



Des Moines Pool Metropolitan Park District

February 24, 2026
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 1538 3998; Passcode: 731339. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at scott.deschenes@desmoinespool.org. Public comment for those who cannot physically attend will be due by email to info@mtrainierpool.com by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.

AGENDA

1. CALL TO ORDER ROLL CALL
2. PLEDGE OF ALLEGIANCE (FLAG)
3. ADOPTION/MODIFICATIONS OF AGENDA
4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS
 - a. Proclamation 2026-01 "March is Lifeguard, Instructor and Aquatic Workforce Month"
 - b. Seattle Parks Foundation Meeting Update

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, February 24. Please include your name, address, and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting

6. CONSENT AGENDA

- a. EXPENDITURE/REVENUE FOR JANUARY (PUSHED TO FEBRUARY)
- b. STAFF/CONTRACTOR/COMMITTEE REPORTS
District General Manager Report
- c. ADOPTION OF MINUTES
January 27, Regular Meeting/Public Hearing
- d. CORRESPONDENCE
None
- e. BANK TRANSFERS (MRP REVENUE)
- f. VOUCHER APPROVAL
\$93,856.48 was processed in January 2026 for warrant requests.
- g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)
\$89,529.16 was processed in January 2026 for payroll and payments.

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

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

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

7. OLD BUSINESS

- a. Spring Schedule Update
- b. Surge Pit Repairs
- c. Emergency Projects Update
- d. Grant/Engineer of Record Update
- e. Y.E.T.I. Partnership/Resolution 2026-07 Public Gifting
- f. 2nd Free P.T.S.A. Event
- g. Q4 Financial Report
- h. Policy 520 Procurement (first touch)

8. NEW BUSINESS

- a. Second Aquatic Coordinator Recruitment
- b. Employee Handbook Update (first touch)
- c. Policy 391 Disaster Preparedness and Emergency Response (first touch)
- d. Sunbelt Controls Agreement Renewal
- e. City Currents and 50th Anniversary Video

9. EXECUTIVE SESSIONS

- a. Performance of a Public Employee
RCW 42.30.110(1)(g) to review the performance of a public employee.
- b. Mount Rainier Pool Lease
RCW 42.30.110(1) to consider the selection of a site for acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

10. GOOD OF THE ORDER

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11. UPCOMING MEETINGS/EVENTS

- March 24, 2026 (Fourth Tuesday), Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

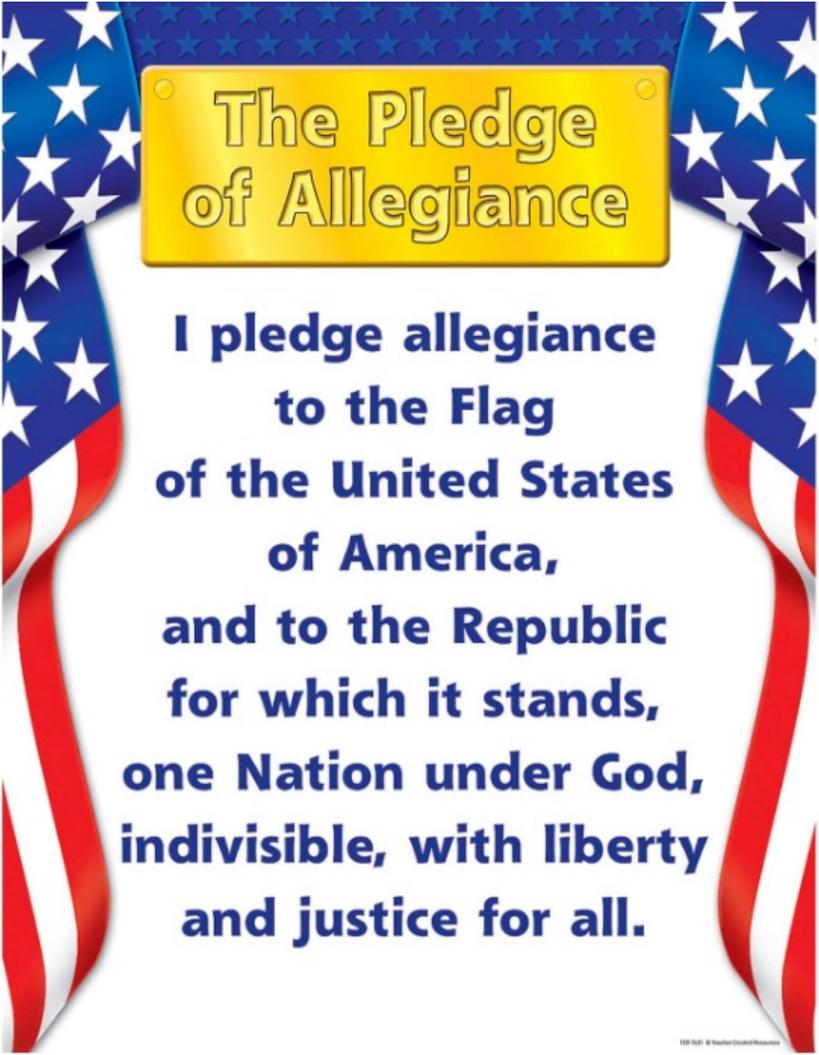
For other future meetings, [click here](#) to visit our website's governance page.

ADJOURNMENT

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)
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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 #: 4a Assigned to: District G.M. Meeting Date: February 24, 2026

Under: Announcements, Proclamations and Presentations Attachment: Yes

Subject: Proclamation 2026-01, March is Lifeguard, Instructor and Aquatic Workforce Month

Background/Summary:

The Des Moines Pool Metropolitan Park District is bringing forward a proclamation designating **March as Lifeguard, Instructor, and Aquatic Workforce Month** in recognition of the critical role lifeguards, swim instructors, and aquatic professionals play in public safety, water safety education, and community health.

Over the past decade, the District has hired, trained, and mentored more than **120 youth and young adults** through its aquatic programs at Mount Rainier Pool. These programs provide professional certifications, leadership development, and first-job workforce experience, while supporting safe and consistent pool operations.

The District provides **free aquatic training and preparedness** through a combination of direct District funding, grant support, and partnerships, reducing financial barriers to entry and expanding access to aquatic careers. Former aquatic staff have gone on to pursue higher education, serve in the military, and enter careers in the trades and professional fields, including medical, financial, first responder, military, and other public service professions.

Adoption of this proclamation affirms the Board's continued commitment to youth workforce development, water safety, and the long-term sustainability of Mount Rainier Pool and its aquatic programs.

Fiscal Impact: Although free certifications effect expenses, the additional staff help increase capacity, promote safety and improve customer service that led to increased revenue and services to the community. It also ensures everyone in community has equal access to trainings.

Proposed Motion

I move that the Board of Commissioners of the Des Moines Pool Metropolitan Park District adopt the proclamation designating "**March is Lifeguard, Instructor, and Aquatic Workforce Month**".

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

Three Touch Rule:

February 24, 2026
N/A

Committee Review

First Board Meeting (Informational)
Second Board Meeting (Action)

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

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

Notes:

- Attachments:

- Proclamation 2026-01, "March is Lifeguard, Instructor and Aquatic Workforce Month"

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

**LIFEGUARD, INSTRUCTOR, AND AQUATIC WORKFORCE MONTH
PROCLAMATION 2026-01**

WHEREAS the Des Moines Pool Metropolitan Park District is committed to protecting public safety and promoting health, wellness, and water safety through high-quality aquatic programs at Mount Rainier Pool; and

WHEREAS lifeguards, swim instructors, and aquatic professionals provide essential services that prevent drowning, respond to emergencies, and create safe and inclusive recreational opportunities for the community; and

WHEREAS the Des Moines Pool Metropolitan Park District provides free lifeguard, instructor, and aquatic workforce training and preparedness through a combination of direct District funding, grant support, and community partnerships, reducing financial barriers to entry and expanding access to aquatic careers; and

WHEREAS training and employing young people in aquatics provides critical first-job experience, builds confidence and leadership, and equips youth with transferable skills while strengthening staffing stability and institutional knowledge at Mount Rainier Pool; and

WHEREAS, over the past decade, the Des Moines Pool Metropolitan Park District has hired, trained, and mentored more than 120 youth and young adults, providing professional certifications, leadership development, and meaningful employment opportunities; and

WHEREAS, many former aquatic staff members have gone on to pursue higher education, serve in the military, and enter careers in the trades and professional fields, including medical, financial, first responder, military, and other public service professions; and

WHEREAS, aquatic workforce development programs foster responsibility, teamwork, discipline, and lifesaving skills that prepare participants for long-term personal and professional success; and

WHEREAS, continued investment in lifeguard and instructor training strengthens community safety, expands access to aquatic careers, and supports a sustainable regional aquatic workforce;

NOW, THEREFORE, BE IT PROCLAIMED, that the Board of Commissioners of the Des Moines Pool Metropolitan Park District hereby proclaims **MARCH as LIFEGUARD, INSTRUCTOR, AND AQUATIC WORKFORCE MONTH**; and

BE IT FURTHER PROCLAIMED, that the District recognizes and thanks all current and former lifeguards, swim instructors, trainers, and aquatic professionals for their service and affirms its continued commitment to aquatic workforce development and water safety education.

Adoption: ADOPTED by the **Board of Commissioners** of the **Des Moines Pool Metropolitan Park District** at an open meeting of such Board on the **24th of February 2026**, the following Commissioners being present and voting.

President Young

Clerk of the Board Campbell

Commissioner Dusenbury

Commissioner Fortine

Commissioner Stender

District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: District GM

Meeting Date: February 24, 2026

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

- January Expenses and Revenue.

Item 6b: Staff/Committee Reports

- District General Manager Bi-Monthly Reports (January 24-February 20, 2026)

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

- January 27, 2026, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$93,856.48** were approved for payment.

- \$12,798.84 was processed on December 29, 2025 (*did not get processed until January 12*)
- \$12,225.63 was processed on January 14, 2026
- \$422.87 was processed on January 21, 2026
- \$68,409.14 was processed on January 21, 2026 (*Includes Annual Insurance Pool Payment*)

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$89,529.16** were processed for payment.

- \$1,840.04 was approved for Dept of Retirement Systems (DRS) payment on January 2, 2026
- \$11,440.38 was approved for Puget Sound Energy (PSE) on January 5, 2026 (November 2025 Payment)
- \$11,658.03 was approved for Puget Sound Energy (PSE) on January 12, 2026 (December 2025 Payment)
- \$2,664.58 was approved for Dept of Retirement Systems (DRS) on January 15, 2026
- \$37,491.61 was approved for payroll on January 15, 2026
- \$36,092.55 was approved for payroll on January 31, 2026

A total of \$183,385.64 was processed in January 2026 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: N/A

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in **January 2026** totaling **\$183,385.64**.

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

Clerk of the Board changeover: Joe Dusenbury approved all transactions on or before January 27, and Holly Campbell approved all transactions after January 27.

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, February 19, 2026

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Bi-Monthly Reports to Board Between December 6 and January 23

SENT FRIDAY, JANUARY 30:

BOARD MEETING WRAP-UP

- Signatures: We have an extensive list of items that will need signatures from the last meeting. Angela emailed each of you on Thursday, January 29 for signatures, and follow up with emails until they are all signed. Just a reminder that you do not need to attend the meeting to sign the minutes.
 - December 9, 2025, Minutes
 - Bylaws 101 (January 27, 2026, Update)
 - Resolutions 2026-01 thru 2026-06 (6)
- Minutes: Angela will have minutes sent out next week for edit.
- Policy Updates: We will also send out policy 520 Procurement, and Policy 391 Disaster Plan will be sent out in the next couple of weeks. It was approved by AWC-RMSA and includes references to our Emergency Actions Plans (EAPs), SDS manual and Continuity of Operations Plans.
- Agreements: Both agreements (City Currents and gate donation) were signed and emailed to the City of Des Moines.
- Engineer of Record Meeting: I met with the Engineer of Record on Thursday. I am dropping off the plans for scanning, and we will have a site meeting on February 13.
- Updated 2026 Business Calendar: I have attached a copy of the updated business calendar with the fourth week of the year through all of 2026.
- Website Changes: The governance page has been updated to include Holly Campbell as the new Clerk of the Board, updated meeting dates and posting of Policy 520 Fraud.
- Meetings: I have sent out requests to meet with HSD and King County Parks for the grant, and Seattle Parks Foundation for the levy. I also have a meeting with Normandy Parks as out quarterly check-in.
- Next Meeting: Our next board meeting will be Tuesday, February 24 at 7:00pm. Items we are working on include a resolution for public gifting to host YETI afterschool, second free PTSA event requests, Q4 financial report, and a March mini closure to fix the leak of the surge pit.

30 UNDER 30 AWARDS

Here is a link to the 30 under 30 award for Quentin.

<https://parksandrecmag.mydigitalpublication.com/february-2026/page-28>

SCHEDULE UPDATE

We forgot to announce changes for the next schedule which will include early morning hours on Tuesday and Thursday mornings, Tuesday and Thursday morning water exercise and expanded Sunday hours. Emmitt has been working to secure more staff to make these changes that will take effect on March 7.

COMMUNITY LIFEGUARDING CLASS

We sent a press release out on Friday to the Waterland Blog, sent out letters to all local partners, and sent a flyer on PeachJar. We hope the information goes public soon.

PTSA UPDATE

- February Swims: We will be hosting Parkside on February 7 and Midway on February 21.
- Remaining Swims/PTSA's: We have three open spots currently, and three PTSAs that have not selected a date. We have reached out to all three, and only one has responded.
- Second Swim Requests: We have two schools that want to have a second PTSA swim. The resolution we passed has only one per year. We will add this to the February 24 agenda, to let the board make the decision, if they wish to offer a second free PTSA swim, and a process for the future for these situations.
-

MAINTENANCE

- March Mini Closure: Quentin is working to get a March, two-to-three-day closure to get the surge pit repaired. The last of the leak is coming from the heating coil assembly. We will get estimates on the repair and bring them back to the February 24 meeting.
- Thursday, January 29 Closure: The closure went well on Thursday and the pool reopened onetime. The only issue was that the contractors did not turn the air heat back on. Staff worked to restore the air temperature, but it was not fully reheated until the next morning.
- Chlorinator Inspection: We are scheduling a meeting with the health department to ensure our chlorinator meets requirements. The inspection should be scheduled in the next couple of weeks and should not affect operations.
- Exhaust Fan (Feb 3): The exhaust fan will be installed on February 3. This was also a repair that was approved. The closure should not affect operations.

CITY CURRENTS ADS

Gene is working on the City Currents information, and we hope to have something to share in our next report.

INSURANCE UPDATE

The insurance payment has been made for \$48k for 2026. We have also seen value already this year including \$750 towards the sidewalk leveling, around \$8k to cover equipment repairs due to the Pacific Middle School Power Surge, and \$500 to cover half of the Parks and Recreation Risk Management Leadership Academy for Quentin. We estimate saving over \$40k compared to our previous insurance company. We still have \$1,900 in risk mitigation fees to spend in 2026 and another \$410 to apply toward trainings.

REQUIRED BOARD TRAININGS

I sent the following email on Thursday, January 29. Feel free to call me if you have any questions.

Dear Board Members,

As discussed at the January 27, 2026, board meeting, all commissioners are required to complete specific governance and open government trainings.

These training requirements apply to elected officials serving on special purpose district governing bodies, including metropolitan park districts. The trainings are required under Washington State law and are consistent with expectations for our participation in the Association of Washington Cities Risk Management Service Agency (AWC-RMSA).

All Commissioners are required to complete the following online, on-demand trainings:

Required Trainings

- [Open Public Meetings Act \(OPMA\) Training \(approximately 40 minutes\)](#)
- [Public Records Act \(PRA\) Training, including Records Retention \(approximately 40 minutes\)](#)
- [Elected Officials Essentials Workshop \(seven videos, each approximately 17 to 36 minutes\)](#)

Documentation

After completing each training, please download or print the completion certificate and email it to Angela Melum at angela.melum@desmoinespool.org. Training records will be maintained by the District Clerk for compliance and audit purposes.

If you have already completed any of these trainings, please forward your certificates so we can confirm they are on file.

If you have questions or need assistance accessing the trainings, please feel free to reach out.

Thank you for your continued service and commitment to good governance.

Sincerely,

Clerk of the Board Training: I will send the fraud training information out next week.

LIFEGUARD RECERTIFICATION CLASS

We did not have any current staff that needed recertifications until the end of summer, and not enough interest outside the office, so we cancelled the class. The person that was interested was pointed towards a class in Bellevue.

MISCELLANEOUS

- Jurisdiction Survey: Updated the jurisdiction survey for elected officials for King County.
- AWC-RMSA Standards: I agreed to AWC-RMSA Standards for 2026. I have attached a link to the standards to this email.

RESEARCH

- Des Moines Public Works presentation at Des Moines/Normandy Park Rotary (Facebook video) <https://www.facebook.com/reel/1199758789008207>
- Taking a break: a primer on legal and other holidays (MRSC Insight Blog) <https://mrsc.org/stay-informed/mrsc-insight/january-2026/holiday-primer>

- Unleash your data and measurement mindset (NRPA Magazine) <https://parksandrecmag.mydigitalpublication.com/february-2026/page-20>
- 30% of drownings happen in South King County (The Courier-Herald) <https://www.courierherald.com/news/30-of-local-drownings-happen-in-south-king-county/>

SENT FRIDAY, FEBRUARY 6:

NEXT BOARD MEETING

Just a friendly reminder that our next board meeting is Tuesday, February 24 at 7pm.

BOARD MINUTES

I sent the board minutes out earlier today (Friday, February 6). Please have all edits back no later than Tuesday, February 17, to be placed in the board packet that will be sent out on Friday, February 13.

GRANT COVENANT LIEN MEETING

I am meeting remotely with the Highline School District and King County Parks to try to develop resolution on the lien covenant, and get a potential extension, if we need additional time.

ENGINEER OF RECORD UPDATE

We are meeting with the Engineer of Record and potential sub consultants for a tour of the pool on Friday, February 13.

POLICY 391 DISASTER PLAN

Per AWC-RMSA's deductible requirements, we have written a new Policy for a disaster plan. It has been approved by AWC-RMSA, but I also sent it to our legal as part of the edits, which also approved it. It will be part of the February 24 agenda packet as a first touch item.

OTHER SAFETY-RELATED DOCUMENTS

Part of our safety documents internally are our Safety Data Sheets(SDSs) manual and Emergency Action Plans (EAPs).

- The SDS Manual has all chemicals and is the safety information for care in an emergency. It is used by our staff and first responders for care.
- The EAPs are for any emergency that could break out at the pool. Staff train at in-services on these to be situationally ready.

Both books are in the process of being wrapped up to be completed when Policy 391 is passed.

EMPLOYEE HANDBOOK UPDATES

As part of the Business Calendar, we will be introducing annual updates to the employee handbook to keep it up to date. The updates will be introduced at the February 24 meeting, and if all goes to plan, they will be voted upon at the March 24 meeting.

CITY CURRENTS INFORMATION

Gene with help from Shane Stender put the following information together for the Winter City Currents. With the postcard information, I wanted to cover an annual report on one page and create a webpage for the 50th anniversary information. The final page is to get people to our website for programming.



2025 IN REVIEW

*A community resource today,
and for the future*

Fifty years ago, the first Des Moines resident to jump into Mount Rainier Pool ignited this community's love affair with swimming and aquatic safety. The ripple effect continues as our pool retains solid community support. And with ongoing investment and grant funding, the pool remains an important part of the Des Moines community.

Strengthening an asset

In 2025, Mount Rainier Pool received more than \$1.76 million in grant funding for important building improvements. This money will be used to improve the air system, hot water tanks, pool pipes, and electrical wiring.

Although the work is now scheduled for 2026, getting this funding is a big step forward. For a pool that opened in 1975, these upgrades will help keep it safe and ready to serve the community as planning continues.

Trusted space for kids and families

Mount Rainier Pool is a welcoming spot where youth and families gather, stay active, and learn essential water safety skills.

More than 2,500 kids had their lives enriched last year thanks to \$13,000 in grants from King County and the Des Moines Legacy Foundation for free daily youth swims. And thanks to our popular \$2 "Swim With



Hundreds of kids learn to swim at Mount Rainier Pool every year.

Your Kid" rate, more and more parents are enjoying the water with their kids. The pool is also keeping admission rates among the lowest in the region, and we're promoting affordability with programs such as \$1 First Saturday Swims, free water safety events, free PTSA-sponsored swims for local elementary schools, and an insurance-based membership option.

Expanded access and service

Even with an older facility, Mount Rainier Pool stayed open almost every day in 2025, offering early morning lap swims, evening hours until 9 pm, and Sunday sessions.

Year-round programs included swim lessons for all ages, water exercise classes, open swim, and party rentals.

The pool was also a regional center for lifeguard and swim teacher training, and hosted

training for emergency workers, airlines, swim teams, school groups, and community events.

Supporting and growing our lifeguard and swim instructor team is still a top priority. This helps keep the pool safe and allows us to expand programs as we add more staff.

A pool open to everyone

Making the pool accessible to everyone is still at the heart of our mission. We've improved language access with a fully translatable website and online registration and scholarship applications, making it easier for all our families to participate.

To lower barriers even further, the required staff certifications are primarily covered by grants from our benefactors. This makes jobs and training available to everyone in the community, no matter their financial situation.



DES MOINES POOL METROPOLITAN PARK DISTRICT

Operator of MOUNT RAINIER POOL

22722 19th Ave S • Des Moines, WA 98198
206.824.4722 • www.MtRainierPool.com
www.facebook.com/Mount Rainier Pool

WHAT'S AHEAD IN 2026 AT MRP

Preserving what we've got

This year, we're carefully scheduling important repairs and coordinating projects to reduce disruptions. Look for those timelines shortly on our website so you'll be able to plan ahead.

The pool is also preparing to launch a new regional program to help stem the nationwide shortage of lifeguards. We will offer FREE lifeguard certification and swim-skill development to improve water safety in the region.

Planning for the next 50 years

Mount Rainier Pool has been a key part of the Des Moines community for 50 years, but the city has changed a lot. Our population has grown, and demand for modern aquatic facilities has never been higher. Families need good swim lessons, seniors need easy fitness options, and athletes need places to train and compete. These programs help everyone and make Des Moines a better place, since aquatics benefit people throughout their lives.

The truth is, our current pool can't keep up. It's clean, safe, and well-maintained, but it's not big enough to accommodate the growing demand or modern aquatic programs. That's why we're planning for the future now. Over the next year, you'll see updates about chances to help shape the future of aquatics in Des Moines.

Stay tuned and prepare to join the conversation. The future of health, safety, and fun in our community depends on it.



FROM FIRST SPLASH TO NEXT WAVE

Celebrating 50 Years of the Mount Rainier Pool

On Sept. 21, 2025, our community came together to celebrate a special milestone: the 50th anniversary of Mount Rainier Pool. What started as a Forward Thrust project in the 1970s has become one of South King County's most valued community spaces, serving families, students, athletes, and neighbors for generations.

The event welcomed residents, alumni, school partners, elected officials, and longtime supporters to honor the pool's history and look forward to its future. During the ceremony, a special plaque was unveiled to recognize James R. Ellis, the civic leader behind Forward Thrust and a key advocate for public facilities in our region.

Guests heard from community leaders like City Manager Katherine Caffrey, regional historian David Kappler, and both current and former board members of the Des Moines Pool Metropolitan Park District. Many people shared personal stories—first swim lessons, championship meets, senior exercise classes, lifeguard experiences, and the many ways the pool has touched Highline families since 1975.

After the main program, everyone enjoyed a free community swim, music, history displays, and the debut of the "50th Anniversary Duck." This playful mascot was a hit with both kids and adults.

All day, one message stood out: the

Mount Rainier Pool is more than just a building. It's where the community comes together—a gathering place that helps build confidence, safety, health, and lasting memories.

As the Des Moines Pool Metropolitan Park District looks to the future, the focus stays on access, equity, stewardship, and building strong partnerships with local schools, cities, and nonprofits. Plans include more scholarships, better facilities, and ongoing support for youth lifeguard training and community wellness.

Thank you to every resident, swimmer, staff member, volunteer, and partner who made the past 50 years so special. Because of your support, future swimmers, families, and lifeguards will have a safe and welcoming place here in Des Moines.

See highlights from the celebration

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





At Mount Rainier Pool we speak fluent swimming. Come join us. It all translates to: Everyone is welcome.

LET'S SWIM TOGETHER

Nademos juntos
 Hăy bới cùng nhau
 Aan ku quusno isku wada
 ኢንጠናቀቁ በኢንጅ ኦውራ
 ଆଓ ଝିଓଡ଼େ ଡରୀଓ
 أعام حبسن ايه
 ພື່ນໂລ ຮີໂນ້ມຄຸ່ສາ

Our fully translatable website has everything you need to know about Mount Rainier Pool. It is simple, fast, and easy to use on your phone.

You can find daily swim times, job openings, and more, all easily accessible from your phone or computer.

On our website, you can:

- See daily schedules for lap swim, family swim, open swim, and water exercise.

- Check rates and passes, including daily admission, punch passes, and memberships.
- Sign up for swim lessons for youth, teens, and adults.
- Find job opportunities and apply online.
- Get details about free lifeguard certification and training for eligible teens and young adults.
- Explore scholarships, programs, and community resources.

NEW ONLINE SCHOLARSHIP PROCESS

- Available for Des Moines and Normandy Park residents.
- The scholarship covers 10-visit passes, 3-month passes, annual passes (including water exercise), and swim lessons.
- Covers 90 percent of costs.
- The new online application takes less than 5 minutes.

Please note:

- Please allow five business days for scholarship processing before signing up for swim lessons.
- Submitting a scholarship application does not guarantee a spot in swim lessons.
- Register from your phone.
- It's quick, easy, and secure.
- You can translate the site into any language.
- Upload photos right from your phone's camera.
- Finish your application anytime, anywhere.
- Scan the QR code below to get started, or visit our website at: www.MtRainierPool.com



Now I just need to finalize and post the video of the 50th Anniversary before this comes out the week of February 23.

SWIM LESSON UPDATE

We updated the swim lesson page, swim lesson handbook, and translated all documents for the website. With the unknown dates of the closure, we are posting the dates through the end of summer.

<https://mtrainierpool.com/swimlessons/>

SCHEDULE UPDATE

Emmitt and Quentin will both be at the February 24 meeting to discuss the next schedule update.

CIVICREC MOBILE WEBSITE UPDATE

CivicRec is updating their mobile experience to be more user friendly in the next few weeks. See link below for more information.

<https://www.civicplus.help/recreation-management/docs/mobile-responsive-launch>

PUBLIC OUTREACH

I met with SMAC Coach, Evergreen Aquatics Center and attended Rotary and Who's Who in Des Moines meetings. I had to cancel my meeting with Normandy Park due to car problems.

BACKFLOW PREVENTER REPAIR PAPERWORK TO WATER DISTRICT

The backflow preventer and other plumbing was repaired on Thursday, January 29. The paperwork was sent into Highline Water District.

FAN REPAIR UPDATE

The fan was repaired on Tuesday, February 3 with no effects on operations.

CHLORINE FEEDER HEALTH DEPARTMENT INSPECTION

We are seeing up an inspection of the chlorine feeder system with the health department. This was due to an update that lacked permitting paperwork in the past.

An update of all the emergency projects will be made at the February 24 meeting.

FINANCIAL REPORT ERROR

We found an error in the December financial report that will be highlighted as part of the Q4 Financial Report at the February 24 meeting.

BULKHEAD CLEANING

We are going to test out a power brush to better clean the bulkhead, especially the inside of it. We should have the tool in the next couple of weeks and will start cleaning the bulkhead differently. It is the main cleanliness complaint we receive.

MARCH MINI-CLOSURE

We are still having trouble with the leak from the coupling in the heating coil for the surge pit. We are getting some estimates to bring back to the board at the February 24 meeting. Quentin will make the report and discuss the options we have.

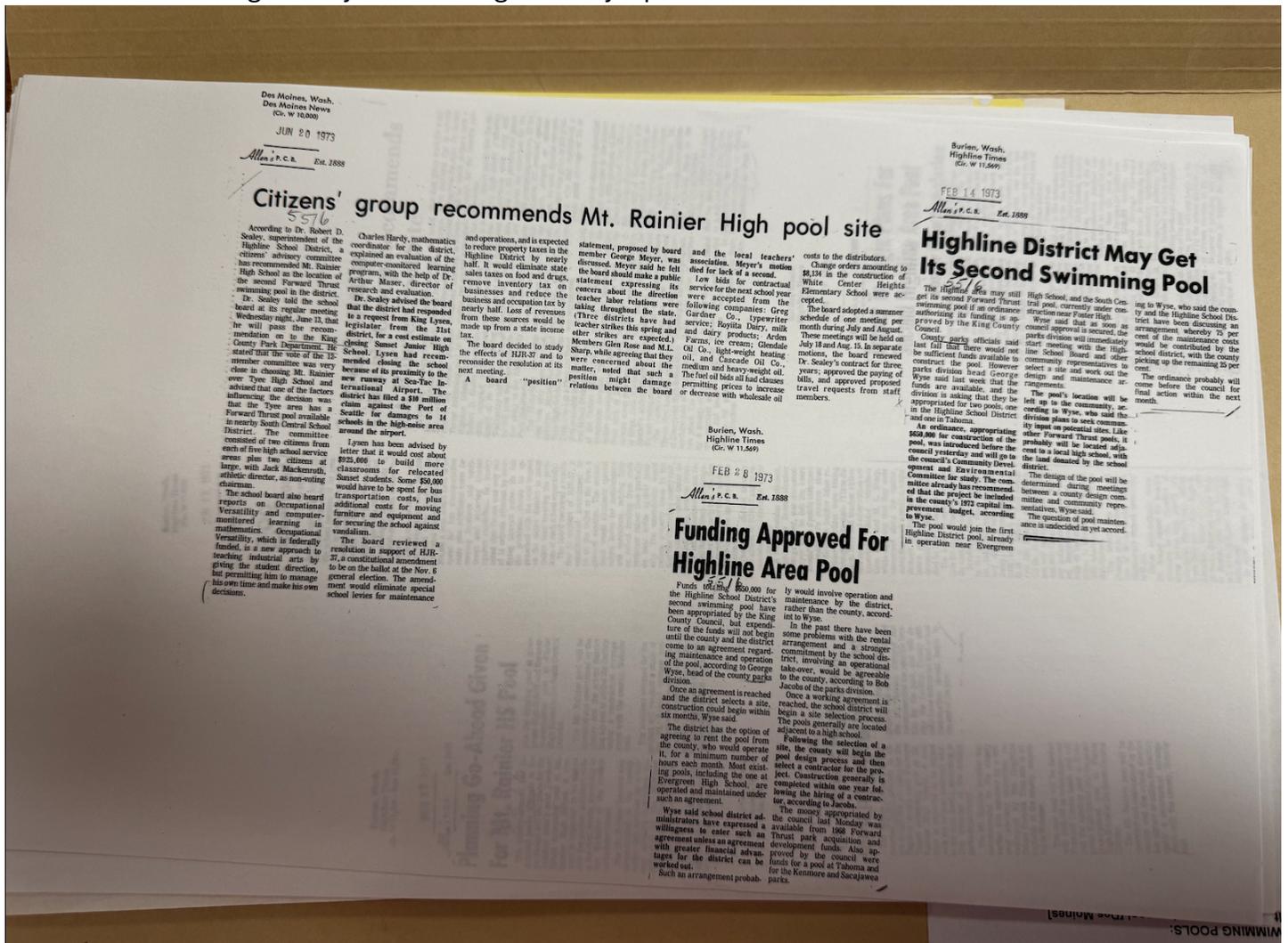
COMMUNITY LIFEGUARD PREPAREDNESS UPDATE

I sent a press release into the Waterland Blog last week that wasn't posted, so I will make other plans. It has been posted to PeachJar and sent out to local pools, departments, and agencies. Highline put out flyers, but they also have a portal that I am going to post it too. We have 2 of 20 spots filled at this point, but we will keep reaching out.

Agencies that have gotten back to us include City of SeaTac, Olympic View, Normandy Park Swim Club, Normandy Park, the Highline School District Athletic Department, and Highline College are all helping us promote the program.

KING COUNTY ARCHIVES

The morning of Thursday, February 5, I made a trip to the King County Archives in Seattle to look at former contractual documents between King County and local governments in setting up the Mount Rainier Pool and other Forward Thrust Pools. I wanted a better understanding of the agreements and how they were structured. I also wanted to better understand the transfer of ownership. I will share this information at future meetings, but I did come across some historical stories too. I will share the Agreements, Resolutions and King County Prosecuting Attorney Opinions.



Citizens' group recommends Mt. Rainier High pool site

Des Moines, Wash. Highline Times (Gr. W 11,569) JUN 20 1973

According to Dr. Robert D. Sealey, superintendent of the Highline School District, a citizens' advisory committee has recommended Mt. Rainier High School as the location of the second Forward Thrust swimming pool in the district.

Dr. Sealey said the school board at its regular meeting Wednesday night, June 13, that it will pass the recommendation on to the King County Park Department. The board also will name a committee to study the site.

Dr. Sealey said that the Mt. Rainier area has a number of factors which make it an ideal location for a pool. These include the fact that the area is a residential area, the pool would be centrally located, and the area is a high-traffic area.

Dr. Sealey also said that the Mt. Rainier area has a number of other factors which make it an ideal location for a pool. These include the fact that the area is a residential area, the pool would be centrally located, and the area is a high-traffic area.

Charles Hardy, mathematics coordinator for the district, explained an evaluation of the computer-controlled learning program, with the help of Dr. Arthur Maser, director of research and evaluation.

Dr. Sealey advised the board to request from King Lysen, legislator from the 21st district, for a cost estimate on closing Sunset Junior High School. Lysen had recommended closing the school because of its proximity to the terminal at the Port of Seattle for damages to 14 schools in the high-traffic area around the airport.

Lysen has been advised by letter that it would cost about \$925,000 to build more classrooms for relocated Sunset students. Some \$50,000 would have to be spent for bus transportation costs, plus additional costs for moving furniture and equipment and for securing the school against vandalism.

The board reviewed a resolution in support of HJR-27, a constitutional amendment to be on the ballot at the Nov. 6 general election. The amendment would eliminate special school levies for maintenance

and operations, and is expected to reduce property taxes in the Highline District by nearly half. It would eliminate state sales taxes on food and drugs, business and occupation tax on remove inventory tax on businesses and reduce the business and occupation tax by nearly half. Loss of revenues from these sources would be made up from a state income tax.

The board decided to study the effects of HJR-27 and to reconsider the resolution at its next meeting.

A board "position" statement, proposed by board member George Meyer, was discussed. Meyer said he felt the board should make a public statement expressing its views about the direction taking throughout the state. (Three districts have had teacher strikes this spring and other strikes are expected.)

Members Glen Rose and M.L. Sharp, while agreeing that they were concerned about the matter, noted that such a position might damage relations between the board and the local teachers' association. Meyer's motion died for lack of a second.

Low bids for contractual service for the next school year were accepted from the following companies: Greg Gardner Co., typewriter service; Boylston Dairy, milk and dairy products; Arden Farms, ice cream; Gladwin Oil Co., light-weight heating oil, and Cascade Oil Co., medium and heavy-weight oil. The bid bids all had clauses permitting prices to increase or decrease with wholesale oil costs to the distributors.

Change orders amounting to \$234 in the construction of White Center Heights Elementary School were accepted.

The board adopted a summer schedule of one meeting per month during July and August. These meetings will be held on July 14 and Aug. 15. In separate motions, the board renewed Dr. Sealey's contract for three years; approved the paying of bills, and approved proposed travel requests from staff members.

Highline District May Get Its Second Swimming Pool

Des Moines, Wash. Highline Times (Gr. W 11,569) FEB 14 1973

The Highline area may get its second Forward Thrust swimming pool if an ordinance authorizing its funding is approved by the King County Council.

The board adopted a summer schedule of one meeting per month during July and August. These meetings will be held on July 14 and Aug. 15. In separate motions, the board renewed Dr. Sealey's contract for three years; approved the paying of bills, and approved proposed travel requests from staff members.

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Funding Approved For Highline Area Pool

Des Moines, Wash. Highline Times (Gr. W 11,569) FEB 8 1973

Funding for \$50,000 for the Highline School District's second swimming pool have been appropriated by the King County Council, but expenditure of the funds will not begin until the county and the district come to an agreement regarding maintenance and operation of the pool, according to George Wyse, head of the county parks division.

Once an agreement is reached and the district selects a site, construction could begin within six months, Wyse said.

The district has the option of agreeing to rent the pool from the county, who would operate it for a minimum number of hours each month. Most existing pools, including the one at Evergreen High School, are operated and maintained under such an agreement.

Wyse said school district administrators have expressed a willingness to enter such an agreement unless an agreement with greater financial advantages for the district can be worked out.

Such an arrangement probably would involve operation and maintenance by the district, rather than the county, according to Wyse.

In the past there have been some problems with the rental arrangement and a stronger commitment by the school district, involving an operational take-over, would be agreeable to the county, according to Bob Jacobs of the parks division.

Once a working agreement is reached, the school district will begin a site selection process. The pools generally are located adjacent to a high school.

Following the selection of a site, the county will begin the pool design process and then select a contractor for the project. Construction generally is completed within one year following the hiring of a contractor, according to Jacobs.

The money appropriated by the council last Monday was available from 1968 Forward Thrust park acquisition and development funds. Also approved by the council were funds for a pool at Tahoma and for the Kenmore and Sacajawea parks.

STAFF TRAINING UPDATE

We are working on getting all the part-time staff to be SafeSport Trained in the next couple of months. We are also reached out to Association of Washington Cities to get an alcohol and drug detection training for our management staff, and head lifeguards.

RENTALS

- PSSC: We hosted the Puget Sound Skills Center for a training on Thursday morning from 8am-Noon. This training took up the entire deep end. We extended lap swim to noon-2pm. We cut down on our cleaning to just essential items, which should not hurt for one day.
- Parkside PTSA: The Parkside PTSA is having their annual free swim, this Saturday, February 7 from 2:10-5pm. Our next event is February 21 when we will be hosting Midway.

RESEARCH

- Lake Oswego Lifeguard Shortage (Lake Oswego Preview) <https://lakeoswegoreview.com/2025/12/13/lake-oswego-aquatic-center-impacted-by-lifeguard-shortage/>
- WRPA Legislative Days (WRPA) <https://wrpa.memberclicks.net/assets/Legislative/2026/Videos/2026%20Legislative%20Lunch%20Panel%201.27.2026%20FINAL.mp4>

SENT THURSDAY, FEBRUARY 19:

FEBRUARY 24 BOARD MEETING

I will put out the agenda packet tomorrow for our February 24 board meeting. Just a heads up that we will have thirteen items, plus two executive sessions at the end of the meeting: employee performance and lease. I estimate the meeting lasting 1 hour and 15 minutes to 1 hour and thirty minutes.

Also, Emmitt Sevores will be present at the start of the meeting to present the new March schedule.

KING COUNTY PARKS GRANTS

There will be \$31 million available between now and 2031 for King County Parks Grants. I suggest we develop a five-year plan. I have attached this email to the bottom of the King County Parks Grants announcement.

There are also grants that are now available for Best Starts for Kids. Here is a link to one that might be good for Parent/Child Swim Lessons. https://links-1.govdelivery.com/CL0/https:%2F%2Fforms.office.com%2Fpages%2Fresponsepage.aspx%3Fid=mgXluvB210mZlnLf6V1pxzq7tri_rKpHlMtheu4KARBUNVJEQIA5QUo3Vks4Q0tKRzcvV1NVVE1PRi4u%26route=shorturl/1/0100019c772f860c-0b7a9d3f-62f2-483d-8a42-5bf21a0f9956-000000/fNib-EFtSvDxmp3CtzptwFqq7SgEAYqoGnvkWiHfl4A=445

HSD GRANTS PAPERWORK

I am going to send the school district our grant applications and support paperwork for our capital grants. I plan on sending this early next week.

OUTREACH

- KC Parks/Highline School District: I met with HSD and King County Parks on the grant, lease, and capital projects.
- Chamber Meeting: There is a chamber meeting on February 24 that will run through our meeting. I am going to try to attend the 5:30-6:30pm.
- Normandy Park: The Normandy Park Parks Manager and I setup quarterly check-ins. We are meeting Thursday, March 5.
- DM/NP Rotary: There was a presentation on the new Des Moines Chamber on Wednesday, February 18. Former Mayor Tracy Buxton is forming a chamber that will focus on Des Moines events and businesses.
- Seattle Parks Foundation: We have two tentative dates that will be after our February 24 meeting. We are awaiting to hear back from them on a solid date to meet. They had to move it back again.
 - Other option: I also met with a city manager that I know from Skagit County. He mentioned this agency that helped them with a levy lid lift. They mainly market elections, but they helped their city pass a lid lift and they are looking at working with them again. <https://cn4partners.com/>.
- King County Councilmember: I am going to meet with Stephanie Fain on March 4 at the pool. Her kids swim on the SMAC swim team.
- KC Parks Director Meeting: I am attending the KC Parks Director's meeting on Friday, March 6.

MAINTENANCE

- Tuesday Closure: We had an issue on Tuesday, February 17, when the chemicals were out of alignment. Emmitt worked with our contractor, ASSI, and they adjusted the ORP feeder, which resulted in the chemicals coming back into alignment. We waited until 11:15am to make an announcement to ensure the chemicals were not only within the legal limits, but trending in the right direction.
- Broken glass: Emmitt had a company come out and give us an estimate to repair the broken glass in the front lobby. A child had thrown a rock into the glass at our last swim lesson registration. The window was repaired.
- Toilet repairs: A smell was reported coming from the women's locker room. Emmitt had MacMiller come out and fix the issue, and a loose toilet seat.
- Chlorine Feeder Inspection: We are attempting to schedule the chlorine feeder inspection. The contractor that installed it is on a project. We are awaiting them to get back, and we will schedule the inspection.

MOVING

I will be off moving to the Seattle area starting on the afternoon of February 25 through the end of the week.

BACK IN OFFICE 24/7

I will be back in the office full-time, effective Monday, March 2.

TRAININGS

- In-Service: Emmitt held an in-service on Friday, February 13. He covered in-water training and harassment. Most staff have completed this training, and Emmitt will work to ensure all new hires get this training.

- 2025 Financial Report Training: I attended the annual financial report training through SAO.
- Payroll Withholdings: Angela attended a webinar through SAO on handling sensitive payroll situations.

RESEARCH

- Dive in! Complete guide to swim lessons in King County (Seattle’s Child) <https://www.seattleschild.com/dive-in-a-complete-guide-to-swim-lessons-in-the-seattle-area/>
- Regulating emerging trends in aquatics (Aquatics International) <https://www.aquaticsintl.com/awards/from-cold-plunges-to-swimming-lagoons-sarah-cheshire-on-modernizing-aquatic-health-codes>
- Four-year-old drowns unattended at athletic club (Athletic Business) https://www.athleticbusiness.com/operations/safety-security/article/15816434/fouryearold-drowns-unattended-at-athletic-club-while-parents-were-at-bar?utm_source=Newsletter&utm_medium=email&utm_campaign=ATHLCD260210004&utm_term=&oly_enc_id=6799J8374967F8A
- Embedding DEI into aquatics operations (Aquatics International) <https://www.aquaticsintl.com/awards/from-policies-to-practice-kate-connell-on-embedding-equity-into-aquatics-operations>



Take Our Survey & 2026 Grants Timeline

Having trouble viewing this email? [View it as a Web page.](#)





We want to hear from you! Help inform the next chapter of Parks Grants through our survey.

With the passage of the [2026 – 2031 Parks Levy](#), King County Parks is building an improved process to award \$117 million in new grants over the next six years to local nonprofits, cities, and other public agencies.

We are seeking input from our partners across King County to inform updates to all Parks grant programs through questions like:

- What are the most important ways to define equity?
- Who should be involved in scoring and awarding applications?
- How should success be measured in a community project?

Your feedback will help Parks award grant funds equitably, expedite approval and contracting timelines, and support grantees throughout their project.

Share your thoughts by taking this short survey by March 26th! Please complete the survey on behalf of your organization.

[Take the Survey!](#)

The Future of Parks Grants



[The 2026-2031 King County Parks Levy](#) reimagines the grant programs to better provide support where it is needed and sustains funding for another six years. Below outlines the grant programs that we plan to run in the coming years.

Accepting applications Fall 2026:

- **Healthy Communities and Parks** - This grant program will continue with \$30 million in funding over six years, a 200% increase from the 2020-2025 levy. Of that funding, \$10 million will be reserved for cities and towns.
- **Aquatic Facilities** - This grant program will continue with \$31 million over six years in competitive grant funding to support new and existing public pools.
- **NEW! Ballfield Preservation and Access** - This new grant program will open an available \$13.5 million over six years to improve ballfields and increase public access to sports and play. More information coming soon!

Accepting applications Fall 2027:

- **Youth and Amateur Sports Grants** - Funded by a car rental tax, this grant program will also continue as a King County grant program.

*The following grant programs will **not** continue into the 2026-2031 Parks Levy:*

- **Parks Capital and Open Space** - This previously competitive grant program was converted to passthrough funding and will be paid directly to cities and towns based on their population size and the [presence of opportunity areas](#). More information can be found in the [Parks Levy ordinance](#) on page 17.
- **Open Space - River Corridors** - This grant program will be retired and no additional funding will be available.

The [community engagement survey](#) will directly inform the updated grant guidelines, **so expect more resources coming this Spring!**

New Resource: Field Rental Fee Assistance



New Fee Assistance Program

King County Parks is excited to announce a new Fee Assistance Program! Our goal is to make sure everyone in the community can rent or use a park facility - regardless of the ability to pay. Reserve picnic shelters, trails, tennis courts, ballfields, and more at 50-100% off for eligible applicants.

[Learn more!](#)



Des Moines Pool Métropolitain Park District

January 27, 2026

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, Fortine, Stender, District General Manager Deschenes, Clerk Melum, Aquatic Manager Knox and resident Achziger. Commissioner Campbell joined the meeting at 7:01pm.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – District GM Deschenes announced that an updated agenda including missing Q4 aquatic manager report data was sent out a few hours prior to the start of the meeting and that the website was updated accordingly. There were no additions to the new agenda. Commissioner Dusenbury moved to approve the modification of the agenda. Commissioner Stender 2nd. Motion passed 4-0. Commissioner Campbell arrived right after the vote was taken.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – District GM Deschenes announced that the Mount Rainier Pool would be closed on Thursday, January 29, 2025, for repairs to the backflow prevention system. District GM Deschenes did mention that Thursdays are the slowest business day of the week for the pool.

District GM Deschenes announced that Aquatic Manager Knox was recognized in the Parks & Recreation Magazine's February 2026 issue and NRPA's 30 under 30 young professional network spotlight. District GM Deschenes shared the article that featured Aquatic Manager Knox's photo and a tribute to his crowning achievements in aquatics and recreation. District GM Deschenes nominated Aquatic Manager Knox for this well-earned achievement.

PUBLIC COMMENT – Resident Gene Achziger announced the new Des Moines city mayor, that he was the new deputy mayor and that he has also been appointed as the liaison for the pool district. The board was delighted and thought this was a great fit.

6a. CONSENT AGENDA

Commissioner Campbell had some questions regarding the consent agenda's financial report revenue report for November and December that District GM Deschenes was able to answer. Once all the questions and concerns were answered Commissioner Campbell moved to approve the consent agenda including vouchers and electronic transfer requests processed in December 2025 totaling \$99,688.12. Commissioner Dusenbury 2nd. The motion passed Unanimously, 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 –01/27/2026**

OLD BUSINESS

7a. Resolution 2026-01 Board Officers

District GM Deschenes presented Resolution 2026-01 Board Officers the board the board and reminded the board of the discussion held at the December 9th board meeting, during which Shane Young was re-elected as Board President for 2026, and Commissioner Holly Campbell was elected Clerk of the Board for 2026.

Commissioner Dusenbury moved to approve Resolution 2026-01 Board Officers. Commissioner Campbell 2nd. The motion passed unanimously, 5-0.

7b Resolution 2026-02 Board Committees

District GM Deschenes presented Resolution 2026-02 announcing Board Committee assignments. He explained that Commissioner Fortine was assigned to the same committees previously held by former Commissioner Thorell and noted that the committee assignments would remain in effect for all of 2026 unless the Board wished to make changes. President Young asked if the Board was satisfied with the committee assignments, and all members expressed agreement.

Commissioner Campbell moved to approve Resolution 2026-02. Commissioner Dusenbury seconded. The motion passed unanimously, 5-0.

7c. Resolution 2026-03 Meeting Schedule

District GM Deschenes presented Resolution 2026-03 outlining the 2026 regular Board meeting schedule. He explained that meetings were initially scheduled for the fourth Tuesday of each month from January through October and the second Tuesday in November and December to accommodate work schedules and holidays. Following further discussion, it was determined that meetings could instead be held on the fourth Tuesday of each month throughout the entire year.

Commissioner Fortine moved to approve Resolution 2026-03 Meeting Schedule. Commissioner Campbell 2nd. The motion passed unanimously, 5-0.

7d Policy 101 Bylaws Review

District GM Deschenes reviewed the proposed updates to Policy 101, Bylaws, which were first presented at the December 9 board meeting. Two items were removed from the policy: references to board meetings being held at Mount Rainier High School, as the District no longer meets at that location, and references to remote participation labeling, as remote participation has become standard practice for Board meetings, with the exception of the District GM.

Commissioner Campbell 2nd. The motion passed unanimously, 5-0.

7e Q4 Aquatics Manager Report

Aquatics Manager Knox presented the 2025 Quarter 4 (October 1 – December 31) report for the Mount Rainier Pool. The complete report is included in the January 27 meeting packet. The presentation covered attendance swim lessons, daily admissions, maintenance projects and results from the online Mount Rainier Pool survey.

7f. Engineer (Architect) of Record Update

District GM Deschenes provided an update on the Engineer of Record item. He reviewed areas of concern previously discussed at the December 9 meeting, shared feedback received from the State Auditor's Office and discussed available options. He reiterated the rationale for selecting the proposed firm and engineer/architect and reviewed

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Des Moines Pool Metropolitan Park District Meeting Minutes –01/27/2026

key points of the agreement, emphasizing that the Board would retain approval authority for all projects. District GM Deschenes also agreed to expand the interview process to include additional firms if requested by the Board. The Board discussed concerns regarding the cost-of-services cap included in the consultant agreement. It was decided that the cap would be removed and addressed within individual contracts as work is authorized. Following discussion, the Board determined that interviewing additional firms was unnecessary and that the firm selected by District General Manager Deschenes was a good fit.

Commissioner Campbell moved to approve the updated Engineer of Record agreement with Schemeta Engineers. Commissioner Dusenbury 2nd. The motion passed unanimously, 5-0.

7g. Resolution 2026-04 Declaring Surplus Property – Parking Lot Gate Storage (2nd Touch)

District GM Deschenes announced that the City of Des Moines accepted the District's donation of the parking lot gate that they have been storing for the district. District GM Deschenes shared that following a conversation with legal, District GM Deschenes wrote a bill of sale and hold harmless agreement for the gate and submitted it to legal for edits. District GM Deschenes then asked that the board approve both the resolution and the bill of sale. Commissioner Fortine moved to approve Resolution 2026-04 Declaration Certain Personal Property Surplus to the City of Des Moines. Commissioner Stender 2nd. The motion passed unanimously, 5-0.

7h. City Currents Partnership Agreement

District GM Deschenes stated that after the City Currents Partnership Agreement was approved at the December 9, 2025, meeting, subsequent edits were made by the City of Des Moines legal counsel to the agreement requiring Board re-approval. He reviewed the revisions related to cost sharing, payment terms, and content ownership and usage.

Commissioner Stender moved to approve the updated 2026 City Currents with the City of Des Moines that replaces the 2025 motion made at the December 9, 2025, meeting. Commissioner Dusenbury 2nd. The motion passed unanimously, 5-0,

7i SAO LEAN Training: Payroll Process Recommendation

District GM Deschenes introduced District Clerk Melum to present the results of the LEAN Payroll Process Training conducted with the State Auditor's Office in December 2025. District Clerk Melum outlined the purpose of the training, participants involved, methods used to identify root causes of payroll challenges, and evaluation questions used to eliminate waste. She also reviewed the team's proposed ideas, realistic goals, and action plans, noting which items had already been implemented and which would require further research and development to improve payroll processes.

7j Portable Research (update)

District GM Deschenes provided an update on the portable research project, reporting that he, along with Commissioner Dusenbury, Aquatic Manager Knox, and City of Des Moines Project Manager Romano, met with the City of Des Moines Planning Department to discuss site location, utility requirements, coordination and dependencies, and financial considerations including cash flow. Commissioner Dusenbury noted several items requiring confirmation and suggested the newly approved Engineer of Record may assist with certain project tasks. District General Manager Deschenes agreed. The Board expressed appreciation for the update.

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**Des Moines Pool Metropolitan Park District
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9b. Policy 532, Fraud Prevention and Reporting (2nd Touch)

District GM Deschenes reviewed Policy 532, Fraud Prevention and Reporting which has been approved by AWC-RMSA and the District's legal. This policy also follows Washington State Law and the State Auditor's Office (SAO) requirements to ensure the district has segregation of duties and strong policies. District GM Deschenes highlighted the updated edits that were recommended by AWC-RMSA that District GM Deschenes included in the policy. These changes can be found in the January 27th agenda packet. President Young confirmed that this was the second touch for this agenda item.

Commissioner Dusenbury moved to approve the amended Policy 532 Fraud Prevention and Reporting. Commissioner Campbell 2nd. The motion passed unanimously, 5-0.

NEW BUSINESS

8a. AWC Updated Training Standards

District GM Deschenes presented the updated 2026 AWC-RMSA training standards, which include new training courses, policies, and a disaster plan. He noted that all required training must be completed by March 31 to avoid the District's obligation to pay deductibles in the case of a claim against the District. Training may be completed either individually or as a group. The Board elected to complete the training individually. The full 2026 standards are included in the January 27 agenda packet.

The District GM also shared that the 2026 insurance rate was processed in January for \$48k, which was dramatically cheaper than the estimated \$80+k for the former insurance company. He also mentioned the company has already paid \$750 for repairing the sidewalk crack at the entry of the Mount Rainier Pool, and another \$8k for losses from the power surge created by the power surge from the construction site. He emphasized the change of insurance companies by the board is already paying off.

8b Asset Management Tracking Process

District General Manager reported that he and the Aquatics Manager are continuing work on the Asset Management project. He explained that the delay is to ensure the project is completed thoroughly and accurately. An update will be provided at the February 24 board meeting.

8c Resolution 2026-05 Warrant Cancellations

District GM Deschenes presented Resolution 2026-05 regarding the cancellation of two outstanding warrants: one issued to an inactive employee that was never cashed, and one check returned by mail that was later resolved through a subsequent payment.

Commissioner Fortine moved to approve Resolution 2026-05 Warrant Cancellations. Commissioner Stender 2nd. The motion passed unanimously, 5-0.

8d Resolution 2026-06 Declaration of Emergency, Waiver of Competitive Bidding

District GM Deschenes presented the board Resolution 2026-06 Declaration of Emergency, Waiver of Completion Bidding. presented Resolution 2026-06, declaring an emergency and waiving competitive bidding due to critical repairs needed for the hot water tank piping. Repairs were scheduled for January 29, concurrent with a backflow prevention repair. Commissioner Dusenbury asked questions regarding the scope and cost of the repairs, which were addressed by staff. District GM Deschenes stated a summary of emergency repairs would be presented at a future meeting.

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**Des Moines Pool Metropolitan Park District
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Commissioner Stender moved to approve Resolution 2026-06 Declaration of Emergency, Waiver of Competitive Bidding. Commissioner Dusenbury 2nd. The motion passed unanimously.

8e Community Lifeguard Training Program

District GM Deschenes reported that the District secured a grant in 2025 to launch a free lifeguard training program for community members and regional aquatic facilities. The program provides certifications for youth ages 14–24, including after-school support, delivered in six-week cohorts aligned with lifeguard course schedules and the swim season. Grant funding covers initial and renewal certifications, lifeguard instructor training, and water safety instructor training. The goal is to expand the number of trained lifeguards and instructors in the region to enhance aquatic safety. A program flyer was shared with the Board, and the program will be announced at an upcoming Rotary meeting. Additionally, Aquatic Coordinator Sevores has hired 10 new lifeguards for Mount Rainier Pool in the past month.

8f Seattle Parks Foundation

District GM Deschenes reported that he attended the December 2025 King County Parks Directors meeting, where he met with Seattle Parks Foundation CEO Rebecca Baer. During their discussion, he learned that the Seattle Parks Foundation may be able to assist the District with planning and execution of levy lid lifts. He also noted that the Foundation plans to hire government relations experts in February. District GM Deschenes stated his intention to schedule a meeting in February and invited board members to attend. Commissioners Dusenbury and Stender requested notification once the meeting is scheduled so they may coordinate attendance.

8g King County Parks Grant Lien Update

District GM Deschenes reported that he has been researching older King County grants and the associated grant process. He stated that Highline School District has requested the District contact King County Parks to request an additional one-year grant extension. District GM Deschenes advised Highline School District of the potential risks associated with an extension, including extended pool closure, loss of revenue, and loss of users/pass holders in the event of a major breakdown. He plans to schedule a meeting with King County Parks and Highline School District to pursue advancing the grant. He also reported that King County is reviewing the lease and that, once the grant issue is resolved, staff will move forward with the portable office proposal. Commissioner Stender asked whether Highline School District provided reasoning for the extension request. District GM Deschenes responded that similar grant issues are occurring with another pool managed by Highline and believes financial hardship may be a contributing factor. Board members expressed concerns, discussed community awareness, and explored alternative options.

11. Good of the Order

Resident Achziger made two announcements. First, The Legacy Foundation plans to host the Bayside Ball in the third week of May; however, the official date has not yet been finalized. Second, according to the Legacy Foundation, Anthony's Home Port intends to reinstate the Bayside Brunch, with the date dependent on the Seahawks' home schedule, likely occurring in the first or second week of November. President Young requested notification once the Bayside Ball date is confirmed. Resident Achziger responded that the Legacy Foundation welcomes all attendees and hopes to encourage participation from younger individuals and families.

Adjournment

With no further business to discuss. The meeting adjourned at 8:16pm.

UPCOMING MEETINGS

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 –01/27/2026**

- To Be Determined, Special Meeting**, N/A, Location: Hybrid (DMPMPD Offices and Online)
- February 24, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Angela Melum, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Thorell

District Clerk Melum

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

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

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Special District Voucher Approval Document

Scheduled Payment Date: 12/29/2025
Total Amount: \$12,798.84
Control Total: 10
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20251224104803.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<small>DocuSigned by:</small> <i>Scott Deschene</i> <small>2E03815D7130480...</small>	_____	12/24/2025	_____
Authorized District Signature		Date	
Authorized District Signature	_____	Date	_____
Authorized District Signature	_____	Date	_____

<small>Signed by:</small> Joe Dusenbury <small>5E8DDA9899F2474...</small>	_____	12/30/2025	_____
Authorized District Signature		Date	
Authorized District Signature	_____	Date	_____
Authorized District Signature	_____	Date	_____

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____
Date Processed: _____



Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251224104803.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES INT'L			293094	12/23/2025	\$2,078.98	DEC 2025 PM CHEM DELIVERY
AWC - VIMLY BENEFIT SOLUTIONS, INC			77572	12/18/2025	\$3,054.28	JAN 2026 EMP BENEFIT TRUST
COLIBRI NORTHWEST, LLC			343NP	09/08/2025	\$512.00	LT PMT FALL AD NP CITY SCENE MAG
GDM-AE, INC.			25-036.1	12/18/2025	\$3,500.00	PERMITTING
GRAINGER			9745949223	12/16/2025	\$49.80	TRASH BAGS
GREY, VINCENT			20251231VG176	12/31/2025	\$688.41	PAYROLL PE 12.31 V. GREY
LINDA RAY			202512-16	12/16/2025	\$262.50	NOV 2025 BOOKKEEPING/CONSULTING
NADIA CORTES			20251231NC143	12/31/2025	\$99.37	PAYROLL PE 12.31 N. CORTES
SNURE LAW OFFICE			11012025SLO	11/01/2025	\$1,836.00	LT PMT OCT 2025 PROF. SERVICES
ZEN 22015, LLC			20260101ZEN	01/01/2026	\$717.50	JAN 2026 DIST. OFFICE RENT

Initial
JD



Special District Voucher Approval Document

Scheduled Payment Date: 01/14/2026
Total Amount: \$12,225.63
Control Total: 14
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20260106163538.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<small>DocuSigned by:</small> <i>Scott Deslunas</i> <small>2E03815D713048D...</small>	<u>1/6/2026</u>
Authorized District Signature	Date
<hr/>	<hr/>
Authorized District Signature	Date
<hr/>	<hr/>
Authorized District Signature	Date

<small>Signed by:</small> Joe Dusenbury <small>5E8DDA9899F2474...</small>	<u>1/8/2026</u>
Authorized District Signature	Date
<hr/>	<hr/>
Authorized District Signature	Date
<hr/>	<hr/>
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____
Date Processed: _____



Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20260106163538.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY INTL ASSI			293094	12/23/2025	\$1,387.99	DEC 2025 PM CHEM DEL
AQUATIC SPECIALTY INTL ASSI			293459	12/30/2025	\$446.70	DEC 2025 PM MONTHLY SVC
AQUATIC SPECIALTY INTL ASSI			293379	12/31/2025	\$350.00	DEC 2025 ADD'L PM CHEM DEL
CENTRAL WELDING SUPPLY CO INC.			0002579723	12/31/2025	\$105.27	CYLINDER RENTAL BILLED 12.31
CINTAS CORP			4254271608	12/26/2025	\$143.58	12.26.2025 CINTAS DEL
CINTAS CORP			4255145113	01/02/2026	\$195.01	1.2.2026 CINTAS DEL
COPIERS NW			INV3119820	12/31/2025	\$86.33	DEC 2025 CONTRACT CHG
CRYSTAL SPRINGS			24714034 123125	12/31/2025	\$163.60	DEC 2025 WATER DEL
DATAQUEST			26645	12/31/2025	\$319.58	DEC 2025 NEW HIRE BKG CHKS
MIDWAY SEWER DISTRICT			12252025MSD	12/25/2025	\$773.82	DEC 2025 SEWER UTILITY
SNURE LAW OFFICE PSC			01022025SLO	01/02/2025	\$1,386.00	DEC 2025 PROF. SERVICES
SOUND CLEANING RESOURCES INC.			36310	11/20/2025	\$4,169.73	ROOF, GUTTER CLEAN. DOWNSPURT FLUSH
SOUND CLEANING RESOURCES INC.			36519	12/12/2025	\$1,154.12	TIGHT-LINE JETTING
VISION MUNICIPAL SOLUTIONS LLC			09-16662	11/20/2025	\$1,543.90	VISION COVERAGE FOR 2026

Initial
JD



Special District Voucher Approval Document

Scheduled Payment Date: 01/21/2026

Total Amount: \$422.87

Control Total: 4

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20260114150645.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<small>DocuSigned by:</small> <i>Scott Deschene</i> <small>2E03815D7130480...</small>	_____	1/14/2026	_____
	Authorized District Signature	Date	
	_____	_____	_____
	Authorized District Signature	Date	
	_____	_____	_____
	Authorized District Signature	Date	

<small>Signed by:</small> Joe Dusenbury <small>3E80CD3899F2474...</small>	_____	1/16/2026	_____
	Authorized District Signature	Date	
	_____	_____	_____
	Authorized District Signature	Date	
	_____	_____	_____
	Authorized District Signature	Date	

SUBMIT SIGNED DOCUMENT TO:

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

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

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Date Processed: _____



Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20260114150645.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CORTES NADIA			20260115NC143	01/15/2026	\$115.74	PAYROLL PE N. CORTES
DEVER CYLIE			20260115CD186	01/15/2026	\$16.53	PAYROLL PE C. DEVER
GREY VINCENT			20260115VG176	01/15/2026	\$103.34	PAYROLL PE V. GREY
SPENCER OWEN			20260115SO184	01/15/2026	\$187.26	PAYROLL PE O. SPENCER

Initial
JD

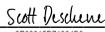


Special District Voucher Approval Document

Scheduled Payment Date: 01/21/2026
Total Amount: \$68,409.14
Control Total: 10
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20260114144017.csv
Fund #: 170950010

CONTACT INFORMATION	
Preparer's Name: _____ Angela Melum	Email Address: _____ angela.melum@desmoinespool.org

PAYMENT CERTIFICATION		RCW (42.24.080)
<p>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).</p>		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
<small>DocuSigned by:</small>  <small>2E03815D7130480...</small>	_____ 1/14/2026	<small>Signed by:</small>  <small>9E8DDA8B99F2474...</small>
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____
Authorized District Signature	Date	Authorized District Signature
_____	_____	_____

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
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401 5th Avenue, Room 323
Seattle, WA 98104

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

KING COUNTY FINANCE USE ONLY:	
Batch Processed By:	_____
Date Processed:	_____



Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20260114144017.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC.			1248	12/12/2025	\$1,073.07	TIME & MATS WEB CHGS FOR SCHOLARSHIP REG
AWC RMSA			168036	01/01/2026	\$48,469.00	2026 AWC RISK MGMT SVC ASSESSMENT
CANON FINANCIAL SERVICES INC.			42467732	01/12/2026	\$85.56	JAN 2026 CONTRACT CHG
CINTAS CORP			4255881806	01/09/2026	\$106.40	CINTAS DELIVERY MATS & JANITORIAL
CITY OF DES MOINES			863	01/06/2026	\$360.00	DEC 2025 POOL ADMIN SVC
CORPORATE PAYMENT SYSTEMS US BANK			20251212USB	12/12/2025	\$6,706.17	DEC 2025 CC STATEMENT LT
CORPORATE PAYMENT SYSTEMS US BANK			20260112USB	01/12/2026	\$6,029.86	JAN 2026 CC STATEMENT
DEPT OF REVENUE UNCLAIMED PROPERTY			01052026Fee	01/05/2026	\$25.00	PROPERTY OVERDUE PENALTY FEE
LINDA RAY			LR20260116	01/06/2026	\$159.38	DEC 2025 BOOKKEEPING & CONSULTING
MACDONALD MILLER FACILITY SOLUTIONS LLC			PM160315	01/01/2026	\$5,394.70	QRTLTY MAINT BILLING

Initial
SD

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 01/02/2026

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 (12/28/2025)							
3	EPP-20251228-0000006	170950010			24219		SD	\$ 1,840.04
4								
5								
6								
7								
8								
9								
10								
Total								\$ 1,840.04

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 12/30/2025

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

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 01/05/2026

PAYMENT INFORMATION		
<input type="radio"/> ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____	<input type="radio"/> ACH Debt Pay Code (COLXX) _____	<input checked="" type="radio"/> Automatic Withdrawal
<input type="radio"/> Book Transfer (Last 4 digits of the account) From _____ To _____	<input type="radio"/> Wire Repetitive Wire Code _____	

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	PSE Billing 20251120PSE	170950010			24219		SD	11,440.38
2	Pmt Confirmation #4698927752							
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 11,440.38

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	<u>Scott Deschenes, District Manager</u>	Organization	<u>Des Moines Pool Metropolitan Park District</u>	
Email	<u>scitt.deschenes@desmoinespool.org</u>	Phone #	<u>(206) 429-3852</u>	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	<u>Clerk of the Board</u>	Date <u>1/6/2026</u>
Print Name	<u>Joe Dusenberry</u>	Phone #	<u>(206) 429-3852</u>	Email <u>mypeggysue@me.com</u>

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 01/12/2025

<input type="radio"/> ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____			<input type="radio"/> ACH Debt Pay Code (COLXX) _____			<input checked="" type="radio"/> Automatic Withdrawal		
<input type="radio"/> Book Transfer (Last 4 digits of the account) From _____ To _____			<input type="radio"/> Wire Repetitive Wire Code _____					

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	PSE Billing 20251219	170950010			24219		\$0	11,658.03
2	Pmt Confirmation #4698740752							
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 11,658.03

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____

Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District

Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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Signature  Title Clerk of the Board Date 1/6/2026

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

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 01/15/2026

PAYMENT INFORMATION		
<input type="radio"/> ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____	<input type="radio"/> ACH Debt Pay Code (COLXX) _____	<input checked="" type="radio"/> Automatic Withdrawal
<input type="radio"/> Book Transfer (Last 4 digits of the account) From _____ To _____	<input type="radio"/> 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 (1/15/2026)							
3	EPP-20260111-0000004	170950010			24219		SD	\$ 2,664.58
4								
5								
6								
7								
8								
9								
10								
Total								\$ 2,664.58

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	<u>Scott Deschenes, District Manager</u>	Organization	<u>Des Moines Pool Metropolitan Park District</u>	
Email	<u>scitt.deschenes@desmoinespool.org</u>	Phone #	<u>(206) 429-3852</u>	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	<u>Clerk of the Board</u>	Date	<u>1/12/2026</u>
Print Name	<u>Joe Dusenberry</u>	Phone #	<u>(206) 429-3852</u>	Email	<u>mypeggysue@me.com</u>

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 01/15/2026

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 1/15/2026							
2								
3	Direct Deposits	170950010			24219			\$ 27,320.47
4								
5	Tax Liabilities	170950010			24219			\$ 9,789.80
6								
7	Payroll Billing	170950010			24219			\$ 381.34
8								
9								
10								
Total								\$ 37,491.61

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____

Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District

Email scott.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

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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 1/12/2026

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

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 01/31/2026

<input type="radio"/> ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____			<input type="radio"/> ACH Debt Pay Code (COLXX) _____			<input checked="" type="radio"/> Automatic Withdrawal		
<input type="radio"/> Book Transfer (Last 4 digits of the account) From _____ To _____			<input type="radio"/> 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 1/31/2026							
2								
3	Direct Deposits	170950010			24219			\$ 26,972.24
4								
5	Tax Liabilities	170950010			24219		<small>Initial</small> JD	\$ 8,701.29
6								
7	Payroll Billing	170950010			24219			\$ 419.02
8								
9								
10								
Total								\$ 36,092.55

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____

Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District

Email scott.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 1/27/2026

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

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** Interim, Emmitt Sevores **Meeting Date:** Feb 24, 2026

Under: Old Business **Attachment:** Yes

Subject: Schedule Update (March 8, 2026)

Background/Summary:

Interim Emmitt Sevores will update the board on the upcoming schedule including early morning hours on Tuesdays and Thursdays, new aquatic exercise class, and expanded hours on weekends. The schedule also includes additional family swim and open swim hours with the ending of high school swim season.

He will also answer discuss the upcoming swim lesson sessions and discuss increased instructor staffing.

Finally, he will be available for questions about aquatics operations.

Fiscal Impact: N/A

Proposed Motion: No motion. 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:

- Attachments:
- March 8 Schedule Update
- Upcoming Swim Lesson Schedule



Mount Rainier Pool

March 8, 2026 - May 31, 2026

Spring Schedule



Expanded Schedule includes more early mornings, and expanded weekends (Changes in Red)

Shallow End (83 - 85 degrees)					
Programs	Monday/Wednesday	Tuesday/Thursday	Friday	Saturday	Sunday
Water Walking	6a - 9a	6a - 9a	6a-9a	11:30a-1p	8a-11:30a
	10a - 1p	10a - 1p	10a-Noon		
Family Swim	Noon - 1p	Noon - 1p	Noon - 1p	11:30a-1p**	11:30a-1p**
	7p-9p*	4p - 7p**	4p-9p**	N/A	N/A
Water Exercise (Shallow Water)	9a - 10a	9a - 10a	9a-10a	N/A	N/A
		7p - 8p			
Deep End (83 - 85 degrees)					
Programs	Monday/Wednesday	Tuesday/Thursday	Friday	Saturday	Sunday
Water Exercise (Deep Water)	N/A	N/A	10:15a-11a	N/A	N/A
Lap Swim	6a-1p	6a-1p	6a-1p	10:30a-12:45p (Pool closed 12:45-1pm to setup for Open Swim)	8a-12:45p (Pool closed 12:45-1pm to setup for Open Swim)
	7:30p-9p	7p-8p	7:30p-9p		
Entire Pool (83 - 85 degrees)					
Programs	Monday/Wednesday	Tuesday/Thursday	Friday	Saturday	Sunday
Open Swim	N/A	N/A	N/A	1p-2:30p***	1p-2:30p

* Reduced family swim hours because swim lessons will be from 4-6:45pm on Monday and Wednesday's.

**Free practice swim times for swim lesson participants and 1 parent.

*****SPECIAL OPEN SWIM HOURS:** Pool closed at 2pm on March 14 & 28, April 11 & 18. No Swim April 25 (event)!

SPECIAL EXPANDED FAMILY SWIM HOURS: There will be special Monday, Wednesday and Saturday Swims During Swim Lesson Breaks.

Mondays and Wednesdays	4-9pm	May 4-25
Saturdays	8am-1pm	May 23-30

\$2 SWIM WITH KID RATE: Child pays daily fee and adult pays \$2. Must swim with child. (Youth 3 & Under are free!)

FRONT OFFICE HOURS: Please feel free to stop by the front desk or call us at the hours below. (Closes 30 minutes before pool)

- Monday/Wednesday/Friday: 6a – 1p and 4-8:30p
- Tuesday/Thursday: 6a – 1p and 4-7:30p
- Saturday: 9a – 2p
- Sunday: 8a-2p

SATURDAY FAMILY SWIM AND OPEN SWIM

Daily rate on Saturdays gives you access to: Family Swim 11:30am-1pm and Open Swim 1-2:30pm.

Use QR Code to see schedule changes.



ATTACHMENT 1 – CLASS REGISTRATION DATES

ALL DATES AND TIMES LISTED BELOW ARE TENTATIVE AND SUBJECT TO CHANGE

Youth Lesson

EARLY SPRING 2026			
Time of Day	Times	Class Dates	
Monday and Wednesday	Evening	4-6 pm	4/6-4/29 (8 classes)
Saturday	Morning	8:30–11:30 am	3/28-5/16 (8 classes)
Registration		Date	Time
Current Student		Tuesday, March 17 th	4:30 pm
New Student, Resident		Thursday, March 19 th	from 5-6:30 pm
New Student, Non-Resident		Thursday, March 19 th	from 6:30-8 pm
LATE SPRING 2026			
Time of Day	Times	Class Dates	
Monday and Wednesday	Evening	4-6:30 pm	5/27-6/22
Tuesday and Thursday	Evening	4-6:30 pm	5/28-6/23
Saturday (Includes Summer)	Morning	7:45–8:30 am	6/6-8/1 (8 classes) No class on July 4 th
Registration		Date	Time
Current Student		Tuesday, May 19 th	4:30 pm
New Student, Resident		Thursday, May 21 st	from 5-6:30 pm
New Student, Non-Resident		Thursday, May 21 st	from 6:30-8 pm
SUMMER 2026			
Time of Day	Times	Class Dates	
Monday and Wednesday	Morning	8:30-11:30 am	7/8-8/3
Tuesday and Thursday	Morning	8:30-11:30 am	7/9-8/4
Monday and Wednesday	Evening	4-6:30 pm	7/8-8/3
Tuesday and Thursday	Evening	4-6:30 pm	7/9-8/4
Registration		Date	Time
Current Student		Tuesday, June 30 th	4:30 pm
New Student, Resident		Thursday, July 1 st	from 5-6:30 pm
New Student, Non-Resident		Thursday, July 1 st	from 6:30-8 pm

Spring session is dependent on Winter/Spring maintenance closure.

Fall 2026 information will be posted and updated to the email notification system during Summer 2026.

ALL DATES AND TIMES LISTED BELOW ARE TENTATIVE AND SUBJECT TO CHANGE

Adult Lessons

EARLY SPRING 2026			
Time of Day	Times	Class Dates	
Monday and Wednesday	Evening	6-6:45 pm	
Saturday	Morning	8-8:45 am	
Registration		Date	Time
Current Student		Tuesday, March 17 th	4:30 pm
New Student, Resident		Thursday, March 19 th	from 5-6:30 pm
New Student, Non-Resident		Thursday, March 19 th	from 6:30-8 pm
LATE SPRING 2026			
Time of Day	Times	Class Dates	
Monday and Wednesday	Evening	6-6:45 pm	
Tuesday and Thursday	Evening	6-6:45 pm	
Saturday (Includes Summer)	Morning	8-8:45 am	
Registration		Date	Time
Current Student		Tuesday, May 19 th	4:30 pm
New Student, Resident		Thursday, May 21 st	from 5-6:30 pm
New Student, Non-Resident		Thursday, May 21 st	from 6:30-8 pm
SUMMER 2026			
Time of Day	Times	Class Dates	
Monday and Wednesday	Evening	6-6:45 pm	
Tuesday and Thursday	Evening	6-6:45 pm	
Registration		Date	Time
Current Student		Tuesday, June 30 th	4:30 pm
New Student, Resident		Thursday, July 1 st	from 5-6:30 pm
New Student, Non-Resident		Thursday, July 1 st	from 6:30-8 pm

Spring session is dependent on Winter/Spring maintenance closure.

Fall 2026 information will be posted and updated to the email notification system during Summer 2026.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b Assigned to: District GM Deschenes Meeting Date: Feb 24, 2026

Under: Old Business

Attachment: Yes

Subject: Surge Pit Repairs

Background/Summary:

The Mount Rainier Pool surge pit has developed a new leak that was originally expected to be addressed as part of the grant-funded repair projects scheduled for later discussion in this board packet.

Repairs completed last year stabilized the surge pit's underlying structural issues; however, the current leak appears to be located at the connection point between the surge pit and the heating coil connector. This connector is supplied by piping from the boiler system to a submerged heating coil located within the surge pit. In order to complete the repair, the heating coil will need to be removed to access and replace the seals at the connection.

Because the heating coil is typically sealed and remains submerged within the surge pit, the District General Manager is recommending that the coil be inspected by a qualified subject matter expert while it is removed. The surge pit is also considered a confined space, requiring additional safety precautions and careful coordination during the work.

The project is expected to require a full facility closure of approximately two to three days. Staff are targeting completion in May or early June 2026, when pool usage is typically lower and seasonal pool options are available in the region.

All project estimating, contracting, and management will follow applicable Washington State procurement requirements, including compliance with [District Policy 520 – Procurement](#).

Fiscal Impact: N/A

Proposed Motion: No motion. 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: Attachments:

- Image of Surge Pit for Discussion of Leak

IMAGES OF SURGE PIT



Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c Assigned to: District GM Deschenes Meeting Date: Feb 24, 2026

Under: Old Business

Attachment: Yes

Subject: Emergency Repairs Update

Background/Summary:

During the fourth quarter of 2025, Commissioner Dusenbury requested that staff provide a consolidated summary of emergency repair projects, including a comparison of total project expenditures to the amounts previously authorized by the Board.

In response, staff has prepared a summary table outlining each emergency repair project, the Board-approved amount, and the final project totals. This summary is intended to provide transparency, confirm compliance with Board authorizations, and document the financial impact of these unplanned events.

Also attached is a summary of the insurance claim associated with the power surge originating from Pacific Middle School. The District's risk pool, AWC-RMSA, has reimbursed 100% of the smaller repair costs incurred as a result of the incident. Staff is currently finalizing documentation related to lost revenue, which is anticipated to be eligible for reimbursement. A final report will be provided to the Board upon completion of the claim process.

This item is presented for informational purposes.

Fiscal Impact: The age of the pool and delay of the grant projects has led to an increase in emergency repairs.

Proposed Motion: No motion. 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: Attachments:
- Emergency Repairs Update Table

2025-2026 EMERGENCY REPAIRS

APPROVED VS. REAL COSTS

DATE	ITEM	APPROVED COST	ACTUAL COST	NOTES
7/22/25	ELECTRICAL REPAIRS	\$ 42,100.00	\$ 42,149.30	RES 2025-07. REPAIRS TO ELECTRICAL IN BACK. LOST POWER TO AREAS.
10/21/25	MECHANICAL ROOM FAN	\$ 14,193.76	AWAITING INVOICE	NO RESOLUTION, BUT NOTIFIED BOARD ON 10-21-25. DISCOVERED DURING ELECTRICAL. NOTIFIED FINANCE COMMITTEE OF THE REPAIRS.
11/11/25	BACKFLOW PREVENTER	\$ 19,000.00	AWAITING INVOICE	REPAIR BACKFLOW THAT WAS DAMAGED. RESOLUTION 2025-12.
1/27/26	BOILER EXT TANK PLUMBING REPAIRS	\$10,000 + TAXES	\$ 6,331.93	DAMAGE DONE THAT ALSO AFFECTED BACKFLOW. RESOLUTION 2026-06.

PACIFIC MIDDLE SCHOOL VANDALISM BREAKDOWN

DATE	ITEM	ESTIMATED COST	COST COVERED	NOTES
11/11/25	BURNER REPAIR (MM)	\$ 5,202.00	\$ 5,202.00	Result of surge. Sent to finance committee on 11-12-25, but missed follow-up.
10/21/25	BOILER CHECK (MM)	\$ 1,514.15	\$ 1,514.15	Systems were off and had to be reset.
10/27/25	POOL SHUTOFF ISSUE (MM)	\$ 720.71	\$ 720.71	Pool temperature was stuck in temperature above safe operating levels.
10/21/25	RECALIBRATE SYSTEMS (ASSI)	\$ 1,465.01	\$ 1,465.01	Power surge threw off chemical feeder. Had to have site visit to repair system.
In Progress	LOST REVENUE		N/A	N/A Revenue easy for OTC, but need to calibrate lost revenue from check-in visits and cancelled rentals.
PAID BY INSURANCE		\$ 8,901.87		Should have lost revenue by March 24 board meeting.

Also have a \$1,764.65 fuse issue that I discovered that I will send in with lost revenue.

OTHER CRITICAL REPAIRS APPROVED BY DISTRICT GM (DURING TIME FRAM)

SIDEWALK REPAIR	EST \$1,086.33	\$ 1,054.69	\$750 COVERED BY RISK MITIGATION GRANT.
WINDOW REPAIR	EST \$1,800	NOT PAID YET.	CHILD THREW ROCK THROUGH ENTRY WINDOW.

DATE	ITEM	APPROVED COST	ACTUAL COST	NOTES
	BROKEN REAR GUTTER		\$ 4,499.85	GUTTER HAD DEGRADATION
	SHOWER REPAIRS		\$ 3,638.84	SHOWER ISSUES INCLUDING BUTTONS, HEAT & TUBING

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District GM Deschenes **Meeting Date:** Feb 24, 2026

Under: Old Business

Attachment: Yes

Subject: Grants and Engineer of Record Updates

Background/Summary:

There are two key updates from the past month related to the District's grant-funded capital repair projects and the Engineer of Record.

Grant Update (Good News / Bad News):

King County Parks has agreed to revised covenant language that reduces capital risk to the Highline School District and has granted an extension through **March 2028** to complete the grant-funded repairs. This extension provides adequate time for bidding, procurement, construction scheduling, and project completion, which is estimated to take 12-14 months.

Separately, the District still needs to coordinate with **Best Starts for Kids** regarding the Air Handling Unit (AHU) repair grant, which currently expires at the end of **2026**. While this grant does not include a covenant requirement, staff's recommendation is to coordinate the AHU repairs with the other major projects to minimize the total number of closure periods. Based on preliminary Engineer of Record planning, combined closures are estimated at approximately **three months**.

The extension request from Highline School District was made in part because the District has indicated an interest in resuming direct management of the contracted work. This is the second time the School District has expressed interest in taking over capital project delivery. While no direct performance concerns have been raised with the Pool District, this shift has introduced uncertainty into the project timeline and has delayed moving the projects into full engineering and construction coordination. As a result, a planned onsite meeting with the Engineer of Record on **Friday, February 13** was canceled pending further direction.

Engineer of Record Recommendation:

In the interim, staff recommends proceeding with limited Engineer of Record support on urgent and time-sensitive needs, including (1) surge pit repair planning and (2) technical assistance with placement and planning for a portable unit, to reduce operational risk while negotiations continue.

Agreement / Facility Negotiation Update:

A Highline School District representative also indicated the District may seek to reopen negotiations on the operating agreement, including converting the agreement to an annual renewal structure. The School District also reiterated that it would like to continue pursuing a potential sale of the building.

Fiscal Impact: N/A

Proposed Motion: No motion. 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:

Attachments:

- Image of Resolution 34457, Section 7 Language
- Email from Highline School District's Perspective

... this resolution and to be a County purpose.

Section 7. Public Park and Recreation Facilities acquired, developed, constructed or improved by the County or any City in whole or in part from the proceeds of the bonds authorized pursuant to this resolution shall not be transferred or conveyed except by agreement providing that such lands shall continue to be used for the purposes contemplated by this resolution, or be converted to a different use unless other equivalent lands and facilities within the County or City shall be received in exchange therefore. The proceeds of any award in condemnation applicable to such Public Park and Recreation Facilities shall be used for the acquisition or provision of other equivalent lands and facilities. However, nothing in this resolution shall prevent the grant of easements or franchises or the making of joint use agreements not incompatible with the use of Public Park and Recreation Facilities for the purposes of this resolution.

Subject: RE: Request for meeting: KC Aquatics Grants with Des Moines Pool Metropolitan Park District
Date: Thursday, February 12, 2026 at 4:16:04 PM Pacific Standard Time
From: Ellie Daneshnia
To: Leano, Ashley, Scott Deschenes
CC: Clare Gloede, Sarah Semroc, Jackie Bryan
Attachments: image001.png, image002.png, image003.png, image004.png, image005.png, image006.png, Grant Agreement - Draft (Mount Rainier Pool Life Extension).pdf, FW: Mount Rainier Pool Grant.eml, FW: Mount Rainier Pool Grant.eml

Meeting Notes – Grant Funding and Restrictive Covenant Waiver Context

Attendees: Leano, Ashley asleano@kingcounty.gov; Scott Deschenes scott.deschenes@desmoinespool.org and Ellie Daneshnia

Date: 2-12-2026

Restrictive Covenant Waiver – Per our conversation, I previously shared relevant background information with Elise in 2025 regarding the District’s request for a waiver of the restrictive covenant requirement. This included clarification of the property ownership structure and the operational partnership model. See attached emails. I also provided the legal analysis prepared by District counsel outlining why a deed restriction may not be appropriate, given that the property remains publicly owned and subject to District governance and statutory oversight. Counsel further identified alternative mechanisms that could satisfy public benefit protection requirements without placing an encumbrance on District-owned property.

Grant Administration

It was confirmed that the grant should be directed to the Capital Department in alignment with District direction and internal governance procedures. Capital will lead scope validation, cost review, and compliance with District grant policies.

Scope and Cost Validation

I will coordinate with Scott to review the original scope and cost estimates included in the grant application to determine whether those figures remain valid.

If updated estimates identify a funding gap, we will evaluate the following options:

- Applying for an additional grant.
- Identifying supplemental District funding sources.
- Assessing whether Scott’s team can contribute discretionary funds to cover a portion of the shortfall.

Internal Review Process

Upon receipt of updated scope and cost information from Scott, I will forward the materials to Sara and the CFO for review. We will then proceed in accordance with the District's internal grant approval process to ensure financial oversight, policy compliance, and leadership alignment.

Property Acquisition Inquiry

Scott expressed interest in initiating a conversation regarding the potential purchase or acquisition of additional District property. I clarified that any such discussion requires internal coordination with the CFO, and the Superintendent prior to further consideration. No commitments were made, just that I will share that with CFO

Lease / Agreement Discussion

There was discussion of a potential lease or partnership agreement structure that support grants criteria. I committed to sharing this conversation with Clare and scheduling a follow-up meeting in the near future to assess feasibility, governance implications, and alignment with District priorities.

Next Steps:

- **Scott to send Ellie information associated with the three KC grants.**
- **Ellie will Coordinate with Scott to validate scope and updated costs.**
- **Identify and quantify any funding gap.**
- **Submit updated information to Sara Semroc and CFO for review.**
- **Initiate internal leadership discussion regarding property and lease considerations.**
- **Schedule follow-up meeting with Clare.**

Please fill free to make note and correction to this meeting notes.

Ellie Daneshnia

Highline Public School

Executive Director of Capital Planning & Construction

Ellie.daneshnia@highlineschools.org

17810 8th AVE S. BLDG A. Burien, WA 98148

Tel: (206) 631 7575 Cell: (206) 591-9580



From: Leano, Ashley <asleano@kingcounty.gov>

Sent: Wednesday, February 4, 2026 11:00 AM

To: Ellie Daneshnia <ellie.daneshnia@highlineschools.org>; Scott Deschenes

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e Assigned to: District GM Deschenes Meeting Date: Feb 24, 2026

Under: Old Business

Attachment: Yes

Subject: Y.E.T.I. Partnership, Resolution 2026-07 Public Gifting

Background/Summary:

The Mount Rainier Pool is expanding after-school programming to promote water safety, increase future staffing capacity, and provide a safe, structured place for youth during high-risk after-school hours.

This spring, the Pool District is offering the grant-funded **Community Lifeguard Preparedness Training** program and is exploring a partnership with the **Youth Experimental Training Institute (Y.E.T.I.)** to provide scheduled, no-cost access to the pool for water safety training related to kayaking and other outdoor recreation activities.

These trainings and program opportunities are offered **at no cost** to local schools within the Highline School District and surrounding communities.

The original proposal included two 1.5-hour trainings; however, the resolution is intentionally written to allow for additional opportunities, provided they continue to support the mission and operational goals of both agencies.

A core objective of this partnership is to promote swimming as a healthy lifestyle and increase youth confidence and safety when recreating in local lakes, rivers, and Puget Sound. The trainings will provide youth with education and practical skills to safely participate in recreational boating and other water-based activities.

Y.E.T.I. has also expressed interest in supporting the District's workforce development goals by helping recruit youth participants into employment and training opportunities at Mount Rainier Pool, including the District's Community Lifeguard Programs. This partnership strengthens both organizations while helping improve water safety and community resilience.

Fiscal Impact: N/A

Proposed Motion: I move to approve Resolution 2026-07 Public Gifting of Free Space to Y.E.T.I. not to exceed 25 hours per school year.

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:

Attachments:

- Executive Summary
- Statement/Request from Y.E.T.I. for free space
- Resolution 2026-07 Public Gifting to Y.E.T.I.

Executive Summary

Free Community Aquatic Training Partnership with Youth Experiential Training Institute (Y.E.T.I.)

Overview

The Des Moines Pool Metropolitan Park District is proposing to authorize **occasional free aquatic training use of the Mount Rainier Pool on Wednesdays from 3:00 p.m. to 4:30 p.m.** in partnership with [Youth Experiential Training Institute \(Y.E.T.I.\)](#), a 501(c)(3) nonprofit organization serving youth in South King County, including the Des Moines area.

This authorization is structured as a **public gift of programming benefit**, consistent with prior District actions (such as free PTSA swims), and is intended to advance water safety, youth engagement, and long-term aquatic workforce development.

The resolution is set for **no more than 25 hours of gifting per school year (September 1-August 31)**. Any additional time will require another resolution.

Purpose and Public Benefit

The proposed programming allows Y.E.T.I. to provide **free, supervised aquatic training**, including kayak instruction, water safety education, and introductory water skills. These programs are specifically designed to engage **non-traditional swimmers and youth who may not otherwise access swim lessons or aquatic recreation** due to financial, cultural, or access barriers.

The Board's authorization supports multiple District and community objectives:

- **Water Safety & Drowning Prevention**

Expands early exposure to water safety education and confidence-building aquatic experiences.

- **Youth Engagement & "Third Place" Use**

Positions the Mount Rainier Pool as a safe, structured, and welcoming third place for youth outside of home and school during after-school hours.

- **Pipeline to District Programs**

Encourages participants to transition into District swim lessons, aquatic skill development, and ongoing recreational use.

- **Aquatic Workforce Development**

Introduces youth to aquatic environments in a supportive setting that can lead to future participation in lifeguard and swim instructor certification programs, helping address regional staffing needs.

- **Efficient Use of Facility Time**

Activates otherwise underutilized weekday afternoon hours while preserving core public swim programming.

Partner Organization: Y.E.T.I.

Y.E.T.I. is a nonprofit organization that provides **no-cost experiential training programs** for youth, removing barriers through free programming, transportation support, equipment access, and trained instructors. Their work emphasizes confidence, safety, teamwork, leadership, and positive community engagement.

Y.E.T.I.'s mission and programming align closely with the District's goals for equitable access, youth development, and public safety.

Legal Authority

The proposed authorization is supported by the District's statutory authority under **chapter 35.61 RCW**, which grants metropolitan park districts the power to operate facilities and provide recreational and educational programming for public benefit.

The Board has determined that this action constitutes a **valid public gift of programming benefit**, not a prohibited gift of public funds, as it directly advances the District's mission, provides measurable community benefit, and aligns with prior Board-approved gifting policies and practices.

Recommendation

Staff recommends that the Board adopt the accompanying resolution authorizing **occasional Wednesday free aquatic training hours** at the Mount Rainier Pool in partnership with Y.E.T.I., subject to operational, staffing, and safety requirements, as a continuation of the District's commitment to water safety, youth engagement, and community benefit.

Message from Sean McNally, Program Director, Y.E.T.I.:

The Youth Experiential Training Institute (Y.E.T.I.) is a non-profit based in Burien that partners with the Highline and Tukwila School Districts to make outdoor adventure more accessible for public school students in South King County. All essential gear, food, and transportation are provided for our adventures, and our programs are free of charge. Our after school outdoor clubs run at 9 different middle and high schools across the districts and serve around 250 youth per year.

Our partnership with Mt. Rainier pool will allow us to lengthen our paddle sports season, by using the facility in colder months of the year to simulate open water activities. We can teach students about water safety and experience using paddle safety equipment such as Personal Flotation Devices (PFDs), Paddle Floats, and Bilge Pumps. For more advanced students, we are excited for the opportunity to practice what to do in the event of a flipped kayak in a controlled environment so we can prepare for more remote Kayak adventures.

For more information visit their website: <https://goyeti.org/programs/school-clubs/>

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2026-07

A RESOLUTION AUTHORIZING OCCASIONAL FREE AQUATIC TRAINING HOURS PROVIDED BY YOUTH EXPERIENTIAL TRAINING INSTITUTE (Y.E.T.I.) AT THE MOUNT RAINIER POOL AS A PUBLIC GIFT OF PROGRAMMING BENEFIT FOR COMMUNITY SAFETY, YOUTH ENGAGEMENT, AND AQUATIC WORKFORCE DEVELOPMENT

WHEREAS, the Des Moines Pool Metropolitan Park District (“District”) is a municipal corporation and metropolitan park district organized and existing under **chapter 35.61 RCW**, with all powers granted therein, including the authority to manage, control, operate, maintain, and provide recreational facilities and programming at public aquatic facilities such as Mount Rainier Pool; and

WHEREAS, the District, may exercise powers reasonably necessary to accomplish its purposes, including contracting with nonprofit organizations to provide public recreational and educational programming that advances the District’s mission and public benefit; and

WHEREAS, the District has determined that it may make use of the Mount Rainier Pool for specialized community aquatic training programs consistent with its public purpose, subject to safety, staffing, and operational requirements; and

WHEREAS, [Youth Experiential Training Institute \(Y.E.T.I.\)](#) (“Y.E.T.I.”) is a 501(c)(3) nonprofit organization dedicated to providing free experiential training engagement to youth—including water safety awareness, kayaking instruction, water skill development, and supportive introduction to aquatic environments—removing barriers to access through no-cost programming, transportation support, gear access, and trained instructors; and

WHEREAS, Y.E.T.I.’s mission and services promote water safety, physical activity, confidence, teamwork, leadership, and community engagement, particularly for youth who may not have previously participated in formal aquatic programming or swim lessons, thereby advancing public safety, recreation, and equity; and

WHEREAS, the District finds that occasionally offering **free aquatic training hours on Wednesdays between 3:00 p.m. and 4:30 p.m.**, provided by Y.E.T.I. at the Mount Rainier Pool, will benefit the public by increasing access to introductory water safety and skill building activities, providing opportunities for youth to become comfortable in aquatic environments, and encouraging future participation in swim lessons and District programming; and

WHEREAS, these training opportunities support the District’s goals by establishing the Mount Rainier Pool as a welcoming and structured “third place” for youth outside of home and school, by promoting lifelong aquatic engagement, and by creating pathways into swim lesson

participation as well as potential future careers as lifeguards and swim instructors, thereby strengthening the local aquatic workforce; and

WHEREAS, the exchange described in this Resolution is a valid **public gift of programming benefit** that furthers the District’s legislative and statutory purposes under **RCW 35.61.010 et seq.** and is not a prohibited gift of public funds under the Washington Constitution or state law, as it provides measurable public benefit and advances the District’s core mission.

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

Section 1. Authorization of Programming.

The Board hereby authorizes the Mount Rainier Pool to be used on an occasional **Wednesday basis from 3:00 p.m. to 4:30 p.m. during the 2025-2026 school year, and other yet to be determined days** for **free aquatic training programs** delivered by Y.E.T.I., subject to the conditions in this Resolution. This service will not exceed 25 hours of free services per school year (September 1 through August 31). If more time is needed an updated resolution will be presented to the Board of Commissioners.

Section 2. Purpose of Programming.

The free aquatic training programs authorized hereunder are intended to:

- Provide introductory **water safety education** and **skill-building activities** for youth and community members who may not otherwise access formal swim lessons;
- Support the Mount Rainier Pool as a positive and structured social environment (“third place”) for youth engagement;
- Encourage participants to pursue further aquatic programming, including swim lessons, advanced training, and certifications;
- Strengthen community awareness of water safety and reduce barriers to aquatic recreation;
- Create a supportive pathway into the aquatic workforce, including lifeguard and swim instructor roles.

Section 3. Conditions of Use.

(a) Programming shall be coordinated by the District’s General Manager or designee in a manner consistent with the District’s safety, staffing, and operational requirements, including compliance with applicable health and safety regulations, water quality standards, and certified supervision.

(b) Y.E.T.I. shall provide documentation of appropriate insurance, instructor qualifications, and program plans prior to use of the facility.

(c) The District retains full authority to modify, suspend, or cancel any session at its discretion due to facility needs, safety concerns, or operational conflicts.

Section 4. No Gift of Public Funds.

The Board finds that the authorization provided herein constitutes a valid **public gift of programming benefit** and does not violate constitutional or statutory restrictions on gifts of public funds. The District receives public benefit through increased access to aquatic safety education, expanded community use of the Mount Rainier Pool, and stronger workforce pathways, consistent with its statutory authority under **RCW 35.61.**

Section 5. Implementation.

The General Manager or designee is authorized to develop any necessary operational agreements, promotional materials, and administrative procedures to implement the programming authorized by this Resolution.

Adoption. ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the **24th day of February 2026** the following Commissioners being present and voting:

President Young

Clerk of the Board Campbell

Commissioner Dusenbury

Commissioner Fortine

Commissioner Stender

District Clerk

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7f Assigned to: District GM Deschenes Meeting Date: Feb 24, 2026

Under: Old Business Attachment: None

Subject: Public Gifting for Second PTSA Swim

Background/Summary:

The Mount Rainier Pool has offered free PTSA swims to all eligible local elementary schools in Des Moines and Normandy Park for the 2025–2026 school year. While several schools accepted the offer, some did not respond or declined due to limited volunteer capacity or lack of interest.

At this time, the Pool District has **three remaining PTSA swim openings** available for the 2025–2026 school year:

- **March 7, 2026**
- **March 21, 2026**
- **May 16, 2026**

Three schools have formally requested an additional PTSA swim beyond their original event: **Des Moines Elementary, Holy Trinity, and Parkside Elementary**. The District could accommodate these requests using the three remaining openings; however, **Resolution 2025-11 currently authorizes one PTSA swim per school per school year**.

Staff also re-contacted the schools that have not scheduled a PTSA swim. Only one school responded and indicated they intended to reach out to families, but the District has not received a confirmation. In practice, PTSA swim participation is often limited by volunteer availability and school capacity.

For best practices and transparency, the Board should consider a motion either (1) reaffirming the one-event-per-school limit, or (2) authorizing the District to offer the remaining openings to schools requesting a second PTSA swim. This ensures the Board is clearly aware of the use of public resources and provides direction on how remaining openings should be allocated.

Fiscal Impact: N/A

Proposed Motion:

One Event Motion: “I move that the Board reaffirm Resolution 2025-11 and direct staff to limit PTSA Swims to one event per eligible school per school year. Any remaining 2025–2026 PTSA Swim openings shall remain available only to schools that have not yet scheduled a PTSA Swim for the 2025–2026 school year.”

Two Event Motion: “I move that the Board authorize staff, for the 2025–2026 school year only, to allocate the remaining PTSA Swim openings on March 7, March 21, and May 16, 2026 to eligible schools

that have already participated in one PTSA Swim under Resolution 2025-11, if openings remain unclaimed by schools that have not yet scheduled a PTSA Swim.”

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:

Attachments:
- No attachments

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7g Assigned to: District GM Meeting Date: February 24, 2026

Under: Old Business Attachment: Yes

Subject: Q4 Financial Report (October 1-December 31, 2025)

Background/Summary:

The District GM will report the Q4 financial performance of the district from budgeted to actual amounts.

If you have any questions for the District GM, please email him before the meeting. Some questions may need research and may need to be addressed at a future meeting.

Fiscal Impact: N/A

Proposed Motion: No motion. 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:

- Attachments:
- Q4 Revenue Report
 - Q4 Expense Report
 - Q4 Physical Report

Fourth Quarter (Q4) 2025 Financial Status Report DES MOINES POOL M.P.D./ MOUNT RAINIER POOL February 24, 2026

October 1 – December 31, 2025, Financial Activity reports –have been reviewed, reconciled, and adjusted to reflect all activity of the district that has flowed through the King County Treasurer’s office. The report represents the fourth quarter (Q4) results for fiscal year 2025.

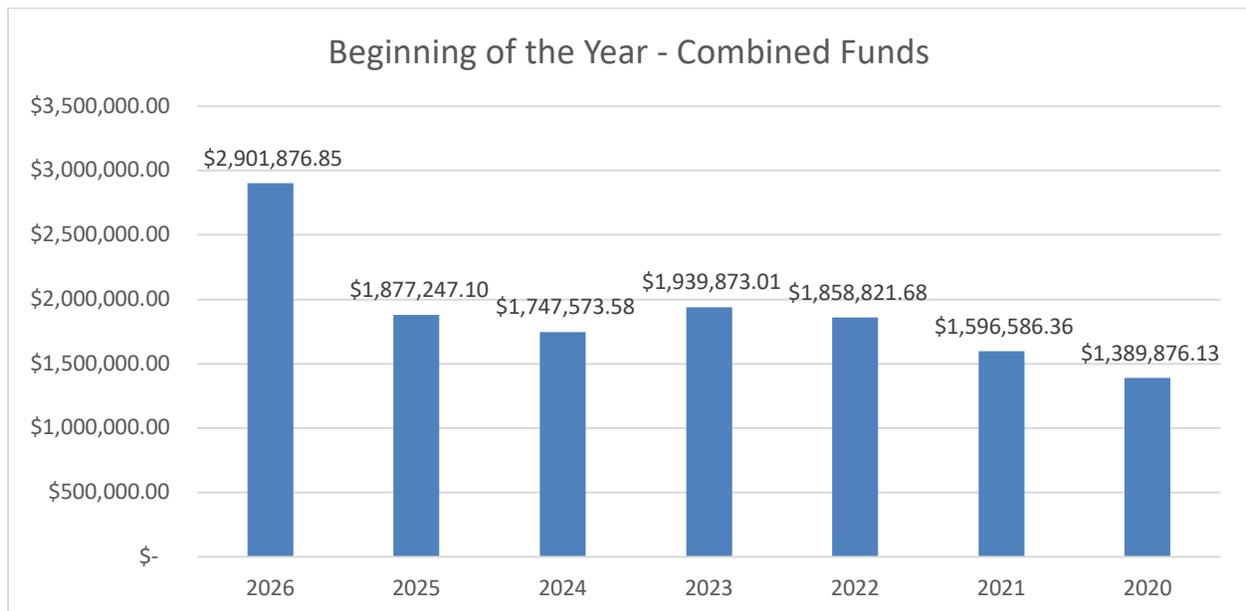
The General Fund records all of the activities of the district and the district has a separate Capital Reserve Fund. All of the financial transactions of the district are recorded within General Fund and the balance will fluctuate from month to month, while the reserve account receives its funds on an annual basis in keeping with the districts goal to build up the fund balance for future capital projects.

The balances in each of these funds on December 31, 2025, are:

- General Fund – \$1,102,766.33
 - Capital Reserve - \$1,799,110.52
- Total Available Funds \$2,901,876.85

The cash flow chart and associated data has been developed to focus on the activity of the “General Fund”, but the combined cash balance reflects the total of both the general fund and the reserve fund.

The combined end of the year balance has increased each year over the previous six years.



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

REVENUES

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

	Budget	YTD	%*
Beginning Balance	\$975,000.00	\$1,202,247.10	123.3%
Taxes	\$2,339,312.76	\$2,258,333.40	96.5%
Charges for Service	\$25,000.00	\$25,000.00	100%
Interest	\$30,000.00	\$71,394.22	238%
Grants*	\$30,049.37	\$1,651,167.35	1.8%
Over the Counter**	\$200,000.00	\$237,227.55	118.6%
Transfer from Reserves	\$1,124,110.52	\$1,124,110.52	100%

100% target through December 31, 2025.

*All \$1,651,167.35 of capital grants were delayed due to contractual issue to 2026.

**\$30,049.37 of Over the Counter (OTC) Revenue was received in the form of programming grants including Kids Swim Free. With this revenue, the % would have been 133.6% (\$267,276.92).

The primary revenue source for the District is the collection of property taxes. The majority of property tax is collected in April/May and then again in October/November. The first quarter results reflect this cash flow cycle with the exception of the beginning fund balance.

OVER-THE-COUNTER BREAKDOWN

Over-the-counter's breakdown details were moved to the Aquatics Manager's report which as reported at the January 27, 2026, meeting.

EXPENDITURES

The Expenditure report for Quarter 4 reflects the activities of the district, which have been segregated into three categories: administration, operations, and capital. I have summarized the budget appropriations for each function to allow you to analyze the activities separate from one another.

	Budget	YTD	%
Administration***	\$353,600.00	\$1,579,311.76	86.22%
Operations***	\$1,478,102.24		
Capital*	\$1,664,716.70	\$11,932.00	0.71%
Transfer to Reserves	\$1,124,110.52	\$1,124,110.52	100%
Totals**	\$4,243,029.48	\$2,715,354.28	63.99% (100% Target)

*All \$1,651,167.35 of capital grants were delayed due to contractual issue to 2026.

**December 2025 Report % did not include transfer to capital. This report does.

***Issue with Q4 Expense Reports with staff out. Had to combine to produce accurate total.

Each of these categories has an individual line-item allocations via the annual budget process. The monthly expenditure reports reflect the line-item detail. The year-to-date totals for administration and pool facility operations are within the budget expectation of 100% through the fourth quarter.

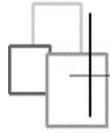
We have accounted for all of the money, but we do not need to get better at allocating money to each budget line item. We are starting monthly reviews of the allocations in January, so 2026's line items should be more exact. This will be completed before each month is reconciled.

The total expenditures for the District as of December 31, 2025, are at 63.99% of budget. This is artificially low due to \$1,651,167.35 of capital grants being delayed to 2026. With this adjustment, the percentage is 86.21%. Either way, this is under the anticipated level of 100%.

The next quarterly report will be presented to the board at its May 26, 2026, meeting for the first quarter (Q1) of 2026 (January 1 through March 31).

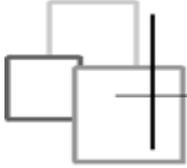
MORE INFORMATION

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



4th Quarter 2025 REVENUES

Account Number	Reference	Oct 2025	Nov 2025	Dec 2025	4th Qtr Totals	YTD Balance	2025 Budget	Budget Balance
General Fund Taxes								
001-000-000-311-11-00-00	Property Taxes	\$892,296.05	\$95,170.31	\$15,314.74	\$1,002,781.10	\$2,245,355.52	\$2,399,312.76	\$93,957.24
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.03	\$0.00	(\$0.03)
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$2,791.42	\$473.22	\$3,264.64	\$12,977.85	\$0.00	(\$12,997.85)
	Total General Fund	\$892,296.05	\$97,961.73	\$15,787.96	\$1,006,045.74	\$2,258,333.40	\$2,399,312.76	\$80,979.36
Charges for Goods and Services								
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00
Miscellaneous Revenues								
001-000-000-361-11-00-00	Investment Interest	\$8,474.13	\$0.00	\$10,829.42	\$19,303.55	\$71,394.22	\$30,000.00	(\$41,394.22)
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00	\$31,300.00	\$0.00	(\$31,300.00)
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue*	\$0.00	\$8,614.28	\$0.00	\$8,614.28	\$88,101.20	\$1,651,216.72	(\$1,563,115.52)
001-000-000-369-81-00-03	MRP Cash Deposits	\$855.75	\$395.55	\$807.25	\$2,058.55	\$12,532.90	\$50,000.00	\$37,467.10
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$6,743.50	\$4,493.25	\$24,788.70	\$36,025.45	\$163,641.32	\$147,500.00	(\$16,141.32)
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)		\$0.00	\$471.00	\$471.00	\$3,001.50	\$2,500.00	(\$501.50)
	Total Revenue	\$16,073.38	\$13,503.08	\$36,896.37	\$66,472.83	\$369,971.14	\$1,881,216.72	\$1,511,245.58
Capital Projects/Reserve								
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$1,125,110.52	\$1,124,110.52	\$0.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$0.00	\$0.00	1,24,110.52	\$1,124,110.52	\$0.00
	Grand Total Revenue	\$908,369.43	\$111,464.81	\$52,684.33	\$1,072,518.57	\$2,653,304.54	\$4,305,529.48	\$1,652,224.94



Fourth Quarter (Dec Only) Expenditure Summary

Fiscal: 2025 - December

Account Number	Description	Period	Fiscal	Budget	% of Total	Balance
GENERAL						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$733.03	\$16,284.86	\$20,000.00	81.42%	\$3,715.14
001-000-000-576-20-10-01	District Manager - Wage	\$17,761.03	\$91,023.58	\$101,000.00	90.12%	\$9,976.42
001-000-000-576-20-22-30	Personal Benefits (DRS) & Taxes (Admin & Ops)	\$6,292.13	\$45,200.76	\$32,000.00	141.25%	(\$13,200.76)
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$127.50	\$1,548.77	\$2,000.00	77.44%	\$451.23
001-000-000-576-20-35-00	Office Equipment (non-capitalized- SAA)	\$0.00	\$1,077.03	\$0.00		(\$1,077.03)
001-000-000-576-20-35-01	Computer Equipment & supplies (Non- capitalized)	\$0.00	\$2,607.10	\$2,500.00	104.28%	(\$107.10)
001-000-000-576-20-41-00	Public Outreach Events	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$3,142.34	\$0.00		(\$3,142.34)
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$0.00	\$4,490.39	\$5,000.00	89.81%	\$509.61
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,224.00	\$11,840.00	\$12,000.00	98.67%	\$160.00
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$0.00	\$1,328.00	\$3,300.00	40.24%	\$1,972.00
001-000-000-576-20-41-07	District Advertising	\$512.00	\$13,341.72	\$8,000.00	166.77%	(\$5,341.72)
001-000-000-576-20-41-11	State Audit	\$0.00	\$5,077.15	\$5,000.00	101.54%	(\$77.15)
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$200.00	0.00%	\$200.00
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	\$2,164.57	\$3,964.57	\$2,500.00	158.58%	(\$1,464.57)
001-000-000-576-20-41-15	Website Maintenance	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
001-000-000-576-20-41-16	IT Services Workstations (Router/CMIT)	\$0.00	\$21,753.14	\$28,000.00	77.69%	\$6,246.86
001-000-000-576-20-41-20	Social Media Advertising	\$0.00	\$489.38	\$2,000.00	24.47%	\$1,510.62
001-000-000-576-20-41-40	Ad Design	\$0.00	\$50.00	\$450.00	11.11%	\$400.00
001-000-000-576-20-42-00	Warrant Courier Service	\$0.00	\$0.00	\$250.00	0.00%	\$250.00
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$0.00	\$6,179.04	\$0.00		(\$6,179.04)
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$0.00	\$546.91	\$600.00	91.15%	\$53.09

001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$828.00	\$750.00	110.40%	(\$78.00)
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00
001-000-000-576-20-42-10	Desktop Licenses & MS	\$0.00	\$3,690.02	\$3,200.00	115.31%	(\$490.02)
001-000-000-576-20-43-07	Management Staff Training	\$0.00	\$1,150.44	\$1,750.00	65.74%	\$599.56
001-000-000-576-20-43-08	Community Advisory Committee	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
001-000-000-576-20-45-00	District Office Rental (Zen)	\$0.00	\$7,892.50	\$9,000.00	87.69%	\$1,107.50
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$3,920.00	\$4,000.00	98.00%	\$80.00
001-000-000-576-20-45-02	Miscellaneous Rentals	(\$266.88)	(\$266.88)	\$2,500.00	-10.68%	\$2,766.88
001-000-000-576-20-45-05	Meeting Rentl (HSD)	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-576-20-46-00	Insurance (AWC-RMSA)	\$0.00	\$53,241.36	\$58,000.00	91.80%	\$4,758.64
001-000-000-576-20-49-00	Miscellaneous	\$0.00	\$131.81	\$0.00		(\$131.81)
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$0.00	\$9,336.59	\$500.00	1,867.32%	(\$8,836.59)
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$262.55	\$1,250.00	21.00%	\$987.45
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$165.91	\$2,441.32	\$0.00		(\$2,441.32)
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$6,084.27	\$5,000.00	121.69%	(\$1,084.27)
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$379.40	\$500.00	75.88%	\$120.60
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$18,176.69	\$11,000.00	165.24%	(\$7,176.69)
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$1,215.00	\$3,960.00	\$4,000.00	99.00%	\$40.00
001-000-000-576-20-51-50	Background checks	\$63.92	\$817.92	\$1,250.00	65.43%	\$432.08
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$6,396.54	\$76,614.24	\$103,434.24	74.07%	\$26,820.00
001-000-000-576-21-21-19	Payroll taxes (Admin & Ops)	\$22,333.03	\$215,642.46	\$235,000.00	91.76%	\$19,357.54
001-000-000-576-21-22-30	Personal Benefits (AWC) & Taxes (Admin & Ops)	\$0.00	\$34,887.23	\$55,000.00	63.43%	\$20,112.77
001-000-000-576-21-25-01	Aquatic Coordinators	\$5,066.62	\$62,495.32	\$153,000.00	40.85%	\$90,504.68
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-576-21-30-02	Instructors	\$0.00	\$35.46	\$0.00		(\$35.46)
001-000-000-576-21-30-04	Lifeguards (PPT, TPT, Instructors)	\$21,706.90	\$333,100.64	\$360,000.00	92.53%	\$26,899.36
001-000-000-576-21-30-05	Water Exercise Instructor	\$720.42	\$8,200.70	\$10,000.00	82.01%	\$1,799.30
001-000-000-576-21-30-06	Front Desk Administrator	\$4,426.82	\$52,137.66	\$65,000.00	80.21%	\$12,862.34
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$3,425.17	\$1,000.00	342.52%	(\$2,425.17)
001-000-000-576-21-31-01	Custodial (Quarterly Deep Clean)	\$0.00	\$10,601.39	\$4,000.00	265.03%	(\$6,601.39)
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$482.87	\$3,783.65	\$2,750.00	137.59%	(\$1,033.65)
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$0.00	\$16,538.38	\$6,750.00	245.01%	(\$9,788.38)
001-000-000-576-21-32-02	Head Lifeguards	\$2,938.43	\$34,547.88	\$70,000.00	49.35%	\$35,452.12
001-000-000-576-21-33-00	Sick Pay	\$955.93	\$6,986.54	\$3,500.00	199.62%	(\$3,486.54)

001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$147.24	\$2,500.00	5.89%	\$2,352.76
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
001-000-000-576-21-35-02	Janitorial Supplies and Services	\$561.29	\$7,555.21	\$8,500.00	88.88%	\$944.79
001-000-000-576-21-35-03	Office Supplies	\$0.00	\$1,116.07	\$2,500.00	44.64%	\$1,383.93
001-000-000-576-21-35-04	Office Equipment	\$0.00	\$0.00	\$3,500.00	0.00%	\$3,500.00
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$3,881.72	\$5,000.00	77.63%	\$1,118.28
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$4,608.07	\$1,800.00	256.00%	(\$2,808.07)
001-000-000-576-21-40-00	Employee Recognition	\$0.00	\$848.46	\$2,500.00	33.94%	\$1,651.54
001-000-000-576-21-40-20	Scholarships	\$811.80	\$2,706.90	\$3,500.00	77.34%	\$793.10
001-000-000-576-21-41-14	Remote Meeting Software (Zoom)	\$0.00	\$0.00	\$300.00	0.00%	\$300.00
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$621.53	\$12,096.16	\$6,250.00	193.54%	(\$5,846.16)
001-000-000-576-21-42-02	Scheduling Software	\$0.00	\$3,526.40	\$0.00		(\$3,526.40)
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$7,336.57	\$5,300.00	138.43%	(\$2,036.57)
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$854.80	\$1,000.00	85.48%	\$145.20
001-000-000-576-21-42-05	Payroll/Merchant Fees	\$1,480.46	\$17,199.32	\$9,000.00	191.10%	(\$8,199.32)
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
001-000-000-576-21-42-07	Postage & Mailing	\$0.00	\$865.85	\$0.00		(\$865.85)
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$9.93	\$997.12	\$1,250.00	79.77%	\$252.88
001-000-000-576-21-42-09	Timekeeping	\$0.00	\$705.28	\$3,000.00	23.51%	\$2,294.72
001-000-000-576-21-42-14	Elevate Phone System	\$244.93	\$2,692.40	\$3,000.00	89.75%	\$307.60
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$0.00	\$112.74	\$0.00		(\$112.74)
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$678.53	\$1,000.00	67.85%	\$321.47
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$376.00	\$3,500.00	10.74%	\$3,124.00
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$1,178.59	\$2,500.00	47.14%	\$1,321.41
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$2,320.00	\$1,750.00	132.57%	(\$570.00)
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$143.18	\$2,000.00	7.16%	\$1,856.82
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$630.00	\$0.00		(\$630.00)
001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$15.00	\$1,250.00	1.20%	\$1,235.00
001-000-000-576-21-47-00	Electricity/Gas (PSE)	\$0.00	\$107,972.51	\$170,000.00	63.51%	\$62,027.49
001-000-000-576-21-47-01	MRP-Comcast - Internet Services	\$0.00	\$0.00	\$5,200.00	0.00%	\$5,200.00
001-000-000-576-21-47-02	Water (Highline)	\$902.18	\$10,949.66	\$9,000.00	121.66%	(\$1,949.66)
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$5,641.95	\$7,250.00	77.82%	\$1,608.05
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$9,244.60	\$4,750.00	194.62%	(\$4,494.60)
001-000-000-576-21-48-00	Maintenance Services (non- contracted)	\$4,964.65	\$107,036.40	\$88,500.00	120.95%	(\$18,536.40)

001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
001-000-000-576-21-48-04	Towing (jPete's Towing)	\$0.00	\$0.00	\$2,668.00	0.00%	\$2,668.00
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$24,330.52	\$30,000.00	81.10%	\$5,669.48
001-000-000-576-21-48-11	Water Quality Maint Contract (Aquatic Specialty)	\$396.27	\$9,596.93	\$11,000.00	87.24%	\$1,403.07
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$3,148.17	\$5,000.00	62.96%	\$1,851.83
001-000-000-576-21-49-10	Printing/Copying (Canon)	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM)	\$185.40	\$25,471.96	\$2,000.00	1,273.60%	(\$23,471.96)
	General Fund Total	\$105,198.21	\$1,576,971.76	\$1,831,702.24	86.09%	\$254,730.48
CAPITAL						
001-000-000-594-76-41-02	Capital - Advertising/Public Notice	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$11,932.00	\$1,000.00	1,193.20%	(\$10,932.00)
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)	\$0.00	\$0.00	\$213,116.72	0.00%	\$213,116.72
001-000-000-594-76-41-05	BS4K Air Handling Unit	\$0.00	\$0.00	\$1,438,100.00	0.00%	\$1,438,100.00
001-000-000-594-76-41-07	Shower Piping Repairs	\$0.00	\$0.00	\$12,000.00	0.00%	\$12,000.00
	Capital Fund Total	\$0.00	\$11,932.00	\$1,664,716.72	0.72%	\$1,652,784.72
	Grand Total*	\$105,198.21	\$1,588,903.76	\$3,496,418.96	45.44%	\$1,907,515.20

**This report was created while consultant is on leave. It needs to be proofed.*

520 -- Procurement Policy

1.0 PURPOSE

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

2.0 GENERAL RESPONSIBILITIES

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

3.0 DEFINITIONS

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

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

3.5.2. Public Works Projects.

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

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

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

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

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

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- 3.8. Cooperative Purchase.** A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing from a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.

4.0 PURCHASING AUTHORITY

- 4.1. Board of Commissioners.** The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall be required to approve individual expenditures in excess of **\$50,000.00**. The Board shall also review and approve all vouchers **and electronic transfers** on at least a monthly basis.
- 4.2. District General Manager or Board Designee.** The District General Manager or Board Designee shall have authority to make expenditures within the specified budgetary line-item limits adopted by the Board. Provided, however, the District General Manager or Board Designee shall obtain advance Finance Committee or Board approval prior to making any specific expenditure that exceeds **\$20,000.00** in value.
- 4.3. Finance Committee.** The Finance Committee shall have authority to approve expenditures within the specified budgetary line-item limits adopted by the Board with a total cost of over **\$20,000.00 and under \$50,000.00**.
- 4.4. Purchases Made Using a Bid Exemption.** Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.
- 4.5. Non-Budgeted Purchases.** Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.
- 4.6. Emergency Purchases.** In the event of an emergency the District General Manager or Board Designee, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board of Commissioners or Finance Committee, but not in excess of **\$50,000.00**. The Finance Committee may authorize purchases in excess of **\$50,000.00** when prior Board approval is not feasible. All emergency purchases shall be ratified by appropriate Board action within 30 days of the purchase.

5.0 PURCHASE OF MATERIALS, EQUIPMENT AND SUPPLIES

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

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6.0 PUBLIC WORKS

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

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

6.4.2. Use Direct Contracting.

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

7.0 SERVICES – Architect and Engineer.

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

8.0 SERVICES – Telecommunications and Data Processing.

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

9.0 PURCHASING RECREATION SERVICES FROM INDEPENDENT CONTRACTORS.

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

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

10.0 SERVICES – OTHER

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

11.0 FORMAL SEALED BIDDING PROCEDURES.

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

12.0 WRITTEN CONTRACTS / WHEN REQUIRED

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

13.0 RECORDS MANAGEMENT.

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

14.0 UNAUTHORIZED PURCHASES.

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

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

15.0 ISSUANCE, USE AND CONTROL OF CREDIT CARDS

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

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

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

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

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

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

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

15.8. Credit Limits - Credit limits shall be set by the District General Manager for limits set below \$5,000 (see 15.1). Temporary limit increases for specific purchases or travel may be approved in writing by the District General Manager and documented by the District Clerk. The District Clerk will maintain a current list of all cardholders and authorized limits.

15.9. Receipt and Reconciliation – Cardholders must:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15.14. References:

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

Exhibit A – Credit Card Application Form

Employee Information

Name: _____

Position Title: _____

Department/Program Area: _____

Work Phone: _____

Email: _____

Card Request Information

Monthly Credit Limit: _____

Single Transaction Limit: _____

Purpose of Card Usage:

Operational Purchases Travel/Training Supplies Emergency Use

Other (describe): _____

Acknowledgments

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

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Applicant Signature: _____ **Date:** _____

Supervisor Approval: _____ **Date:** _____

General Manager Approval: _____ **Date:** _____

For Administrative Use Only

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

Exhibit B – Credit Card User Agreement

Employee Responsibilities

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

1. **Official Use Only:**

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

2. **Accountability:**

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

3. **Documentation:**

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

4. **Security:**

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

5. **Unauthorized Charges:**

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

6. **Audit and Compliance:**

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

7. **Termination or Reassignment:**

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

8. **Policy Violations:**

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

Acknowledgment and Agreement

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

Cardholder Name (Print): _____

Signature: _____ **Date:** _____

Card Number (Last 4 Digits): _____

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

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

DRAFT

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: February 24, 2026

Under: New Business Attachment: Yes

Subject: Second Aquatics Coordinator Recruitment

Background/Summary:

The Mount Rainier Pool will be recruiting to fill an **Aquatics Coordinator** position. After the previous Aquatics Coordinator changed careers, the District held the position vacant while evaluating operational needs and staffing structure.

At this time, staff is recommending moving forward with hiring to support the District's current staffing and program capacity. The District has previously approved a staffing model that includes **two Aquatics Coordinator positions**; however, the second position was not filled in prior years.

With continued staff growth over the past year, the District now employs **more than 60 staff**. Additional direct supervision is needed to maintain safe operations, support training and scheduling, strengthen staff accountability, and reduce workload strain on remaining supervisory staff.

For recruitment, the District will no longer use a fixed "one-month deadline" model, which has proven outdated and can unnecessarily delay hiring. Instead, the position will be posted with a **first review after two weeks** and will remain open until filled.

This information is provided for Board awareness and any comments or suggestions regarding the recruitment process.

Fiscal Impact: Both coordinators are budgeted at \$157,590 combined and 16% match for benefits.

Proposed Motion: No motion. Information only.

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

Three Touch Rule: N/A Committee Review
 01/27/2026 First Board Meeting (Informational)
 To Be Determined Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments:

- Aquatics Coordinator Profile
- Aquatics Coordinator Job Description

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Aquatics Coordinator

\$72,333 - \$78,229 Starting DOQ plus 16% towards benefits*

Location: Mount Rainier Pool – Des Moines, Washington

Deadline: ADD Deadline



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About Mount Rainier Pool

Mount Rainier Pool is a vital community resource in Des Moines, Washington, dedicated to providing high-quality aquatic programs for all ages and abilities. As part of the Des Moines Pool Metropolitan Park District, the facility offers a welcoming and inclusive environment focused on water safety, fitness, and recreation. The pool hosts swim lessons, open swim sessions for families, free lifeguard certification programs, and specialized water exercise classes for older adults. It serves as a hub for community engagement, promoting health and wellness through aquatic education and activities.

About Des Moines, Washington

Des Moines is a scenic waterfront city in South King County, centrally positioned between Seattle and Tacoma. Known for its beautiful Puget Sound views and strong sense of community, the city offers a balance of small-town charm and urban convenience. Residents and visitors enjoy local parks, marinas, and easy access to outdoor recreation. The city's diverse population and commitment to community well-being make it an ideal place for public service professionals who want to make a meaningful impact.

Proximity to Key Destinations

- **Seattle-Tacoma International Airport (SEA)** – Less than 10 minutes away, making travel easy for those commuting or attending professional development opportunities.
- **Downtown Seattle** – Approximately 30 minutes away, providing access to major cultural, educational, and recreational amenities. Ferry service may be coming this summer.
- **Tacoma** – A short 30-minute drive south, offering additional entertainment and career growth resources.
- **Highline College** – Located nearby, supporting workforce development and continuing education opportunities.
- **Des Moines Marina & Beach Park** – A local favorite for outdoor activities, community events, and waterfront relaxation.
- **Interurban Bike Trail** – Less than 10 minutes to Interurban bicycle trails with access to Seattle and Tacoma.
- **Kent-Des Moines Station** – Located nearby, light rail station with access to Seattle, Bellevue and other local communities. Intermodal bicycle and bus options available. Also, a great way to attend Mariners and Seahawks games.
- **Walking Trails** – Des Moines community contains Morse Creek Trail, Redondo Boardwalk and Des Moines Marina. Community is also centrally located between Olympics and Cascade Mountains and a day's trip from countless hiking and camping opportunities.
- **Shopping and Entertainment** - Less than 15 minutes away from Southcenter Mall with shopping, movies and international restaurants.

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The Role

The **Aquatics Coordinator** plays a key leadership role in managing the daily operations of Mount Rainier Pool. This position oversees aquatic programming, staff development, and facility operations to ensure a safe and engaging experience for the community. Responsibilities include:

- Recruiting, training, and supervising aquatic staff.
- Ensuring compliance with water safety and operational standards.
- Assisting in program development, scheduling, and customer service oversight.
- Leading water safety education initiatives and promoting community engagement.

This role is ideal for a dedicated aquatic professional who values leadership, teamwork, and community impact.

Why Join Us?

Mount Rainier Pool fosters a **learning-oriented, team-driven** environment that values leadership at all levels. We prioritize work-life balance, professional growth, and inclusivity in our mission to break down barriers in aquatics. Employees enjoy access to professional development opportunities, flexible scheduling options, and a workplace that actively supports their success.

More Benefits of Working at Mount Rainier Pool

- **Benefits** – 16% benefits match included in pay above for health and medical benefits through Association of Washington Cities for medical, dental and vision. Partnership with Department of Retirement Services.
- **State and Federal Holidays** – The district recognizes all eleven state holidays for its full-time employees.
- **Vacation and Sick Leave** – New employees will receive 8 hours of holiday and 8 hours of sick leave per month. Salaried employees also receive 5 floating holidays per year.
- **Trainings and Certifications** – The district and its employees believe in a growth mindset. The district is willing to pay for all job applicable certifications and trainings.
- **Free Swimming** – The district believes in all employees being situational ready and promote free usage for staff and their families.

Apply today and help us make a difference in the Des Moines community!

For more information call Scott Deschenes, District General Manager at [206.824.4722](tel:206.824.4722) or email scott.deschenes@desmoinespool.org.

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Job Title: Aquatics Coordinator

Reports to: Aquatics Manager

Classification: Exempt, full-time, 40 hours per week.

Compensation: Starting at \$72,333-\$78,229 per year (DOE) plus 16% for benefits*

Deadline: ADD DEALING

Background:

The Mount Rainier Pool is located in South King County. It is centrally located along Puget Sound between Seattle and Tacoma with access to public transportation. The District is a learning organization that values training its staff and supports leadership at all levels. The District strives towards equity and providing staff with a good work-life balance.

The Aquatics Coordinator is part of the pool's management team and involved in day-to-day operational and supervisory aspects of the Mt. Rainier Pool.

Position Summary:

Aquatics Coordinator's key responsibilities will be to:

- Lead staff for the recruitment, interviewing, hiring, training, certification and performance of aquatic staff including supervising the day-to-day activities of the staff.
- Help ensure that all appropriate water, environmental, health and safety standards are maintained and that the pool is current on all necessary certifications required for operation including water chemistry, climate control, cleanliness and related maintenance.
- Assist the Aquatics Manager and other Aquatics Coordinator in developing aquatic programming and scheduling staff and program events.
- Will be the weekend afternoon and weekday morning on-site supervisor.

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Estimated schedule will be Tuesday through Saturday during the summer (June-August) and Sunday through Wednesday during the school year. *(Note management staff will work with staff to have occasional vacation week.)*

- Monitor the daily operation of the aquatic center, including the administration of programs, coordination of Aquatics staff, and general customer service.
- Promote water safety education, health and fitness, and recreation through aquatic activities.
- Supervise and provide support to Aquatics staff, including orientations, trainings, procedure development and revision, evaluations, scheduling, and job performance support.
- Assure proper training and certification of staff per applicable regulations and per District policy.
- Oversee and train aquatic facility staff; develop and conduct training on emergency procedures, lifeguarding, instruction, customer service, cleaning, and other staff tasks.
- Assist with scheduling of programs and use of the aquatic facility.
- Provide customer service oversight. Respond to escalated questions and concerns.
- Helps oversee Civic Rec operation, including POS systems, registration, customer account management, memberships, and activity management. Develop, implement, and revise as needed procedures for utilizing Civic Rec.
- Assist with the planning, developing, and implementing of internal operating policies for the District.
- Helps monitor revenue collection procedures.

Staffing & Training:

- Lead water safety and lifeguard instruction
- Conduct in-service training sessions for staff and ensure compliance with District standards by staff

Financial:

- Provide back up to the Aquatics Manager for cash processes, daily bank deposits and fiduciary functions at the pool facility

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- Supports the accurate and timely submittal of staff time management and payroll process through When-I-Work Administration:
- Helps oversee processes and maintain records of operational facility usage, monitor and maintain inventories of pool equipment and supplies
- Familiar with WAC 246-260 (related to water recreation) and RCW 35.61 (metropolitan park districts) and RCW 70.90 (water recreation)

Minimum Qualifications:

Education and Experience

- A minimum of two years' experience in aquatics
- An associate's degree or combination of education, skills and experiences that demonstrate competency in fulfilling the job requirements

Certifications

- Current Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) or can be certified within six months of hire date
- Current lifeguard and lifeguard instructor certification from American Red Cross
- Current Water Safety Instructor certificate or can be certified within six months of hire date

Knowledge

- Experience in developing, scheduling and coordinating high-quality aquatic programming
- Desired/Plus: General knowledge of swimming pool systems and operation, such as filtration systems, chemical controllers and feeders, HVAC, safety systems, pumps and electric motors or a willingness to learn

Skills

- Be proficient to pass lifeguard prerequisite test at time of hiring
- Be proficient in swim technique and ability to teach others
- Ability to model organization team work to exceptional performance levels, exhibit positive work ethic and to integrate efforts of the entire organization

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- Working under direction of the Aquatics Manager, identify problems, collect data and analyze situations, identify options, make recommendations, implement action plans, monitor progress, measure success and continue improvement
- Beginner level proficiency with Microsoft Word and Excel
- Proficiency with CivicRec or similar registration management system a plus
- Strong written and verbal communication skills

Attributes

- Works well with people, treating everyone with respect and building trust
- Takes appropriate initiative
- Timely follow through on commitments
- Delivers high quality work performance
- Projects and maintains a positive image always
- Works well as a team member/leader in all interactions
- Provides consistent high-quality service
- Always puts safety first
- Able to set and achieve goals with a strategy of continuous improvement
- Maintains focus and achieves results relying on facts and data to support recommendations

Other Considerations

- Must be able to maintain flexible work hours spread over days and times of pool operation especially evening and weekend hours
- Must possess a driver's license
- Must be able to pass a WSP & FBI background check
- Must be able to work a full-time flexible schedule where shifts may be assigned opening, closing, or weekends, depending on the need of the facility
- Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Working with chemicals on a regular basis, including DE and Chlorine and understand the proper handling of said chemicals

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Desired Qualifications:

The ideal candidate will be committed to breaking down barriers that historically have prevented equity and inclusion within the swimming community. Our mission is to provide a safe and positive environment for all members of our community, regardless of race, gender, ethnicity, belief, or economic circumstance, to participate in swimming.

Benefits and Work-Life:

The Mount Rainier Pool strives to support its staff. We are a learning organization that stresses leadership-at-all-levels. We offer support on free trainings and will work when a win-win situation for flexible schedules and an optional one day a week to work remotely. We are also reviewing our benefit packages to help better support our staff. We are looking for people with a growth mindset.

How to Apply

To be screen for hire, please send a resume, cover letter and three references.

When completed, please email to Scott Deschenes, District General Manager, at scott.deschenes@desmoinespool.org or mailed to the address below.

Scott Deschenes, District General Manager
22722 19th Avenue South, Des Moines, WA 98198
[206.824.4722](tel:206.824.4722)

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM Meeting Date: February 24, 2026

Under: New Business Attachment: Yes

Subject: Employee Handbook Review (first touch)

Background/Summary:

The District conducts an annual review of its Employee Handbook to ensure that policies remain compliant with Washington law and align with board expectations. Recent statutory changes—such as state minimum-wage increases, rising overtime-exemption thresholds, expanded sick leave and family-leave entitlements, and enhanced pay-transparency and fair-chance requirements—necessitate an update to maintain compliance and best practices.

Process Overview

- **Purpose:** Refresh the handbook to reflect current laws, remove inconsistencies, and incorporate best practices across wages, benefits, safety, ethics, and governance.
- **Kick-Off:** Board review of existing materials and identification of needed changes at the **February 24** meeting.
- **Drafting:** Presentation of an editable draft reflecting legislative updates and board feedback at the **March 24** meeting.
- **Final Approval:** Submission of a final draft for board adoption at the **April 28** meeting.
- **Ongoing Alignment:** The review will ensure the handbook remains consistent with board policies (e.g., travel reimbursement, technology use, emergency procedures, telework) and updates to Washington statutes and regulations.

This process provides a structured timeline for the board to consider legal updates and policy improvements before approving the revised Employee Handbook.

Fiscal Impact: A well-written employee handbook can help a district avoid litigation that could prove costly.

Proposed Motion: No motion. Information only. (first touch)

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

Three Touch Rule: N/A Committee Review
 02/24/2026 First Board Meeting (Informational)
 04/28/2026 Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments:

- Executive Summary on Potential Employee Handbook Changes
- [Current 2025 Employee Handbook \(link\)](#)

Executive Summary – Employee Handbook Review & Update

Overview & Purpose

The District's Employee Handbook was reviewed for compliance with Washington State law and alignment with board policies. The goal is to ensure the handbook reflects current statutory requirements, eliminates inconsistencies, and promotes best practices. In 2025, the board approved a process where the handbook review starts each year in February. Materials are discussed at the **February 24** board meeting, an editable copy is presented at the **March 24** meeting, and a final version is slated for approval at the **April 28** board meeting. This cadence ensures timely updates each year.

Key Observations & Required Updates

Wage & Hour Standards

- **Minimum wage and overtime:** The handbook correctly applies overtime after 40 hours per week; Washington does not mandate daily overtime. However, statutory rates have increased: the state minimum wage rose to **\$16.66/hour on Jan 1, 2025**, and is scheduled to increase to **\$17.13/hour on Jan 1, 2026**. The handbook should avoid listing static wage figures and instead refer to current state and local rates.
- **Exempt salary thresholds:** The salary threshold for overtime-exempt employees rose to **\$1,332.80 per week (up to 50 employees) and \$1,499.40 per week (51+ employees)** in 2025. Updates to these figures and cross-references to Labor & Industries (L&I) guidance are recommended.
- **Paid sick leave & PFML:** Washington's paid sick leave law now allows workers to use leave to care for anyone living in their home or when a school/daycare closes. New PFML rules taking effect in 2026 expand job-restoration protections and shorten eligibility: employees gain protection after **180 days of employment** and can claim benefits for **as little as four consecutive hours**. The handbook should instruct staff about annual PFML notice requirements and provide up-to-date references to state guidance.

Leaves, Accommodations & Anti-Discrimination

- The existing non-discrimination policy lists all protected classes and includes reasonable-accommodation procedures. Consider adding a summary of Washington's new accommodation rights for **hate-crime victims** (effective 2026),

which allow unpaid leave or safety accommodations for employees or family members affected by hate crimes.

- Washington law now grants broader **paid family and medical leave** and sets extended **pregnancy and lactation accommodations** effective January 1, 2027. The handbook should plan to incorporate these accommodations in future revisions.
- Regular **anti-harassment training** is a best practice even though not mandated for local agencies; consider adding annual training expectations.

Safety, Ethics & Workplace Practices

- The handbook addresses workplace violence, drug-free workplace, nepotism, and bribery; these align with state requirements.
- The district's Code of Conduct would benefit from an explicit procurement ethics statement (no gift acceptance from vendors) to reinforce RCW compliance and align with public-sector best practices.

Remote Work & Telecommuting

- The current handbook does not address telework or COVID-19-related protocols. While Washington has lifted general mandates, remote-work policies remain important. The District's **Policy 272** covers telecommuting; the handbook should reference this policy or include a concise telework section to avoid confusion.

Local Ordinances

- Des Moines falls within an incorporated city; no additional King County employment ordinances currently apply. Wage references should note that Seattle and unincorporated King County may have higher minimum wages, but they do not apply here.

Alignment with Board Policies & Procedures

- **Mission & Values:** The handbook's mission/vision statements differ from those in Policy 201; align wording to maintain consistent messaging.
- **Travel & Reimbursement (Policy 550):** Both the handbook and Policy 550 require pre-approval and original receipts; however, the handbook allows 15 days for submission and demands receipts for every expense, whereas Policy 550 requires submission within 10 days and waives receipts under \$25. Harmonize thresholds and timelines.
- **Technology & Social Media (Policy 270/275):** The handbook prohibits personal use of District equipment and addresses social media conduct. Explicitly reference the official Technology and Social Media policies to avoid duplication.

- **Emergency & Crisis (Policy 392):** The handbook’s emergency closure section aligns with the crisis communication plan but should note that communications follow the board’s Crisis Plan.
- **Telework (Policy 272):** Add references as noted above.
- **Equal Employment & ADA (Policy 260):** The handbook’s disability and religious accommodation procedures mirror Policy 260, consistent with ADA and state law.

Procurement Policy 520 – Recommended Updates

While procurement rules sit in a separate policy, the handbook references thresholds that should be updated in tandem with **Policy 520**:

- **Bid and quote thresholds:** Washington’s small-works roster limit is **\$350,000**; update any references to \$300,000 and align thresholds for quotes and purchases (e.g., \$40,000–\$50,000).
- **Vendor lists & informal quotes:** Clarify when vendor lists and informal quotations are required under **RCW 39.04.190**; outline steps for purchases between the informal bid limit and the roster limit.
- **Prevailing wage & responsible bidders:** Explicitly state compliance with prevailing wage laws (RCW 39.12) and responsible-bidder criteria, including contractor registration.
- **Ethics & conflicts:** Add a procurement-specific ethics clause prohibiting staff from accepting gifts or favors from vendors. Cross-reference the district’s conflict-of-interest policy.
- **Additional considerations:** Consider including language on surplus property disposal, insurance requirements, and federal grant compliance.

Upcoming Legislative Changes & Emerging Requirements

Washington and federal legislation continue to evolve. The following developments may require updates to the handbook:

- **Equal Pay & Opportunities Act (EPOA):** Amendments effective July 27, 2025, allow employers to list a fixed pay amount (when only one amount is offered), provide a five-day window to cure noncompliant postings, and permit state investigations. Employers must still include compensation ranges, benefits, and disclosures in job postings or risk statutory damages.
- **Immigration-Status Coercion (SB 5104):** Employers may not threaten an employee’s or family member’s immigration status to deter them from exercising legal rights.
- **Fair Chance Act (HB 1747):** Beginning July 1, 2026 (for employers with ≥15 employees), employers cannot inquire about criminal history until after making a conditional job offer and must document the rationale for adverse decisions. The 2026 update prohibits blanket exclusions and requires notice to applicants.

- **Driver's License Requirement (SB 5501):** Employers may only require a driver's license when driving is an essential job function.
- **Pay Transparency Litigation Risk:** A recent Washington Supreme Court case broadened who may sue under the EPOA; job applicants (even without good-faith intent) may bring claims if postings lack required wage information.
- **Expanded PFML & Leave:** New PFML rules (HB 1213) and expanded family/medical leave rights require employers to update policies and provide additional notices. Future legislation will also introduce enhanced pregnancy and lactation accommodations effective 2027.
- **Paid Sick Leave Expansion:** The 2025 law allows employees to use sick leave for anyone in their household or when school/daycare is closed.
- **Unemployment for Striking Workers:** SB 5041 extends unemployment benefits to certain striking workers for up to six weeks, increasing risk for public employers involved in negotiations.
- **Hiring Restrictions & Pay Transparency:** Employers must ensure job postings include wage scales, salary ranges, and benefits; they must also comply with new safety standards for isolated workers and telework security protocols.

Next Steps & Questions for the Board

1. **Confirm Scope of Updates:** Beyond the areas identified, are there any additional Washington State or federal statutes (e.g., new privacy, data security, or public-sector laws) that the board wants to address in the 2026 handbook?
2. **Telework Policy Integration:** Should the handbook incorporate the full text of Policy 272 or simply reference it? Are there other remote-work considerations (equipment reimbursement, cybersecurity) to include?
3. **Anti-Harassment & DEI Training:** Does the board wish to implement mandatory annual training on anti-harassment, equity, or diversity to reinforce the handbook's policies?
 1. *Note-we are currently offering anti-harassment and SafeSport training. Both were added after the last update to the employee handbook.*
4. **Procurement Ethics:** Are there specific procurement or financial controls the board wants highlighted for staff (e.g., whistleblower hotline, reporting procedures)?
5. **Review Process Timeline:** The proposed schedule (Feb 24 review, March 24 draft, April 28 final approval) allows adequate time for revisions. Do board members anticipate additional meeting dates or workshops to address any complex issues?

By incorporating these updates and questions, the District will maintain a compliant, transparent, and forward-looking Employee Handbook that reflects current law and board policy.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District GM Meeting Date: February 24, 2026

Under: New Business Attachment: Yes

Subject: Policy 391 Disaster Preparedness and Emergency Response (first touch)

Background/Summary:

The District maintains an all-hazards disaster preparedness and emergency response program to protect life safety, reduce risk, and support timely restoration of services at the Mount Rainier Pool.

Policy 391 establishes governance-level standards and responsibilities for disaster preparedness, emergency response, and recovery. The policy integrates and incorporates the facility's Emergency Action Plan (EAP) procedures and related operational manuals and aligns response coordination with local public safety agencies.

The policy defines clear roles for the Board of Commissioners, District General Manager, Aquatics Manager, on-duty supervisors/coordinators, employees, volunteers, and on-site contractors or vendors. It also formalizes key preparedness elements including hazard identification, emergency supplies and equipment, training, drills, incident communications, and post-incident documentation and after-action review.

Policy 391 further incorporates continuity planning by reference through the District's Continuity of Operations Plan (Policy 392) and incorporates chemical safety response procedures through the District's Safety Data Sheet (SDS) Manual.

Staff is presenting Policy 391 for Board review and adoption to ensure the District maintains clear and current governance-level direction for emergency readiness, response coordination, and recovery expectations for Mount Rainier Pool operations.

The plan has been approved by pool district and AWC-RMSA legal counsels.

Fiscal Impact: The policy is required by AWC-RMSA (insurance pool) to ensure if a claim is made, it will be covered without a deductible. It is also a good policy for safety and a good foundation to avoid any legal claims against the pool district.

Proposed Motion: "I move that the Board adopt Policy 391 – Disaster Preparedness and Emergency Response Policy (Mount Rainier Pool), as presented."

Reviewed by District Legal Counsel: Yes X No Date: 02/04/2026

391 – DISASTER PREPAREDNESS AND EMERGENCY RESPONSE POLICY (MOUNT RAINIER POOL)

1.0 POLICY

The District maintains an all-hazards disaster preparedness and emergency response program to protect life safety, reduce risk, and support timely restoration of services at the Mount Rainier Pool.

2.0 PURPOSE

The purpose of this policy is to establish clear governance-level standards and responsibilities for disaster preparedness, emergency response, and recovery for the Mount Rainier Pool. This policy integrates and incorporates the facility's Emergency Action Plan procedures and related operational manuals, and aligns response coordination with local public safety agencies.

3.0 SCOPE

This policy applies to Mount Rainier Pool operations and to all District employees, commissioners, volunteers, contractors, vendors, and program partners present at or supporting the facility.

4.0 DEFINITIONS

- **All-Hazards:** An approach that plans for common functions (life safety, evacuation, communications, continuity) across many incident types.
- **Disaster/Emergency:** An incident or condition that threatens life safety, District assets, or the ability to operate the Mount Rainier Pool, including earthquakes, flooding, severe weather, power outages, fire, hazardous materials releases, or violent/security threats.
- **Emergency Action Plan (EAP):** The staff-level procedures for immediate response actions for incidents at the facility, including natural disasters and other emergencies.
- **Incident Commander (Facility):** The senior District employee on duty who directs facility response actions until relieved by the Aquatics Manager, the District General Manager, or public safety incident command.
- **Lockdown:** Restricting movement in and out of the facility due to a safety/security threat until cleared by law enforcement or authorized officials.
- **Recovery:** Actions taken to restore safe operations, repair damage, and return the facility to service following an incident.

5.0 POLICY STATEMENT:

- All employees, officials, and representatives of the District are responsible for:
- Acting in a manner that prioritizes life safety for patrons, staff, and responders;

- Following this policy and the District’s facility emergency procedures (EAP) and related operational manuals;
- Promptly reporting hazards, emergencies, and damage;
- Cooperating fully with emergency responders, investigations, and after-action reviews; and
- Supporting readiness through training, drills, and continuous improvement.

6.0 ROLES AND RESPONSIBILITIES

Role	Responsibilities
Board of Commissioners	Approves this policy; supports resourcing for preparedness; receives post-incident reporting and authorizes major recovery actions as needed.
District General Manager	Implements this policy; serves as executive lead for external coordination, communications strategy, and major recovery decisions; informs the Board as appropriate.
Aquatics Manager	Primary facility emergency lead; ensures the EAP is maintained, staff are trained, drills occur, emergency supplies are stocked, and the facility response is executed and documented; serves as primary liaison to South King Fire & Rescue and City of Des Moines Police at the facility.
Supervisor/Coordinator (on-duty)	Assume facility incident command until relieved; direct evacuation/lockdown, ensure 911 is called, ensure accountability of staff/patrons, and preserve incident documentation.
Employees & Volunteers	Follow EAP direction; immediately report hazards/emergencies; participate in drills; assist with evacuation/lockdown and patron safety as trained.
Contractors or Vendors (On Site)	Follow District directions during emergencies; comply with evacuation/lockdown; report hazards; cooperate with responder instructions.

7.0 PLANS AND PROCEDURES INCORPORATED BY REFERENCE

7.1 Emergency Action Plan and Operational Manual

The District maintains staff-level emergency response procedures in its Mount Rainier Pool operational documentation, including natural disasters (clearing/evacuating the pool, power outage, fire, earthquake) and other emergencies (hazardous materials, bomb threat, robbery, water chemistry emergencies, documentation/reporting). These procedures are incorporated by reference into this policy.

7.2 Security / Active Threat Procedures

The District maintains lockdown procedures for an active shooter or related threats initiated by information from the school or another source. The facility will not lift lockdown until proper clearance is received from law enforcement and/or authorized District leadership, as defined in the procedure.

7.3 Continuity of Operations Plan (COOP)

The District's Continuity of Operations Plan (Policy 392) is incorporated by reference. The COOP governs continuity of essential functions, administrative operations, staffing succession, and service restoration during extended disruptions or facility closures.

7.4 Hazardous Materials and Chemical Safety

Chemical incident response procedures, chemical inventories, and Safety Data Sheets (SDS) are maintained in the District's SDS Manual. The SDS Manual is available in the First Aid Room at the Mount Rainier Pool and is incorporated by reference into this policy.

8.0 PREPAREDNESS AND MITIGATION

8.1 Hazard Identification (Seattle-area / aquatic facility)

The District will maintain an all-hazards profile specific to an aquatic facility, including (at minimum): earthquake, flooding/water intrusion, severe weather (wind/snow/ice), power outage, fire, hazardous materials/chemical release, and violent/security threats.

8.2 Facility Readiness and Safety Checks

The District will maintain routine facility inspections and readiness activities consistent with facility operational requirements to ensure a safe environment for patrons and staff.

8.3 Emergency Supplies and Equipment

The Aquatics Manager will ensure emergency equipment is present, accessible, and maintained (e.g., first aid supplies, flashlights, AED, radios/phones, emergency signage, key access to utility shutoffs).

8.4 Coordination and Pre-Incident Planning

The District will coordinate as appropriate with:

- **South King Fire & Rescue** (fire/EMS/hazmat response and reentry clearance)
 - **City of Des Moines Police Department** (security threats, lockdown, criminal incidents)
- Pre-incident coordination may include walkthroughs, contact updates, and joint exercises.

9.0 RESPONSE: ACTIVATION, COMMUNICATIONS, AND LIFE SAFETY

Staff shall evacuate and secure the facility following an earthquake in accordance with the Emergency Action Plan. Reentry and reopening requirements are governed by Section 9.0 of this policy.

9.1 Activation and Immediate Actions

Any employee may initiate emergency actions when life safety is at risk, including calling 911 and initiating EAP signals (e.g., clearing the pool, evacuation, lockdown). Natural disaster and emergency procedures are maintained in the facility documentation.

9.2 911 and Responder Interface

When calling 911, staff will provide: facility name/location, nature of incident, injuries, hazards (including pool chemicals), and the best access point for responders. The incident lead will meet responders, provide keys/access, and coordinate under responder incident command.

9.3 Patron Accountability and Assembly Areas

The incident lead will direct patrons to safe areas/assembly and will conduct accountability checks for staff and, when feasible, program participants (e.g., swim lesson rosters, teams, childcare groups).

9.4 Evacuation vs. Shelter-in-Place / Lockdown

- **Evacuation** will be used for fire, suspected bomb, structural concerns, and other conditions where remaining inside is unsafe.
- **Lockdown** will be used for active threats or police-directed containment. Lockdown steps include clearing the pool, locking doors, directing patrons to locker rooms, turning off lights, and maintaining calm until law enforcement clearance is obtained.
- **Shelter-in-place** may be used for external hazards (e.g., nearby police activity, airborne hazards) as directed by emergency officials.

9.5 Incident Communications

The District General Manager (or designee) will manage external communications and public updates (website/social media/media) to ensure accurate, consistent messaging. Operational communications and staff direction remain with the incident lead.

10.0 RECOVERY AND RETURN TO OPERATIONS

10.1 Damage Assessment and Safety Clearance

After an incident, the Aquatics Manager and District General Manager will assess facility condition and determine next steps. Reentry and reopening will not occur until hazards are mitigated and, when applicable, clearance is obtained from responding agencies and/or qualified inspectors. Following an earthquake, the Mount Rainier Pool shall not reopen until the facility has been inspected and approved for reentry by the Fire Marshal or other authorized building official.

10.2 Temporary Closures and Program Impacts

When closure is required, staff will implement public notice procedures consistent with the facility's operational guidance for environmental conditions and closures.

10.3 Documentation and After-Action Review

The District will complete incident documentation and conduct an after-action review to identify corrective actions, training updates, and facility improvements.

11.0 TRAINING, DRILLS, AND EXERCISES

11.1 Training Requirements

The District will provide initial and ongoing emergency training relevant to pool operations, including evacuation, emergency communications, and scenario-based drills (earthquake, power outage, fire, chemical/hazmat, lockdown). The facility manual includes emergency response provisions and staff training expectations.

11.2 Drills

The Aquatics Manager will schedule and document periodic drills appropriate to the risk profile and staffing patterns.

12.0 RECORDS, REPORTING, AND DOCUMENT CONTROL

12.1 Incident Records

Incident reports, drill logs, corrective action tracking, and plan updates will be maintained as District records consistent with records retention requirements.

12.2 Plan Availability

Current versions of this policy and the incorporated EAP procedures will be maintained in accessible locations (e.g., supervisor binder, staff shared drive) and made available during onboarding and trainings.

13.0 POLICY REVIEW

This policy shall be reviewed at least every three years or sooner as required by law, operational changes, facility renovations, hazard updates, or lessons learned from incidents or drills.

14.0 REFERENCES

- Mount Rainier Pool Operation Manual – Emergency Response Provisions
- SDS Manual

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d Assigned to: District GM Meeting Date: February 24, 2026

Under: New Business Attachment: Yes

Subject: Sunbelt Control Agreement Renewal

Background/Summary:

The Mount Rainier Pool relies on a building automation and controls system to operate critical facility infrastructure, including the **air handling system** that supports indoor air quality, humidity control, and safe pool operations.

In past years, the Pool experienced **significant control issues** related to the air handling system. These failures contributed to **unplanned emergency closures**, disrupted programming, and created operational risk for the facility.

To reduce closures and improve system reliability, the District previously contracted with **Sunbelt Controls** to install and maintain a monitoring and preventative service program. Since implementing this service model, the Pool has **dramatically reduced air-handling-related closures**, and when issues have occurred, downtime has been **significantly shorter** due to priority service and remote troubleshooting support.

Sunbelt Controls has provided a renewal letter for the District's existing Renewable Service Agreement. The renewal includes **no change in scope** and continues:

- **Unlimited phone support**
- **Quarterly preventative service visits** for tasks 101-SPF, 103-SPF, 104-SPF, and 119-SPF
- **Annual preventative service visit** for task 102-SPF

The renewal term is **February 1, 2026, through January 31, 2027**, with an annual investment of **\$14,634.00 plus Washington State sales tax**.

The renewal also includes service response advantages for contract clients, including:

- Service request response by coordinator within **2 hours**
- Emergency scheduling with technician onsite within **12 hours of request**

Staff recommends renewal of the Sunbelt Controls Service Agreement as a proactive and cost-effective approach to protect facility operations, reduce risk of emergency closures, and maintain stable service for the community.

Fiscal Impact: Closures reduce revenues and customer confidence, which reduces sales of passes and other services.

Proposed Motion: “I move to approve the Sunbelt Controls Service Agreement renewal for the Mount Rainier Pool for 2/1/2026–1/31/2027, in the amount of \$14,634 plus tax, and authorize the General Manager to execute the agreement.”

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

Three Touch Rule: _____ N/A _____ Committee Review
_____ 02/24/2026 _____ First Board Meeting (Informational)
_____ To Be Determined _____ Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments:
- Sunbelt Controls Agreement
- [Sunbelt Controls Remote Services \(link\)](#)



February 3, 2026

Scott Deschenes
Des Moines Pool Metropolitan Park District
22722 19th Ave South
Des Moines WA 98198

RE: Service Agreement Mt Rainier Pool (exp 12/31/2025)

Dear Scott:

Thank you for the opportunity to present you with this letter of renewal for your Sunbelt Controls Service Agreement.

To continually support your dynamic business and facility needs, Sunbelt Controls provides this Renewable Service Agreement to assist in maximizing the value of your building and its installed systems. By providing a proactive, cost-effective service approach to ensure continuous building operation your building will be safer, more reliable, operate more efficiently and enable you to capitalize on the full value and investment your building systems were originally designed to deliver.

Based on the terms of your current Service Agreement, there will be **no change in scope to the existing service, which includes unlimited phone support and quarterly visits for tasks 101-SPF, 103-SPF, 104-SPF, 119-SPF and annually for 102-SPF. The annual investment for this Service Plan is \$14,634.00, plus WSST.** This investment does include an increase to accommodate for current cost adjustments in labor and material. This renewal is valid for the period commencing on 02/01/2026 with expiration on 01/31/2027. If a 3-year option is selected, we can guarantee future escalations not to exceed 3% annually.

Any additional service request will be billed at the attached rates.

Please review and I will follow up via phone and email to answer any questions you may have. We look forward to the opportunity to continue to serve you and help you to achieve success in your business.

Sincerely,

Steve Tyson
Service Project Manager
818.747.0709
styson@sunbeltcontrols.com

Accepted By: _____

Purchase Order: _____

Date: _____

3 Year Renewal Accepted: _____

Initial



Service Rates	Service Agreement Client			Street or Non-Service Agreement Client		
	Straight Time	Overtime	Double-Time	Straight Time	Overtime	Double-Time
Technician	\$213.92	\$320.88	\$427.84	\$236.32	\$354.48	\$472.64
Project Engineer	\$168.00	\$252.00	\$336.00	\$184.80	\$277.20	\$369.60
Remote Services	\$213.92	N/A	N/A	\$236.32	N/A	N/A

Straight Time: Work executed onsite from 7am – 3pm. If the technician and the owner/facilities team accept work to be performed before 6am, the technician can start their tasking earlier.

Over Time: Work executed after 3pm and up to (4) hours total on any weekday. No daily OT event will extend beyond (4) hours without the Service Manager/Branch Manager approval.

Double time: Work carried out on Company Holiday. This assignment should only be utilized with Service Manager/Branch Manager prior approval.

Standard Service Hours: 7am – 4pm

Emergency Same-Day Dispatch: Technician Rate: Emergency Dispatch Fee (1 hour Overtime Rate) + All labor at Overtime rate

Technician Travel Dispatching condition: Portal-to-Portal (client pays for drive time to and from site)

Service Request outside normal business hours: **1-888-786-2332**

Service request response rate by Service Coordinator:

- Contract Clients: Within 2 hours
- Non – Contract Client: Within 48 hours

Technician Scheduling

- **Contract Clients:** Emergency: Within 12 hours of request, technician onsite. | Non-Emergency: Within 5 business days
- **Non-Contract Clients:** No guaranteed response time. Next Availability of technician.

Truck Charge: \$0

Warranty Coverage: All Labor: 90 Days & Parts : (1) Year

888-786-2332

Dispatch@SunbeltControls.com

Rates are subject to change annually

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e Assigned to: District GM Meeting Date: February 24, 2026

Under: New Business Attachment: Yes

Subject: City Currents Content & 50th Anniversary Video

Background/Summary: Attached are the first pages for the City Currents Winter 2026.

Resident Gene Achziger, Commissioner Shane Stender and I created and edited the content.

Below is a QR code to watch the video, which is posted on the website's Aquatic Feasibility Study page.

Thanks to Betina Carey for the video. It had much better audio than ours.

Fiscal Impact: N/A

Proposed Motion: No motion. Information only.

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

Three Touch Rule: N/A Committee Review
 01/27/2026 First Board Meeting (Informational)
 To Be Determined Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes: Attachments:

- City Currents Content (3 pages)
- QR code to 50th Anniversary Video on Aquatic Feasibility Study Page





2025 IN REVIEW

A community resource today, and for the future

Fifty years ago, the first Des Moines resident to jump into Mount Rainier Pool ignited this community's love affair with swimming and aquatic safety. The ripple effect continues as our pool retains solid community support. And with ongoing investment and grant funding, the pool remains an important part of the Des Moines community.

Strengthening an asset

In 2025, Mount Rainier Pool received more than \$1.76 million in grant funding for important building improvements. This money will be used to improve the air system, hot water tanks, pool pipes, and electrical wiring.

Although the work is now scheduled for 2026, getting this funding is a big step forward. For a pool that opened in 1975, these upgrades will help keep it safe and ready to serve the community as planning continues.

Trusted space for kids and families

Mount Rainier Pool is a welcoming spot where youth and families gather, stay active, and learn essential water safety skills.

More than 2,500 kids had their lives enriched last year thanks to \$13,000 in grants from King County and the Des Moines Legacy Foundation for free daily youth swims. And thanks to our popular \$2 "Swim With



Hundreds of kids learn to swim at Mount Rainier Pool every year.

Your Kid" rate, more and more parents are enjoying the water with their kids. The pool is also keeping admission rates among the lowest in the region, and we're promoting affordability with programs such as \$1 First Saturday Swims, free water safety events, free PTSA-sponsored swims for local elementary schools, and an insurance-based membership option.

Expanded access and service

Even with an older facility, Mount Rainier Pool stayed open almost every day in 2025, offering early morning lap swims, evening hours until 9 pm, and Sunday sessions.

Year-round programs included swim lessons for all ages, water exercise classes, open swim, and party rentals.

The pool was also a regional center for lifeguard and swim teacher training, and hosted

training for emergency workers, airlines, swim teams, school groups, and community events.

Supporting and growing our lifeguard and swim instructor team is still a top priority. This helps keep the pool safe and allows us to expand programs as we add more staff.

A pool open to everyone

Making the pool accessible to everyone is still at the heart of our mission. We've improved language access with a fully translatable website and online registration and scholarship applications, making it easier for all our families to participate.

To lower barriers even further, the required staff certifications are primarily covered by grants from our benefactors. This makes jobs and training available to everyone in the community, no matter their financial situation.



DES MOINES POOL METROPOLITAN PARK DISTRICT

Operator of **MOUNT RAINIER POOL**

22722 19th Ave S • Des Moines, WA 98198
206.824.4722 • www.MtRainierPool.com
www.facebook.com/MountRainierPool

WHAT'S AHEAD IN 2026 AT MRP

Preserving what we've got

This year, we're carefully scheduling important repairs and coordinating projects to reduce disruptions. Look for those timelines shortly on our website so you'll be able to plan ahead.

The pool is also preparing to launch a new regional program to help stem the nationwide shortage of lifeguards. We will offer FREE lifeguard certification and swim-skill development to improve water safety in the region.

Planning for the next 50 years

Mount Rainier Pool has been a key part of the Des Moines community for 50 years, but the city has changed a lot. Our population has grown, and demand for modern aquatic facilities has never been higher. Families need good swim lessons, seniors need easy fitness options, and athletes need places to train and compete. These programs help everyone and make Des Moines a better place, since aquatics benefit people throughout their lives.

The truth is, our current pool can't keep up. It's clean, safe, and well-maintained, but it's not big enough to accommodate the growing demand or modern aquatic programs. That's why we're planning for the future now. Over the next year, you'll see updates about chances to help shape the future of aquatics in Des Moines.

Stay tuned and prepare to join the conversation. The future of health, safety, and fun in our community depends on it.



FROM FIRST SPLASH TO NEXT WAVE

Celebrating 50 Years of the Mount Rainier Pool

On Sept. 21, 2025, our community came together to celebrate a special milestone: the 50th anniversary of Mount Rainier Pool. What started as a Forward Thrust project in the 1970s has become one of South King County's most valued community spaces, serving families, students, athletes, and neighbors for generations.

The event welcomed residents, alumni, school partners, elected officials, and longtime supporters to honor the pool's history and look forward to its future. During the ceremony, a special plaque was unveiled to recognize James R. Ellis, the civic leader behind Forward Thrust and a key advocate for public facilities in our region.

Guests heard from community leaders like City Manager Katherine Caffrey, regional historian David Kappler, and both current and former board members of the Des Moines Pool Metropolitan Park District. Many people shared personal stories—first swim lessons, championship meets, senior exercise classes, lifeguard experiences, and the many ways the pool has touched Highline families since 1975.

After the main program, everyone enjoyed a free community swim, music, history displays, and the debut of the "50th Anniversary Duck." This playful mascot was a hit with both kids and adults.

All day, one message stood out: the

Mount Rainier Pool is more than just a building. It's where the community comes together—a gathering place that helps build confidence, safety, health, and lasting memories.

As the Des Moines Pool Metropolitan Park District looks to the future, the focus stays on access, equity, stewardship, and building strong partnerships with local schools, cities, and nonprofits. Plans include more scholarships, better facilities, and ongoing support for youth lifeguard training and community wellness.

Thank you to every resident, swimmer, staff member, volunteer, and partner who made the past 50 years so special. Because of your support, future swimmers, families, and lifeguards will have a safe and welcoming place here in Des Moines.

See highlights from the celebration

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





At Mount Rainier Pool we speak fluent swimming. Come join us. It all translates to: Everyone is welcome.

LET'S SWIM TOGETHER

Nademos juntos
 Hãy bơi cùng nhau
 Aan ku quusno isku wada
 አንጠናቀቁ በአንድ አውራ
 ਆਓ ਇੱਕਠੇ ਤਰਈਏ
 اعم حبسن اي
 យង់ហលៃ ទីក្រុងមភ្នំនា

Our fully translatable website has everything you need to know about Mount Rainier Pool. It is simple, fast, and easy to use on your phone.

You can find daily swim times, job openings, and more, all easily accessible from your phone or computer.

On our website, you can:

- See daily schedules for lap swim, family swim, open swim, and water exercise.

- Check rates and passes, including daily admission, punch passes, and memberships.
- Sign up for swim lessons for youth, teens, and adults.
- Find job opportunities and apply online.
- Get details about free lifeguard certification and training for eligible teens and young adults.
- Explore scholarships, programs, and community resources.

NEW ONLINE SCHOLARSHIP PROCESS

- Available for Des Moines and Normandy Park residents.
- The scholarship covers 10-visit passes, 3-month passes, annual passes (including water exercise), and swim lessons.
- Covers 90 percent of costs.
- The new online application takes less than 5 minutes.

Please note:

- Please allow five business days for scholarship processing before signing up for swim lessons.
- Submitting a scholarship application does not guarantee a spot in swim lessons.
- Register from your phone.
- It's quick, easy, and secure.
- You can translate the site into any language.
- Upload photos right from your phone's camera.
- Finish your application anytime, anywhere.
- Scan the QR code below to get started, or visit our website at: www.MtRainierPool.com



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a Assigned to: President Young

Date: February 24, 2026

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 X No Date: Multiple

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:

-No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b Assigned to: President Young

Date: February 24, 2026

Under: Executive Session

Attachment: None

Subject: Executive Session: Mount Rainier Pool Lease

Background/Summary:

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

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

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

Fiscal Impact: N/A

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

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

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

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

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

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:

-No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10 **Assigned to:** President Young **Meeting Date:** February 24, 2026

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):
 - March 24, 2026, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
 - (If needed) Special Meeting or Retreat: Determined by Board.
3. Important Future Dates:
 - Bayside Ball: June 6, 2026
4. End of Meeting:

Fiscal Impact: _____

Proposed Motion: No motion necessary.

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- No attachment.