specialist team members are experts at understanding the applicable building codes, but more importantly for this project, the Water Recreation and Recreational Water Contact Facilities (WAC 246-260) codes. For years we have worked with local (King County) and State Health Department code officials and have earned their trust in properly implementing and interpreting the codes. As a result of this relationship-building, both Geoff Anderson and Jesse Barksdale were asked to serve on the Technical Advisory Committee with the Washington State Department of Health, providing input on technical aspects related to migrating Washington State to the Model Aquatic Health Code (MAHC).

Renovation and Upgrades

Our team offers extensive experience tackling complex renovations including within occupied buildings, and creatively upgrading them to increase safety and efficient use of aging structures. In our work with institutional facilities, we have learned that understanding existing conditions is key to the success of new interventions in older structures. Our approach to remodels is to work within the “grain” of the building to integrate new uses and requirements within an existing building fabric.

It sounds like several of the systems at the Mount Rainier Pool have are in need of being updated. We have coordinated many such efforts, including as part of ESCO energy upgrade projects. Additionally, we have evaluated whole aquatic center buildings for long-term planning needs, including everything from the building envelope to accessibility (ADA) updates.

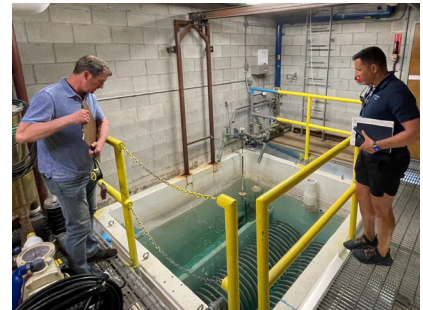
During construction, it is essential for the contractor, owner, and design team to work together and flexibly respond to unforeseen circumstances as they arise. In our experience, challenges inherent in the execution of remodel projects ultimately are overshadowed by the successful end result of a renewed facility and systems offering an improved quality of environment.

Tukwila Pool Feasibility Study | Tukwila, WA
client: Tukwila Metropolitan Park District Pool
services: feasibility study, conditions assessment, concept design
completed: 2024

Schemata Workshop partnered with Councilman-Hunsaker to provide a comprehensive feasibility study for the Tukwila Pool. The Tukwila Pool Metropolitan Parks District (TPMPD) requested a feasibility study to understand and evaluate options for improving the aquatic programs and meeting expanding demands for aquatics in Tukwila. Our team, with the Tukwila Pool Metropolitan Parks District Board, studied and assessed the community needs relative to programming and design options for a community pool facility. This feasibility study includes researching options for remodeling the existing facility, expanding the existing facility, demolishing it for new facility on the existing site, or replacing it completely on a different site.

As part of this feasibility study process, the team performed an assessment of the existing pool facility, evaluated multiple sites, and participated in community outreach and surveys. Additionally, we hosted three community workshops, held to help the community understand the site options, market analysis, programming, and concept plans.

While we began the project thinking that we would come to a conclusion about a preferred option, it turned out that it was better to present a small, medium, and large scenario in the final report.

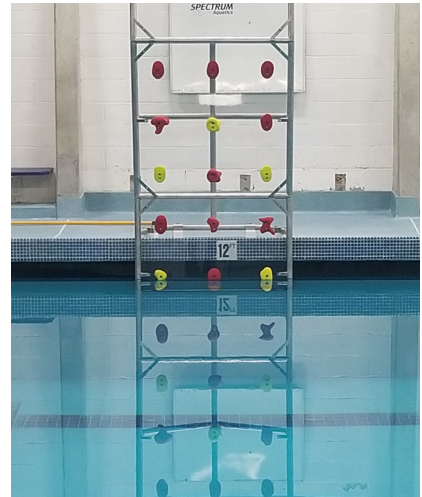
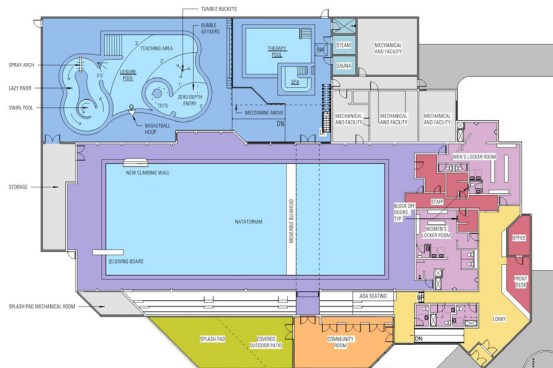


Enumclaw Aquatic Center | Enumclaw, WA
 client: City of Enumclaw
 services: feasibility study, conditions assessment, design, and construction,
 completed: 2025 (anticipated)
 team members included: Schemata Workshop, AHBL, GDM, Cross Engineers, Rick Charbonneau

Schemata Workshop has developed a long-standing working relationship with the Enumclaw Aquatic Center. We have performed building assessments and feasibility studies, and have implemented the design and construction of multiple phases of improvements. Pool repair work in 2020 included deck repairs, a new pool liner, ADA lifts, and the first approved aquatic climbing wall approved in King County.

The Phase 1 project improvements and expansion phase recently completed construction and is currently in close-out. The feasibility study we prepared was critical for the City of Enumclaw being awarded a 2022 King County Aquatics Program Capital-Construction Grant for \$1.2 million to perform the Phase 1 scope of work. This phase of the work addressed the needs for better access and usability for the staff as well as pool visitors. It includes an updated public entry and lobby with a new reception area and additional space for staff. The existing restrooms have been enlarged and converted into Family Changing Rooms. An addition for a new community meeting room is available to be used as an event space for rentals, generating additional revenue for the facility.

Future phases will include an additional splash pad area adjacent to the meeting room which can be used as an additional rental space. However, the most significant, final phase of the plan is to expand the aquatic facility to add a new Leisure Pool, Therapy Pool, Spa, Sauna & Steam Room, and a mezzanine viewing area. The Leisure Pool will incorporate a zero-depth entry, tots' area, teaching area, lazy river, swirl pool, and interactive spray features. The primary objective is to enable the Enumclaw Aquatic Center to serve its growing, diverse population with a range of aquatic facility programs.



Fife Facility Assessment & Improvements | Fife, WA

client: City of Fife

completion date: 2023, 2024 and 2025

team members: Schemata Workshop, AHBL, GDM, Cross Engineers

The City of Fife hired Schemata Workshop to lead the facility evaluations and assessments of the Fife Aquatic Center, Fife City Hall, and the Community Justice Center (CJC). The final reports we created clearly outline the short-term, mid-range, and long-term needs. The report is being used to dedicate budgets for these facilities over the next several biennium and we were then hired to complete the construction documents and support construction services for some of the work based on short-term recommendations.

The City Hall and CJC works was combined with some upgraded needed at the Public Works building. Improvements included building envelope repairs, fire safety updates, lighting upgrades, interior finishes, and more. Miscellaneous upgrades also included things like rebuilding the access stairs and ramps at the Public Works administration building. New finishes at the CJC updated the courtroom, staff offices, and police break room for a refreshed look to the were worn and dated interiors.

The work at the pool included replacing the pool liner and re-roofing the entire building with a new ribbed PVC roof and upgraded insulation. We continue to consult with the City of Fife on options for closing the damaged hot tub and converting the space to a storage room for less liability and usable space.



Peter Kirk Feasibility Study | Kirkland, WA

client: City of Kirkland Washington

services: feasibility study, conditions assessment, concept design

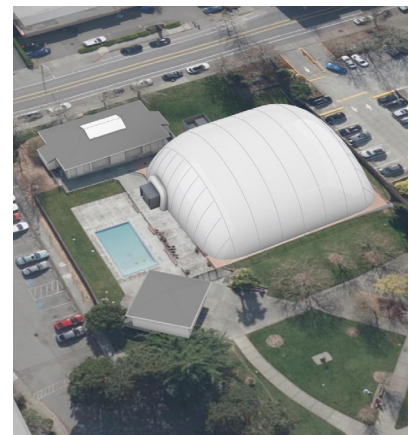
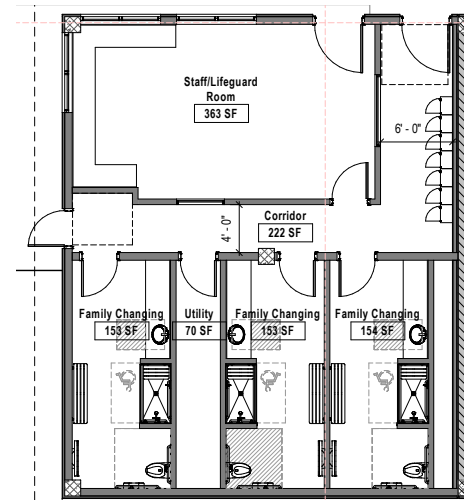
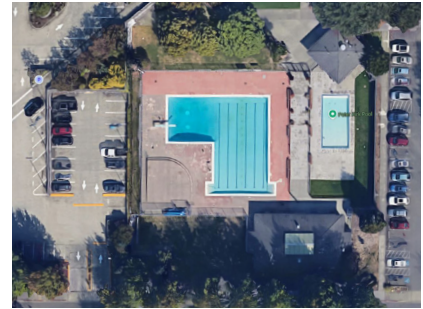
completed: 2025

team members: Schemata Workshop, GDM, Cross, Rick Charboneau

Schemata Workshop led the effort to provide an assessment of the existing Peter Kirk outdoor pool facility in conjunction with a feasibility study for enclosure options to allow the pool to operate year-round. The purpose of the assessment is to provide the City of Kirkland with a tool for planning and as validation for the associated work that would be performed to provide a year-round enclosure.

The assessment scope of the work outlined short-term and long-term recommendations that also informed work that would be part of any enclosure option of the feasibility study. The feasibility study primarily investigated various non-brick and mortar buildings that can have a lower capital cost, while offering the year-round comfort. Based on coordination with the city we focused on three main structure types, which included an Open-Aire, (similar to Structures Unlimited) Sprung, and an air-supported seasonal structure that is offered by multiple manufacturers. Each type of structure offers various options, and cost considerations, which are detailed in our final report to the city. Illustrations of each option are shown below.

In addition to the enclosure options, our team was asked to include the feasibility options for replacing the existing wading pool with a larger recreation activity pool as well as expanding the bathhouse. Converting the existing wading pool would provide the opportunity to serve a broader spectrum of the community and offer more programs. The expansion of the existing bathhouse not only provided a high-demand need for providing family and all-gender changing rooms, but it included an option to relocate the staff and lifeguards, and reorient the entry sequence to the pool. This option would likely be required in combination with the recreation activity pool, since the existing staff area would have to be converted to expanded pool mechanical space.



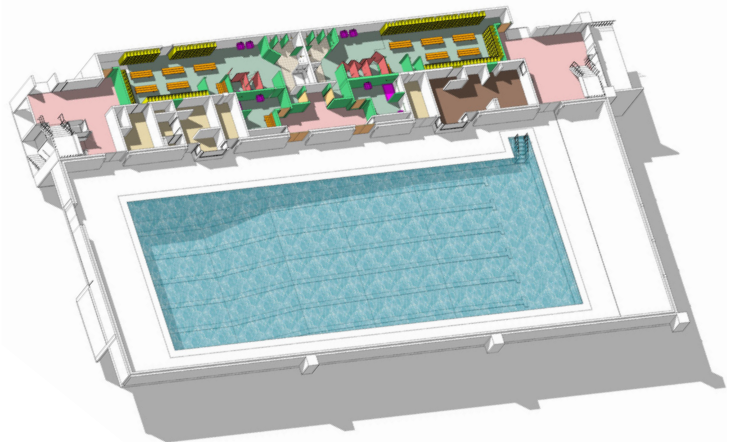
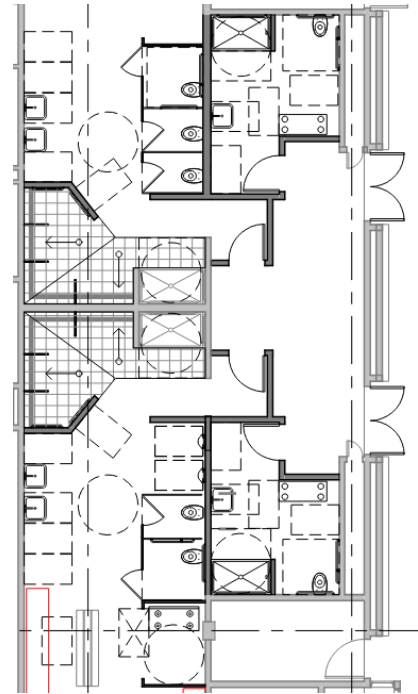
Juanita High School Pool | Kirkland, WA
client: McKinstry via Lake Washington School District
services: condition assessment, feasibility study, design, & construction
completion date: 2025 (anticipated)
team members included: Schemata Workshop, GDM

Schemata Workshop worked with the McKinstry team and the Lake Washington School District (LWSD) to perform a condition assessment report for the existing Juanita High School Pool Facility and the attached Field House. This report help plan for and budget phased renovations and upgrades, with a primary focus initially on the mechanical systems.

Our design focus was primarily on accessibility (ADA) upgrades to bring the facility into current compliance as well as improvements to the existing changing rooms. The existing facility does not operate as originally designed, and there is currently no compliant access to the changing rooms. Additionally, the stairways in the facility do not have compliant guardrails/handrails.

Upon review of the facility, and meeting with representatives of the LWSD, we determined that the best long-term renovation solution would be to reconfigure the changing room entry area, which is from the pool deck, to improve comfort, accessibility, and diversity. The future plan will include a changing area vestibule, with two new family/all-gender changing rooms, and improved men's and women's changing facilities. The stair guardrails will be upgraded for current code compliance. The design is attempts to be sensitive to the original stair elements, with a raised guardrail, compliant handrail, and infill panels that to echo the school colors.

Construction for Phase 1b recently was completed, which provides ADA improvements at the changing rooms and the stairs. Future planned improvements include a locker room redesign for improved usability, with family changing rooms and staff area.



Point Defiance Zoo and Aquarium | Tacoma, WA

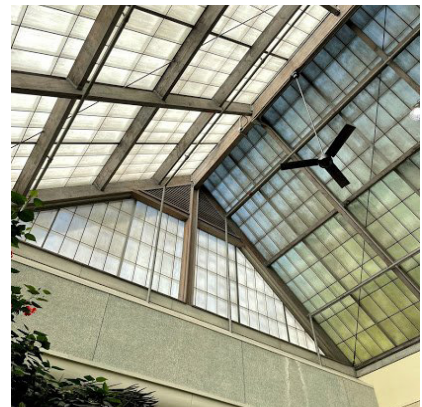
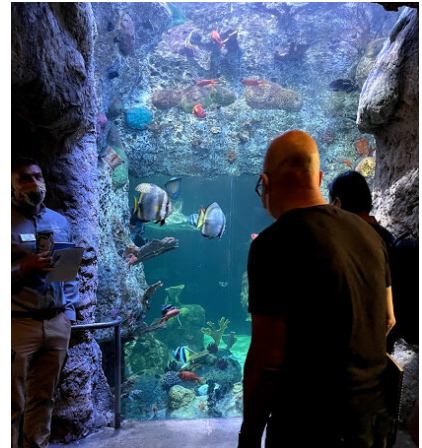
client: Metro Parks Tacoma

services: assessment, design, and construction support

completed: 2024

Schemata Workshop led a specialized team to design and engineer repairs, upgrades, and improvements to the 32 year-old South Pacific Aquarium exhibit at the Point Defiance Zoo & Aquarium. The purpose of the project is to allow for critical structural and tank restorations, while taking advantage of the opportunity to make improvements to exhibits and systems in order to extend the useful life of these aquarium exhibits.

The focus of work includes the main Shark Tank and Blue Hole tank exhibits, as well as the back of house areas and Life Support Systems (LSS) for all the exhibits in the South Pacific Aquarium. We are also coordinating the design for a new live coral exhibit to be added to the aquarium as well as replacing an aging skylight. The improved aquarium will incorporate refreshed exhibit rockery, a new guest dive cage experience, and better access for staff to care for the animals. The multi-year project was completed in two phases, and is opening June 2024.



References

Marta Gailushas | Assistant Parks, Recreation and Aquatics
Director
City of Fife
5411 23rd Street E, Fife, WA 98424
p: 253.896.8670
e: mgailushas@cityoffife.org
Project: Fife Aquatic Center Assessment, pool liner, & re-roof

John Lloyd | Deputy Director
City of Kirkland - Parks and Community Services
123 Fifth Ave, Kirkland, WA 98033
p: 425.587.3309
e: Jllloyd@kirklandwa.gov
Project: Peter Kirk Assessment & Feasibility Study

Maureen Colaizzi | Senior Capital Project Coordinator
City of Kirkland - Public Works
123 Fifth Ave, Kirkland, WA 98033
p: 425.587.3827
e: MColaizzi@kirklandwa.gov
Project: Everest Park Restroom Replacement

Gloria Hatcher-Mays | Executive Director
Rainier Valley Food Bank
9021 Rainier Ave S, Seattle, WA 98118
p: 206.723.4105, x104
e: gloria@rvfb.org
Project: Rainier Valley Food Bank



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7f **Assigned to:** District GM **Meeting Date:** October 21, 2025

Under: Old Business **Attachment:** Yes

Subject: Portable Office Research

Background/Summary:

The Des Moines Pool Metropolitan Park District's Board of Commissioners requested the District General Manager research moving district administration to the Mount Rainier Pool.

The issue with the current Mount Rainier Pool is it was built out in 1975 when there were lower staffing requirements and governance overhead as King County oversaw the facility. Currently, the pool has only two office spaces for four full-time staff.

The portable would allow for administration staff to be more available to patrons, staff and board members by being onsite. It would also allow for more public outreach.

I reached out to another metropolitan park district that was doing portable research but did not hear back.

The attached implementation plan includes research, timelines, cost estimates and a PMI (plusses, minuses, interesting) analysis.

Fiscal Impact: As detailed in the attached implementation plan, it would cost \$150-\$300k for implementation, and an additional \$25k-\$70k+ annually. There may be additional fees due to market volatility.

Proposed Motion:

I move to approve the Portable Office Implementation Plan dated [insert date] and authorize the District General Manager to:

1. Work with Highline School District to secure site control through lease amendment.
2. Submit required pre-application materials and permit applications to the City of Des Moines and applicable utility districts; and,
3. Solicit competitive bids for modular building procurement, site preparation, and utility connections, with total project expenditures not to exceed (NTE) \$300,000 or \$150,000 plus a 20 percent contingency, and to return to the Board with final contracts for award.

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

Two Touch Rule:

N/A **Committee Review**
09/23/2025 **First Board Meeting (Informational)**
To Be Determined **Second Board Meeting (Action)**

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

Attachments:

- Portable Office Implementation Research Plan (attached)

Portable Office Implementation Plan

Des Moines Pool Metropolitan Park District

Draft Prepared by District General Manager

1. Project Overview

Purpose: Install a code-compliant modular/portable office to provide administrative and program space for the Des Moines Pool Metropolitan Park District.

Location: Vacant parking lot area of Mount Rainier Pool parcel within the City of Des Moines.

Duration: Length of Des Moines Pool Metropolitan Parks District management of the Mount Rainier Pool, which is unknown due to contractual issues and age of facility.

Outcome: Provide flexible workspace for administration staff, while meeting King County and City of Des Moines codes.

2. Site Criteria

- **Zoning:** Commercial (C-1/C-2), Professional Office (PO), or Light Industrial zones.
 - **Lot Size & Setbacks:** Must accommodate office footprint, 10–20 ft setbacks, fire access, ADA path, and stormwater facilities.
 - **Access:** Driveway or easement from a public right-of-way; emergency vehicle access per Fire Code.
 - **Utilities:** Capability to connect to power, water, sewer, data.
 - **Surface:** Compacted gravel or concrete pad.
-

3. Utility Hook-Ups

Utility	Key Requirements	Agency
Electrical	Temporary or permanent service	Puget Sound Energy (PSE) ; City electrical permit
Water	Service + backflow	Highline Water District
Sewer	Tie-in	Midway Sewer District
Data/Phone	Fiber/cable or cellular	Comcast
Stormwater	On-site infiltration or city connection	City of Des Moines/Highline School District

4. Local Vendors (examples for budgeting/bids)

- **Modular/Portable Offices:** Pacific Mobile Structures; WillScot (Kent)
- **Site Prep/Pad:** Gary Merlino Construction; Lakeridge Paving
- **Utility Contractors:** Evergreen Plumbing & Mechanical; Prime Electric
- **Engineering/Permitting:** AHBL; BCRA

(obtain at least three competitive bids for each trade)

5. Permitting Roadmap

1. **Pre-application meeting** with City Planning & Building Division
 2. **Land-use review** (zoning compliance or temporary use permit)
 3. **Building permit** for modular unit and utilities
 4. **Utility “will-serve” letters** (power, water, sewer)
 5. **Bond/cash deposit** per DMMC 14.05
 6. **Inspections**—foundation, electrical, plumbing, mechanical, final occupancy
-

6. Timeline (sample)

Step	Duration
Get HSD Amendment Approval	1-6 months
Hire engineer of records*	2-4 weeks
Pre-application & site control	2–4 weeks

Step	Duration
Design & permit submittal	4–8 weeks
City review & approvals	6–10 weeks
Site prep & utility work	3–5 weeks
Delivery & setup	1–2 weeks

**Engineer of Record is optional and could be completed during HSD Lease Amendment negotiations.*

7. Budget Estimates (King County–Adjusted)

- **Startup (purchase & install): \$150 k–\$350 k+**
 - **Annual operating (utilities, insurance, maintenance, lease/finance): \$25 k–\$70 k+**
 - Carry **20 % contingency** for market volatility.
 - **Increased insurance rates** for location.
-

8. Governance, Legal & Risk Management

- **Ownership/Lease Strategy:** Specify whether the District will purchase or lease the modular unit.
 - **Exit/Decommissioning:** Include in updated lease, a removal and site-restoration plan and reserve funds. (Lease addendum)
 - **Public Works Requirements:** Follow RCW 39.04 for competitive bidding and RCW 39.80 for architect/engineer selection if thresholds are met.
 - **Insurance:** General liability, builder’s risk, property coverage.
 - **Financial Treatment:** Determine capitalization or operating lease for audit and depreciation.
-

9. Operations & Staffing

- **Maintenance Plan:** HVAC service, emergency repairs. (May be covered by warranty or as part of lease services.)
 - **Safety & Security:** Lighting, alarms, ADA compliance, fire-marshal sign-off.
 - **Annual Operating Budget:** Present detailed cost lines to the board with inflation assumptions.
-

10. Community & Stakeholder Communication

- **HSD Approval:** Will need HSD approval before moving forward.
 - **Neighbor Notification:** Address traffic, noise, and public notice requirements.
 - **Patron Notification:** The necessity for fire lane access will require to be in parking lot and will impact customers. Need to notify of overflow parking.
 - **Public Messaging:** Explain benefits and cost-effectiveness of modular approach.
-

11. Plus / Minus / Interesting (PMI) Analysis

Plusses

- Administration and general manager on-site—greater presence and responsiveness.
- Strengthens daily oversight of operations and community visibility.
- Faster staff coordination and decision-making.
- Flexible, relocatable structure for future needs.

Minuses

- Requires dedicating land that could otherwise serve parking.
- Potential neighborhood impacts: parking, visual/aesthetic concerns.
- High initial capital (\$150 k–\$350 k) and ongoing annual costs (\$25 k–\$70 k+).
- Added maintenance responsibilities (HVAC, cleaning, security).
- Must meet full King County permitting requirements.
- Reduce future funds for operations, repairs and land acquisition.
- May need to secure additional parking spots for alteration to site.

Interesting / Open Questions

- Would a leased modular unit allow easier relocation if a new aquatic center is built?
 - Could the portable office double as an emergency operations center or community meeting space?
 - Opportunity to pilot sustainable landscaping or stormwater features as a community demonstration.
-

Recommended Board Actions (If move forward)

1. **Approve Concept & Budget Range** (including 20 % contingency).
2. Authorize staff to:
 - Secure site control (HSD lease amendment).
 - Hire Engineer of Record to manage process?
 - Schedule a City pre-application meeting.
 - Solicit bids for modular building, site work, and utility connections.
 - Return to the board with final contracts and funding sources.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM

Meeting Date: 10/21/25

Under: New Business

Attachment: Yes

Subject: Emergency Repair – Pool Exhaust Fan

Background/Summary:

The District had MacDonald Miller do an emergency repair after areas of the back end of the building had outages. This was due to the effects of aging and the humid conditions of the natatorium and pump rooms. During this project, a fan was discovered to have gone out.

We had the repair approved through the Finance Committee on October 14 for under \$20k per Section 4.3 of Policy 520, Procurement.

Why is this an emergency?

1. Safety and Air Quality

- **Toxic gas buildup:** Chlorine-based chemicals (especially when mixed with acid for pH control) can release **chlorine gas**, which is highly corrosive and dangerous to inhale.
- **Confined space hazards:** Surge pits and mechanical rooms often have limited airflow. Without ventilation, **oxygen depletion or accumulation of harmful vapors** (chloramines, chlorine gas, or CO₂ from feed systems) can pose **serious health risks** to staff.
- **Regulatory compliance:** The **Washington State Department of Health (DOH)** and **OSHA confined space standards (29 CFR 1910.146)** require proper ventilation in chemical handling and pump areas to maintain safe air quality levels.

2. Equipment Protection and Longevity

- **Corrosion control:** Humid, chlorinated air rapidly corrodes metal pipes, pumps, electrical panels, and controls. A functioning exhaust fan helps **remove moist, chloramine-laden air** that otherwise deteriorates equipment.
- **Reduced maintenance costs:** Proper ventilation reduces the frequency of **rust, motor failure, and electrical shorts**, saving money on repairs and extending the life of costly infrastructure.

3. Temperature and Humidity Regulation

- Surge pits and plumbing rooms generate **constant heat and moisture** from pumps, motors, and recirculated water. Without ventilation:
 - Condensation can lead to **mold growth** and **slippery surfaces**.
 - Elevated heat can **shorten pump and motor lifespan** or trip thermal overloads.
 - Moisture can **damage insulation** and wiring.

4. Operational Reliability

- A failed exhaust fan can indirectly cause **pump room alarms, electrical faults, or chemical feed malfunctions** due to overheating or corrosion.
- Proper air circulation ensures **stable operating conditions** for sensors, controllers, and valves—critical for keeping the pool safe and operational.

5. Compliance and Liability

- DOH's WAC 246-260 standards for public pools require **adequate ventilation** in chemical storage and mechanical spaces.
- Failure to maintain the exhaust fan could be cited during inspections and may create **liability exposure** in the event of a chemical or mechanical incident.

Fiscal Impact: \$12,880 plus 10.2% sales tax = \$14,193.76

Proposed Motion: No motion necessary. Informational only!

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:

- Proposal #1248CW CO-02 – Mt Rainier Pool Lighting – Change Order 02 – Exhaust Fan

September 22, 2025

Proposal #1248CW CO-02



Scott Deschenes
City of Des Moines – Mt. Rainier Pool
22722 19th Ave S, Des Moines, WA 98198
206-429-3852

Subject: Mt. Rainier Pool Lighting – Change Order 02 - Exhaust Fan

22722 19th Ave S, Des Moines, WA 98198:

Dear Scott,

MacDonald-Miller Facility Solutions is pleased to provide you with the following change order to replace the existing Greenheck, indoor exhaust fan (SQ-85-D-X).

SCOPE & INCLUSIONS

Base Scope

- Disconnect existing exhaust fan from electrical, duct, and structure
- Procure and install new inline exhaust fan
- Modify duct as needed for new cabinet
- Reconnect to existing electrical, structure, and grill
- Close out package
- 1-year parts & labor warranty

LEAD TIME (as of date above)

Equipment: 6-7 weeks

EXCLUSIONS (unless specifically stated above)

- Mechanical engineering and permit
- Structural and electrical modifications
- Overtime labor
- All electrical, DDC Controls, fire sprinkler, smoke control and fire alarm scope
- Return air smoke detector wiring to a building fire alarm panel
- Asbestos & lead paint testing and/or abatement
- All wall cutting, patching, & painting
- X-Ray or scanning
- Concrete cutting & coring

- Controls
- Bonds
- Warranty, upgrades or repairs to existing systems not specifically outlined in this proposal
- Allowance for any hidden/unknown existing conditions, except as noted above
- Any increased costs (whether in price or related to delays in availability) of materials and/or equipment associated with tariffs, levies, duties or taxes
- Washington State Sales Tax



CLARIFICATIONS & ASSUMPTIONS

- Assuming clear access to all working areas
- Subject to additional site inspections and engineering review
- Quote based on work occurring during normal working hours: M-F 6am-2:30pm
- Scope as described must be accepted by the Authority Having Jurisdiction (AHJ) for this proposal to become valid
- Proposal is valid for 30 days from date above
- Regarding payment: Preferred payments made by check. Please note that use of credit card for payment will include a surcharge of 3.5% of invoice, we accept Mastercard and Visa.

PRICING

Total \$12,880 plus WSST

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 at 206-473-0845.

Thank you,



Chris Watson
Account Executive

Please indicate acceptance by signing below and returning to my attention via email at chris.watson@macmiller.com. We appreciate the opportunity and confidence in our services. Please feel free to call with any questions you may have (206) 473-0845.

**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: 
Chris Watson / Account Executive**Acceptance: I agree to the terms hereof and acceptance of this agreement.**Purchaser Scott Deschenes

By _____

Date October 13, 2025

MacDonald-Miller would like to introduce our Smart Building Services. These services help to optimize your building's performance and identify equipment issues proactively, using analytics and real-time data that your mechanical system already has available. This allows MacDonald-Miller to remotely analyze, prioritize and optimize your building's needs and provide solutions that ultimately save you time and money.

**EXPECT
CLARITY****EXPECT
EFFICIENCY****EXPECT
COMFORT**

TERMS AND CONDITIONS/CONSTRUCTION SERVICES

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

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** October 21, 2025

Under: New Business **Attachment:** Yes

Subject: Policy 515, Payroll Administration and Processing (first touch)

Background/Summary:

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

Attached is a first-touch, Policy 515, Payroll Administration and Processing. The policy is setup to reflect the district's actual payroll administration and processing. The document will be sent out to the board and legal for editing and a final document will be presented at the November 11 regular board meeting.

The district is also working with SAO for a LEAN process improvement for payroll. This is to not only improve our payroll processes but also teach the LEAN process to staff to use this to help improve processes throughout the organization. The LEAN workshop will be held after the board packet is sent out, so any updates or changes to the process will be shared at the October 21 board meeting.

Fiscal Impact: To be determined.

Proposed Motion: No motion necessary. Informational Only! (First Touch)

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

<u>Two Touch Rule:</u>	<u>To Be Determined</u>	Committee Review
	<u>10/21/2025</u>	First Board Meeting (Informational)
	<u>11/11/2025</u>	Second Board Meeting (Action)

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

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

Notes: Attachment

- DRAFT Policy 515, Payroll Administration and Processing
- [Link](#) to current policy
- October 17 Preworkshop LEAN Charter

515 – Payroll Administration and Processing

1.0 POLICY

It is the policy of the Des Moines Pool Metropolitan Park District (District) to ensure that all employees are paid accurately and on time, in compliance with applicable federal, state, and local laws. The District maintains clear procedures for the submission, approval, and processing of payroll to promote accountability, consistency, and transparency.

2.0 PURPOSE

The purpose of this policy is to establish payroll guidelines for the employees of Mt. Rainier Pool Metropolitan Park District.

3.0 DEFINITIONS

- **Exempt Employee:** An employee who is exempt from overtime pay provisions under the Fair Labor Standards Act (FLSA).
- **Non-Exempt Employee:** An employee entitled to overtime pay under the FLSA.
- **Pay Period:** A recurring, defined period of time used to calculate and distribute employee pay.
- **Direct Deposit:** Electronic transfer of wages directly into an employee's designated financial institution.
- **Payroll Provider:** The third-party company (currently Heartland Payroll) responsible for payroll tax reporting, remittance, and year-end documentation.

4.0 RESPONSIBILITIES

Board of Commissioners

- Adopts this policy and any revisions to ensure compliance with applicable laws and regulations.
- Approves budgetary allocations for salaries, wages, and benefits.

General Manager

- Oversees the implementation of payroll policies and procedures.
- Ensures timely and accurate payroll submission to the payroll provider.
- Approves employee pay rates and ensures segregation of duties in payroll processing.

District Clerk

- Administers payroll processing in accordance with approved procedures.
- Reviews payroll spreadsheets and documentation before submission.
- Maintains payroll records in compliance with the State of Washington's Local Government Common Records Retention Schedule (CORE).

Aquatics Manager or Designee

- Manages employee scheduling and verifies time submissions from WhenIWork.
- Notifies employees of upcoming payroll submission deadlines.
- Reviews and confirms accuracy of staff time entries prior to forwarding to the District Clerk.

Employees

- Accurately record hours worked and submit any schedule corrections as required.
- Review and confirm hours before payroll submission deadlines.
- Immediately report any payroll discrepancies to the District Clerk.

5.0 PROCEDURES

1. Pay Periods

There are two pay periods for all District employees:

- **First Pay Period:** 26th – 10th of each month
- **Second Pay Period:** 11th – 25th of each month

The **second pay period** will include board stipends, fringe benefit payments, and the monthly allocation of sick and vacation leave.

2. Time Submission Process

- Employees are scheduled using **WhenIWork** software. Any changes in scheduled shifts must be communicated to the Aquatics Manager or designee via email or text.
- Time submissions are entered into a District payroll spreadsheet that accounts for different pay rates (e.g., base rate, instructor differential).
- The Aquatics Manager or designee reconciles WhenIWork data with the payroll spreadsheet and submits it to the District Clerk for review.
- The Aquatics Manager or designee will notify employees **three (3) business days** prior to payroll submission deadlines.
- Employees must confirm accuracy of hours worked within **48 hours**. Failure to respond may result in disciplinary action, including removal from future schedules.

3. Payroll Deadlines

A current payroll deadline schedule will be posted on the employee bulletin board and updated annually.

4. Pay Dates

- **Payday for the 26th–10th period:** 15th of each month
- **Payday for the 11th–25th period:** Final day of each month

If either date falls on a weekend or holiday:

- **Direct Deposit:** Payment will occur the preceding Friday.
- **Paper Checks:** May take up to **two (2) weeks** to process through King County.
 - All checks are void after 90 days. If uncashed, the employer may contact the employee to suggest cashing of check or re-issuance.
 - If a check remains uncashed for 180 days, the amount will be turned over to state unclaimed property fund unless the employee requests reissuance.

5. Payroll Processing

Payroll checks shall be based on approved timecards and processed in accordance with established pay periods. Pay statements will identify:

- Gross wages
- Statutory deductions (FICA, Workers' Compensation, Employment Security, Paid Family & Medical Leave, Long-Term Care)
- Voluntary deductions
- Net pay

6. Payroll Tax Reporting

All payroll tax reporting, including quarterly and annual filings, is completed by **Heartland Payroll** in coordination with the District Clerk.

7. Payroll Reports

Requests for payroll reports must be submitted in writing to the District Clerk. Access will be granted consistent with confidentiality and record-retention policies.

8. W-2 Forms

Employees are responsible for maintaining current mailing addresses.

Those on extended breaks (e.g., students) or leaving employment must update contact information to ensure accurate W-2 delivery.

9. Payroll Errors

Employees must immediately notify the District Clerk of any payroll errors.

- **Underpayment:** The District will correct and pay the difference as soon as practicable.
- **Overpayment:** Employees must reimburse the District within **30 days** of discovery, regardless of the cause.

6.0 RECORDS RETENTION

All payroll records shall be retained in accordance with the Local Government Common Records Retention Schedule (CORE), or as otherwise required by state or federal law.

7.0 COMPLIANCE

Failure to comply with this policy or falsifying time submissions may result in disciplinary action up to and including termination, consistent with the District's personnel policies.

Des Moines Pool Metropolitan Park District Lean Charter Document

Subject:	District Payroll Process	Version:10/06/25
Background:	Payroll process has been impacted by late responses by part-time staff, no past formal process for overtime approval, occasional errors on time entry, delayed reviews by management, and the complexity of our multiple pay rates. These issues cause frustration by among staff, require extra administrative actions, and raise compliance risks under Washington State wage laws (RCW Title 49). Ensuring payroll accuracy and timeliness is critical to employee trust, organizational reputation, and fiscal accountability.	
Targets:	• Documentation: Ensure all documentation systems setup by end of Q1 2026. • On-time Payroll: 100% of payroll cycles processed on schedule by Q3 2026. (No future data, but have idea for future process.) • Error Reduction: Decrease payroll errors (overtime, variable pay) by 75% within 12 months. (No future data, have checks and balance, but we can quantify or look for patterns.) • Policy Compliance: Implement documented overtime pre-approval and pay rate documentation workflows by Q2 2026. • Reduce Heartland Correction Fees: Reduce Heartland correction process fees by end of Q4 2026. (Yes, but very difficult to separate in current ways fees are paid to Heartland. We are working to separate this out.) • Inactives: Properly communicating returning inactive staff at least five business days before first shift. Includes pay rates and any other changes on the account. • Overtime: 90% compliance on pre-approval overtime, and 100% documentation on all overtime, and 100% overtime in best interest of district by Q2 2026.	
Boundaries:	The first step in the process will be with the coordinator and manager gathering payroll data from staff and management team members turning in their timesheets, and the final step in the process will be the payroll being delivered to Heartland Payroll/physical checks. • In-Scope: Overtime approval process, collection of timesheets from staff, payroll system data entry, pay rate documentation, reviews on-time, staff training, returning inactives, and policy integration. • Out-of-Scope: Board decisions, salary step changes, or benefits redesign.	
Timelines:	Leadership Prep: September 30.	Team Prep: October 2, 17 Kaizen:
The Team:	Sponsor: Scott Deschenes, District GM Facilitator: Joanna Bailey, SAO Team Go-To Person: Angela Melum, District Clerk Team Members: Quentin Knox, Aquatics Manager, and Emmitt Sevore, Aquatics Coordinator On-Call Team Members: Linda Ray, Financial Consultant (Past District Clerk)	Stakeholders: Board of Commissioners, Employees,

Includes
meal
break
scheduled
shifts

Emmitt Schedules
- Cashiers 1st
- Lifeguards
Weekend shift
- Weekday morning
- the rest

Work around
to app
WIIW

Send text
page 3
days before
Center for Government
Innovation
Small changes, big impact.

1 day
R
and send
payroll

Center for Government
Innovation
Small changes, big impact.

Review Timesheet
vs WIIW Export for
accuracy and now
vs HL for rate
accuracy.
Center for Government
Innovation
Small changes, big impact.

Enter all hours &
Rates for all staff
& board members
into HL.
Center for Government
Innovation
Small changes, big impact.

manual
entry
- incompatible
files

1-2 days
↓
day off

Close pay
period on WIIW
on the due date
Center for Government
Innovation
Small changes, big impact.

Send back to Q if
I find inaccuracies
for adjis.
Center for Government
Innovation
Small changes, big impact.

Preview PR entries
for accuracy.
Center for Government
Innovation
Small changes, big impact.

Physical
print out

Review WIIW
submissions to
hours worked vs
scheduled
Center for Government
Innovation
Small changes, big impact.

Make adj
if necessary
based on Q
Feedback
Center for Government
Innovation
Small changes, big impact.

Text or Email
Linda that PR is
Ready for final
Review & Wait for
Response
Center for Government
Innovation
Small changes, big impact.

WIIW
Open is
open -
for everyone
- workload

Document timesheet
corrections on
a word document
using snipping tools
Center for Government
Innovation
Small changes, big impact.

Make adj
based on Linda's
feedback if
necessary
Center for Government
Innovation
Small changes, big impact.

Correct timesheets
on WIIW
Center for Government
Innovation
Small changes, big impact.

Submit
Payroll
Center for Government
Innovation
Small changes, big impact.

Input staff

SIGN
OFF FOR
KCT

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District GM **Meeting Date:** October 21, 2025

Under: New Business **Attachment:** Yes

Subject: Policy 516, Overtime Pre-Approval and Pay Rate Documentation (first touch)

Background/Summary:

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

Attached is a first-touch, Policy 516, Overtime Pre-Approval and Pay Rate. The policy is also setup to reflect the district's actual payroll administration and processing. The document will be sent out to the board and legal for editing and a final document will be presented at the November 11 regular board meeting.

Also attached is a summary of the SAO and AWC-RMSA recommendations for policy changes. The timeline has changed due to workload, and a new requirement from AWC-RMSA for fraud prevention. This was recommended to ensure segregation of duties, and the need for confirmation of account changes from vendors and other staff. With AI and theft schemes, millions of dollars have been lost throughout the state. The goal of this and other policy changes is to develop safer and more structured expectations for staff.

Final Note-Although the district uses overtime far below other agencies and a fraction of what is budgeted, it is still important to document preapproval.

Fiscal Impact: To be determined.

Proposed Motion: No motion necessary. Informational Only! (First Touch)

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

<u>Two Touch Rule:</u>	<u>To Be Determined</u>	Committee Review
	<u>10/21/2025</u>	First Board Meeting (Informational)
	<u>11/11/2025</u>	Second Board Meeting (Action)

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

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

Notes: Attachment

- DRAFT Policy 516, Overtime Pre-Approval and Pay Rate Documentation
- Update of SAO and AWC-RMSA Policy Improvement Recommendation for Implementation

516 – Overtime Pre-Approval and Payroll Documentation

1.0 POLICY

To ensure compliance with state and federal wage laws, maintain internal control over overtime expenditures, and document compensation decisions transparently and consistently.

2.0 PURPOSE

This policy applies to all nonexempt (hourly or wage-eligible) employees of Mount Rainier Pool. Exempt (salaried) employees are excluded from overtime pay requirements but may be subject to internal review of workload and performance.

3.0 DEFINITIONS

- **Nonexempt Employee:** An employee eligible for overtime pay under the Fair Labor Standards Act (FLSA) and Washington State law.
- **Overtime:** Hours worked beyond 40 in a workweek. (Per FLSA and Washington State Law, nonexempt employees must receive overtime pay for all “hours worked” over 40 in a week.)
- **Preapproval:** Written or electronic authorization in advance to work overtime hours, by an authorized supervisor or manager.
- **Pay Rate Documentation:** Records supporting the wage or salary basis for an employee, including approvals of pay changes, salary steps, or special assignments.

4.0 OVERTIME PRE-APPROVAL

1. Requirement for Preapproval

All overtime must be approved in advance, except in emergency or unforeseen circumstances. Employees should submit a request to the aquatics manager or district general manager as soon as they anticipate overtime. Any unauthorized overtime may result in disciplinary action.

2. Approval Authority

- Aquatics Manager or Aquatics Coordinator may approve overtime within their budgetary authority and per employee handbook.
- All approvals must be documented (email, timesheet comments, or overtime request form).

3. Documentation of Approved Overtime

- When overtime is approved, the supervisor and employee must document the hours, reason, and whether it is continuous or broken periods.
- Timesheets must reflect actual hours worked, and overtime hours must be clearly identified.
- The aquatics manager or district general manager must review and sign off on the timesheet, verifying accuracy and authorization.

5.0 OVERTIME PAY CALCULATION AND TIMING

- **Rate of Pay:** Overtime is compensated at $1.5 \times$ the employee's regular rate of pay.
- **When to Pay:** Overtime must be paid no later than the regular pay day for the pay period in which the overtime was earned, allowing reasonable time for computations.
- **Rounding & Partial Hours:** No rounding is permitted.

6.0 PAY RATE DOCUMENTATION

1. Hiring & Salary Documentation

- Every newly hired or reclassified employee must have a signed offer letter or contract that

states title, base wage/salary, pay step or range, effective date, and any special compensations (e.g., shift premium).

- Those documents must be retained in the employee's personnel file.

2. Pay Adjustments & Increases

- Any pay rate changes—merit increases, promotions, reclassifications—must follow established compensation policies as established by the Board in the Employee Handbook and be authorized in writing by the district general manager or board (if required).
- The documentation should include the rationale, effective date, new rate, and authorizing signatures.

3. Record Retention

- All pay-rate documents must be maintained in the employee's personnel file for the duration of employment and per the local government common records retention schedule (CORE).
- Payroll records, timesheets, and overtime documentation should be retained per the local government common records retention schedule (CORE).

7.0 POLICY COMPLIANCE AND OVERSIGHT

- The district general manager or designee will periodically audit timesheets and overtime approvals for compliance.
- Non-compliant overtime (unauthorized or undocumented) may result in disciplinary action.
- Management staff must ensure staff are trained on this policy and understand it. This policy should be incorporated into the onboarding process for all employees.

8.0 RELATION TO EMPLOYEE HANDBOOK

This policy implements and supplements the general compensation and payroll provisions in your Employee Handbook (e.g. "Working Hours," "Compensation," etc.). In the event of a conflict, this Policy shall control. The Handbook's provisions remain in force, and this policy should be referenced in conjunction with the Handbook.

Des Moines Pool Metropolitan Park District
Two-Touch Board Policy Implementation Timeline
October 21, 2025, Regular Board Meeting

This document is an update to the original addition of items that were suggested for process improvements from the 2019-2023 SAO audit. We also added Policy 454 Alcohol and Drug Free Workplace from board feedback from the employment handbook update, and Policy 532 Fraud Prevention from the transition to AWC-Risk Management Services Agency for insurance.

POLICY UPDATES

Policy/Process	First Touch	Second Touch
280 Cybersecurity (Comprehensive) includes path management, user account security levels, data backup, etc. (from July Audit)	December 9, 2025	January 2026
340 Financial Aid/Scholarship	October 21, 2025	November 11, 2025
454 Alcohol and Drug Free Workplace	September 23, 2025	October 21, 2025
515 Payroll Administration and Processing	October 21, 2025	December 9, 2025
516 Overtime Pre-Approval and Pay Rate Documentation	October 21, 2025	November 11, 2025
532 Fraud Prevention	November 11, 2025	December 9, 2025
533 Credit/Purchasing Cards (Comprehensive) includes training, new limits, auditing, etc.	November 11, 2025	December 9, 2025
535 Cash and Deposit Management	July 22, 2025	August 26, 2025
540 Admissions, Credits and Refunds	August 26, 2025	September 23, 2025
560 Small and Attractive Assets (Asset Tracking Updates)	November 11, 2025	December 9, 2025
OPMA Documentation Recommendations	July 22, 2025	N/A

OTHER TRAININGS OF NOTE

Training	Date Completed (Estimated to Complete)
SAO Cybersecurity Audit	July 8, 2025
SAO LEAN Process Training (Payroll)	October 17, 2025
SAO Team Building (StrengthsFinder 2.0)	October 29, 2025
AWC-RMSA Legal Requirements	All management staff have completed trainings. PTE staff in-service on October 25 for anti-harassment.
SafeSport Curriculum	Received portal information after payment on October 15. Should have setup before the end of the month.

PROJECTS

- Office reduction would be better during closure in March/April to have adequate staff. Also good to keep staff busy.
- Updated asset tracking will be done in November and December.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District GM **Meeting Date:** October 21, 2025

Under: New Business **Attachment:** Yes

Subject: Policy 340 Financial Aid/Scholarship: Process Changes (first touch)

Background/Summary:

The Mount Rainier Pool has had low scholarship applications due to applicants having to print copies of the application and make physical trips into the pool.

In 2025, the District GM negotiated a free year of CivicRec Document Manager, which will allow applicants to complete their forms online and securely submit remote proofs of need as required by law for the process.

Aquatics Coordinator, Emmitt Sevores, will be working to add the scholarship form to CivicRec, which will allow for participants to file online from their homes, use Google Translate to apply in over 100 languages, and upload proof of documents securely. The district GM is working with CivicRec to migrate the information, and the aquatics coordinator is working on the CivicRec application. An example of a similar application can be seen at [Burlington, Vermont's scholarship form](#).

District management staff recommends having the system go through each school year: September 1-August 31 starting after this year (starts November 15), start with resident fees, but looking at the 2026-2027 year to potentially add non-resident scholarships, and to continue to offer physical/paper scholarship forms to ensure everyone has access.

All non-resident information is highlighted in yellow. Also attachment B will be added when we have screenshots of scholarship registration portal.

Attached is the proposed process. The goal is to have a first touch at the October 21 meeting, with the new process approved at the November 11 board meeting. This will allow about four weeks for the district to promote the new system, and families to apply before 2026 swim lesson registration starts on December 9.

Fiscal Impact: To be determined.

Proposed Motion: No motion necessary. Informational Only! (First Touch)

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

Two Touch Rule:

<u>To Be Determined</u>	<u>Committee Review</u>
<u>10/21/2025</u>	<u>First Board Meeting (Informational)</u>
<u>11/11/2025</u>	<u>Second Board Meeting (Action)</u>

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

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

Notes: Attachment

- DRAFT Policy 340 Financial Aid/Scholarships
- DRAFT 2026 Proposed Physical Form
- 2026 Online Form (In Progress) – Not Attached
- [Link](#) to current policy

340 – Financial Aid/Scholarship Policy

1.0 PURPOSE

The Des Moines Pool Metropolitan Park District (District) provides financial assistance to ensure equitable access to aquatic and recreational programs. This policy establishes a clear, fair, and transparent scholarship process that supports low-income individuals and families, promotes public health and safety, and fulfills the District's mission to serve all residents of Des Moines and Normandy Park.

This policy adheres to nondiscrimination principles under **RCW 49.60.030** (Washington Law Against Discrimination).

2.0 ELIGIBILITY

To qualify for assistance:

- **Residents** of Des Moines or Normandy Park may receive up to **90% off** eligible programs.
- **Non-residents may receive up to 50% off, subject to available funding.**

Applicants must:

- Live within or near District boundaries.
- Demonstrate financial need (see Section 4.0).
- Submit **one completed application per participant each program year (September 1 – August 31)**.
 - **Future cycles will follow the same September 1 through August 31 timeline.**
- Provide all required documentation.
- Ensure the application is **complete — incomplete applications will not be processed.**

3.0 SCOPE OF FINANCIAL AID

Scholarships may be applied to:

- Swim lessons
- Water exercise classes
- Facility passes (open swim, lap swim, etc.)
- Lifeguard and swim instructor certifications (pending work commitment)

Scholarships do not apply to:

- Private pool rentals
- Non-aquatic programs
- Third-party programs not operated by the District

Approved scholarship credits will be posted to the applicant's CivicRec account and automatically applied during registration. Participants are responsible for the remaining balance (10% for residents / **50% for non-residents**).

4.0 REQUIRED DOCUMENTATION

Applicants must submit the following proof of eligibility:

Proof of Residency

- Utility bill, lease agreement, or government-issued ID showing address in Des Moines or Normandy Park.

Proof of Financial Need (choose one or more):

- Participation in SNAP, TANF, SSI, DSHS Foster Care, or Medicaid
- Official foster child placement or care documentation
- SSA-1099 statement (if Social Security is sole income)
- Most recent IRS tax return (see attached City of Seattle Parks & Recreation income guidelines)
- Documentation of enrollment in a utility discount program

Income guidelines:

- Must fall within Scholarship Eligibility Guidelines (Attachment A1 Resident Only or **Attachment A2 Both Resident and Non-Resident**)

All documentation must be current and submitted with the application. Paper copies can be scanned and uploaded at the Mount Rainier Pool front desk upon request.

5.0 APPLICATION PROCEDURES

Step 1 – Access the Application

Applications can be completed either:

- **Online:** secure.rec1.com/WA/des-moines-pool-metropolitan-park-district-wa/catalog
- **Printable/Paper:** www.mtrainierpool.com/fees-old/scholarships or available at the pool front desk.

Language Support: The District website and CivicRec portal include **Google Translate** functionality to help non-English speakers' complete applications and review program information in their preferred language.

Step 2 – Complete and Submit

- Fill out all sections of the application.
- Attach required documentation (Section 4.0).
- Submit the application **before registering** for any program.
- **Swim lessons deadline:** To ensure credits are available at checkout, **scholarship applications for swim lessons must be submitted no later than five (5) business days before the published registration open date for the desired session.** Applications received after this deadline may be reviewed, but **approval and credit availability for that session are not guaranteed;** approved credits may be applied to a later session.
- Incomplete applications will not be processed.

Step 3 – Staff Review

- Applications are reviewed within **five (5) business days.**
- Staff may request additional information if needed.

Step 4 – Notification & Credit Posting

- Applicants will receive approval or denial notification by email or phone.
- Approved scholarship credits will be posted to the applicant's CivicRec account for use at registration.

6.0 AVAILABILITY OF FUNDS

- Scholarships are awarded on a first-come, first-served basis until funds are exhausted.
- The maximum annual award is \$1,000 per family.
- Unused awards expire August 31 each year and do not carry over.
- Awards based on false information may be revoked and subject to recovery of funds.

7.0 ATTENDANCE AND PARTICIPATION

- Participants must attend scheduled classes and notify staff of excused absences.
- One unexcused absence is permitted per session; further unexcused absences may result in loss of award.
- Participants who miss classes without notice forfeit any paid portion and future eligibility for that session.

8.0 APPEALS AND EXCEPTIONS

The General Manager may:

- Approve up to 100% coverage for extreme financial hardship cases.
- Review and mediate appeals for denied or partial awards.

Appeals must be submitted in writing within ten (10) business days of notification.

9.0 MONITORING AND REPORTING

The District will track and report scholarship data to ensure transparency, including:

- Total applications and approvals
- Total funds awarded and remaining
- Program utilization by type and residency
- Participant feedback and trends

Annual data will inform budget decisions and may be shared publicly per RCW 42.56 (Public Records Act).

10.0 NONDISCRIMINATORY AND PRIVACY

All applications are public records but will be released only in accordance with RCW 42.56. No applicant shall be denied assistance based on race, color, creed, religion, sex, gender identity, national origin, age, marital status, sexual orientation, veteran status, or disability.

Attachment A1**Income Eligibility Guidelines – Resident Only!****Scholarship Eligibility Income Guidelines**

Dec 2025-Oct 2026

Please get pre-approved before registration for programs.

Number in Household		Household 1	Household 2	Household 2
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$4,535.12	\$6,110.22	\$7,685.33
	yearly	\$54,421.38	\$73,322.70	\$92,244.02

Number in Household		Household 4	Household 5	Household 6
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$9,260.44	\$10,835.55	\$12,410.66
	yearly	\$111,125.34	\$130,026.65	\$149,927.97

Number in Household		Household 7	Household 8	Household 9
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$13,985.77	\$15,560.88	\$17,135.99
	yearly	\$167,829.29	\$186,730.61	\$205,631.93

Number in Household		Household 10
Eligibility %		Max Income
90% Resident	monthly	\$18,711.10
	yearly	\$224,533.25

Eligibility based upon 250% on the U.S. Federal Poverty Level (FPL) Threshold. Eligibility does not guarantee availability or registration into a program.

Attachment A2**Income Eligibility Guidelines – Includes Non-Residents****Scholarship Eligibility Income Guidelines**

Dec 2025-Oct 2026

Please get pre-approved before registration for programs.

Number in Household		Household 1	Household 2	Household 2
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$4,535.12	\$6,110.22	\$7,685.33
	yearly	\$54,421.38	\$73,322.70	\$92,244.02
50% Non-Resident	monthly	\$4,535.12	\$6,110.22	\$7,685.33
	yearly	\$54,421.38	\$73,322.70	\$92,244.02

Number in Household		Household 4	Household 5	Household 6
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$9,260.44	\$10,835.55	\$12,410.66
	yearly	\$111,125.34	\$130,026.65	\$149,927.97
50% Non-Resident	monthly	\$9,260.44	\$10,835.55	\$12,410.66
	yearly	\$111,125.34	\$130,026.65	\$149,927.97

Number in Household		Household 7	Household 8	Household 9
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$13,985.77	\$15,560.88	\$17,135.99
	yearly	\$167,829.29	\$186,730.61	\$205,631.93
50% Non-Resident	monthly	\$13,985.77	\$15,560.88	\$17,135.99
	yearly	\$167,829.29	\$186,730.61	\$205,631.93

Number in Household		Household 10
Eligibility %		Max Income
90% Resident	monthly	\$18,711.10
	yearly	\$224,533.25
50% Non-Resident	monthly	\$18,711.10
	yearly	\$224,533.25

Eligibility based upon 250% on the U.S. Federal Poverty Level (FPL) Threshold.

Eligibility does not guarantee availability or registration into a program.

Attachment B

Add screenshots of online process.

DRAFT

Attachment C

**2026 Scholarship Information Packet**

**22722 19th Avenue South
Des Moines, WA 98198
(206) 824-4722**

GOAL OF PROGRAM

The goal of this program is to remove financial barriers of members of our community. We value community and inclusiveness for **ALL** residents of Des Moines and Normandy Park. Our mission is to enhance our community's quality of life through aquatics. Scholarships helps us ensure everyone has access to our programs.

OPTIONS NEW

Patrons now can apply online, mail or in-person. The goal is to give patrons the ability to find what works best for them.

- **In-Person or Mail:** Please complete this form and drop it off or mail it to the Mount Rainier Pool at 22722 19 Avenue S, Des Moines, Washington.
- **Online (New in 2026):** The district now offers online scholarship applications online with Google Translation and Encrypted Document Download. [Click here<ADD LINK>](#) to view our registration portal to apply.

REQUEST PROCESS

Scholarships are available for 10-visit, 3-month and annual passes including water exercise, lifeguard and swim lesson certifications, and swim lessons.

Important! Please request scholarships before you register for swim lessons! This can be done any time after **November 16, 2025**. Scholarships do not guarantee you a spot in lessons. These programs will follow the [swim lesson registration process](#).

ALL SWIM LESSON SCHOLARSHIPS SHOULD BE REQUESTED 5 BUSINESS DAYS BEFORE REGISTRATION.

We have created a two-step process to ensure tax money and donations are being allocated correctly. Complete the Scholarship Request Form and supply the required documentation.

ALL SCHOLARSHIPS ARE NOW 90%. RECIPIENTS WILL PAY 10% AT THE TIME OF REGISTRATION.

Please complete the two steps of the application process to be eligible:

- Step 1: Proof of Residency (*Scholarships are now resident only.*)
- Step 2: Proof of Need of Assistance (See options below)

Step 1. Registration Information: Please include your main contact information and registrant information for each scholarship. Please refer to the attached scholarship breakdown sheet for your request. **All scholarship recipients must reside in either Des Moines or Normandy Park.** Proof of Residency could be required at time of application.

- Proof of Residency – Please provide a copy of identification or a utility bill or other form of documentation that shows you reside in Des Moines or Normandy Park.

Step 2. Proof of Need of Assistance: Please provide one of the types of options below for proof of need.

- **Option #A: Utility Discount Program Qualification:** For 50% assistance, attach a copy of discount utility program verification.
- **Option #B: Social Security Benefits Documentation:** Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
- **Option #C: Public Assistance Programs:** Please provide documentation of one of the forms below.
 - *Temporary Assistance for Needy Families (TANF)*
 - *Social Security Income for Disability (SSI)*
 - *Developmental Disability Administration (DDA)*

- *Foster Child Applicant* – DSHS services approval letter.

ADDITIONAL INFORMATION

- **Account Setup:** Please help us by setting up an account on our registration software (CivicRec). [Please click here to setup an account](#). This will help speed up the registration process and ensure your contact information is correct for communications including waitlists.
- **Availability:** Scholarships are only available to residents of Des Moines and Normandy Park at this time.
- **Programs:** At this time scholarships are available for swim lessons; facility use passes and water exercise classes. Lifeguarding and Swim Lesson Instructor certifications may also be covered by the District dependent on work commitment. Please contact us at info@mtrainierpool.com if you are interested in these programs that do not require a scholarship application.
- **Funding Limits:** Scholarships are dependent on funding availability, and awarded on a first come, first serve basis.
- **Scholarship Cycle:** Approvals will be good for programming from September 1 to August 31 of each year.
- **Policy and Procedure:** Additional information on policy and procedures in section below.

POLICY & PROCEDURES

- Scholarships are only available for residents of Des Moines and Normandy Park at this time.
- All matching fees (patron's responsibility) are due at the time of registration. (No class spots will be held.)
- Incomplete forms or forms without required documentation will not be accepted. Process will start once form with required documentation is received.
- A new form must be submitted each year for financial aid/scholarships. The annual scholarship process follows the school year, and starts on September 1st starting in 2026-2027 school year. Groups and organizations are not eligible for scholarship but may qualify for a group discount, and starting in 2026. No scholarship money will be carried over to the next scholarship cycle.
- Scholarships are only for programs at the Mount Rainier Pool, and only cover swim lessons, facility use passes and water exercise. If you are interested in another program, please call us at (206) 824-4722.
- Swim lesson and water aerobics classes must have space available, and applicants must follow normal registration process.
- Scholarship request forms that are mailed or dropped off at the Mount Rainier Pool and may take up to five (5) business days to process. Once approved a scholarship balance will be applied to your account.
- All swim lesson registrants may be required to perform a free swim evaluation. Please call the pool to make an appointment.

PENALTIES

- Participants must have all absences excused by pool management staff. Call (206) 824-4722 to excuse your absence or email FrontDesk@MtRainierPool.com.
- Participants will be given one courtesy unexcused absence, but any additional unexcused absences could result in forfeiture of your scholarship award and will be factored into future scholarship applications.
- Participants will forfeit any portion of their fees that were paid towards the class to hold your spot. This includes any cancellation within one full week of a class.

APPEALS/REQUESTS

- The District General Manager reserves the right to award up to 100% on swim scholarships.
- The District General Manager will mediate any disputes over Scholarship Awards.

APPLICATION PROCESS

1. Setup an account on our registration software at [CivicRec](#). (See below for more information.)
2. Complete form and provide required documentation. Make sure to bring identification and proof of residency.
3. If you need assistance, please contact the Mt. Rainier Pool to setup an appointment with the District General Manager. You can call us at (206) 429-3852 or email info@mtrainierpool.com. (Please allow three business days to setup appointment).
4. Please allow five (5 business days) to process the application.

SETTING UP A CIVICREC ACCOUNT

1. [Click here](#) to setup a new account at CivicRec.com
2. Click login/create account button in upper right corner and follow directions.
3. Please make sure that you list a good contact phone number and email to ensure we are able to contact you.

4. Once complete, you should receive a confirmation email. Please use this email to double-check your account to make sure the contact information is correct.
5. If you have any questions or concerns, please contact us at (206) 824-4722.

GRANTS/UPDATES

Grants become available time to time that may waive up to 100% of the programs. We will announce these opportunities through our email notification system. If you would like to receive program updates, please [click here](#) to sign up for our email notification system. (Also do not forget to follow-up and opt-in when you receive a confirmation email.)

SWIM LESSON PAGE

For more detailed information on specific swim lessons, visit our swim lesson page at mtrainierpool.com/swimlessons.

QUESTIONS

For any questions, please call the Mt. Rainier Pool at (206) 824-4722 or email us at info@mtrainierpool.com.

**Scholarship Eligibility Income Guidelines**

Dec 2025-Oct 2026

Please get pre-approved before registration for programs.

Number in Household		Household 1	Household 2	Household 3
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$4,535.12	\$6,110.22	\$7,685.33
	yearly	\$54,421.38	\$73,322.70	\$92,244.02

Number in Household		Household 4	Household 5	Household 6
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$9,260.44	\$10,835.55	\$12,410.66
	yearly	\$111,125.34	\$130,026.65	\$149,927.97

Number in Household		Household 7	Household 8	Household 9
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$13,985.77	\$15,560.88	\$17,135.99
	yearly	\$167,829.29	\$186,730.61	\$205,631.93

Number in Household		Household 10
Eligibility %		Max Income
90% Resident	monthly	\$18,711.10
	yearly	\$224,533.25

Eligibility based upon 250% on the U.S. Federal Poverty Level (FPL) Threshold. Eligibility does not guarantee availability or registration into a program.

SCHOLARSHIP REQUEST FORMMOUNT RAINIER POOL – 22722 19TH AVENUE SOUTH
(206) 824-4722 – INFO@MTRAINIERPOOL.COM**STEP 1: REGISTRATION INFORMATION (PROOF OF RESIDENCY)**

Please provide a copy of identification or a utility bill or other form of documentation that shows you reside in Des Moines or Normandy Park.

Main Household Contact (Parent/Guardian):

Address:

City:

Zip Code:

Contact Phone #:

Contact Email:

PARTICIPANT REGISTRATION INFORMATIONFor registration information on swim lessons visit the swim lesson page at mtrainierpool.com.

1. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

2. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

3. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

4. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

5. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

STEP 2: PROOF OF NEEDS ASSISTANCE

Please provide proof of need for financial assistance. Complete below and provide copies of all documentation. All scholarship applications will not be accepted or will be on hold until all documentation is provided. Click below and include documentation with application (*copies can be made at the Mount Rainier Pool, 22722 19th Ave S*).

- ☐ **Option #A: Utility Discount Program Qualification:** For 50% assistance, attach a copy of discount utility program verification to receive 50% scholarship level.
- ☐ **Option #B: Social Security Benefits Documentation:** Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
- ☐ **Option #C: Public Assistance Programs:** See options below.
 - ☐ *Temporary Assistance for Needy Families (TANF)*
 - ☐ *Social Security Income for Disability (SSI)*
 - ☐ *Developmental Disability Administration (DDA)*
 - ☐ *Foster Child Applicant – DSHS Services Approval Letter.*

____ (Initial) Are you willing to be photographed or interviewed in support of the Mount Rainier Pool Scholarship Program.

Swim Lessons Only: I have completed a swim evaluation. * (required) at Mount Rainier Pool. ☐ Yes ☐ No

*Swim Evaluations are administered during Family Swims by staff. Visit www.mtrainierpool.com/schedule to view current schedule or call us at (206) 824-4722 to schedule an evaluation.

I hereby agree to release, save and hold harmless the Mount Rainier Pool and the Des Moines Pool Metropolitan Park District and its respective officials, administrators, staff and volunteers from any and all liability and claims of any damage of injury brought on by me, my family, estate, heirs or assigns arising out of my enrollment or participation in this program except as may arise solely from gross negligence of the Mount Rainier Pool or the Des Moines Pool Metropolitan Park District or from the acts of third parties. My signature below signifies that I voluntarily agree to all of the terms and conditions.

I certify that all of the information provided on this form is true and correct and that all income is reported. I understand that this information is being given for the receipt of a Swimming Scholarship assistance; that District officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable laws.

Parent/Guardian Signature: _____

Date: _____

MORE INFORMATION

For more information, please contact the Mt. Rainier Pool at (206) 824-4722 or email info@mtrainierpool.com.

Mount Rainier Pool
22722 19th Avenue South
Des Moines, WA 98198
(206) 824-4722
www.mtrainierpool.com

**STAFF USE ONLY**

Date Received: _____ Received By: _____

All forms must be returned to the Mt. Rainier Pool., Please allow five (5) days for processing from the date the application is received at the Mt. Rainier Pool. Submittal of forms does not guarantee placement in classes or receipt of scholarship. Attach sheet with staff comments and notes (if needed).

☐ Approved ☐ Denied Amount Granted: _____ Staff Initials: _____

THE INFORMATION ON THIS FORM IS CONFIDENTIAL AND WILL ONLY BE USED TO DETERMINE SCHOLARSHIP ELIGIBILITY.



2026 Scholarship Information Packet

22722 19th Avenue South

Des Moines, WA 98198

(206) 824-4722

GOAL OF PROGRAM

The goal of this program is to remove financial barriers of members of our community. We value community and inclusiveness for **ALL** residents of Des Moines and Normandy Park. Our mission is to enhance our community's quality of life through aquatics. Scholarships helps us ensure everyone has access to our programs.

OPTIONS **NEW**

Patrons now can apply online, mail or in-person. The goal is to give patrons the ability to find what works best for them.

- **In-Person or Mail:** Please complete this form and drop it off or mail it to the Mount Rainier Pool at 22722 19 Avenue S, Des Moines, Washington.
- **Online (New in 2026):** The district now offers online scholarship applications online with Google Translation and Encrypted Document Download. [Click here<ADD LINK>](#) to view our registration portal to apply.

REQUEST PROCESS

Scholarships are available for 10-visit, 3-month and annual passes including water exercise, lifeguard and swim lesson certifications, and swim lessons.

Important! Please request scholarships before you register for swim lessons! This can be done any time after **November 16, 2025**. Scholarships do not guarantee you a spot in lessons. These programs will follow the [swim lesson registration process](#).

ALL SWIM LESSON SCHOLARSHIPS SHOULD BE REQUESTED 5 BUSINESS DAYS BEFORE REGISTRATION.

We have created a two-step process to ensure tax money and donations are being allocated correctly. Complete the Scholarship Request Form and supply the required documentation.

ALL SCHOLARSHIPS ARE NOW 90%. RECIPIENTS WILL PAY 10% AT THE TIME OF REGISTRATION.

Please complete the two steps of the application process to be eligible:

- Step 1: Proof of Residency (*Scholarships are now resident only.*)
- Step 2: Proof of Need of Assistance (See options below)

Step 1. Registration Information: Please include your main contact information and registrant information for each scholarship. Please refer to the attached scholarship breakdown sheet for your request. **All scholarship recipients must reside in either Des Moines or Normandy Park.** Proof of Residency could be required at time of application.

- Proof of Residency – Please provide a copy of identification or a utility bill or other form of documentation that shows you reside in Des Moines or Normandy Park.

Step 2. Proof of Need of Assistance: Please provide one of the types of options below for proof of need.

- **Option #A: Utility Discount Program Qualification:** For 50% assistance, attach a copy of discount utility program verification.
- **Option #B: Social Security Benefits Documentation:** Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
- **Option #C: Public Assistance Programs:** Please provide documentation of one of the forms below.
 - *Temporary Assistance for Needy Families (TANF)*
 - *Social Security Income for Disability (SSI)*
 - *Developmental Disability Administration (DDA)*

- *Foster Child Applicant* – DSHS services approval letter.

ADDITIONAL INFORMATION

- **Account Setup:** Please help us by setting up an account on our registration software (CivicRec). [Please click here to setup an account.](#) This will help speed up the registration process and ensure your contact information is correct for communications including waitlists.
- **Availability:** Scholarships are only available to residents of Des Moines and Normandy Park at this time.
- **Programs:** At this time scholarships are available for swim lessons; facility use passes and water exercise classes. Lifeguarding and Swim Lesson Instructor certifications may also be covered by the District dependent on work commitment. Please contact us at info@mtrainierpool.com if you are interested in these programs that do not require a scholarship application.
- **Funding Limits:** Scholarships are dependent on funding availability, and awarded on a first come, first serve basis.
- **Scholarship Cycle:** Approvals will be good for programming from September 1 to August 31 of each year.
- **Policy and Procedure:** Additional information on policy and procedures in section below.

POLICY & PROCEDURES

- Scholarships are only available for residents of Des Moines and Normandy Park at this time.
- All matching fees (patron's responsibility) are due at the time of registration. (No class spots will be held.)
- Incomplete forms or forms without required documentation will not be accepted. Process will start once form with required documentation is received.
- A new form must be submitted each year for financial aid/scholarships. The annual scholarship process follows the school year, and starts on September 1st starting in 2026-2027 school year. Groups and organizations are not eligible for scholarship but may qualify for a group discount, and starting in 2026. No scholarship money will be carried over to the next scholarship cycle.
- Scholarships are only for programs at the Mount Rainier Pool, and only cover swim lessons, facility use passes and water exercise. If you are interested in another program, please call us at (206) 824-4722.
- Swim lesson and water aerobics classes must have space available, and applicants must follow normal registration process.
- Scholarship request forms that are mailed or dropped off at the Mount Rainier Pool and may take up to five (5) business days to process. Once approved a scholarship balance will be applied to your account.
- All swim lesson registrants may be required to perform a free swim evaluation. Please call the pool to make an appointment.

PENALTIES

- Participants must have all absences excused by pool management staff. Call (206) 824-4722 to excuse your absence or email FrontDesk@MtRainierPool.com.
- Participants will be given one courtesy unexcused absence, but any additional unexcused absences could result in forfeiture of your scholarship award and will be factored into future scholarship applications.
- Participants will forfeit any portion of their fees that were paid towards the class to hold your spot. This includes any cancellation within one full week of a class.

APPEALS/REQUESTS

- The District General Manager reserves the right to award up to 100% on swim scholarships.
- The District General Manager will mediate any disputes over Scholarship Awards.

APPLICATION PROCESS

1. Setup an account on our registration software at [CivicRec](#). (See below for more information.)
2. Complete form and provide required documentation. Make sure to bring identification and proof of residency.
3. If you need assistance, please contact the Mt. Rainier Pool to setup an appointment with the District General Manager. You can call us at (206) 429-3852 or email info@mtrainierpool.com. (Please allow three business days to setup appointment).
4. Please allow five (5 business days) to process the application.

SETTING UP A CIVICREC ACCOUNT

1. [Click here](#) to setup a new account at CivicRec.com
2. Click login/create account button in upper right corner and follow directions.
3. Please make sure that you list a good contact phone number and email to ensure we are able to contact you.

4. Once complete, you should receive a confirmation email. Please use this email to double-check your account to make sure the contact information is correct.
5. If you have any questions or concerns, please contact us at (206) 824-4722.

GRANTS/UPDATES

Grants become available time to time that may waive up to 100% of the programs. We will announce these opportunities through our email notification system. If you would like to receive program updates, please [click here](#) to sign up for our email notification system. (Also do not forget to follow-up and opt-in when you receive a confirmation email.)

SWIM LESSON PAGE

For more detailed information on specific swim lessons, visit our swim lesson page at mtrainierpool.com/swimlessons.

QUESTIONS

For any questions, please call the Mt. Rainier Pool at (206) 824-4722 or email us at info@mtrainierpool.com.



Scholarship Eligibility Income Guidelines

Dec 2025-Oct 2026

Please get pre-approved before registration for programs.

Number in Houehold		Household 1	Household 2	Household 3
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$4,535.12	\$6,110.22	\$7,685.33
	yearly	\$54,421.38	\$73,322.70	\$92,244.02

Number in Houehold		Household 4	Household 5	Household 6
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$9,260.44	\$10,835.55	\$12,410.66
	yearly	\$111,125.34	\$130,026.65	\$149,927.97

Number in Houehold		Household 7	Household 8	Household 9
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$13,985.77	\$15,560.88	\$17,135.99
	yearly	\$167,829.29	\$186,730.61	\$205,631.93

Number in Houehold		Household 10
Eligibility %		Max Income
90% Resident	monthly	\$18,711.10
	yearly	\$224,533.25

Eligibility based upon 250% on the U.S. Federal Poverty Level (FPL) Threshold. Eligibility does not guarantee availability or registration into a program.

SCHOLARSHIP REQUEST FORM

MOUNT RAINIER POOL – 22722 19TH AVENUE SOUTH
(206) 824-4722 – INFO@MTRAINIERPOOL.COM



STEP 1: REGISTRATION INFORMATION (PROOF OF RESIDENCY)

Please provide a copy of identification or a utility bill or other form of documentation that shows you reside in Des Moines or Normandy Park.

Main Household Contact (Parent/Guardian):

Address:

City:

Zip Code:

Contact Phone #:

Contact Email:

PARTICIPANT REGISTRATION INFORMATION

For registration information on swim lessons visit the swim lesson page at mtrainierpool.com.

1. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

2. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

3. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

4. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

5. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

STEP 2: PROOF OF NEEDS ASSISTANCE

Please provide proof of need for financial assistance. Complete below and provide copies of all documentation. All scholarship applications will not be accepted or will be on hold until all documentation is provided. Click below and include documentation with application (*copies can be made at the Mount Rainier Pool, 22722 19th Ave S*).

- ☐ **Option #A: Utility Discount Program Qualification:** For 50% assistance, attach a copy of discount utility program verification to receive 50% scholarship level.
- ☐ **Option #B: Social Security Benefits Documentation:** Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
- ☐ **Option #C: Public Assistance Programs:** See options below.
 - ☐ *Temporary Assistance for Needy Families (TANF)*
 - ☐ *Social Security Income for Disability (SSI)*
 - ☐ *Developmental Disability Administration (DDA)*
 - ☐ *Foster Child Applicant – DSHS Services Approval Letter.*

____ (Initial) Are you willing to be photographed or interviewed in support of the Mount Rainier Pool Scholarship Program.

Swim Lessons Only: I have completed a swim evaluation. * (required) at Mount Rainier Pool. ☐ Yes ☐ No

*Swim Evaluations are administered during Family Swims by staff. Visit www.mtrainierpool.com/schedule to view current schedule or call us at (206) 824-4722 to schedule an evaluation.

I hereby agree to release, save and hold harmless the Mount Rainier Pool and the Des Moines Pool Metropolitan Park District and its respective officials, administrators, staff and volunteers from any and all liability and claims of any damage of injury brought on by me, my family, estate, heirs or assigns arising out of my enrollment or participation in this program except as may arise solely from gross negligence of the Mount Rainier Pool or the Des Moines Pool Metropolitan Park District or from the acts of third parties. My signature below signifies that I voluntarily agree to all of the terms and conditions.

I certify that all of the information provided on this form is true and correct and that all income is reported. I understand that this information is being given for the receipt of a Swimming Scholarship assistance; that District officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable laws.

Parent/Guardian Signature: _____ Date: _____

MORE INFORMATION

For more information, please contact the Mt. Rainier Pool at (206) 824-4722 or email info@mtrainierpool.com.

Mount Rainier Pool
22722 19th Avenue South
Des Moines, WA 98198
(206) 824-4722
www.mtrainierpool.com



STAFF USE ONLY

Date Received: _____ Received By: _____

All forms must be returned to the Mt. Rainier Pool., Please allow five (5) days for processing from the date the application is received at the Mt. Rainier Pool. Submittal of forms does not guarantee placement in classes or receipt of scholarship. Attach sheet with staff comments and notes (if needed).

☐ Approved ☐ Denied Amount Granted: _____ Staff Initials: _____

THE INFORMATION ON THIS FORM IS CONFIDENTIAL AND WILL ONLY BE USED TO DETERMINE SCHOLARSHIP ELIGIBILITY.



Scholarship Eligibility Income Guidelines

Dec 2025-Oct 2026

Please get pre-approved before registration for programs.

Number in Household		Household 1	Household 2	Household 3
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$4,535.12	\$6,110.22	\$7,685.33
	yearly	\$54,421.38	\$73,322.70	\$92,244.02

Number in Household		Household 4	Household 5	Household 6
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$9,260.44	\$10,835.55	\$12,410.66
	yearly	\$111,125.34	\$130,026.65	\$149,927.97

Number in Household		Household 7	Household 8	Household 9
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$13,985.77	\$15,560.88	\$17,135.99
	yearly	\$167,829.29	\$186,730.61	\$205,631.93

Number in Household		Household 10
Eligibility %		Max Income
90% Resident	monthly	\$18,711.10
	yearly	\$224,533.25

Eligibility based upon 250% on the U.S. Federal Poverty Level (FPL) Threshold. Eligibility does not guarantee availability or registration into a program.



Scholarship Eligibility Income Guidelines

Dec 2025-Oct 2026

Please get pre-approved before registration for programs.

Number in Household		Household 1	Household 2	Household 3
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$4,535.12	\$6,110.22	\$7,685.33
	yearly	\$54,421.38	\$73,322.70	\$92,244.02
50% Non-Resident	monthly	\$4,535.12	\$6,110.22	\$7,685.33
	yearly	\$54,421.38	\$73,322.70	\$92,244.02

Number in Household		Household 4	Household 5	Household 6
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$9,260.44	\$10,835.55	\$12,410.66
	yearly	\$111,125.34	\$130,026.65	\$149,927.97
50% Non-Resident	monthly	\$9,260.44	\$10,835.55	\$12,410.66
	yearly	\$111,125.34	\$130,026.65	\$149,927.97

Number in Household		Household 7	Household 8	Household 9
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$13,985.77	\$15,560.88	\$17,135.99
	yearly	\$167,829.29	\$186,730.61	\$205,631.93
50% Non-Resident	monthly	\$13,985.77	\$15,560.88	\$17,135.99
	yearly	\$167,829.29	\$186,730.61	\$205,631.93

Number in Household		Household 10
Eligibility %		Max Income
90% Resident	monthly	\$18,711.10
	yearly	\$224,533.25
50% Non-Resident	monthly	\$18,711.10
	yearly	\$224,533.25

Eligibility based upon 250% on the U.S. Federal Poverty Level (FPL) Threshold.

Eligibility does not guarantee availability or registration into a program.

AGENDA ITEMS SUMMARY SHEET

Attachment: Yes

Notes: Attachment
- Resolution 2025-11 Public Gifting of PTSA Swims

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

RESOLUTION NUMBER 2025 - 11

PUBLIC GIFTING OF PTSA SWIMS

A RESOLUTION OF THE DES MOINES POOL METROPOLITAN PARK DISTRICT AUTHORIZING THE PUBLIC GIFTING OF COMMUNITY SWIM EVENTS (“PTSA SWIMS”) TO ELEMENTARY SCHOOLS LOCATED WITHIN THE CITIES OF DES MOINES AND NORMANDY PARK, WASHINGTON

WHEREAS, the Des Moines Pool Metropolitan Park District (“District”) operates the Mount Rainier Pool, a public aquatic facility dedicated to promoting water safety, health, and recreation for all residents; and

WHEREAS, the District recognizes that early exposure to water safety education and recreational swimming fosters lifelong safety, confidence, and wellness, reducing the risk of drowning and promoting community health; and

WHEREAS, the District has historically collaborated with local Parent Teacher Student Associations (PTSA) and schools to host community swim events that strengthen partnerships between schools, families, and the District; and

WHEREAS, the cities of Des Moines and Normandy Park are home to several elementary schools and K-8 institutions that serve as vital centers of learning and community, including Des Moines Elementary, Midway Elementary, North Hill Elementary, Parkside Elementary, Woodmont K–8, Saint Philomena School, and Holy Trinity Lutheran School; and

WHEREAS, providing one free or subsidized Saturday swim per school year (“PTSA Swim”) for each of these schools supports equitable access to aquatic experiences, encourages family participation, and enhances student understanding of water safety principles in alignment with the District’s mission; and

WHEREAS, such gifting of public benefit does not violate Article VIII, Section 7 of the Washington State Constitution, as it serves a fundamental recognized public purpose of the Des Moines Pool Metropolitan Park District—promoting public health, youth safety, and community well-being; and

WHEREAS, the District’s support of PTSA Swims complements its broader goals to expand access to aquatics, provide safe spaces for youth engagement, and strengthen civic relationships between the District, local schools, and community organizations;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DES MOINES POOL METROPOLITAN PARK DISTRICT THAT:

1. Authorization of PTSA Swims.

The District hereby authorizes the public gifting of one (1) Saturday community swim per school year to each of the following schools:

- Des Moines Elementary
- Marvista Elementary
- Midway Elementary
- North Hill Elementary

- Parkside Elementary
- Woodmont K–8
- Saint Philomena School
- Holy Trinity Lutheran School

2. Purpose.

Each PTSA Swim shall promote family recreation, water safety awareness, and school-community partnership, in alignment with the District’s mission of improving community health, safety, and access to aquatics.

3. Administration.

District staff shall coordinate with PTSA or school representatives to schedule, promote, and manage the event within existing budget and staffing resources. Each event shall be scheduled between September and June of each school year.

4. Reporting.

District staff shall include a summary of participation, partnerships, and community feedback in the annual programming report to the Board of Commissioners.

Adoption: ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 21st of October 2025, the following Commissioner being present and voting.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8f **Assigned to:** District GM **Meeting Date:** October 21, 2025

Under: New Business **Attachment:** No

Subject: City Currents Partnership Discussions

Background/Summary:

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

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

The District General Manager is meeting with the City Manager on Thursday, October 23 to discuss partnering on purchasing 2-4 pages. This would allow for our current advertising of the pool but also branch out to provide more business information about the district's business and strategic plans.

The goal is to have this replace the postcards, as it would be more frequent, larger reach and be more cost-effective.

The District GM, with board support, hopes to bring an agreement back to a future meeting.

Fiscal Impact: To be determined.

Proposed Motion: Informational only.

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

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

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

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

Notes:

- No attachments.

AGENDA ITEMS SUMMARY SHEET

Attachment: Yes

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

Notes: Attachment

- Presentation
- 2026 Rate Recommendations (first touch)
- 2026 Wage Scale
- 2026 Budget Proposal
- 2026 Levy Admin Letter and Levy Worksheet

2026 RATE RECOMMENDATIONS

21-Oct-25

	2025 Rates		2026 Proposed		Percentage Increase	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
DAILY						
Adult	\$ 6.75	\$ 7.25	\$ 8.00	\$ 8.75	119%	121%
Senior/Youth	\$ 4.75	\$ 4.75	\$ 5.00	\$ 5.75	105%	121%
10-VISIT						
Adult	\$ 63.00	\$ 72.00	\$ 71.50	\$ 77.75	113%	108%
Senior/Youth	\$ 45.00	\$ 50.00	\$ 49.50	\$ 50.00	110%	100%
3-MONTH						
Adult	\$ 167.00	\$ 209.00	\$ 199.25	\$ 250.50	119%	120%
Senior/Youth	\$ 106.00	\$ 133.00	\$ 126.50	\$ 159.25	119%	120%
ANNUAL						
Adult	\$ 489.00	\$ 615.00	\$ 586.25	\$ 736.25	120%	120%
Senior/Youth	\$ 297.00	\$ 375.00	\$ 356.00	\$ 449.50	120%	120%
ONE-MONTH*	12-Month Commitment		12-Month Commitment			
Adult	\$ 45.00	\$ 55.00	\$ 54.00	\$ 67.00	120%	122%
Senior/Youth	\$ 29.00	\$ 35.00	\$ 33.00	\$ 41.00	114%	117%
Family	\$ 55.00	\$ 65.00	\$ 65.00	\$ 75.00	118%	115%

*One month fees are not recurring at Tukwila.

	2025 Rates		2026 Proposed		Percentage Increase	
SPECIAL SWIMS						
\$2 First Sat	\$ 1.00	\$ 1.00	\$ 2.00	\$ 2.00	200%	200%
Shower	N/A	N/A	N/A	N/A	N/A	N/A
No School	\$ 4.00	\$ 4.00	\$ 2.00	\$ 2.00	50%	50%
Special Event	Daily Entry	Daily Entry	Daily Entry	Daily Entry	N/A	N/A
Practice Card	Free	Free	Free	Free	N/A	N/A

SWIM LESSONS

BY GROUP	2025 Rates		2026 Proposed		Percentage Increase	
All Group Lessons (8)	\$ 68.00	\$ 82.00	\$ 82.00	\$ 98.00	121%	120%
Private, Individual**	\$ 33.00	\$ 41.25	\$ 40.00	\$ 49.50	121%	120%
Semi-Private (per)*	\$ 46.75	\$ 55.00	\$ 56.00	\$ 66.00	120%	120%

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

**10 % Discount on 4 or more packages.

Keep Rates for

RENTALS

SWIM TEAMS	Tukwila		Mt Rainier Pool		Percentage Lower	
Lane	\$ 21.00	\$ 25.25	\$ 20.00	\$ 22.00	-5%	-15%
Facility (doesn't include guards)	\$ 150.00	\$ 230.00	\$ 200.00	\$ 250.00	25%	8%
Timing Equipment	N/A	N/A	\$ 200.00	\$ 250.00	N/A	N/A
Additional Guard	\$ 47.00	\$ 47.00	\$ 30.00	\$ 30.00	-57%	-57%
Closure (outside business hours)	\$ 150.00	\$ 150.00	\$ 100.00	\$ 100.00	-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	\$ 159.00	\$ 189.00	29%	31%
26 to 60*	\$ 174.00	\$ 204.00	\$ 189.00	\$ 225.00	8%	9%
61 to 90**	\$ 260.00	\$ 260.00	\$ 199.00	\$ 250.00	-31%	-4%

91 to 120***	\$ 260.00	\$ 260.00	\$ 250.00	\$ 315.00	-4%	17%
Lobby	N/A	N/A	\$ 59.00	\$ 79.00	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	\$ 350.00	\$ 350.00	
Lifeguard Recert	\$80-\$350	\$80-\$350	\$ 150.00	\$ 150.00	
WSI	\$80-\$350	\$80-\$350	\$ 300.00	\$ 300.00	
Other	\$80-\$350	\$80-\$350	Market	Market	

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

Des Moines Pool Metropolitan Park District
2026 Proposed Wage/Salary Matrix

	Step A	Step B	Step C	Step D	Step E	Step F	Position
Grade 1*	14.56	15.14	15.75	16.38	17.03	17.72	Asst. (15 Year Old Position)
Min Wage Rate	17.13	N/A	N/A	N/A	N/A	N/A	Minimum Wage Level
Grade 2	18.92	19.67	20.46	21.28	22.13	23.01	Lifeguard
Grade 3	20.24	21.05	21.89	22.77	23.68	24.62	
Grade 4	21.66	22.52	23.42	24.36	25.33	26.35	Water Exercise/Daytime Guard
Grade 5	23.17	24.10	25.06	26.07	27.11	28.19	Head Lifeguard
Grade 6	24.79	25.79	26.82	27.89	29.01	30.17	Lead Head Lifeguard
Grade 7	26.53	27.59	28.69	29.84	31.04	32.28	
Grade 8	28.39	29.52	30.70	31.93	33.21	34.54	
Grade 9	30.37	31.59	32.85	34.17	35.53	36.95	Front Desk/Clerk Specialist
Grade 10	32.50	33.80	35.15	36.56	38.02	39.54	
Grade 11	34.77	36.17	37.61	39.12	40.68	42.31	Aquatics Coordinators
Grade 12	37.21	38.70	40.25	41.85	43.53	45.27	
Grade 13	39.81	41.41	43.06	44.78	46.58	48.44	
Grade 14	42.60	44.30	46.08	47.92	49.84	51.83	Aquatics Manager
Grade 15	45.58	47.41	49.30	51.27	53.33	55.46	

District GM. - Negotiation with District Board.

Salary Matrix Notes

- * Grade 1 is below minimum wage. Only for 15 years of age for Assistant positions for training.
- * Each salary grades 2 thur 15 are separated by 7%
- * Each salary steps A thur F are separated by 4% , most salary matrix plans assumes the employee will begin at "Step A" when hired and with a satisfactory performance evaluations be advanced to the next step annually until reaching "Step F"at the completion of five years of
- * Grade separations of 7% and Step separations of 4% represent best practices for public sector salary matrixes

Bonus/Incentives

- * WSI Certified Instructors get \$.50/hour for lifeguarding.
- * Early Morning Guards (Before 8:00am), Fridays and Saturdays after 5pm, and Sundays, get \$2.00/hour.
- * Swim Lesson Instruction \$4/hour.

2026 BUDGET ACCOUNTS SUGGESTION (PROPOSED BY STAFF)

DRAFT

\$34593/1,0000 (CURRENT CAPACITY)

Account	YTD Expenses (as of 8/31/25)	% used as of August 31 (Target 66%)	2025	2026	% Change	DRAFT Notes
SALARIES & WAGES						
Commissioner Salaries (5)	\$ 10,789.55	53.95%	\$ 20,000.00	\$ 25,000.00	125.00%	Board will need more meetings with actions required to move forward (Adv Comm., Events. Etc)
District GM Salary (1)	\$ 49,790.44	49.30%	\$ 101,000.00	\$ 120,000.00	118.81%	Based on change in job duties.
Front Desk Admin (1)(DC+Front Office)	\$ 34,614.51	53.25%	\$ 65,000.00	\$ 66,950.00	NEW	3% Increase.
Aquatics Manager Salary (1)	\$ 51,032.51	49.34%	\$ 103,434.24	\$ 106,537.27	103.00%	3% Increase.
Aquatics Coordinator Salary (2)	\$ 41,998.42	27.45%	\$ 153,000.00	\$ 157,590.00	103.00%	3% Increase. Only one aquatics coordinator in 2025 to date.
Head Lifeguards (Increase)	\$ 24,209.71	34.59%	\$ 70,000.00	\$ 64,000.00	91.43%	Trending lower, but estimated remainder or year NTE in 2025 plus 3% increase.
Lifeguards (Ld, PPT,TPT & Instructors)	\$ 239,786.53	66.61%	\$ 360,000.00	\$ 371,000.00	103.06%	3% increase rounded off.
Water Exercise Instructor (Error)	\$ 5,661.04	56.61%	\$ 10,000.00	\$ 10,300.00	103.00%	3 % increase.
TAXES & MISC.						
Sick Pay	\$ 3,690.26	105.44%	\$ 3,500.00	\$ 4,800.00	137.14%	Increased 3% plus 2025 estimated. New program that staff started using this year.
Overtime (OT)	\$ 147.24	5.89%	\$ 2,500.00	\$ 500.00	20.00%	Working to continue to reduce overtime.
Payroll Taxes	\$ 144,659.55	61.56%	\$ 235,000.00	\$ 242,050.00	103.00%	On pace in 2025. Increased 3% to match wage inflation.
Family Medical Leave	\$ -	0.00%	\$ 1,000.00	\$ 1,000.00	100.00%	Placeholder for when needed.
PERSONNEL BENEFITS						
Benefits, Fringe (Auto)	\$ 4,389.27	Error	\$ 2,000.00	\$ 2,000.00	0.00%	DGM car allowance between pool and district offices. Mistracked car mileage in 2025 budget. Need to fix. Setup own account below. Should only be
Incentive Pay	\$ -	0.00%	\$ 500.00	\$ -	0.00%	Use gift cards instead for youth.
B/O Personal Benefits (AWC)	\$ 28,162.41	88.00%	\$ 55,000.00	\$ 45,000.00	81.82%	Based on 2025 data plus growth estimates.
B/O Personal Benefits (DRS)	\$ 23,705.15	43.10%	\$ 32,000.00	\$ 55,000.00	171.88%	Based on 2025 data plus growth estimates.
OFFICE SUPPLIES - CLERICAL						
Office Supplies (Amazon/Staples)	\$ 714.42	28.58%	\$ 2,500.00	\$ 2,000.00	80.00%	Started using administrative offices again, + staff changeover.
Office Equipment	\$ 1,077.03	30.77%	\$ 3,500.00	\$ 2,500.00	71.43%	Trending plus higher when setting up office. Should be less with downsizing.
Computer & Supplies	\$ 2,323.93	92.96%	\$ 2,500.00	\$ 4,000.00	160.00%	Going more digital. Moved from office equipment and supplies.
MAINTENANCE & REPAIR SUPPLIES						
Cleaning and Janitorial Supplies	\$ 5,555.64	65.36%	\$ 8,500.00	\$ 9,500.00	111.76%	Services getting more expensive. Includes deep clean and roof cleaning.
Maintenance Supplies and Small Tools	\$ 523.57	52.36%	\$ 1,000.00	\$ 1,000.00	100.00%	May need to replace some tools in 2026.
POOL SUPPLIES						
Uniforms & Clothing**	\$ -	0.00%	\$ 3,000.00	\$ 3,000.00	100.00%	Lifeguard shirts are seven years old. Still in good shape, but might be time to start new.
Employee Recognition	\$ 488.95	19.56%	\$ 2,500.00	\$ 2,500.00	100.00%	Employee party, giftcards, etc. Add swag for staff.
Lifeguard Supplies and Equipment	\$ 2,834.95	56.69%	\$ 5,000.00	\$ 5,250.00	105.00%	Good to have, if we need to add or replace training equipment.
Special Events	\$ 878.51	48.81%	\$ 1,800.00	\$ 2,000.00	111.11%	Plan more outreach in 2026.
First Aid Supplies	\$ 143.18	7.16%	\$ 2,000.00	\$ 2,000.00	100.00%	Good to have just in case.
Miscellaneous Pool Equipment (ER&R)	\$ 3,126.51	62.53%	\$ 5,000.00	\$ 5,000.00	100.00%	Budget plus trends should keep it flat.
PROFESSIONAL SERVICES - CLERICAL						
Financial Services - Bookkeeping Contingency	\$ 3,539.35	182.08%	\$ 5,000.00	\$ 5,000.00	100.00%	May need services for planning out levy projects. Up to \$10k, if you want to go with third party bookkeeper.
IT Server Hosting Costs - (CMIT)	\$ 1,800.00	72.00%	\$ 2,500.00	\$ 3,000.00	120.00%	Focus on trend. Should RFQ this service for remote in 2026.
IT Services Workstations + Routers (CMIT)	\$ 15,418.00	55.06%	\$ 28,000.00	\$ 28,000.00	100.00%	Billing behind but should be on track to keep same for 2026.
Registration Software (Rec1/CivicRec)	\$ -	0.00%	\$ 5,300.00	\$ 5,750.00	108.49%	Translatable software that now processed our payments.
Document Download for Scholarships (Free Now)	\$ -	0%	\$ 0	\$ 4,000.00	N/A	Placeholder if we decide to keep software. Software donated for 2025-2026.
Credit Card Transactions (Authorize.net)	\$ 626.20	62.60%	\$ 1,000.00	\$ 2,500.00	250.00%	More revenue equals more transactions. Most by credit card.
Legal Services (Snure + External)	\$ 9,104.00	75.87%	\$ 12,000.00	\$ 12,000.00	100.00%	Estimate less legal use in 2026.
Financial Services (VisionMS)	\$ 1,328.00	40.24%	\$ 3,300.00	\$ 4,000.00	121.21%	Training and server migration in 2024. Will increase in 2026.
Printing/Copying (Canon)	\$ 1,005.24	40.21%	\$ 2,500.00	\$ 2,250.00	90.00%	Using emails more for registration confirmations.
Timekeeping (WhenIWork)	\$ 2,821.12	94.04%	\$ 3,000.00	\$ 3,000.00	100.00%	One time charge.

Payroll/HR (Heartland)	\$ 10,546.60	117.18%	\$ 9,000.00	\$ 14,500.00	161.11%	Payroll getting larger, but should RFQ in 2026 for new company.
PROFESSIONAL SERVICES - MAINTENANCE						
Maintenance Services Contract (MacMiller)	\$ 19,152.77	63.84%	\$ 30,000.00	\$ 31,000.00	103.33%	Contractual work not special projects
CO2 Services (Central Welding Services)	\$ 2,165.34	78.74%	\$ 2,750.00	\$ 3,000.00	109.09%	
Water Quality (Agtc Spec.)	\$ 5,284.61	48.04%	\$ 11,000.00	\$ 7,200.00	65.45%	
Roof and Gutter Maintenance (Sound)	\$ -	0.00%	\$ 3,000.00	\$ 4,500.00	150.00%	Fall gutter cleaning. Getting more expensive. Save pool from roof and gutter damage.
Landscaping (NLS)	\$ 4,350.71	69.61%	\$ 6,250.00	\$ 6,500.00	104.00%	
AHU/HVAC (Sunbelt)	\$ 7,679.84	113.78%	\$ 6,750.00	\$ 10,500.00	155.56%	Need to check line items. Seems too high. May include repairs.
Towing (Pete's Towing)	\$ -	0.00%	\$ 2,668.00	\$ 2,000.00	N/A	Placeholder if needed. Almost used once in last couple of years.
Custodial - MRP Qtrly Deep Clean (TBD)	\$ 4,115.97	102.90%	\$ 4,000.00	\$ 5,000.00	125.00%	Annual Deep Cleaning. Estimate higher. Need to RFQ.
Rekey Services	\$ -	0.00%	\$ 1,000.00	\$ 1,000.00	100.00%	Lost keys or changeover. Important to have as insurance for potential issue
Water Services (Mountain Mist)	\$ 514.17	41.13%	\$ 1,250.00	\$ 1,250.00	100.00%	Buy coffee ourselves to save money.
REPAIRS & MAINTENANCE						
Maintenance Services Non-Contracted (Various)	\$ 36,559.68	41.31%	\$ 88,500.00	\$ 150,000.00	169.49%	Need to have contingency money due to age, and overages on 2026 grant projects.
COMMUNICATIONS						
Internet (Comcast)	\$ 4,123.76	79.30%	\$ 5,200.00	\$ 5,200.00	100.00%	Might be cheaper to setup a service agreement. Could include hosting.
Elevate Phone System (Cellular (Line2))	\$ 1,780.13	59.34%	\$ 3,000.00	\$ 3,000.00	100.00%	Misbudgeted. Should be coming out of CMIT.
Desktop Licenses (Msoft + Misc Desktop)	\$ 2,495.47	77.98%	\$ 3,200.00	\$ 4,100.00	128.13%	Add Adobe Pro for Digital Licensing.
Work Email Accounts (Google Suite)	\$ 437.83	72.97%	\$ 600.00	\$ 750.00	125.00%	Reduced licenses in 2024.
Artificial Intelligence NEW	\$ -	0.00%	\$ -	\$ 1,200.00	NEW	
Remote Meeting Software (Zoom)	\$ -	0.00%	\$ 300.00	\$ 250.00	83.33%	Have not paid annual fee yet. 2025 fee was \$199.00.
Website Maintenance	\$ 3,142.34	104.74%	\$ 3,000.00	\$ 5,000.00	166.67%	Might save money in future by setting up maintenance agreements. Up to \$15K if you wish to replace website with new one.
Postage & Mailing	\$ 574.90	229.96%	\$ 250.00	\$ 1,000.00	400.00%	Use email for almost all receipts now. Also working to have checks mailed from KCT.
Email Notification System (CampMon)	\$ 552.00	73.60%	\$ 750.00	\$ 960.00	128.00%	\$69/month + taxes in 2025.
TRAINING & TRAVEL						
Community Advisory Committee	\$ -	0.00%	\$ 5,000.00	\$ 5,000.00		Not used in 2025. Plan to start in 2026.
In-Service Supplies (Internal Training)	\$ 103.41	4.14%	\$ 2,500.00	\$ 1,500.00	60.00%	Usually buy supplies at EOY.
Certifications (nonWSI)	\$ 376.00	10.74%	\$ 3,500.00	\$ 2,500.00	71.43%	WSI Certification classes. Grant to cover in 2026.
Swim Lesson Licensing (Amrcn Red Cross)	\$ 2,320.00	132.57%	\$ 1,750.00	\$ 4,000.00	228.57%	Growing lessons
Management Staff Training	\$ 1,211.50	69.23%	\$ 1,750.00	\$ 2,500.00	142.86%	Second year in a row lower.
Travel for Business (Mileage, Tolls)	\$ -	0.00%	\$ 1,250.00	\$ 3,000.00	240.00%	Misappropriated over \$2,000 in 2025 budget.
Misc. Travel (Lodging, Per Diem)	\$ -	0.00%	\$ 1,000.00	\$ 1,500.00	150.00%	Will have more in future with AWC-RMSA and new certifications needed for 2nd Aquatics Coordinator.
ADVERTISING						
NEW Social Media Advertising	\$ 346.00	17.30%	\$ 2,000.00	\$ 2,000.00	NEW	Mostly Facebook Ads.
Print Advertising	\$ 7,451.33	93.14%	\$ 8,000.00	\$ 14,500.00	181.25%	Will budget for Parade float items and giveaways were placed here in past. Created own line item in 2025 to see cost of Waterland events.
Ad Design	\$ 50.00	11.11%	\$ 450.00	\$ 450.00	100.00%	Just in case we need it.
Public Outreach Events	\$ -	0.00%	\$ 2,500.00	\$ 2,500.00	NEW	Waterland Parade, Farmers's Market, and other External Events for community building.
Bulk Printing - District Postcard	\$ -	0.00%	\$ 2,500.00	\$ -		Putting money towards City Currents Partnership.
Bulk Mailing - District Postcard		0.00%	\$ 4,000.00	\$ -		Putting money towards City Currents Partnership.
Sponsorship Supported	\$ -	0.00%	\$ 200.00	\$ 200.00	100.00%	
RENTALS & LEASES						
District Offices	\$ 5,022.50	55.81%	\$ 9,000.00	\$ 9,000.00	100.00%	
Storage Rental (AAAA)	\$ 2,720.00	68.00%	\$ 4,000.00	\$ 4,500.00	112.50%	Able to surplus items that freed up onsite and storage capacity.
Misc. Rentals	\$ -	0.00%	\$ 2,500.00	\$ 2,500.00	100.00%	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Meeting Rentals	\$ -	0.00%	\$ 500.00	\$ 500.00	100.00%	Contingency.

UTILITIES						
Gas/Electricity (PSE)	\$ 88,755.24	52.21%	\$ 170,000.00	\$ 170,000.00	100.00%	
Water (Highline WD))	\$ 5,467.86	58.79%	\$ 9,300.00	\$ 9,000.00	96.77%	
Sewer (Midway)	\$ 4,214.32	88.72%	\$ 4,750.00	\$ 5,500.00	115.79%	
Trash/Recycling (Recology)	\$ 4,496.64	62.02%	\$ 7,250.00	\$ 7,500.00	103.45%	
INSURANCE						
Insurance, Liability (WCIA)	\$ 53,241.36	91.80%	\$ 58,000.00	\$ 49,000.00	84.48%	AWC-RMSA change. 2026 quote only 4% more than 2025, and cheaper than WCIA (Est 95K).
MISCELLANEOUS						
Printing & Copying Outside (Various)	\$ 218.47	17.48%	\$ 1,250.00	\$ 1,250.00	100.00%	Need to utilize this more in future to save internal copy costs.
Memberships, Dues & Subscriptions	\$ 4,707.20	94.14%	\$ 5,000.00	\$ 5,000.00	100.00%	Part of WRPA and NRPA as organizations.
Misc. Services/Discrepancies	\$ 4,955.93	991.19%	\$ 500.00	\$ 2,000.00	400.00%	Need to do better on this.
Background Checks/Formely Fingerprinting (SSI)	\$ 522.00	41.76%	\$ 1,250.00	\$ 1,250.00	100.00%	Stopped fingerprinting six years ago. Staffing starting to level out at capacity.
Scholarships	\$ 1,198.10	34.23%	\$ 3,500.00	\$ 6,000.00	171.43%	New software and scholarship process should increase scholarship usage.
INTERGOVERNMENTAL SERVICES						
Elections (King County)	\$ -	#DIV/0!	\$ -	\$ 55,000.00	#DIV/0!	3 Election Seats to be paid in 2026.
Audits (SAO)	\$ 5,077.15	101.54%	\$ 5,000.00	\$ 5,000.00	100.00%	Shorter audit in 2026.
City Services (City of DM)	\$ 1,755.00	43.88%	\$ 4,000.00	\$ 3,750.00	93.75%	Less services in 2026.
Permits (KCHD, CoDM)	\$ 12,135.67	606.78%	\$ 2,000.00	\$ 2,500.00	125.00%	Errors in tracking??
Inspections (Fire Extinguisher)	\$ 379.40	75.88%	\$ 500.00	\$ 500.00	100.00%	\$320 in 2024.
B&O Tax/Agency (DOR)	\$ 4,664.17	42.40%	\$ 11,000.00	\$ 11,000.00	100.00%	Still need to pay two quarters.
TOTAL FOR ADMINISTRATION & OPERATIONS			\$ 1,832,002.24	\$ 2,028,287.27		
CAPITAL/PROJECTS						
Miscellaneous						
Engineer (Architect) of Record	N/A	N/A	\$ -	\$ 50,000.00		Partially covered by grants.
Architect/Design/Inspections/Permitting			\$ 1,000.00	\$ 5,000.00	500.00%	FIX ME
Advertising			\$ 500.00	\$ 500.00	100.00%	
Projects						
YASG (Strainer Basket, Piping & Boiler Tanks)			\$ 213,116.72	\$ 213,116.72	NEW	All covered by grants.
BS4K (Air Handling Unit)			\$ 1,438,100.00	\$ 1,438,100.00	NEW	All covered by grants.
Electric Repairs			\$ -	\$ 142,500.00		\$114K (75%) covered by grants.
Shower Piping Repairs			\$ 12,000.00	-	NEW	
Facility Staff Projects				\$ 4,000.00		Tile Repairs, Exterior Wood Refinishing, and Contingency.
Transfers						
Transfer to Capital Account			\$ 1,124,110.52	\$ 1,007,000.00		Being conservative with estimates, but there will also need to be money to support grants.
TOTAL CAPITAL SPENDING			\$ 2,788,827.24	\$ 2,810,216.72		
TOTAL EXPENSES 2025			\$ 4,620,829.48	\$ 4,838,503.99		

BUDGET LEVY AFFECTS (2026 A.V.)

LEVY REQUEST BREAKDOWN

EXPENSES	\$ 4,620,829.48	\$ 4,838,503.99
BEG CASH BALANCE	\$ 975,000.00	\$ 975,000.00
EST. REVENUE MRP	\$ 200,000.00	\$ 225,000.00
OTHER REVENUE (NP)	\$ 25,000.00	\$ 25,000.00
INTEREST	\$ 30,000.00	\$ 58,000.00
GRANTS	\$ 1,651,216.72	\$ 1,764,216.72

DRAFT

DRAFT

DRAFT

ENDING CASH	\$	600,000.00	\$	600,000.00	
TOTAL TAX NEEDED	\$	2,339,612.76	\$	2,391,287.27	
Est. Levy Rate 2024 (10/1)	Est. Levy Rate 2024 (10/1)	\$	0.355646	\$	0.347219

TARGETS
2,375,510
0.34593

10/1 10/1 10/1 10/1 10/1

\$ 2,339,612.76 \$ 2,284,177.52

CAPITAL RESERVE	CAPITAL RESERVE	\$	675,000.00	\$	1,799,110.52
		\$	1,124,110.52	\$	1,007,000.00
		\$	1,799,110.52	\$	2,806,110.52

*Unused Maintenance Service Non-Contracted may be added.

Preliminary Worksheet 09.11.2025

TAXING DISTRICT

Des Moines Pool Metropolitan Park

2025 Levy for 2026 Taxes

IPD: 1.02570

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).				
Year	2025	2,339,836	x	1.01000 = 2,363,234
		Highest Lawful Levy Since 1985		Limit Factor/Max Increase 101%
B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).				
	35,668,095	* 0.34415	÷ 1,000	= 12,275
	A.V.	Last Year's Levy Rate		
C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)€) (value included in B & D cannot be included in C)				
	0	* 0.34415	÷ 1,000	= 0
	A.V.	Last Year's Levy Rate		
D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).				
	0	- 48,130,934	= 0	
	Current Year's A.V.	Previous Year's A.V.		
	0	* 0.34415	÷ 1,000	= 0
	Remainder from Line D	Last Year's Levy Rate		
E. 1 st Year Lid Lift & Limit Factor>1%				
F. Regular property tax limit:			A+B+C+D+E	= 2,375,510
Parts G through I are used in calculating the additional levy limit due to annexation.				
G. To find the rate to be used in H, take the levy limit as shown in Line F above and divide it by the current assessed value of the district, excluding the annexed area.				
	2,375,510	÷ 6,866,973,883	* 1,000	= 0.34593
	Total in Line F	Assessed Value Less Annexed AV		
H. Annexed area's current assessed value including new construction and improvements, times the rate in Line G.				
	0	* 0.34593	÷ 1,000	= 0
	Annexed Area's A.V.	Annexation Rate		
I. Regular property tax limit including annexation			F+H	= 2,375,510
J. Statutory maximum calculation				
Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library or has a firefighter pension fund.				
	0.75000	-		= 0.75000
District base levy rate	Fire Rate		Library Rate	Firefighter Pension Fund
	6,866,973,883	* 0.75000	÷ 1,000	= 5,150,230
	Regular Levy AV	Reg Statutory Rate Limit		Statutory Amount
K. Highest Lawful Levy For This Tax Year (Lesser of I and J)			=	2,375,510
L. New highest lawful levy since 1985 (Lesser of I minus C and J, unless A (before limit factor increase) is greater, then A)				2,375,510
M. Lesser of J and K				2,375,510
N. Refunds				0
O. Total: M+N (unless stat max)				2,375,510
P. Levy Corrections Year of Error: _____ Did the district cause the error?				
1. Minus amount over levied (if applicable)				0
2. Plus amount under levied (if applicable)				0
Q. Total Allowable Levy				2,375,510
R. Tax Base For Regular Levy				
1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy)				6,866,973,883
S. Tax Base for Excess, Voted Bond Levies and Sr Exempt Lid Lifts				
2. Excess AV				6,744,768,499
3. Plus Timber Assessed Value (TAV)				0
4. Tax base for excess and voted bond levies (2+3)				6,744,768,499
T. Increase Information				
1. Levy rate based on allowable levy				0.34593
2. Last year's ACTUAL regular levy				2,339,313
3. Dollar Increase over last year other than New Construction (-) Annexation				23,921
4. Percent Increase over last year other than New Construction (-) Annexation				1.02258%

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a **Assigned to:** President Young **Meeting Date:** October 21, 2025

Under: Executive Session **Attachment:** None

Subject: Executive Session: Review Performance of a Public Employee

Background/Summary:

The Board of Commissioners will meet to review the performance of a public employee.

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

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

Fiscal Impact: N/A

Chair Announcement: Executive Session (if necessary): We will now go into executive session pursuant to RCW 42.30.140(1)(b) to review the performance of a public employee.

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

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

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

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

Two Touch Rule:

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

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

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

Notes:

-No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10 **Assigned to:** President Young **Meeting Date:** October 21, 2025

Under: Meeting End **Attachment:** None

Subject: Good of the Order

Background/Summary:

1. Good of the Order: Around the table for board and staff to share any updates outside of the regular business on the agenda.

2. Next board meeting (unless special meeting scheduled):

- (If needed) Budget Retreat/Special Meeting: Determined by Board.
- November 8, 2025, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- (If needed) Budget Special Meeting for Budget Issues: Determined by Board.

3. End of Meeting:

Fiscal Impact: _____

Proposed Motion: No motion necessary.

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- No attachment.