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Des Moines Pool Metropolitan Park District

February 25, 2025
7:00 p.m.
Regular "Hybrid" Meeting

Meetings are hybrid: being held remotely using Zoom and in-person at the Des Moines Pool MPD District Office (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468; Meeting ID: 898 9376 4863; Passcode: 074551. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at scott.deschenes@desmoinespool.org. Public comment for those who cannot physically attend will be due by email to info@mtrainierpool.com by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.

AGENDA

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

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

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

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

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

Hybrid Meeting: If you are unable to physically attend and wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, January 28. Please include your name, address, and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting

7:08 **6. CONSENT AGENDA**

a. EXPENDITURE/REVENUE FOR DECEMBER AND JANUARY

b. STAFF/CONTRACTOR/COMMITTEE REPORTS
District General Manager Report

c. ADOPTION OF MINUTES
January 14, Special Meeting
January 28, Regular Board Meeting

d. CORRESPONDENCE
None

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL
$80,253.60 was *processed in January 2025 for warrant requests.*

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)
$71,673.01 *was processed in January 2025 for payroll and payments.*

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

7. OLD BUSINESS

7:10 a. Policy 101, Bylaws

7:15 b. 2024 Q4 Financial Report

7:20 c. Grants Update

7:25 d. 575 Proposed Agreement

7:30 e. Insurance Changeover

7:35 f. Land Acquisition Processes Research

7:40 g. Resolution 2025-04 Cancelled Warrants

8. NEW BUSINESS

7:45 a. Employee Handbook (first touch)

7:50 b. Employee Debit Cards (first touch)

8:00 c. Summer Staff Recruitment and Training

8:10 d. Television in Mt Rainier Pool Lobby (first touch)

9. GOOD OF THE ORDER

10. UPCOMING MEETINGS

- To Be Determined, SAO Exit Meeting, ???, Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- March 25, 2025 (Fourth Tuesday), Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

For other future meetings, click here to visit our website's governance page.

ADJOURNMENT

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.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** District GM **Meeting Date:** February 25, 2025

Under: Consent Agenda **Attachment:** Yes

Subject: Consent Agenda

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

Item 6a: Financial Summary
- December Expenses and Revenue
- January Expenses and Revenue

Item 6b: Staff/Committee Reports
- District General Manager Weekly Reports

Item 6c: Adoption of Minutes
- January 14, 2025, Special Meeting
- January 28, 2025, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **$80,253.60** were approved for payment.
- $12,374.17 was processed on January 6, 2025
- $1,360.81 was processed on January 6, 2025
- $474.72 was processed on January 20, 2025
- $18,234.21 was processed on January 20, 2025
- $34,278.36 was processed on January 27, 2025 (WCIA Insurance Payment)
- $13,531.33 was processed on January 27, 2025

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **$71,673.01** were processed for payment.
- $35,379.51 was approved for payroll on January 15, 2025
- $36,293.50 was approved for payroll on January 31, 2025

A total of **$151,926.61** was processed in January 2025 under the oversight of the Clerk of the Board.

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

Fiscal Impact: Detailed above.

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in January 2025 totaling **$151,926.61.**

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

2025 REVENUES

Account Number	Reference	Jan 2025	YTD Balance	2025 Budget	Budget %
	General Fund Taxes				
001-000-000-311-11-00-00	Property Taxes	$2,242.63	$2,242.63	$2,339,312.76	.001%
001-000-000-311-11-00-01	Timber Harvest Tax	$0.00	$0.00	$0.00	0.00%
001-000-000-317-20-00-00	Leasehold Excise Tax	$0.00	$0.00	$0.00	0.00%
	Total General Fund	**$2,242.63**	**$2,242.63**	**$2,339,312.76**	**.001%**
	Charges for Goods and Services				
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	$0.00	$0.00	$25,000.00	0.00%
	Total Charges for Goods and Services	**$0.00**	**$0.00**	**$25,000.00**	**0.00%**
	Miscellaneous Revenues				
001-000-000-361-11-00-00	Investment Interest	$7,080.15	$7,080.15	$20,000.00	35.4%
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	$31,300.00	$31,300.00	$5,000.00	626%
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	$0.00	$0.00	$0.00	0.00%
001-000-000-369-81-00-02	Misc Revenue	$0.00	$0.00	$5,000.00	0.00%
001-000-000-369-81-00-03	MRP Cash Deposits	$1,301.60	$1,301.60	$50,000.00	2.60%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	$7,537.16	$7,537.16	$147,500.00	5.11%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	$329.00	$329.00	$2,500.00	13.16%
	Total Revenue	**$47,547.91**	**$47,547.91**	**$230,000.00**	**20.67%**
	Capital Projects/Reserve				
301-000-000-397-00-00-00	Transfer from General Fund - Capital	**$0.00**	$0.00	$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%
	Total Capital Projects/Reserve	**$0.00**	**$55,414.07**	**$1,124,110.52**	**0.00%**

2025 EXPENDITURES

Beginning Monthly Balance = $1,877,247.10
Ending Monthly Balance = $$1,762,288.87

Category/ Acct #	Reference	Jan 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners Subsidies	$1,004.36	$1,004.36	$20,000.00	$18,995.64	5.02%
001-000-000-576-20-10-01	District Manager Salary	$6,730.46	$6,730.46	$101,000.00	$94,269.54	6.66%
001-000-000-576-21-10-01	Aquatics Mgr Salary	$6,249.20	$6,249.20	$103,434.24	$97,185.04	6.04%
001-000-000-576-21-25-01	Aquatic Coordinators	$9,190.52	$9,190.52	$153,000.00	$143,809.48	6.01%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	$20,023.06	$20,023.06	$360,000.00	$339,976.94	5.56%
001-000-000-576-21-30-05	Water Exercise Instructor	$736.65	$736.65	$10,000.00	$9,263.35	7.37%
001-000-000-576-21-30-06	Front Desk Administrator	$4,410.32	$4,410.32	$65,000.00	$60,589.68	6.79%
001-000-000-576-21-32-02	Head Lifeguards	$5,471.91	$5,471.91	$70,000.00	$64,528.09	7.82%
	Total Salaries & Wages	**$53,816.48**	**$53,816.48**	**$882,434.24**	**$828,617.76**	**6.10%**
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	$17,599.20	$17,599.20	$235,000.00	$217,400.80	7.49%
001-000-000-576-21-33-00	Sick Pay	$0.00	$0.00	$3,500.00	$3,500.00	0.00%
001-000-000-576-21-33-04	Overtime (OT)	$0.00	$0.00	$2,500.00	$2,500.00	0.00%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
	Total Taxes & Misc	**$17,599.20**	**$17,599.20**	**$242,000.00**	**$224,400.80**	**7.27%**
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	$3,475.60	$3,475.60	$32,000.00	$28,524.40	10.86%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	$127.50	$127.50	$2,000.00	$1,872.50	6.38%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	$4,136.51	$4,136.51	$55,000.00	$50,863.49	7.52%
001-000-000-576-21-25-05	Incentive Pay	$0.00	$0.00	$500.00	$500.00	0.00%
	Total Personal Benefits	**$7,739.61**	**$7,739.61**	**$89,500.00**	**$81,760.39**	**8.65%**
Office Supplies						
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	$47.87	$47.87	$3,500.00	$3,452.13	1.37%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	$0.00	$0.00	$2,500.00	$2,500.00	0.00%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	$54.96	$54.96	$2,500.00	$2,445.04	2.20%
	Total Office Supplies	**$102.83**	**$102.83**	**$8,500.00**	**$8,397.17**	**1.21%**
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	$81.07	$81.07	$1,000.00	$918.93	8.11%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	$944.52	$944.52	$8,500.00	$7,555.48	11.11%
	Total Maintenance & Repair Supplies	**$1,025.59**	**$1,025.59**	**$9,500.00**	**$8,474.41**	**10.80%**
Pool Supplies						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	$7.45	$7.45	$5,000.00	$4,992.55	0.15%
001-000-000-576-21-35-15	Special Pool Events	$0.00	$0.00	$1,800.00	$1,800.00	0.00%
001-000-000-576-21-40-00	Employee Recognition	$75.00	$75.00	$2,500.00	$2,425.00	3.00%
001-000-000-576-21-42-06	Uniforms &Clothing	$0.00	$0.00	$3,000.00	$3,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	$143.18	$143.18	$2,000.00	$1,856.82	7.16%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	$751.88	$751.88	$5,000.00	$4,248.12	15.04%
	Total Pool Supplies	**$977.51**	**$977.51**	**$19,300.00**	**$18,322.49**	**5.06%**

Category/ Acct #	Reference	Jan 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
Professional Svcs - Clerical						
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	$300.01	$300.01	$5,000.00	$3,384.00	32.32%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	$1,616.00	$1,616.00	$12,000.00	$10,672.00	11.07%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	$1,328.00	$1,328.00	$3,300.00	$2,999.99	9.09%
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	$0.00	$0.00	$2,500.00	$2,500.00	0.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT	$1,826.00	$1,826.00	$28,000.00	$26,174.00	6.52%
001-000-000-576-20-49-10	Printing/Copying (Canon)	$110.52	$110.52	$2,500.00	$2,389.48	4.42%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	$0.00	$0.00	$5,300.00	$5,300.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	$60.80	$60.80	$1,000.00	$939.20	6.08%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	$3,173.90	$3,173.90	$9,000.00	$5,826.10	35.27%
001-000-000-576-21-42-09	Timekeeping (WhenIWork)	$352.64	$352.64	$3,000.00	$2,647.36	11.75%
	Total Prof Services-Front Offc	**$8,767.87**	**$8,767.87**	**$71,600.00**	**$62,832.13**	**12.25%**
Professional Svcs - Maintenance						
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	$0.00	$0.00	$4,000.00	$4,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	$508.72	$508.72	$2,750.00	$2,241.28	18.50%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	$0.00	$0.00	$6,750.00	$6,750.00	0.00%
001-000-000-576-21-41-20	Gutter and Roof Management	$0.00	$0.00	$3,000.00	$3,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	$621.53	$621.53	$6,250.00	$5,628.47	9.94%
001-000-000-576-21-42-04	Towing (Pete's Towing)	$0.00	$0.00	$2,668.00	$2,668.00	0.00%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	$76.88	$76.88	$1,250.00	$1,173.12	6.15%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	$8,797.27	$8,797.27	$30,000.00	$21,202.73	29.32%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	$1,129.14	$1,129.14	$11,000.00	$9,870.86	10.26%
	Total Prof Services-Maintenance	**$11,133.54**	**$11,133.54**	**$68,668.00**	**$57,534.46**	**16.21%**
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	$0.00	$0.00	$88,500.00	$88,500.00	0.00%
	Total Repairs & Maintenance	**$0.00**	**$0.00**	**$88,500.00**	**$88,500.00**	**0.00%**
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	$0.00	$0.00	$3,000.00	$3,000.00	0.00%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	$462.78	$462.78	$5,200.00	$4,737.22	8.90%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	$69.00	$69.00	$750.00	$681.00	9.20%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	$333.89	$333.89	$3,200.00	$2,866.11	10.43%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	$0.00	$0.00	$300.00	$300.00	0.00%
001-000-000-576-21-42-07	Postage and Mailing	$102.11	$102.11	$250.00	$147.89	40.84%
001-000-000-576-21-42-14	Elevate Phone System	$222.53	$222.53	$3,000.00	$2,777.47	7.42%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	$63.47	$63.47	$600.00	$536.53	10.58%
	Total Communications	**$1,253.78**	**$1,253.78**	**$16,300.00**	**$15,046.22**	**7.69%**
Training & Travel						
001-000-000-576-20-43-08	Community Advisory Committee	$0.00		$5,000.00	$5,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
001-000-000-576-21-43-03	Certifications (non WSI)	$0.00	$0.00	$3,500.00	$3,500.00	0.00%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	$22.98	$22.98	$2,500.00	$2,477.02	0.92%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	$0.00	$0.00	$1,750.00	$1,750.00	0.00%
001-000-000-576-21-43-07	Management Staff Training	$0.00	$0.00	$1,750.00	$1,750.00	0.00%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	$0.00	$0.00	$1,250.00	$1,250.00	0.00%
	Total Training & Travel	**$22.98**	**$22.98**	**$16,750.00**	**$16,727.02**	**0.14%**
Advertising						
001-000-000-576-20-41-00	Public Outreach Events	0	$0.00	$2,500.00	$2,500.00	0.00%
001-000-000-576-20-41-07	District Advertising	$1,922.50	$1,922.50	$8,000.00	$6,077.50	24.03%
001-000-000-576-20-41-13	Sponsorship Supported	$0.00	$0.00	$200.00	$200.00	0.00%
001-000-000-576-20-41-20	Social Media Advertising	$28.97	$28.97	$2,000.00	$1,971.03	1.45%
001-000-000-576-20-41-40	Ad Design	$0.00	$0.00	$450.00	$450.00	0.00%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	$0.00	$0.00	$4,000.00	$4,000.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	$0.00	$0.00	$2,500.00	$2,500.00	0.00%
	Total Advertising	**$1,951.47**	**$1,951.47**	**$19,650.00**	**$17,698.53**	**9.93%**

Category/ Acct #	Reference	Jan 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	$717.50	$717.50	$9,000.00	$8,282.50	7.97%
001-000-000-576-20-45-01	Storage Rental (AAAA)	$620.00	$620.00	$4,000.00	$3,380.00	15.50%
001-000-000-576-20-45-02	Miscellaneous Rentals	$0.00	$0.00	$2,500.00	$2,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	$0.00	$0.00	$500.00	$500.00	0.00%
	Total Rentals & Leases	**$1,337.50**	**$1,337.50**	**$16,000.00**	**$14,662.50**	**8.36%**
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	$12,500.77	$12,500.77	$170,000.00	$157,499.23	7.35%
001-000-000-576-21-47-02	Water (Highline)	$668.72	$668.72	$9,000.00	$8,331.28	7.43%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	$1,078.14	$1,078.14	$7,250.00	$6,171.86	14.87%
001-000-000-576-21-47-04	Sewer (Midway)	$947.43	$947.43	$4,750.00	$3,802.57	19.95%
	Total Utilities	**$15,195.06**	**$15,195.06**	**$191,000.00**	**$175,804.94**	**7.96%**
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	$34,278.36	$34,278.36	$58,000.00	$23,721.64	59.10%
	Total Insurance	**$34,278.36**	**$34,278.36**	**$58,000.00**	**$23,721.64**	**59.10%**
Miscellaneous						
001-000-000-576-20-49-07	Misc. Services/Discrepancies	$5,400.78	$5,400.78	$500.00	($4,900.78)	1080.16%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	$144.64	$144.64	$1,250.00	$1,105.36	11.57%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	$371.03	$371.03	$5,000.00	$4,628.97	7.42%
001-000-000-576-20-51-50	Background checks	$0.00	$0.00	$1,250.00	$1,250.00	0.00%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	$0.00	$0.00	$3,500.00	$3,500.00	0.00%
	Total Miscellaneous	**$5,916.45**	**$5,916.45**	**$11,500.00**	**$5,583.55**	**51.45%**
Intergovernmental Services						
001-000-000-576-20-41-11	SAO Audit	$0.00	$0.00	$5,000.00	$5,000.00	0.00%
001-000-000-576-20-51-02	Inspections (Fire Ext)	$0.00	$0.00	$500.00	$500.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	$0.00	$0.00	$11,000.00	$11,000.00	0.00%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	$0.00	$0.00	$4,000.00	$4,000.00	0.00%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM	$0.00		$2,000.00	$2,000.00	
	Total Intergov Services	**$0.00**	**$0.00**	**$22,500.00**	**$22,500.00**	**0.00%**
Capitals						
001-000-000-594-76-41-02	Capital - Advertising	$0.00	$0.00	$500.00	$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)	$0.00	$0.00	$213,116.72	$213,116.72	0.00%
001-000-000-594-76-41-05	BS4K (Air Handling Unit)	$0.00	$0.00	$1,438,100.00	$1,438,100.00	0.00%
001-000-000-594-76-41-07	Shower Piping Repairs	$0.00	$0.00	$12,000.00	$12,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	$0.00	$0.00	$1,124,110.50	$1,124,110.50	0.00%
	Total Capitals	**$0.00**	**$0.00**	**$2,788,827.22**	**$2,788,827.22**	**0.00%**
	TOTAL ADMINISTRATION	**$60,915.77**	**$60,915.77**	**$353,600.00**	**$292,684.23**	**17.23%**
	TOTAL OPERATIONS	**$100,202.46**	**$100,202.46**	**$1,478,102.24**	**$1,377,899.78**	**6.78%**
	TOTAL CAPITAL	**$0.00**	**$0.00**	**$2,788,827.22**	**$2,788,827.22**	**0.00%**
GRAND TOTALS		**$161,118.23**	**$161,118.23**	**$4,620,529.46**	**$4,459,411.23**	**3.5%**
					Target	**8.33%**

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, February 20, 2024
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: Weekly Reports - Week ending January 31 – February 21, 2025

WEEK ENDING January 31:

BOARD MEETING FOLLOW-UP

- Signatures- Angela sent the January 28 signatures out on Thursday, January 30 or Friday, January 31.
- Minutes- I will send minutes for the January 14 and 28 meetings early next week.
- Swim Lesson Attendance- I forgot to mention that we did not report the swim lesson attendance data. If you would like to see it, Quentin and Emmitt can share it to you.
- Special Meeting- I sent information to legal, and I am awaiting a response which we should have early next week. I also received documents to prepare for this meeting. Once I get confirmation on the meeting, I will update the Governance page and notify you of the meeting including agenda packet information.

KING COUNTY PARKS GRANT INFO.

At the January 28 board meeting, Gene mentioned volunteering for the KC Parks Steering Committee. We are in District 5. Note-there are no parks capital and aquatic facility openings in our district, but there are healthy communities and parks spots open. There are some nonprofit spots open, if you know of anyone. Below is a link to the information.
https://content.govdelivery.com/accounts/WAKING/bulletins/3ce744b

KIDS SWIM FREE LAUNCH

We sent out the Kids Swim Free information out on Thursday, January 30. We sent the email notification below, sent it to PTSA partners, social media and a press release to the blogs.
https://createsend.com/t/d-BF9E293BE75160482540EF23F30FEDED

SCHEDULE UPDATE

We sent the schedule update through the end of MRHS' boys season that will take effect on Monday, February 3. We will have another schedule update in early March with the delay of the pool projects. This will be the more expanded schedule. The email notification and website updates will come out tomorrow.

SWIM LESSON UPDATES

We are working to update the swim lesson handbook and page with the next session of swim lessons. With the closure being moved back, we are meeting Friday to make the updates soon. We will also work to update all of the other swim lesson PDFs to be translated into (English, Spanish, Vietnamese, Korean, Arabic and Punjab). From feedback, we may add languages depending on demand from the public.

LIFEGUARD TRAINING UPDATE

Emmitt and Quentin are finalizing an upcoming lifeguard training. We will share more information in the next report.

CITY CURRENTS

Gene is putting together two ads that are due for the next Des Moines City Currents ad. A full page ad announcing the Kids Swim Free Program, and a half page ad on the translatable website. Once these are done I

am going to add this, and the next schedule to PeachJar. Each flyer will be translated into four languages (English, Spanish, Vietnamese and Punjab).

The Parks Manager with Normandy Park told me a way to get one free flyer per month that I will use to save some money on future postings.

OUTREACH MEETINGS

- Highline School District- As mentioned at the board meeting, we met with Highline School District on Friday, Janaury 24 and discussed the grant issues, insurance changeover, lease, maintenance items and other items that were discussed at the board meeting.
- Evergreen Pool- The Public Outreach Committee and I met with representatives from Evergreen and discussed approaching the CFAC. I reached out to the school district the next day, but they might be busy, as you can see from the research section below.
- City of Des Moines- Shane Young and I will be meeting with the new city manager and parks director next week.
- Other Stakeholders- Patrice brought up a good point that we need to reach key stakeholders. I plan to reintroduce the information that we discussed during our aquatic feasibility study that we discussed, and build a tiered list of stakeholders for moving forward.

BOILER INSPECTION

Quentin reported the State of Washington came out on Thursday, January 30 to inspect the boiler system and everything went well. Our next inspection will be in two years.

ROOF WARRANTY WORK

Tremco came out on Tuesday, January 28 to inspect the roof. The school district is also coming out to look at the cracks in the entry.

SHOWER REPAIRS

We are just waiting on some parts to be sourced/delivered and will make an announcement, and close the showers for that day with a stipulation that people will need to shower offsite before and after using the pool.

COLD WEATHER PREP/PROCESS

Staff is preparing for potential snow removal and de-icer for the entry of the facility. We will utilize our email notification system, social media and website in these situations. If we expect inclement weather, we will send a reminder out to our followers letting them know that we follow Highline School District closure procedures. If the school district is closed, we are closed. This helps with communications. We will send an email out once we have confirmation from Highline School District. This procedure is good because many of our staff utilize school buses to get to the pool. (Note-this is the latest we have done this over the past decade.) There is a 30% chance on Saturday and a 40% chance on Monday. We added a section to tomorrow's schedule update with the weather information.

ENDURIS TOUR

Enduris rescheduled their tour to Wednesday, February 5 at 3pm.

SAO AUDIT UPDATE

We are getting ready to sign the agreement tomorrow for the SAO Audit. The audit is for five years and will be $30,000. The auditor estimates that it will end around mid-February.

AWC EVENT

The Association of Washington Cities is advertising the following legislative event.

Don't miss City Action Days – Register now
February 19-20 | Lacey
Held annually during the legislative session, this popular event for city officials includes updates on city legislative priorities, insider panels, and intel on the latest legislative hot topics. The conference involves a "hill climb," where attendees are encouraged to meet with legislators to discuss city priorities at the state Capitol. Register now!

EMAIL BLAST UPDATES
I am working with 575 to make some updates to the email notification system with settings updates to ensure the messaging isn't snagged by people's personal spam filters.

WEBISTE UPDATES
I will be updating the Governance page next week. I plan to move the 2024 minutes and resolutions to their archive pages, which are linked at the bottom of the page. I also am updating the bio sections. If you would like to update your phone number or emails, please let me know. I had two board members request @mtrainierpool.com emails. If you would like to be added too, please let me know.

INTERESTING PROGRAM OF THE WEEK
Mary Wayte Pool on Mercer Island offers a fisherman safety training program. Might be something to look into for our pool in the future..
https://www.facebook.com/photo?fbid=1152326800228382&set=a.505883038206098

RESEARCH
- Highline Public Schools seeks community input on 2025-2026 budget priorities (SeaTac Blog) https://seatacblog.com/2025/01/28/highline-public-schools-seeks-community-input-on-2025-26-budget-priorities/
- Highline Public Schools seeks applicants to fill two vacant seats (Waterland Blog) https://waterlandblog.com/highline-school-board-seeks-applicants-to-fill-two-vacant-seats/
- (County) Commissioners pick new site for pool (PT Leader) https://www.ptleader.com/stories/commissioners-pick-site-for-new-pool,193932?
- King County Council selects De'Sean Quinn to fill District 5 vacancy (NP Blog) https://normandyparkblog.com/2025/01/28/king-county-council-selects-desean-quinn-to-fill-district-5-vacancy/
- City of Bothell land gifts property to church (King 5) https://www.king5.com/article/news/local/bothell-church-city-join-forces-address-housing-crisis-land-donation-worth-6m/281-df47b821-3c36-4e00-a7e5-ede51a89450a
- New evidence suggests lifeguards were negligent at El Paso waterpark (Athletic Business) https://www.athleticbusiness.com/facilities/aquatics/article/15735966/new-evidence-proves-negligent-lifeguards-at-fault-for-drowning-at-el-paso-waterpark?utm_source=Newsletter&utm_medium=email&utm_campaign=ATHLCD250129004&utm_term=&oly_enc_id=6799J8374967F8A

WEEK ENDING February 7:

SAO AUDIT MEETING
We had our weekly check-in with the SAO Audit Team. They sent each of you an invitation to the SAO Entrance meeting. It will start the onsite audit of the district, which should be wrapped up sometime in March. The formal meeting agenda and invitation will be sent out on Tuesday, February 12 around 3:15pm. Finally, just a heads up that the SAO portion of the meeting will not be recorded per their request.

-

FEB 6 MEETING WRAP-UP
I had to get a couple of items done for the SAO audit and weather-related issues on Friday. I am doing the minutes on Monday morning, and plan on contacting the WSDOT on Monday morning. Minutes for all three February meetings will be sent out after the February 25 meeting for edit, and part of the March 25 consent agenda.

JANUARY 28 BOARD MEETING WRAP-UP
Just a couple of items from the last board meeting.

- Minutes: I sent the minutes out on Monday. Please have all edits or corrections back by Tuesday, February 18.
- Signed Docs: Thank you for all signing the minutes and resolutions. All have been posted to the website's Governance page. I also updated the committees on bios.
- School District:
    - CFAC: We never received an update from the CFAC before their executive session to meet with their co-chairs. We are hoping to meet with them before the April meeting.
    - Grants: HSD emailed me their CFO and leadership team want to review the grants before partnering. They did offer a meeting to discuss, but I have not heard back.

NEXT BOARD MEETING
Our regular board meeting will be Tuesday, February 25 at 7pm. We will send the agenda packet out on Thursday, February 20 around 3:15pm.

CITY MANAGER MEETING
I met with the City Manager on Wednesday. We discussed partnering, the pool advisory committee, and other items. I will update you at the next board meeting.

SWIM LESSONS

- Weekday Lessons: Due to inclement weather, we had to push back to start on Monday, February 10.
- Swim Lesson Page Updates/Translation: We updated the swim lesson page with the next session of classes, and updated the PDF attachments we use to shorten the page content. We posted them in Arabic, Punjabi, Somali, Spanish and Vietnamese. If you think of any other languages, let me know.

RENTALS

- Alaska Airlines: We hosted Alaska Airlines this week.
- SMAC Meet: There will be a meet at the pool on Sunday.
- Port of Seattle Training: I forgot to mention last week that Port of Seattle had training at the pool.

INCLEMENT WEATHER

- Late Openings: We opened late on Monday, February 3, Tuesday, February 4 and Thursday, February 6 at 10am.
- Closed: We were closed on Wednesday, February 5. The weather lessened throughout the day, but we follow Highline School District's policy due to transportation and increased communication through their updates.
- Saturday Potential Weather: We are sending out an email on Friday that will include processes for Saturdays. This is due to Highline School District not having updates. Although the chances are small on Saturday, I feel it is better to have people prepared (just in case).

POOL ADVISORY COMMITTEE FORM
Holly helped me make some updates and future recommended updates to the Pool Advisory Committee application form on Friday. This included optional demographic information, privacy statements, required questions and other improvements that will make the form more functional and professional.

COLIBRI ADS

Below are the two ads that Gene helped us with the Des Moines City Currents.

ANY WAY YOU TRANSLATE IT
Swimming is an essential life skill
Nuoto
Nadar
水泳
Baden
Aau
การว่ายน้ำ
ជឥខឤជឨឤជឨឤជឨ

- Should a new city make hiring a lobbyist one of its priorities? (Governing) https://www.governing.com/politics/should-a-new-city-make-hiring-a-lobbyist-one-of-its-early-priorities

WEEK ENDING February 14:

SAO PUBLIC MEETING TOMORROW
Just a reminder that our SAO special meeting is tomorrow (Friday, February 14 at 1pm). I emailed the meeting Zoom link and agenda on Tuesday.

FEBRUARY 6 BOARD MEETING
I followed up with directions to call WSDOT and have completed the minutes. I will update the board at the February 25 meeting on the status of the WSDOT, as it is evolving, and I will send all three meeting minutes out after the February 25 minutes for review. Also, I am going to walk the 216th property on Friday before our 1pm meeting.

FEBRUARY 25 BOARD MEETING
Just a reminder that our full board meeting is Tuesday, February 25. We will send the agenda packet and meeting invite out on Thursday, February 20.

9-1-1 INCIDENT
The pool hosted a swim meet last Sunday. A patron had a non-water emergency that required an ambulance to transport the individual. Staff completed an accident/incident report that was shared with insurance and the school district per our lease agreement, which requires them to be notified.

PRESIDENTS DAY WEEKEND
We will be open regular hours this weekend, minus a break in swim lessons on Saturday and Monday. We also will have an in-service on Saturday before 9am and have our quarterly Wibit Open Swim. Below is the email notification that we sent out on Thursday.
https://createsend.com/t/d-EE852A5DC0F30A8D2540EF23F30FEDED

Emmitt is also sending each of the participants an email that reminded them of no lessons this weekend, and that we added additional practice times during the times lessons were not offered.

SWIM LESSON UPDATE (SNOW DAY)
We discussed the impacts of the snow day on weekday lessons last week, and have decided to credit each class. With a potential closure coming up, we may be directed by the school district to move our closure up to right before school closes, so we are going to not add any make-up class dates to keep our options open. Participants will be notified soon.

WOODMONT K-8 EVENT
We will also be hosting Woodmont's PTSA swim this Saturday, February 15 from 2:10-5pm. They will be using the Wibit as part of their swim.

APRIL POOL'S DAY EVENT
We are starting to plan for the April Pool's Day event. We are going to approach the City of Des Moines about having a table at the event, and getting lifejackets donated. Our goal is to use our one free PeachJar to send this event out to all school district schools and other local schools.

OUTREACH TO CHURCHES
The usage has still been low for the Kids Swim Free program. I have sent it out to PTSA's, PeachJar and sent out as a press release. I think the next step with our translation options and free program is to put out information to the churches.

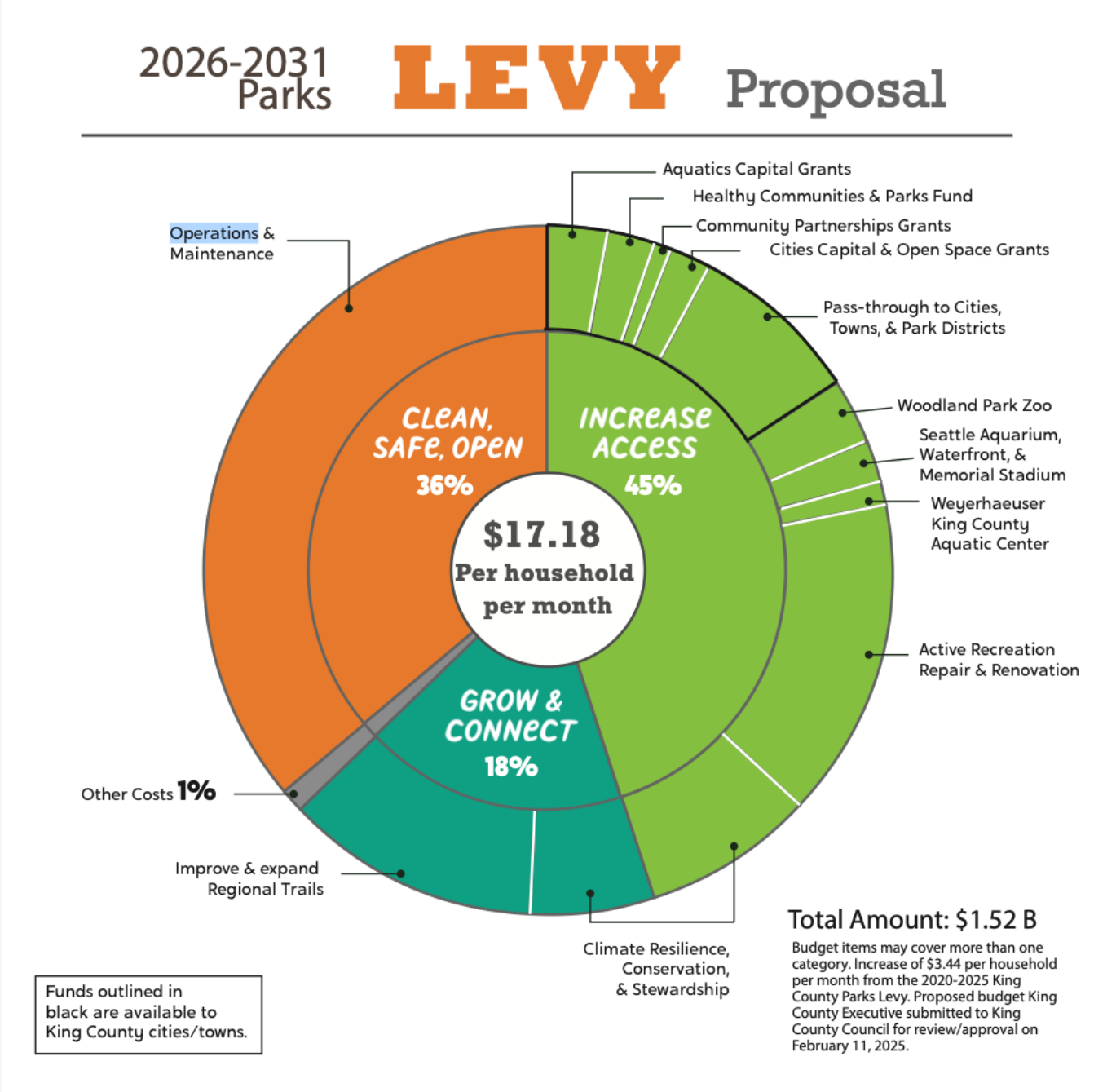
ENDURIS FOLLOW-UP
Enduris toured our facility on Thursday, February 6 and was pleased. I received a call that they would be emailing us an estimate. They will need a little time, so I have pushed this item to the March 25 meeting.

WCIA COMPACT
I was contacted to complete the WCIA Compact this year. I elected to do it, as I think it is a good idea for the organization, even though we are leaving WCIA. Our Compact will be Thursday, May 22 at 9:30am, and will cover our waivers and rental agreements. Both need to be updated.

KING COUNTY PARKS
NEXT GRANT ROUND - 2025
King County announced this year's grant round. I will be attending their webinar on Tuesday, February 25 at 11am. Below is the information they sent out about the next round of grants today. This is the last round of grants available for the 2020-2025 Park Levy.
https://content.govdelivery.com/accounts/WAKING/bulletins/3d1a7df

NEXT PARK LEVY – 2026-2031
Below is an email that was sent about their levy proposal of grants for 2026-2031. Below is the HTML link of the email.
https://content.govdelivery.com/accounts/WAKING/bulletins/39ddca7

Below is a graph of the breakdown of funding.



https://cdn.kingcounty.gov/-/media/king-county/depts/dnrp/about-king-county/newsroom/news-releases/2025/2026-2031-proposed-parks-levy-budget.pdf?rev=5398b5a5e34f499e86901c3c6038dc7d&hash=F7330819A2959A51CCC31004C6B9AE73

Below is a link to an article in the Auburn Reporter.
https://www.auburn-reporter.com/northwest/king-county-executives-plan-to-renew-parks-levy-6-more-years/

DISTRICT 5 REPRESENTATIVES

Also, I sent an email earlier in the week that our grant manager was looking for a district 5 representative. The deadline was Wednesday, February 12.

Hi Scott,

Hope all is well. I am reaching out because my team is still looking to fill positions on our advisory committee to evaluate and make award recommendations for our upcoming grants. Specifically, we have a spot reserved for elected or employed officials from cities or parks districts in King County District 5 (which includes Des Moines) on our Healthy Communities and Parks panel (please note, advisory committee members recuse

themselves from evaluating applications from the agency that employes them). I'm wondering if you or any of your colleagues might be interested, and if so, to please fill out this interest form by Wednesday, February 12 (sorry for the short notice!)
Advisory committee members should expect a 20–40-hour time commitment between March and June 2025; with half of the hours to read and score grant applications in late April-June 2025. For more information, please visit our website.
Thanks for your consideration. Looking forward to next steps on the Rainier Pool grant when you all are ready.

RAMS NEWSLETTER
We are trying to run ads in the next three Rams newsletters. The goal is to use the ads to recruit summer lifeguards. Gene may help us with these ads. It has been a couple of days and I have not heard back from them.

PEACHJAR
I applied to post the attached flyer to PeachJar for the Highline School District and surrounding schools. We get one free flyer per cycle, but could not use it for this. It will be applied to our April Pool's Day event coming in April. I also paid to have our current schedule and kids swim free flyers at select schools.

TRANSLATION NEXT STEPS
Once things slow down a little, I am looking at how to translate our email notifications through Google Translate.
https://www.campaignmonitor.com/blog/email-marketing/making-your-email-campaigns-multilingual-with-google-translate/

Until I can figure this out, I am going to use the website's newsfeed. Below is a sample with translation information that will be linked to the emails.
https://mtrainierpool.com/upcoming-events/translation-available/

PDC JURISDICTION SURVEY
I completed our annual jurisdiction survey for the public disclosure commission.

SHOWER REPAIRS
We are still awaiting parts for the shower repairs but hope to have them fixed without a closure. We will provide more information as we get closer to the repairs.

STATE HOLIDAY
Just a reminder that Monday, February 17 is a state holiday. All full-time staff will be off that day. The pool will be open regular hours.

RESEARCH
- Des Moines City Council pushes forward on Redondo Pier and Marina Steps projects (Waterland Blog) https://waterlandblog.com/des-moines-city-council-pushes-forward-on-redondo-pier-and-marina-steps-projects/
- Lending a hand: offering public employees paid time off to volunteer (MRSC Insight Blog) https://mrsc.org/stay-informed/mrsc-insight/february-2025/paid_vto
- Washington governor orders team to study data centers' impact on energy use, job creation and tax revenue (MRSC/Route Fifty) https://www.route-fifty.com/infrastructure/2025/02/washington-governor-orders-team-study-data-centers-impact-energy-use-job-creation-and-tax-revenue/402798/
- Bridging the gap: the collaborative effort to solve Washington's affordable housing crisis (Daily Journal of Commerce) https://www.djc.com/news/co/12166962.html

- San Antonio mom creates coloring book in honor of son who passed in accidental drowning (KENS5) https://www.kens5.com/article/news/local/san-antonio-mom-creates-book-honor-son-who-passed-accidental-drowning-mitchell-chang-stone-oak/273-38788204-a1df-46aa-9118-735980752861

WEEK ENDING February 21:

NEXT BOARD MEETING

The regular board meeting for February will be Tuesday, February 25 at 7pm. I will send out packet and Zoom information later this afternoon around 3:15pm.

SAO CYBERSECUITY CHECK
I received a request about the cybersecurity check. Our SAO contact is off this week, but I will reach out next week.

LEVY INCREASE TALKING POINTS
I spoke with someone at Rotary about the property taxes. A draft is attached to this email. Contact me if you have any questions or concerns. We can always work to refine this document. It is just a DRAFT.

KIDS SWIM FREE
We had a slow start to the implementation of the Kids Swim Free program, but daily admissions for youth have almost doubled since 2024 through February 17 with attendance escalating this last week.

EMAIL UPDATES COMING NEXT COUPLE OF WEEKS
We will send out updates to the swim lesson page next week, and are will send out our schedule updates the first week of March. The goal is to spread these items out for better communication. We also want to better use the banner ad. This week, we want to continue to use our banner ad for Kids Swim Free as people are seeing this on PeachJar.

NEXT LIFEGUARDING CLASS
Our next lifeguarding class will be April 7-10, 11am-4pm. We are putting an ad out through MRHS's Rams Horn, Email Blasts, Peach Jar at high schools, email blasts, through our lifeguard interest lists, website and email notification system. We are also working on putting information out through churches that we will include this.

RAMS HORN AD
We are running a 5x8 ad in the next Rams Horn. This will be run in the last three issues before summer. We are running the ad to try to get some exposure for summer guards. We should be good either way, but it never hurts.

MRHS SWIM TEAM
Next week will be the final week that the swim team will be using the pool for this season. A couple of our students are going to state. We will share a full list next week.

SMAC GOLD MEDAL RECOGNITION – USA SWIMMING CLUB EXCELLENCE PROGRAM
The Seattle Metropolitan Aquatic Club (SMAC) was recognized by USA Swimming as part of their Excellence Program. I have attached their press release about the program. We will add this to one of our future email notifications.

FEATURED RESEARCH: IMPORTANCE OF LIFEGUARDS AT SWIM PRACTICES AND MEETS
Please read the article below on lifeguards at practices and meets.
https://www.athleticbusiness.com/operations/legal/article/15737653/family-sues-usa-swimming-swim-club-and-aquatics-center-over-daughters-death-at-meet?utm_source=Newsletter&utm_medium=email&utm_campaign=ATHLCD250218002&utm_term=&oly_enc_id=6799J8374967F8A

RESEARCH
- State and local finance officers struggle with funding uncertainties (Governing) https://www.governing.com/finance/state-and-local-finance-officers-struggle-with-funding-uncertainties
- WHO releases 2024 drowning report (Aquatics International) https://www.aquaticsintl.com/facilities/who-releases-2024-drowning-report_o
- Registration opens for World's Largest Swim Lesson (Aquatics International) https://www.aquaticsintl.com/facilities/registration-opens-for-wlsl_o

Talking Points 2025 Levy Increase

The Des Moines Pool Metropolitan Park District plans to increase its annual property tax levy from $0.20 per $1,000 to $0.3556 per $1,000 in 2025. In 2024, the district conducted a Property Tax Levy Analysis and Financial Sustainability Report. The report revealed that the tax levy is projected to drop below the promised rate of $0.20 per $1,000 starting in 2029 and continue to decline significantly below this level. This shortfall is primarily due to levy degradation, which limits the growth of property taxes as the levy can only increase by a maximum of 1% annually from its original value in 2009. This situation not only impacts our operational capacity but also restricts the district's ability to secure loans for necessary repairs, potentially leading to the complete closure of the Mount Rainier Pool.

DRAFT

Here are the key points regarding the proposed levy increase:

1. Community Value and Benefits:

    a. Our community pool is more than just a recreational facility; it serves as a vital asset that promotes health, wellness, and social interaction for individuals and families.

    b. The pool enhances the quality of life by providing swimming lessons, recreational activities, and a venue for community events.

2. Urgency of Repairs:

    a. Established in 1975, the pool is now fifty years old and requires essential repairs to ensure safety and continued operations.

    b. It is crucial to address these repairs promptly to avoid more costly emergency fixes in the future, which could threaten the pool's operations.

3. Financial Reality:

a. The previous levy rate of $0.20 per $1,000 is no longer adequate to cover daily operations and essential repairs.

b. Even with this adjustment, we will not have sufficient funding to sustain operations beyond 2029.

c. Currently, we lack the necessary funds for major repairs; without adequate resources, the facility may need to close for an extended period if significant issues arise.

4. Responsible Fiscal Management:

a. All our spending decisions have remained within councilmanic limits (RCW 35.61.110), demonstrating prudent financial management and respect for taxpayer contributions. Additional funds will be directed toward the capital reserve fund and future repairs.

b. Although we previously committed to maintaining the levy at $0.20 per $1,000, the changing financial landscape necessitates this adjustment to ensure continued operations.

5. Transparent Communication and Engagement:

a. We are committed to transparency and will actively seek community input and feedback throughout this process.

b. The decision was made during a public budget hearing, and both the Property Tax Levy Analysis and the Financial Sustainability Report were discussed at public meetings. Agenda packets and minutes from these meetings are posted online. All meetings were publicly announced and can be found on the Mount Rainier Pool Governance page.

c. Our goal is to collaborate with the community to ensure that the pool remains open and accessible to everyone. If you would like to attend a meeting or join our upcoming Community Advisory Committee, visit our district's governance page.

6. Options Analysis:

DRAFT

a. We have explored all possible options, and adjusting the levy to $0.356 per $1,000 is the most feasible solution to keep the pool operational.

b. Closing the pool or significantly reducing services will be considered a last resort, given its essential role in our community.

7. Community Support and Future Planning:

a. Supporting this levy increase is an investment in the future health and well-being of our community.

b. This adjustment will provide us with the time needed to develop a new plan that better serves future generations, ensuring they have the same opportunities to enjoy and benefit from our pool.

DRAFT

Seattle Metropolitan Aquatic Club Achieves 20th Gold Medal Recognition in USA Swimming's 2024-25 Club Excellence Program

Seattle, WA – Seattle Metropolitan Aquatic Club (SMAC) proudly announces its recognition as a Gold Medal Club in USA Swimming's 2024-25 Club Excellence Program, marking an impressive 20th year of Gold Medal status. USA Swimming today unveiled the nation's top 200 clubs awarded Gold, Silver, or Bronze status, spotlighting the highest-performing teams in developing young athletes. SMAC was among an elite group of 21 clubs nationwide to achieve Gold Medal standing this year.

This recognition highlights SMAC's commitment to nurturing talented swimmers under the age of 18, cultivating a robust program that emphasizes both age-group and senior-level excellence. Ken Spencer, Head Coach, described the recognition as "a goal we set years ago and after extensive planning and lots of work, we've finally made it happen. It's a huge accomplishment that took a tremendous amount of effort from the athletes, coaches and families."

Now in its 24th year, the USA Swimming Club Excellence Program is designed to reward clubs that not only produce elite young athletes but also demonstrate exceptional standards in their coaching, athlete development, and organizational effectiveness.

Since the program's inception, SMAC has consistently been at the forefront of youth swimming in Seattle and its surrounding cities, providing top-tier training, development opportunities, and resources to its members. USA Swimming's Club Excellence Program supports Gold and Silver medal clubs with grants that allow them to further their missions and sustain high levels of athletic performance.

The Club Excellence Program continues to reinforce USA Swimming's commitment to advancing the sport by supporting clubs that serve as the foundation for national success. SMAC's inclusion in the 2024-25 list of 21 Gold Medal clubs exemplifies its role in developing future Olympic hopefuls and inspiring athletes to achieve their full potential.

For more information about Seattle Metropolitan Aquatic Club and its programs, please visit [SMAC website]

For inquiries please contact:

Ken Spencer
Head Coach SMAC
[Insert contact email and phone]

Des Moines Pool Metropolitan Park District

January 14, 2025
7 p.m.
Hybrid (DMPMPD District Office and Remote Online)

MINUTES
SPECIAL MEETING

CALL TO ORDER/ROLL CALL
Clerk of the Board called the meeting to order at 7:01 p.m. Due to waiting until all members were present Commissioner Campbell moved to start the meeting at 7:04 p.m. Dusenbury seconded. The motions passed 3-0. Also, present were Commissioners Dusenbury, Campbell, Stender and Thorell; and District General Manager (GM) Deschenes; and resident, Gene Achziger. Commissioner Thorell and President Young logged in by 7:04 p.m.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – There were no motion for setting the agenda, since it was a special meeting.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – The District General manager announced that Jared Wold, Aquatics Coordinator had left the organization to take a position in another field. The District General Manager also stated that he had updated the presentation information after being contacted by insurance companies since the agenda packet was sent out.

PUBLIC COMMENT – Resident, Gene Achziger stated the new city manager is coginizant of the importance of cooperation and will be reaching out.

BUSINESS

6. INSURANCE CHANGEOVER
The District General Manager updated the presentation with information he received from potential insurance companies. He discussed the escalating insurance costs including being moved to a newer high risk pool, even though the Des Moines Pool Metropolitan Park District has a strong, risk management history.

WCIA has waived their 12-month requirement and will let any applicant leave the organization during the 2025 year. The only caveat is that once the 2025 insurance payment is made, there will be no pro-rating or refunds. The deadline for the insurance payment is Janaury 31, 2025.

The District General Manager reached out to all three potential insurance companies. Legal suggested that the District General Manager get in writing that all three insurance companies can meet the requirements of the district including the lease with Highline School District.

The District General Manager has received preliminary estimates for a full year that are lower than WCIA's payment. The District General Manager suggested a deadline of August 1, 2025 to ensure all three agencies can be fully vetted.

Commissioner Campbell moved to notify WCIA that the Des Moines Pool Metropolitan Park District planned to leave effective August 1, 2025. Stender seconded. The motions passed 5-0.

President Young requested to move discussion on the insurance changeover to the February 25, 2025 board meeting.

7. Good of the Order
Commissioner Campbell to notify WCIA that the Des Moines Pool Metropolitan.

ADJOURNMENT
With no further business the meeting was adjourned at 7:23pm.

UPCOMING MEETING(S)

- January 28, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young	Commissioner Dusenbury
Commissioner Campbell	Commissioner Stender
Commissioner Thorell	

Des Moines Pool Metropolitan Park District

January 28, 2025
7:00 p.m.
Hybrid (DMPMPD District Office and Remote Online)

MINUTES
REGULAR MEETING

CALL TO ORDER/ROLL CALL
President Young called the meeting to order at 7:01 p.m. Also, present were Commissioners Campbell, Dusenbury, and Stender; District General Manager Deschenes, District Clerk Melum and Resident Gene Achziger. Commissioner Thorell logged in at 7:07 p.m.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA –The District General Manager recommended adding an 8d 575 Website Services Agreement for a first touch. Commissioner Thorell discussed adding opening on Sundays and later on Saturdays to a future agenda. Resident Achziger requested the board add Item 8e WSDOT Surplus Property. Commissioner Dusenbury moved to approve the agenda as modified. Commissioner Stender 2nd. Motion passed 5-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – The District General Manager made two announcements. That December stipends were paid at the end of December to close out the year, which means there would be no board stipend payments in January. Deschenes also announced the check to Washington Cities Insurance Authority was dropped off earlier that morning.

PUBLIC COMMENT – None.

6a. CONSENT AGENDA
Commisioner Campbell moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in December 2024 totaling $106,616.53. Commissioner Dusenbury 2nd. The motion passed 5-0.

OLD BUSINESS

7a. Resolution 2025-01 Board Officers
President Young requested nominations for the position of President. Commissioner Thorell nominated Commissioner Young for President. Next Young requested nominations for the position of Clerk of the Board. Dusenbury stated that he would continue as Clerk of the Board unless someone else was interested. Commissioner Thorell nominated Commissioner Dusenbury for Clerk of the Board.

Commissioner Campbell moved to approve Resolution 2025-01 Board Officers to formalize the appointment of Shane Young to the office of President and Joe Dusenbury to the office of Clerk of the Board. Commissioner Stender 2nd. Motion passed 5-0.

7b. Resolution 2025-02 Board Committees

The District General Manager introduced the resolution for 2025 board committees. President Young requested input from the board on committees for 2025. After deliberation, the following board committee appointments were established:

- Capital and Contracts Committee: Commissioner Dusenbury and Commissioner Thorell.
- Finance Committee: Commissioner Campbell and Commissioner Young.
- Policy & Procedure/Risk Management: Commissioner Campbell and Commisioner Young.
- Public Outreach/Pool Advisory: Commisioner Stender and Commissioner Thorell.

Commissioner Thorell moved to approve the amended Resolution 2025-02 Board Committees as stated. Campbell 2nd. Motion passed 5-0.

7c. Resolution 2025-03 Meeting Times and Locations

President Young requested feedback from the board on the proposed meeting schedule for 2025. The board was okay with the proposed schedule. Commissioner Campbell moved to approve Resolution 2025-03 Meeting Locations and Times. Dusenbury 2nd. Motion passed 5-0.

7d. Bylaws (first touch)

District General Manager introduced the district bylaws that were passed at the January 23, 2024 meeting. He stated that it is good to proof to ensure written processes are followed. There was no motion made as this is a first touch item. An editable document will be sent out by the District General Manager and reviewed at the February 25, 2025 regular board meeting.

7e. Aquatics Manager Report

The Aquatics Manager reported the fourth quarter of 2024 between October 1 and December 31. The report included daily entry numbers, swim lesson numbers, swim lesson evaluations, residency of swim lesson registrants, customer satisfaction surveys, special event results and pool financial results. A copy of the report is included in the January 28 agenda packet posted on the district's website governance page.

7f. Pool Advisory Committee Update

The District General Manager mentioned the public outreach committee had a meeting right before the board meeting. Commissioner Thorell mentioned the board needed to have a real strong direction and communications with potential stakeholders including parntners, funders, contributors including state legislators, county, city and school districts, and what support and funding they can provide. She believes it is important to develop this foundation before starting a citizens group. She also discussed the timeline for a potential bond would be the next presidential election and that also working with the school district to ensure our election does not interfere with their plans. She also stated that any direction needs to be realistic and not "pie in the sky". Commissioner Stender added that the board needed to develop a consensus on the direction before bringing others into the conversation. The District GM then mentioned that the public outreach committee and staff met with Evergreen Pool about approaching the school district's Community Facilities Advisory Committee (CFAC). He also mentioned that he and Commissioner Dusenbury met with the Highline School District's Capital Facilities and Planning Department and they

are working to include an assessment of conditions of both pools to be included in the CFAC planning. He believes this is a good step forward for the pool district.

7g. Capital Grants Project Update

The District General Manager discussed meeting with the Highline School District's Capital and Facilities Planning Department. The meeting stemmed from King County Parks writing a covenant that the Mount Rainier Pool would need to be operated for another 30 years including a potential penalty for not remaining open. The District only has a pool agreement with Highline School District for ten years, and the latest conditions assessment of the Mount Rainier Pool do not support this timeline. Also the equipment the grant would cover have warranties for ten to fifteen years, which is much lower than the covenant. The pool district is working to potentially passthrough and partnering with Highline School District to administer the grant with the since the school district owns the property. Commissioner Dusenbury added this would allow the pool district to use Highline School District's public works roster to potentially save money, and they may have consultants available through their rosters. The District General mentioned that he has reached out to King County Parks, but he had not heard back by the time of the board meeting.

7h. Engineer of Records

The District General Manager stated that the agenda packet information being presented had changed since his meeting with the Highline School District on Friday, January 24. He mentioned that the capital grants project, conditions assessment for the Capital Facilities Advisory Committee, and the school district offering to work with the district on a engineer of record, should delay this action until these areas are finalized. He also mentioned the MRSC Rosters works as a policy to replace bid processes for some (but not all) small works. If the pool and school district are unable to find a direction forward, the pool district can utilize the MRSC Rosters to move forward with the capital grants projects and engineer of record. Commissioner Dusenbury mentioned the Highline School District potentially could have a consultant to provide the engineer of record issues. President Young mentioned that we should vet this through legal before moving forward.

7i. King County Youth Amateur Sports, Get Active, Stay Active Grant

The District General Manager mentioned that King County Parks would waive the proof of need requirements for participation of the grant and allow it to be administered to all youth in the community. District staff developed a program to allow all youth, ages 0-18 free access to all open swim programs (family, lap, open, water exercise and water walking) from February 1 through August 31. Commissioner Campbell moved to approve the updated grant agreement. Commissioner Stender seconded. Motion passed 5-0.

7j. SAO Audit Update

The District General Manager gave an update on the State Auditor's Office accountability audit of the Des Moines Pool Metropolitan Park District. He mentioned a special meeting may be scheduled in February.

NEW BUSINESS

8a. Website/Registration Portal Translation

The District General Manager presented the updated website that includes translation to the website and registration portal with Google Translate (machine translation). He also mentioned a banner ad was brought back through recommendations from the customer service survey. He also discussed the limitations with the machine translated software including PDFs and transitions between the machine translate for the website and external registration portal.

8b. Colibri Agreements (City Currents and City Scene Publications)
The District General Manager stated that he added this agreement to the packet in that there was discussion that these publication rates might good up dramatically, but he is happy to report that they are only have a 5% inflation increase for 2025. Commissioner Campbell moved to approved the 2025 Des Moines City Currents and Normandy Park City Scene agreements with Colibri Northwest. Commissioner Stender seconded. Motion passed 5-0.

8c. Shower Repairs
The District General Manager stated the pool district is still waiting to get an estimate back from MacMiller on repairs from the showers, but the attached estimate was from fall 2024. He mentioned that since the repairs would happen before the next regular board meeting on February 25, he is recommending the board pass it at this meeting to not need a special meeting nor an emergency repair approval by the finance committee. The showers are the largest customer complaint the users made on the recent customer service satisfaction survey. Commissioner Thorell moved to approve the District General Manager signing proposal 2024-373-LT for repairs to the gang showers of up to $12,500. Commissioner Campbell seconded. Motion passed 5-0.

8d. 575 Website Maintenace Agreement (added by motion, first touch)
The District General Manager introduced a requested website maintenance agreement by 575, who performs updates and maintenance of the pool district's current website. He mentioned receiving this information after the board packet went out, and stated that he would send the attached proposal out to the board before the February 25 board meeting for review. Commissioner Stender asked what the status of developing a new website. The District GM responded that staff is using the current website as a sandbox to test elements including scheduling, translation and registration links that he plans to include in an RFQ for hopefully a new website in 2026. The current website was developed in 2017 and is eight years old.

8e. Discussion of Potential Land Acquisition (added by motion, first touch)
The District General Manager notified the board that he was contacted earlier in the day about property off of 216th Street that the City of Des Moines would be discussing at their Thursday, January 30 study session. The city would be making a decision of purchasing or passing on the property. He mentioned that the land was zoned multi-family, but beyond that he did not have much more information about the property, as he had been in meetings since he was notified earlier that day. Deschenes told the board that the City of Des Moines needed to notify the WSDOT by Friday, January 31, if they wanted to pursue moving forward with purchasing the property.

The Board President announced the board would go into an executive session to discuss a potential real estate sale, purchase, or lease if a likelihood that disclosure would increase price. RCW 42.30.110(1)(b), (c). The board went into executive session including resident Gene Achziger until 8:22pm for approximately 10 minutes to 8:32 pm.

After the executive session the board directed the District General Manager to get more information from the City of Des Moines on the property, schedule a special meeting, and do research to develop options.

GOOD OF THE ORDER
The board has set a special meeting. Commissioner Campbell moved to have a special meeting on Thursday, February 6 at 7:00 p.m.

ADJOURNMENT

With no further business the meeting was adjourned at 8:34 p.m.

UPCOMING MEETINGS

- February 6, 2025, Special Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)
- February 25, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young	Commissioner Dusenbury
Commissioner Campbell	Commissioner Stender
Commissioner Thorell	

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/06/2024
Total Amount: $12,374.17
Control Total: 8
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20241231131408.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
DocuSigned by: Scott Deschenes 2E03815D71304B0...	12/31/2024	Signed by: Joe Dusenbury 5E8DDA9899F2474...	1/2/2025

SUBMIT SIGNED DOCUMENT TO:

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

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Fax: (206) 263-3767

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20241231131408.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AWC - VIMLY BENEFIT SOLUTIONS, INC			64710	12/19/2024	$3,761.92	JAN 2025 BILLING EMP BENEFIT
COPIERS NORTHWEST			INV2928710	12/09/2024	$110.52	DEC 2024 COPIER USAGE
DEPARTMENT OF RETIREMENT SYSTEMS			DRS202412V2	12/01/2024	$1,831.37	DEC 2024 DCP PMT VOL 2
GRAINGER			9227273357	08/23/2024	$88.71	PAPER TOWELS (LATE INVOICE)
GRAINGER			9336772539	12/05/2024	$228.93	HAND SOAP
NORTHWEST LANDSCAPING SERVICES			CD50485264	01/01/2025	$621.53	JAN 2025 LANDSCAPE BILLING
RECOLOGY			0004918948	11/30/2024	$539.07	NOV 2024 TRASH UTILITY
US BANK			12102024USB	12/12/2024	$5,192.12	DEC 2024 CC STATEMENT

Initial

JD

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KC v2.0

Scheduled Payment Date: 01/06/2025
Total Amount: $1,360.81
Control Total: 6
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20241226125730.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: linda.ray@desmoinespool.org

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20241226125730.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JACK P COCHRAN			20241231JC164	12/31/2024	$64.81	PAYROLL PE 12.31.2024 J. COCHRAN
JOE DUSENBURY			20241231JD8	12/31/2024	$293.61	COM SUB NOV & DEC MEETINGS
PATRICE THORELL			20241231PT167	12/31/2024	$417.13	COM SUB NOV & DEC MEETINGS
SHANE STENDER			20241231SS77	12/31/2024	$293.62	COM SUB NOV & DEC MEETINGS
SHOU BLANK			20241231SB162	12/31/2024	$64.82	PAYROLL PE 12.31.2024 S. BLANK
TITUS GILLIHAN			20241231TG155	12/31/2024	$226.82	PAYROLL PE 12.31.2024 T. GILLIHAN

Initial

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Scheduled Payment Date: 01/06/2024
Total Amount: $12,374.17
Control Total: 8
Payment Method: WARRANT

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US BANK			12102024USB	12/12/2024	$5,192.12	DEC 2024 CC STATEMENT

Initial

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Scheduled Payment Date: 01/20/2025
Total Amount: $18,234.21
Control Total: 14
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20250110142637.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: linda.ray@desmoinespool.org

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DocuSigned by: Scott Deschenes 2E03815D71304B0...	1/10/2025	Signed by: Joe Dusenbury 5E8DDA9899F2474...	1/13/2025

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250110142637.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASSOCIATION OF WASHINGTON CITIES			157099	01/01/2025	$374.59	2025 ASSOC. MEM & ASSES FEE
CENTRAL WELDING SUPPLY			0002265227	12/31/2024	$105.27	CYLINDER RENTAL & HAZ MAT 12/31 BILLING
COLIBRI NORTHWEST, LLC			289NP	01/06/2024	$311.25	AD WINTER NP CTY SCN MAG
CRYSTAL SPRINGS			24714034 010125	01/01/2025	$76.88	WATER DELIVERY
FCS A BOWMAN COMPANY			4047-22412118	12/31/2024	$5,267.50	PRO SERVICES THRU 12/31 ROB HAMUD
GRAINGER			9347907520	05/17/1900	$138.70	JANITORIAL SUPPLIES
LINDA RAY			202511-01	01/03/2025	$300.01	CEC 2025 CONSULTING FEES
MACDONALD-MILLER FACILITY SOLUTIONS			SVC326088	12/31/2025	$2,980.36	SHOWERTREE REPAIR, WOMEN'S LOCKERROOM
MACDONALD-MILLER FACILITY SOLUTIONS			SVC326091	12/31/2025	$639.16	LOBBY AREA ELECTRICAL OUTLET REPAIR
RECOLOGY			0004965422	06/22/1901	$539.07	JAN 2025 TRASH UTILITY
SNURE LAW OFFICE			01022025SLO	01/02/2025	$1,616.00	DEC 2025 ATTORNEY FEES
SUNBELT CONTROLS			2030111	01/06/2025	$3,839.92	Q4 - MAINTENANCE BILLING
VISION MUNICIPAL SOLUTIONS, LLC			09-15243R	12/05/2024	$1,328.00	REPRINT - ANNUAL SUPPORT BILLING
ZEN 22015, LLC			20250201ZEN	02/01/2025	$717.50	FEB 2025 DISTRICT OFFICE RENT

Initial

JD

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/20/2025
Total Amount: $474.72
Control Total: 4
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20250109123821.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: linda.ray@desmoinespool.org

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DocuSigned by: Scott Deschenes 2E03815D71304B0...	1/9/2025	Signed by: Joe Dusenbury 5E8DDA9899F2474...	1/13/2025
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
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File Name: AP_DMPOLPRK_APSUPINV_20250109123821.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
NADIA CORTES			20250115NC143	01/15/2025	$56.64	PAYROLL PE 1.15.2025 NC
RACHEL O'SULLIVAN			20250115RO166	01/15/2025	$248.23	PAYROLL PE 1.15.2025 RO
SHOU BLANK			20250115SB162	01/15/2025	$32.35	PAYROLL PE 1.15.2025 SB
TITUS GILLIHAN			20250115TG155	01/15/2025	$137.50	PAYROLL PE 1.15.2025 TG

Initial

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/27/2025
Total Amount: $34,278.36
Control Total: 1
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20250121145052.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
DocuSigned by: Scott Deschenes 2E03815D71304B0...	1/21/2025	Signed by: Joe Dusenbury 5E8DDA9899F2474...	1/21/2025

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: _____

Docusign Envelope ID: 44EAE075-DC9D-4EFD-AE12-81EE68ADF797

King County

Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250121145052.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
WCIA			01012025WCIA	01/01/2025	$34,278.36	2025 MEMBER ASSESSMENT INVOICE

Initial

JD

King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/27/2025
Total Amount: $13,531.33
Control Total: 14
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20250116140735.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION RCW (42.24.080)

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

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

Authorized District Signature	Date	Authorized District Signature	Date
DocuSigned by: Scott Deschenes 2E03815D71304B0...	1/17/2025	Signed by: Joe Dusenbury 5E8DDA9899F2474...	1/17/2025

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: _____

King County

Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250116140735.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			25347	12/19/2024	$1,129.14	DEC 2024 MONTHLY SVC
CENTRAL WELDING SUPPLY			0002272288	01/10/2025	$403.45	JAN 2025 CARBON DIOXIDE DELIVERY
CMIT SOLUTIONS EASTSIDE			13716	12/01/2024	$1,826.00	WORKSTATION SUPPORT
CMIT SOLUTIONS EASTSIDE			13796	12/25/2024	$222.53	DEC 2024 ELEVATE
COLIBRI NORTHWEST, LLC			290NP	01/06/2025	$311.25	XTRA PG FOR AD IN NP CTY SCN MAG
DEPARTMENT OF RETIREMENT SYSTEMS			DRS202401V1	01/01/2025	$1,644.23	JAN 2025 DCP EMP BENEFIT TRUST
DEPARTMENT OF REVENUE UNCLAIMED PROPERTY			12052024FEE14561	12/05/2024	$131.81	WADORUP IMPROPER PMT PENALTY FEE
GRAINGER			9298291023	10/29/2024	$246.61	PAPER TOWELS
GRAINGER			9347907520RP	12/16/2024	$138.70	REPRINT PAPER TOWELS
HIGHLINE WATER DISTRICT			12252024HWD	12/25/2024	$668.72	JAN 2025 WATER UTILITY
MACDONALD-MILLER FACILITY SOLUTIONS			PM148568	01/01/2025	$5,177.75	Q4 MAINT BILLING COMP HVAC
MIDWAY SEWER DISTRICT			12252024MSD	12/25/2024	$947.43	OCT-DEC 2024 UTILITY
PRINT PLACE			34843	11/05/2024	$144.64	SWIM LESSON REPORT CARDS
RECOLOGY			0004965422RP	12/31/2024	$539.07	REPRINT DEC 2024 TRASH UTILITY

Initial

JD

Docusign Envelope ID: 891A7786-8A8F-49BB-9939-B337DB7FFA87

Electronic Payment Request Form

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

Payment Settlement Date 01/15/2025

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 01.15.2025	170950010			24219		DS SD	35,379.51
2								
3								
4								
5								
6								
7								
8								
9								
10								
							Total	$ 35,379.51

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 Signed by: Joe Duesenberry 5E8DDA0B99F2474... Title Clerk of the Board Date 1/13/2025

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

12152021

Docusign Envelope ID: B09F1A6B-3BF5-4BD4-9CA2-59CE3327F9A7

Electronic Payment Request Form

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

Payment Settlement Date 01/31/2025

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 1.31.2025	170950010			24219		DS SD	36,293.50
2								
3								
4								
5								
6								
7								
8								
9								
10								
							Total	$ 36,293.50

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 Signed by: Shane Young 0D00E227C9C1457... Title Board President Date 1/28/2025

Print Name Shane Young Phone # (206) 429-3852 Email shaneyoung44@yahooo.com

12152021

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District GM **Meeting Date:** February 25, 2025

Under: Old Business **Attachment:** Yes

Subject: Policy 101 Bylaws, 2025 Update

Background/Summary:
Each year the Des Moines Pool Metropolitan Park District's Board of Commissioners updates their Bylaws to ensure they match the operations of the district. Attached is a working copy that will be sent out to all board members.

Attached is the current Bylaws. Please review before the meeting and suggest any changes that may need to be made.

If the board decides to review the Bylaws, an editable DRAFT will be sent to board members with a timeline for edits before the February 25 regular board meeting.

No edits were received by the deadline, so the District General Manager is recommending no motion. The current Bylaws are sufficient.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Bylaws are current.

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

Two Touch Rule:
N/A **Committee Review**
1/28/25 **First Board Meeting (Informational)**
2/25/25 **Second Board Meeting (Action)**

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

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

Attachments:
- Current, Policy 101 Bylaws (Approved January 23, 2024)

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DES MOINES POOL METROPOLITAN PARK DISTRICT BYLAWS

ARTICLE 1
NAMES

The name of this Metropolitan Park District is the Des Moines Pool Metropolitan Park District ("District" or “DMPMPD”). The name of the governing Board is the Des Moines Pool Metropolitan Park District Board of Commissioners ("Board"). All actions of the DMPMPD may be performed using the name "DMPMPD".

ARTICLE 2
ROLE AND PURPOSE

The Role and Purpose of the DMPMPD is to discharge its responsibilities for providing pool facilities as a public service to the residents of the geographic areas included within the City of Des Moines.

ARTICLE 3
ORGANIZATION

The DMPMPD is organized as a Special Purpose District under and in conformity with the constitution and laws of the State of Washington, specifically Chapter 35.61 RCW (Metropolitan Park Districts) as now enacted or as it may hereafter be amended.

ARTICLE 4
GOVERNING BODY

4.1 **Board Membership.** The Board shall consist of FIVE (5) voting members who shall be elected per RCW 35.61.050 (2). The DMPMPD Board positions shall be determined by the election laws governing Metropolitan Park districts.

4.2 **Vacancies**. In the event of a vacancy, the Board shall fill the vacancy in the manner provided by statute (RCW 35.61.050 and RCW 42.12.070).

4.3 **Compensation**. Commissioners shall receive compensation pursuant to RCW 35.61.150 for each day or portion of a day in actual attendance at official Board meetings or in performance of their official services or duties on behalf of the District (Resolution No. 2009-04)

4.3.1 Stipend Waiver. Board members can elect to waive their stipend in writing in advance of the meeting at which the stipend would be earned.

4.3b Stipend Donations. If a board member elects to donate their stipend, they must receive the stipend and donate it to the scholarship fund.

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4.4 Open Government Trainings Act. The Open Government Trainings Act requires all elected officials to complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and RCW 40.14 related to records retention.

4.4.1 Each local elected official appointed to fill a vacancy in a local or statewide office, must complete a training course regarding the provisions as indicated above.
4.4.2 Officials required to complete training under this section may complete their training before assuming office but must:

- Complete training no later than ninety (90) calendar days after the date the official:
  - Takes the oath of office, if the official is required to take an oath to assume his or her duties; or
  - Otherwise assumes his or her duties as a public official.
- Complete refresher training at intervals of no more than four years for as long as he or she holds office.
- Training must be consistent with the Attorney General's model rules for compliance with the Public Records Act.
- Training may be completed remotely with technology including but not limited to internet-based training.

ARTICLE 5
ELECTED OFFICERS

5.1 Officers. During the first regular meeting in January, the Board shall accept nominations and elect from its members a President and Clerk of the Board, which will fulfill the role of President and Clerk in accordance with RCW 35.61.120, and other officers as it may determine it requires who shall hold office until their successors have been duly elected.

5.2 President. The President shall be the presiding officer at meetings of the Board and will assure that an agenda is provided for each meeting and that the meeting will be conducted in accordance with the agenda. The President shall act as a spokesperson for the Board, and can sign all resolutions, contracts, and other instruments on behalf of the Board and as authorized by the Board. The President may make or second motions and may vote on any issue that comes before the Board.

5.3 Clerk of the Board. The Clerk of the Board shall assume the responsibilities and duties of the President in the absence or disability of the President. In accordance with RCW 42.24.180(3), the Clerk of the Board shall also oversee the approval of all checks or warrants issued in payment of claims.

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ARTICLE 6
APPOINTED OFFICERS

6.1 **Attorney**. The Board shall appoint, at a regular meeting, an attorney who shall advise the Board and its appointed officers on legal matters and represent the District in all such matters.

6.2 **Treasurer.** The King County Treasurer shall serve as the ex-officio Treasurer of the Board pursuant to RCW 35.61.180. The Board may appoint, at a regular meeting, a District Treasurer who shall advise the Board and its appointed officers on financial matters including investing the financial assets of the District with the County Treasurer's approval per RCW 35.61.18.

ARTICLE 7
POWERS AND DUTIES OF THE BOARD

7.1 **POWERS AND DUTIES**. The Board shall have all the powers and duties as authorized by the Washington State Constitution and the laws of the State of Washington including, but not limited to chapter 35.61 RCW.

7.2 **DISTRICT GOALS AND OBJECTIVES**. The Board shall establish Goals and Objectives which will establish a long-range plan in relation to the District's facility needs. In addition to the facility, the plan/goals and objectives should consider programs and the financing necessary to achieve these goals. The Goals and Objectives shall be reviewed annually and modified by the Board to reflect changes in the District and community's environment and needs. Goals and objectives will be presented to the board at the first retreat of each year.

7.3 **DISTRICT POLICIES AND RULES**. The Board shall adopt policies and rules as necessary for the operation of the District and its facilities. These polices may include the following:

a. Rules of conduct for patrons of the District's facilities.
b. The relationship of the District General Manager ("DGM") to the Board and the responsibilities of the DGM and District operation.
c. Policies concerning the administration of District personnel.
d. Programs offered to the district's patrons' hours of operation, maintenance and closures.
e. The financial policy of the District, an annual budget, tax levies and rates for the use of District facilities.

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ARTICLE 8
COMMITTEES

GENERAL PROVISIONS. Generally, the Board acts as a committee of the whole. The President may recommend the creation of *ad hoc* committees to facilitate the conduct of the Board's affairs. Members of *ad hoc* committees will be nominated by the President and appointed by the Board.

ARTICLE 9
MEETINGS OF THE BOARD OF COMMISSIONERS

9.1 GENERAL PROVISIONS. The DMPMPD is a Washington Municipal Corporation, and is subject to RCW Chapter 42.30, The Open Public Meetings Act, RCW Chapter 42.23, the Code of Ethics for Municipal Officers, and RCW Chapter 42.56, the Public Record Act. as each is now enacted or as it may hereafter be amended.

9.2 REGULAR MEETINGS. Regular business meetings of the Board will be held on the fourth Tuesday of each month at 7:00 PM between January and October and the second Tuesday of each month between November and December at the Des Moines Pool Metropolitan Park District Administration Offices (22015 Marine View Dr. S. #2B).

9.2.1 Holidays. If a regular Council meeting falls upon a legal (state/federal) holiday, the meeting will be held the subsequent business day. See RCW 1.16.050 for more information.

9.2.2 Hybrid Meetings. All District meetings are currently being held where patrons and members of the community can attend virtually. This allows members of the community, staff and board members to attend all meetings by phone or virtually (computer) link for members of the community to view or participate in the meeting. For efficiency the board will request public members to email their remote questions or comments by noon on the day of the meeting, if they cannot attend in-person.

9.2.2.a In-Person. Members of the community and board members should notify the District General Manager (DGM) if they wish to attend the meeting in-person. Please notify the DGM by noon of the day of the meeting. This notification is due to the Mount Rainier High School (meeting location) being a secure building after hours. This allows staff to be prepared to grant access to the building. A sign with a contact phone number will be posted at the front door.

9.2.3 Consent Agenda. Each regular board meeting will include a consent agenda. The consent agenda will include routine/"housekeeping" items including minutes from previous meetings, vouchers and district reports. Commissioners have the ability to modify the consent agenda during the Adoption/Modification phase of the meeting. A majority of the board must vote to modify the consent agenda, Voting consists of accepting the consent agenda and voting on the vouchers.

9.2.4 Reports. A financial report and aquatics manager report will be presented quarterly. Below is a list of tentative dates reports will be produced. A minimum of a month of preparation time is included for reports to be properly produced.

9.2.4a Aquatics Manager Reports:

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- Quarter 1 (January-March) – April board meeting
- Quarter 2 (April-June) – July board meeting
- Quarter 3 (July-September) – October board meeting
- Quarter 4 (October-December) – January board meeting

9.2.4b District Financial Reports:

- Quarter 1 (January-March) – May board meeting
- Quarter 2 (April-June) – August board meeting
- Quarter 3 (July-September) – November board meeting
- Quarter 4 (October-December) – February board meeting

9.2.5 Public Hearing. A budget and levy certification hearing will be held the second Tuesday of November at 7:00pm. This is to allow ample time to send in signed levy and budget certification documents to King County.

9.2.6 Minutes. Minutes will be sent to board members for their review as soon as they are completed by the District Clerk. Minutes will be voted on at the next month's regular board meeting.

9.3. PROHIBITED CONDUCT- Commissioners Shall Not:

9.3.1. Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity or incur an obligation of any nature that is in conflict with the proper discharge of the District's duties.

9.3.2. Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the the comissioner, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.

9.3.3. Use the comissioner's position to secure special privileges or exemptions for the commissioner, or others.

9.3.4. Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the District, for a matter connected with or related to the comissioner's services unless provided for by law.

9.3.5. Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the comissioner, or be considered as part of a reward for action or inaction.

9.3.6. Accept employment or engage in business or professional activity that the commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.

9.3.7. Shall not disclose confidential information or otherwise use such information for the commissioner's personal gain or benefit.

9.3.8. Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the District, where

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such assistance is, or to a reasonable person would appear to be, enhanced or affected by the comissioner's position.

9.3.9. Employ or use any District employee or other person, District funds or money, or District property under the comissioner's official control or direction, or in the comissioner's official custody, for the private benefit or gain of the comissioner, an employee of the District, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of District functions or the comissioner's duties, or otherwise allowed by law.

9.3.10. Use the facilities, personnel or resources of the District to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17A.555.

9.3.11. Participate, by voting or otherwise, in any issue that comes before the Board of comissioners, when the comissioner has any direct or indirect personal or financial stake in the outcome of the matter.

9.3.12. Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of the District, if concurrently serving on the Board.

9.4. RECOMMENDED CONDUCT - At All times a comissioner Should:

9.4.1. Respect and comply with the law.

9.4.2. Act at all times in a manner that promotes public confidence in District.

9.4.3. Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.

9.4.4. Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.

9.4.5. Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.

9.4.6. Have the courage to do what is right and stand up for those without power or authority.

9.4.7. Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.

9.4.8. Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.

9.4.9. Lead by example.

9.4.10. Never forget that public office requires public trust and confidence.

9.5. EXCEPTIONS.

9.5.1. A commissioner is allowed by state statute to be financially involved in a contract (excluding sales contracts or leases) with the District, so long as payment to the commissioner or his/her business does not exceed $3,000.00 in any calendar month, provided that such commissioner shall not vote on any such contract in which he/she is beneficially interested.

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Moreover, such interest shall be disclosed to the governing body and noted in the minutes before formation of the contract.

9.5.2. A commissioner may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars ($50.00).

9.5.3. A commissioner is not deemed to have an interest in a contract, as those terms are used herein, if the commissioner has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a nonsalaried officer of a nonprofit corporation, the interest of a mere employee of a contracting party, where the compensation of that employee or commissioner consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a commissioner who attempts to influence, or does influence other district officers with respect to entering into the contract.

9.6 ABSENCES. Board members will inform the District Clerk if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Board member as having an excused absence unless the Board approves a motion declaring the absence to be unexcused.

9.6.1 Remote Participation. Remote includes virtual (online) or by phone. A commissioner may participate remotely. The District Clerk will note in the meeting minutes the remote participation of a comissioner.

9.7 SPECIAL MEETINGS. Special meetings may be called according to the provisions of RCW 42.30.080 as now enacted or as it may hereafter be amended.

9.7.1 Public hearings. Local media will be provided written notice of public hearings two business days before the hearing.

9.8 EXECUTIVE SESSIONS. The Board may hold Executive Sessions for all purposes authorized by RCW 42.30.110 as now enacted or as it may hereafter be amended. The statutory basis and purpose of the executive session as well as the starting and ending time shall be announced prior to going into executive session and shall be stated in the meeting minutes.

9.9 QUORUM. A majority of the members of the Board will constitute a quorum.

9.10 TWO TOUCH RULE. In order to allow the Board adequate time to consider issues prior to final decisions, the District Board and Staff should abide by the “Two Touch Rule”.

a. First meeting informational
b. Second meeting for approval/denial

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9.11 PARLIAMENTARY PROCEDURE. Deliberations of the Board shall be guided by the rules of procedure for small boards established in the latest edition of *Roberts Rules of Order, Newly Revised* where those rules are not inconsistent with State law or these Bylaws.

9.12 AGENDA PACKETS. Commissioners will be emailed a copy of their packets, the Thursday before each meeting. If staff needs additional time, they will notify the board by email. The agenda packet will be posted online, while paper copies of the agenda will be posted at the Mount Rainier Pool and District Offices. Board members may personally retrieve their agenda packets from the Mount Rainier Pool front desk. Board members should alert the District General Manager at least 2-business days before they pick up their packet.

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ARTICLE 10
AMENDMENTS

These Bylaws may be amended by resolution of the Board at a regular meeting. Bylaws will be reviewed at the final regular board meeting at the end of each year in order for the Board to review processes and adopt new ones if needed.

Adopted this _____23___ day of _____January_____ 2024.

DES MOINES POOL METROPOLITAN PARK DISTRICT COMMISSIONERS

DocuSigned by:
8116619AAC1C481...
Shane Young
President and Commissioner

DocuSigned by:
Joe Dusenbury
5E8DDA9899F2474...
Joe Dusenbury
Clerk and Commissioner

DocuSigned by:
Gene Achziger
94C69539CE3B443...
Gene Achziger
Commissioner

DocuSigned by:
Holly Campbell
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Holly Campbell
Commissioner

DocuSigned by:
Shane Stender
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Shane Stender
Commissioner

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** District GM **Meeting Date:** February 25, 2025

Under: Old Business **Attachment:** Yes

Subject: Q4 Financial Report (October 1-December 31, 2024)

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

December 2024 REVENUES

Account Number	Reference	Oct 2024	Nov 2024	Dec 2024	4th Qtr Total Revenues	YTD Balance	2024 Budget	Budget %
	General Fund Taxes							
001-000000-311-11-00-00	Property Taxes	$489,841.30	$53,657.78	$9,461.09	$552,960.17	$1,235,688.09	$1,254,135.00	98.5%
001-000-000-311-11-00-01	Timber Harvest Tax	$0.00	$0.00	$0.00	$0.00	$0.12	$0.00	N/A
001-000-000-317-20-00-00	Leasehold Excise Tax	$0.00	$1,523.05	$285.65	$1,808.70	$6,264.68	$0.00	N/A
	Total General Fund	**$489,841.30**	**$55,180.83**	**$9,746.74**	**$554,768.87**	**$1,241,952.89**	**$1,254,135.00**	**99.01%**
	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	$50,000.00	$25,000.00	200%
	Total Charges for Goods and Services	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$50,000.00**	**$25,000.00**	**200%**
	Miscellaneous Revenues							
001-000-000-361-11-00-00	Investment Interest	$6,367.73	$6,344.29	$7,403.01	$20,115.03	$79,894.52	$15,000.00	533%
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
001-000-000-369-81-00-02	Misc Revenue	$0.00	$0.00	$0.00	$0.00	$106,705.88	$100,000.00	107%
001-000-000-369-81-00-03	MRP Cash Deposits	$1,153.95	$5,703.33	$928.90	$7,786.18	$43,952.78	$45,000.00	98%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	$4,923.00	$2,188.50	$23,269.75	$30,381.25	$161,352.39	$155,000.00	96%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	$0.00	$0.00	$0.00	$0.00	$1,320.00	$10,000.00	13.2%
	Total Revenue	**$12,444.68**	**$14,236.12**	**$31,601.66**	**$58,282.46**	**$393,225.57**	**$225,000.00**	**175%**
	Capital Projects/Reserve							
301-000-000-397-00-00-00	Transfer from General Fund - Capital	$0.00	$0.00	$0.00	$0.00	$0.00	$75,000.00	N/A
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	N/A
	Total Capital Projects/Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$75,000.00**	**N/A**
	Grand Total Revenue	**$502,285.98**	**$69,416.95**	**$41,348.40**	**$613,051.33**	**$1,685,178.46**	**$1,554,135.00**	**108%**
							Target	**100%**

4th Quarter 2024 EXPENDITURES

4th Quarter Beginning Balance = $1,647,700.07
4th Quarter Ending Balance = $1,877,247.10

Category/ Acct #	Reference	Oct 2024	Nov 2024	Dec 2024	4th Qtr Total Exp	YTD Expense	2024 Budget	Budget Balance	% of Budget
Salaries & Wages									
001-000-000-576-20-10-00	Commissioners - Subsidies	$1,314.26	$440.43	$1,027.67	$2,782.36	$12,804.02	$20,000.00	$7,195.98	64.02%
001-000-000-576-20-10-01	District Manager Salary	$7,087.99	$6,310.89	$6,676.72	$20,075.60	$73,563.06	$95,000.00	$21,436.94	77.43%
001-000-000-576-21-30-06	Front Desk Administrator	$4,080.68	$4,043.05	$4,317.01	$12,440.74	$50,552.24	$68,931.20	$18,378.96	73.34%
001-000-000-576-21-10-01	Aquatics Mgr Salary	$6,261.45	$6,253.31	$6,254.94	$18,769.70	$75,158.45	$98,508.80	$23,350.35	76.30%
001-000-000-576-21-25-01	Aquatic Coordinators (2)	$9,666.42	$9,175.07	$9,447.87	$28,289.36	$109,167.63	$154,668.80	$45,501.17	70.58%
001-000-000-576-21-30-03	Lead Lifeguard	$0.00	$0.00	$0.00	$0.00	$0.00	$51,251.20	$51,251.20	0.00%
001-000-000-576-21-30-04	PPT Lifeguards	$0.00	$194.40	$0.00	$194.40	$6,705.25	$41,000.00	$34,294.75	16.35%
001-000-000-576-21-30-02	Instructors	$1,230.07	$3,413.62	$402.96	$5,046.65	$38,291.24	$95,000.00	$56,708.76	40.31%
001-000-000-576-21-32-02	Head Lifeguards	$4,666.64	$2,990.51	$2,724.68	$10,381.83	$67,530.96	$35,000.00	($32,530.96)	192.95%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	$21,502.22	$21,634.39	$18,001.14	$61,137.75	$266,078.12	$165,000.00	($101,078.12)	161.26%
001-000-000-576-21-30-05	Water Exercise Instructor	$343.60	$131.22	$180.94	$655.76	$2,355.92	$12,500.00	$10,144.08	18.85%
	Total Salaries & Wages	**$56,153.33**	**$54,586.89**	**$49,033.93**	**$159,774.15**	**$702,206.89**	**$836,860.00**	**$134,653.11**	**83.91%**
Taxes & Misc									
001-000-000-576-21-21-19	Payroll Taxes	$17,529.98	$17,917.14	$16,066.32	$51,513.44	$222,585.56	$200,000.00	($22,585.56)	111.29%
001-000-000-576-21-33-04	Overtime (OT)	$0.00	$0.00	$128.83	$128.83	$355.85	$5,000.00	$4,644.15	7.12%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	0.00%
001-000-000-576-21-33-00	Sick Pay	$368.37	$1,016.18	$267.78	$1,652.33	$4,077.02	$2,500.00	($1,577.02)	163.08%
	Total Taxes & Misc	**$17,898.35**	**$18,933.32**	**$16,462.93**	**$53,294.60**	**$227,018.43**	**$208,000.00**	**($19,018.43)**	**109.14%**
Personal Benefits									
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	$9,926.17	$3,467.05	$10,604.53	$23,997.75	$77,203.19	$76,000.00	($1,203.19)	101.58%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	$0.00	$127.50	$150.00	$277.50	$1,351.50	$2,000.00	$648.50	67.58%
001-000-000-576-21-25-05	Incentive Pay	$0.00	$0.00	$0.00	$0.00	$70.00	$1,000.00	$930.00	7.00%
	Total Personal Benefits	**$9,926.17**	**$3,594.55**	**$10,754.53**	**$24,275.25**	**$78,624.69**	**$79,000.00**	**$375.31**	**99.52%**
Office Supplies									
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	$663.18	$0.00	$94.82	$758.00	$2,792.45	$1,500.00	($1,292.45)	186.16%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	$0.00	$0.00	$0.00	$0.00	$114.34	$1,500.00	$1,385.66	7.62%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-capitalized)	$49.58	$0.00	$147.53	$197.11	$284.09	$5,000.00	$4,715.91	5.68%
	Total Office Supplies	**$712.76**	**$0.00**	**$242.35**	**$955.11**	**$3,190.88**	**$8,000.00**	**$4,809.12**	**39.89%**
Maintenance & Repair Supplies									
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	$13.54	$0.00	$94.12	$107.66	$672.23	$2,500.00	$1,827.77	26.89%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	$1,952.47	$0.00	$1,040.53	$2,993.00	$9,087.16	$6,000.00	($3,087.16)	151.45%
	Total Maintenance & Repair Supplies	**$1,966.01**	**$0.00**	**$1,134.65**	**$3,100.66**	**$9,759.39**	**$8,500.00**	**($1,259.39)**	**114.82%**
Pool Supplies									
001-000-000-576-21-40-00	Employee Recognition	$185.00	$0.00	$20.00	$205.00	$656.50	$2,000.00	$1,343.50	32.83%
001-000-000-576-21-35-15	Special Pool Events	$398.55	$0.00	$685.38	$1,083.93	$2,127.14	$2,000.00	($127.14)	106.36%
001-000-000-576-21-42-06	Uniforms &Clothing	$0.00	$0.00	$0.00	$0.00	$0.00	$3,500.00	$3,500.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	$314.90	$0.00	$0.00	$314.90	$863.33	$2,500.00	$1,636.67	34.53%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	$0.00	$0.00	$0.00	$0.00	$2,404.60	$7,500.00	$5,095.40	32.06%
	Total Pool Supplies	**$898.45**	**$0.00**	**$705.38**	**$1,603.83**	**$6,051.57**	**$17,500.00**	**$11,448.43**	**34.58%**
Pool Equipment									
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	$5,004.97	$0.00	$1,149.44	$6,154.41	$9,744.30	$4,000.00	($5,744.30)	243.61%
	Total Pool Equipment	**$5,004.97**	**$0.00**	**$1,149.44**	**$6,154.41**	**$9,744.30**	**$4,000.00**	**($5,744.30)**	**243.61%**
Professional Svcs - Clerical									
001-000-000-576-20-41-01	Consulting Contracts	$7,523.14	$6,688.62	$365.61	$14,577.37	$19,040.80	$5,000.00	($14,040.80)	380.82%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	$208.00	$960.00	$320.00	$1,488.00	$9,386.50	$14,000.00	$4,613.50	67.05%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	$0.00	$0.00	$1,328.00	$1,328.00	$3,643.00	$3,000.00	($643.00)	121.43%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	$2,048.51	$2,048.53	$0.00	$4,097.04	$24,076.28	$25,000.00	$923.72	96.31%
001-000-000-576-20-41-14	IT Server Hosting	$0.00	$0.00	$1,826.00	$1,826.00	$4,475.08	$4,000.00	($475.08)	111.88%
001-000-000-576-20-49-10	Printing/Copying (Canon)	$135.37	$173.06	$101.49	$409.92	$2,865.09	$2,000.00	($865.09)	143.25%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	$0.00	$493.43	$0.00	$493.43	$5,330.93	$5,500.00	$169.07	96.93%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	$248.90	$0.00	$65.90	$314.80	$940.43	$2,000.00	$1,059.57	47.02%
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	$792.76	$3,181.58	$1,472.06	$5,446.40	$12,717.27	$6,000.00	($6,717.27)	211.95%
001-000-000-576-21-42-09	Scheduling Software	$1,057.92	$0.00	$352.64	$1,410.56	$4,201.66	$3,000.00	($1,201.66)	140.06%
001-000-000-576-20-41-15	Website RFQ	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00	$10,000.00	0.00%
	Total Prof Services-Front Offc	**$12,014.60**	**$13,545.22**	**$5,831.70**	**$31,391.52**	**$86,677.04**	**$79,500.00**	**($7,177.04)**	**109.03%**
Professional Svcs - Maintenance									
001-000-000-576-20-41-09	District Janitorial Services	$0.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
001-000-000-576-20-41-03	Financial Services (Bookkeeping)	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00	$10,000.00	0.00%
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	$0.00	$0.00	$0.00	$0.00	$0.00	$7,000.00	$7,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	$105.06	$466.32	$100.54	$671.92	$3,191.51	$5,000.00	$1,808.49	63.83%
001-000-000-576-21-41-20	Gutter and Roof Management	$0.00	$0.00	$0.00	$0.00	$0.00	$4,000.00	$4,000.00	0.00%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	$0.00	$0.00	$0.00	$0.00	$0.00	$2,000.00	$2,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	$621.53	$621.53	$1,864.59	$3,107.65	$7,456.65	$8,000.00	$543.35	93.21%

Category/ Acct #	Reference	Oct 2024	Nov 2024	Dec 2024	4th Qtr Total Exp	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	$66.46	$0.00	$95.13	$161.59	$1,320.91	$2,000.00	$679.09	66.05%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	$4,978.64	$0.00	$0.00	$4,978.64	$24,782.57	$28,000.00	$3,217.43	88.51%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	$1,594.65	$264.48	$1,179.34	$3,038.47	$9,747.94	$16,000.00	$6,252.06	60.92%
	Total Prof Services-Maintenance	**$7,366.34**	**$1,352.33**	**$3,239.60**	**$11,958.27**	**$46,499.58**	**$83,000.00**	**$36,500.42**	**56.02%**
Repairs & Maintenance									
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	$2,348.22	$6,712.81	$4,196.42	$13,257.45	$110,763.33	$75,000.00	($35,763.33)	147.68%
	Budget Contingency for Maintenance	$0.00	$0.00	$0.00	$0.00	$0.00	$9,407.89	$9,407.89	0.00%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	$0.00	$0.00	$0.00	$0.00	$0.00	$2,500.00	$2,500.00	0.00%
	Total Repairs & Maintenance	**$2,348.22**	**$6,712.81**	**$4,196.42**	**$13,257.45**	**$110,763.33**	**$86,907.89**	**($23,855.44)**	**127.45%**
Communications									
001-000-000-576-20-41-02	Web Design & Maintenance	$2,050.00	$0.00	$0.00	$2,050.00	$5,756.03	$3,000.00	($2,756.03)	191.87%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	$962.04	$0.00	$320.68	$1,282.72	$3,581.50	$4,000.00	$418.50	89.54%
001-000-000-576-21-42-07	Postage and Mailing	$0.00	$0.00	$51.26	$51.26	$149.71	$500.00	$350.29	29.94%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	$1,620.73	$0.00	$462.78	$2,083.51	$5,692.65	$6,000.00	$307.35	94.88%
001-000-000-576-21-42-14	Elevate Phone System	$0.00	$0.00	$222.53	$222.53	$667.54	$3,600.00	$2,932.46	18.54%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	$182.48	$0.00	$63.47	$245.95	$622.12	$800.00	$177.88	77.77%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	$26.81	$0.00	$0.00	$26.81	$187.56	$500.00	$312.44	37.51%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	$187.00	$0.00	$69.00	$256.00	$728.00	$750.00	$22.00	97.07%
	Total Communications	**$5,029.06**	**$0.00**	**$1,189.72**	**$6,218.78**	**$17,385.11**	**$19,150.00**	**$1,764.89**	**90.78%**
Training & Travel									
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	$0.00	$0.00	$0.00	$0.00	$778.35	$1,000.00	$221.65	77.84%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	$0.00	$0.00	$0.00	$0.00	$2,858.65	$500.00	($2,358.65)	571.73%
001-000-000-576-21-43-03	Certifications	$782.00	$0.00	$0.00	$782.00	$2,563.00	$4,500.00	$1,937.00	56.96%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	$158.11	$0.00	$43.86	$201.97	$592.04	$2,500.00	$1,907.96	23.68%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	$138.00	$0.00	$782.00	$920.00	$1,930.00	$1,500.00	($430.00)	128.67%
001-000-000-576-21-43-07	Management Staff Training	$0.00	$0.00	$0.00	$0.00	$1,143.00	$3,500.00	$2,357.00	32.66%
	Total Training & Travel	**$1,078.11**	**$0.00**	**$825.86**	**$1,903.97**	**$9,865.04**	**$13,500.00**	**$3,634.96**	**73.07%**
Advertising									
001-000-000-576-20-41-07	District Advertising	$487.50	$0.00	$2,210.00	$2,697.50	$11,612.60	$12,000.00	$387.40	96.77%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	$0.00	$0.00	$0.00	$0.00	$0.00	$4,500.00	$4,500.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	$0.00	$0.00	$275.50	$275.50	$275.50	$2,500.00	$2,224.50	11.02%
001-000-000-576-20-41-40	Ad Design	$113.97	$0.00	$144.99	$258.96	$521.88	$400.00	($121.88)	130.47%
	Total Advertising	**$601.47**	**$0.00**	**$2,630.49**	**$3,231.96**	**$12,409.98**	**$19,400.00**	**$6,990.02**	**63.97%**
Rentals & Leases									
001-000-000-576-20-45-00	District Office Rental (Zen)	$717.50	$717.50	$717.50	$2,152.50	$8,610.00	$9,600.00	$990.00	89.69%
001-000-000-576-20-45-01	Storage Rental (AAAA)	$600.00	$0.00	$320.00	$920.00	$3,320.00	$4,000.00	$680.00	83.00%
001-000-000-576-20-45-02	Miscellaneous Rentals	$0.00	$0.00	$0.00	$0.00	$0.00	$3,500.00	$3,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	0.00%
	Total Rentals & Leases	**$1,317.50**	**$717.50**	**$1,037.50**	**$3,072.50**	**$11,930.00**	**$17,600.00**	**$5,670.00**	**67.78%**
Utilities									
001-000-000-576-21-47-00	Electricity (PSE)	$8,368.87	$10,195.61	$11,022.29	$29,586.77	$124,606.94	$180,000.00	$55,393.06	69.23%
001-000-000-576-21-47-02	Water (Highline)	$2,966.56	$0.00	$1,536.34	$4,502.90	$9,298.52	$9,900.00	$601.48	93.92%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	$1,083.46	$544.56	$0.00	$1,628.02	$6,756.30	$6,000.00	($756.30)	112.61%
001-000-000-576-21-47-04	Sewer (Midway)	$0.00	$912.53	$0.00	$912.53	$5,566.81	$4,500.00	($1,066.81)	123.71%
	Total Utilities	**$12,418.89**	**$11,652.70**	**$12,558.63**	**$36,630.22**	**$146,228.57**	**$200,400.00**	**$54,171.43**	**72.97%**
Insurance									
001-000-000-576-20-46-00	Insurance - WCIA, AWC	$0.00	$0.00	$0.00	$0.00	$37,371.00	$45,000.00	$7,629.00	83.05%
	Total Insurance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$37,371.00**	**$45,000.00**	**$7,629.00**	**83.05%**
Miscellaneous									
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	$0.00	$0.00	$306.00	$306.00	$1,735.65	$15,000.00	$13,264.35	11.57%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	$410.00	$2,635.80	$2,052.53	$5,098.33	$5,274.31	$2,000.00	($3,274.31)	263.72%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	$0.00	$0.00	$0.00	$0.00	$728.56	$2,000.00	$1,271.44	36.43%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	$99.00	$0.00	$135.00	$234.00	$2,846.65	$6,000.00	$3,153.35	47.44%
001-000-000-576-20-51-50	Background checks	$232.00	$58.00	$58.00	$348.00	$1,064.00	$2,500.00	$1,436.00	42.56%
	Total Miscellaneous	**$741.00**	**$2,693.80**	**$2,551.53**	**$5,986.33**	**$11,649.17**	**$27,500.00**	**$15,850.83**	**42.36%**
Intergovernmental Services									
001-000-000-576-20-51-02	Inspections (Fire Ext)	$0.00	$0.00	$0.00	$0.00	$320.13	$1,250.00	$929.87	25.61%
001-000-000-576-20-41-11	SAO Audit	$0.00	$0.00	$0.00	$0.00	$0.00	$5,000.00	$5,000.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	$2,423.74	$0.00	$4,390.06	$6,813.80	$20,837.90	$8,250.00	($12,587.90)	252.58%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	$360.00	$90.00	$0.00	$450.00	$2,535.00	$5,000.00	$2,465.00	50.70%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	$0.00	$0.00	$0.00	$0.00	$0.00	$2,000.00	$2,000.00	0.00%
001-000-000-576-20-51-00	Election Costs	$0.00	$0.00	$0.00	$0.00	$22,044.66	$20,000.00	($2,044.66)	0.00%
	Total Intergov Services	**$7,263.80**	**$90.00**	**$4,390.06**	**$11,743.86**	**$23,693.03**	**$42,500.00**	**($3,237.69)**	**55.75%**

Category/ Acct #	Reference	Oct 2024	Nov 2024	Dec 2024	4th Qtr Total Exp	YTD Expense	2024 Budget	Budget Balance	% of Budget
Capital *									
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	$0.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$1,000.00	0.00%
001-000-000-594-76-41-02	Capital - Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
001-000-000-594-76-42-08	Filter Media	$0.00	$0.00	$0.00	$0.00	$0.00	$40,000.00	$40,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	$0.00	$0.00	$0.00	$0.00	$0.00	$75,000.00	$75,000.00	0.00%
	Total Capitals	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$116,500.00**	**$116,500.00**	**0.00%**
	TOTAL ADMINISTRATION	**$30,128.24**	**$24,293.38**	**$26,632.61**	**$81,054.23**	**$303,957.56**	**$346,250.00**	**$61,525.87**	87.79%
	TOTAL OPERATIONS	**$108,130.73**	**$89,585.74**	**$91,302.11**	**$289,018.58**	**$1,247,110.44**	**$1,450,067.89**	**$161,679.36**	86.00%
	TOTAL CAPITAL	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$116,500.00**	**$116,500.00**	**0.00%**
GRAND TOTALS		**$138,258.97**	**$113,879.12**	**$117,934.72**	**$370,072.81**	**$1,551,068.00**	**$1,912,817.89**	**$339,705.23**	**81.01%**
								Target	**100%**

First Quarter (Q4) 2025 Financial Status Report
DES MOINES POOL M.P.D./ MOUNT RAINIER POOL
February 25, 2025

October 1 – December 31, 2024, 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 2024.

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, 2024, are:

- General Fund – $1,202,573.10
- Capital Reserve - $ 675,000.00

Total Available Funds $1,877,247.10

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 last five years.

- 2025 - $1,877,247.10
- 2024 - $1,747,573.58
- 2023 - $1,939,873.01
- 2022 - $1,858,821.68
- 2021 - $1,596,586.36
- 2020 - $1,389,876.13

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	$1,339,873.01	137%
Taxes	$1,254,135	$1,241,952.89	99%
Charges for Service	$25,000	$50,000.00	200%
Interest	$15,000	$79,894.52	533%
Grant (Capital)-NEW!*	$100,000	$106,705.88	107%
Over the Counter	$210,000	$206,625.17	98.4%
Transfer from Reserves**	$75,000	$75,000.00	100%

100% target through December 31, 2024.

**Additional $31,300 grant payments received in first quarter of 2025.*
***Transfers to reserves are made at the final board meeting of each year.*

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 was moved to the Aquatics Manager's report which as reported at the January 28, 2025, meeting. The pool district exceeded estimates for 2024, but there is still room for improvement.

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	$346,250.00	$303,957.56	87.78%
Operations	$1,450,067.89	$1,247,110.44	86.00%
Capital	$116,500.00	$0.00	0%
Transfer to Reserves	$75,000.00	$75,000.00	100%
Totals	$1,912,817.39	$1,551,068.00	81.01% (100% Target)

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.

The total expenditures for the District as of December 31, 2024, are at 81.01% of budget. This is under the anticipated level of 25%.

The next quarterly report will be presented to the board at its May 27, 2025, meeting for the second quarter (Q1) of 2025 (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.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c **Assigned to:** District G.M. **Meeting Date:** February 25, 2025

Under: Old Business **Attachment:** Yes

Subject: Grants Update

Background/Summary:
The purpose of this agenda item sheet (AIS) is to discuss current and future grant projects.

Currently, the Des Moines Pool Metropolitan Park District has two capital grant projects for 2025 KCYAS Aquatic Facilities Grant for $213k and a $1.451m Best Starts for Kids, and one grant for programming of $10k through the Get Active, Stay active program for youth drop-in swimming between now and August 31. All grants are administered by King County Parks.

Funding for the 2026-2031 Park Levy was also announced. This levy will need to be passed by voters. Information about the levy ballot is attached.

The board was also contacted about District 5 representation. If there are any updates, it will be mentioned here.

Fiscal Impact: N/A

Proposed Motion:
No motion. Informational only.

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

Three Touch Rule: _____**Committee Review**
___Continuous_____ **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:
- Status attachment of all grants
- King County Parks 2026-2031 Press Release
- King County Parks 2026-2031 Levy Funding Graph

February 25, 2025

Grant Updates

$213k Aquatic Facilities Grant (Boiler/Plumb)

Pre-Award Phase

- Research
- Proposal Development
- Application Submission

Award Phase

- Application Review
- Negotiation **(In Progress)**
- Acceptance

Post-Award Phase

- Implementation & Management
- Monitoring & Reporting
- Evaluation
- Closeout

UPDATE: Highline School District pulled away from negotiations. Need to have their leadership team review. Have not heard back for a couple of weeks.

Also need to push forward with Engineer of Record for this too.

$1.438m Best Starts for Kids (AHU units)

Pre-Award Phase

- Research
- Proposal Development
- Application Submission

Award Phase

- Application Review
- Negotiation
- Acceptance

Post-Award Phase

- **Implementation & Management (In Progress)**
- Monitoring & Reporting
- Evaluation
- Closeout

UPDATE: Need to look at resubmitting timeline for grant to get both grants on the same timeline with $213k KCYAS Aquatic Facilities Grant.

Also need to push forward with Engineer of Record.

Need to start process of evaluating Engineer of Records.

$10k Get Active Stay Active

Pre-Award Phase

- Research
- Proposal Development
- Application Submission

Award Phase

- Application Review
- Negotiation
- Acceptance

Post-Award Phase

- Implementation & Management
- **Monitoring & Reporting (In Progress)**
- Evaluation
- Closeout

UPDATE: Rolled out February 1, 2025. Took about a week to get going. Youth participation should be on pace to double.

Also, Quentin will be notifying the City of Des Moines that their drop-in pool visits for Camp KHAOS will be free this summer. (Not swim lessons).

'Maintain, enhance, and expand the parks and trails that bring us to the outdoors and to each other': Executive Constantine announces proposal to renew the King County Parks Levy

Summary

Feb. 11, 2020: Executive Dow Constantine today announced his proposal to renew the King County Parks Levy, a strategic fund investment for King County Parks' capital improvement and safety, enhance ballfields, playgrounds, and aquatic centers, protect and restore more open spaces for a growing population, and accelerate the expansion of King County's regional trail network.

The proposal for the August ballot – called a replacement for the King County Parks Levy – would offer more outdoor recreation opportunities for residents and visitors, including a new trail connection at Marymoor Park in Redmond and Weyerhaeuser Aquatic Center in Federal Way. It would also provide funding for educational programs at Seattle Aquarium, Woodland Park Zoo, and the Seattle Waterfront. Design and Build Skyways from community partners would provide safe bridge crossings in South King County, and a vehicle for essential city and park electric power through Kirkland.

Executive Constantine's proposal would cost the owner of a home with an assessed value of $644,000 – the average King County property owner – an additional $2 per month, or $24 per year. The King County Parks Levy would provide about 85% of King County Parks' total budget, will expire Dec. 31.

"This is our opportunity to maintain, enhance, and expand the parks and trails that bring us closer to the outdoors and to each other," said Executive Constantine. "We will uphold the trust that the people of King County place in us as stewards of our beloved green spaces, keeping the legacy alive, safe, and open for everyone to enjoy."

Click or tap to view the map.

News

King County Executive Dow Constantine today announced his proposal to renew the King County Parks Levy, a strategic fund investment for King County Parks' capital improvement and safety, enhance ballfields, playgrounds, and aquatic centers, protect and restore more open spaces for a growing population, and accelerate the expansion of King County's regional trail network.

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Greater capacity to keep parks and trails clean, safe, and open

Executive Constantine's proposal would increase the park agency's capacity to keep the regional park and trail system clean, safe, and open after years of expansion to keep up with growing demand.

King County Parks has an established Volunteer Program, creating new opportunities for people of all ages and abilities to connect with their parks and trails, and to learn about the natural and cultural resources that make our region special. There is addition to other safety features that people can carry with them, such as a mobile app, and offering more program and volunteer opportunities that keep public spaces safe.

The renewed parks levy would continue to provide grant funding to cities and community-based organizations that promote equitable access to parks, trails, and aquatic centers.

The current King County Parks Levy installed new court for basketball and tennis at Kent Meridian High School.

The current levy has allowed $100 million in grant funding for successful projects that made school district and community-based organizations' dreams come true, such as Kent Meridian High School's Kasota Park Tennis Center, Garfield Super Block, an expanded set of school and summer programs at Highline Aquatic Pool Switch, Pool wood lights at its BPM track so it can operate at night and host national competitions.

Weyerhaeuser Aquatic Center in Federal Way would expand its water aerobic programs and lessons.

Executive Constantine's proposal for the renewed parks levy includes $31 million for strike investments, incorporating community feedback to increase grant funding for the programs in highest demand. It would include an additional $20 million in pass-through funding for cities and park districts that can be used for a wide range of improvements that meet their specific needs.

Advancing climate resiliency and forest stewardship

The renewal for the King County Parks Levy is rooted in a climate resilience framework that has community advocates' top-emerging climate risks. The funds would be available for features such as splash pads and sprinklers at parks, shade trees, and other improvements to reduce the impacts of heat waves and other extreme weather. King County Parks would also be able to leverage more than $100 million in grants for Regional Open Space Initiative where children and families can play safe, and connected during dangerous heat waves.

It would also sustain King County's Forest Carbon Project stewardship program, which has grown from one to eight foresters, forest technicians, and specialists since 2012. The increased capacity has allowed the Department of Natural Resources and Parks to manage more acres of forest and to accelerate the pace of work, including thinning as well as add new positions dedicated to urban forestry and wildfire prevention.

The projects would apply the principles of Clean Water Healthy Habitat by simultaneously protecting water quality, improving wildlife habitat, removing barriers to fisheries passing around the salmon, and refining the stormwater management practices that are required by the King County Stormwater Manual.

The proposal would also continue the work of the King County Flood Control Zone Improvement District, a popular and successful cooperative program for managers interested in salmon habitat and environmental fields.

King County Parks would double its popular Youth Conservation Corps, a summer internship program for teenagers interested in environmental careers.

Building on the momentum of a growing trail network

Executive Constantine's proposal would accelerate the pace for expanding regional trails, building on the momentum of the Eastside Rail Corridor, Marymoor Connector, Issaquah Creek Trail, the Bass Lake Connector, the spring bridge for Kubota Gardens and Foothills Trail connecting the White River, and now transforming the iconic Millionaire Trestle into a 1000-foot-long scenic bridge for Everyone.

Marymoor Connector would provide the safety and access improvements of a different bridge, adding to Everyone.

Kayemmon projects would include Lake to Sound Trail, Green River Trail, Soos Creek Trail, Sammamish Trail. It would advance a long-term goal to connect Issaquah to Green Lake from Redmond to Renton and complete the design for a 17-mile connection between Issaquah and Lake to Sound Trail.

Executive Constantine – in his role as a Sound Transit Board Member – has set the opening celebration of the Issaquah Trail for Sunday, June 7, 2020. It would be the first connection between the Lake Sammamish Trail and Issaquah to link together the largest growing city and an increasing city.

New amenities to improve the customer experience at parks and trails

In addition to increasing capacity for trail and park safety, Executive Constantine's proposal would provide funding for new amenities that improve the customer experience. A few examples include:

- Creating a regional sports complex in South King County by upgrading ballfields to synthetic turf with lighting or an existing King County park located on Federal Way.
- Upgrading aging facilities at Marymoor Park, including critical utility infrastructure, the venue for live music, pedestrian pathways, and other renovations and repairs.
- Creating new off-leash dog areas.
- Adding parking, restrooms, wayfinding, and trails to newly acquired properties.
- Completing design and construction of a 20-acre nature park at Cottage Lake Park between Auburn and Federal Way, an unprecedented community with limited public greenspace.
- Extending the Park Beautification Crews in King County Jobs and Housing Program that provides people experiencing homelessness with hands-wage employment and connections to housing services.

The proposed renewal would fund the Beautification Program that offers people experiencing homelessness with hands-wage employment and connections to housing services.

The King County Parks Levy funds Park Rangers who provide safety and education.

The proposed renewal would fund upgrades to Marymoor Park, the venue of concerts and other events.

Executive Constantine's proposal would fund a vehicle for the King County Parks Levy, which would make the agency's capacity to maintain equipment and trails.

A proposal based on the priorities and needs of communities

King County Parks conducted a rigorous public listening campaign in 2019 that included 20 in-person and online events as well as three online surveys available in eight of the county's top languages. More than 4,000 people participated in the process, which included a statistically valid survey of 1,000 people. The results of the survey contained themes included fostering safety and belonging in underserved communities, offering non-parks, trails, and recreational opportunities.

The results of the listening campaign – along with recommendations from the Executive's Community Advisory Committee consisting of 26 people from diverse backgrounds from across King County – helped inform Executive Constantine's proposal.

The King County Parks Levy is a tax property tax that funds one of the nation's largest metropolitan park agencies, stewarding more than 200 parks, more than 180 miles of regional trails, more than 25 miles of backcountry trails, and more than 10,000 acres of open space.

Voters approved the current levy in August 2019.

The renewed levy would cost the owner of a home with an assessed property value, which would cost the owner of a home with an assessed property value of $644,000 an additional $24 a year, or $2 a month. Most King County parks levy. It would generate an estimated $51 million over six years starting in January 2020.

Multimedia

- VIDEO: Overview of the King County Parks Levy
- VIDEO: B-roll package available to download
- VIDEO: Full video of the press event
- PHOTO GALLERY: Photos available to download
- PHOTO GALLERY: Press event announcing Executive Constantine's proposal
- SPOKEPERSON: Examples of results produced by King County Parks Levy
- TWEVIEW: An interactive map of environmental stewardship in King County

Resources

- Map illustrating Executive Constantine's plan to renew the King County Parks Levy
- Fact sheet
- 2016-2022 Parks Levy proposed budget
- King County Parks Levy

Quotes

"This is our opportunity to maintain, enhance, and expand the parks and trails that bring us closer to the outdoors and to each other. We will uphold the trust that the people of King County place in us as stewards of our beloved green spaces, keeping the legacy alive, safe, and open for everyone to enjoy."

DOW CONSTANTINE
King County Executive

"I'm proud to stand with Executive Constantine in supporting the renewal of the King County Parks Levy. This critical funding will not only enhance our parks and trails but will also invest in climate resiliency, expand access to green spaces, and improve connections across our communities. It's an investment in the health and well-being of our communities, ensuring that all King County residents, no matter where they live, have access to the parks and green spaces that keep us connected and thriving."

DERRICK CASELEY
King County Council Chair

"We live in one of the most beautiful places in the world, with nearly every kind of outdoor activity you can imagine. From hiking on our regional trail network to enjoying a day at a city park to playing a game at one of our fields to taking your dog to the best dog park in the world at Marymoor, these activities bring us all together, and opportunities to connect with nature and each other. Our Parks levy is key to protecting and expanding these opportunities for everyone across our region, making life better and brighter for all King County residents."

CLAUDIA BALDUCCI
King County Council Member

"Seattle and King County parks are treasured places at the core of what makes our city and region a great place to live. Investing in our parks is also an investment in our youth, in healthy communities, and in public spaces we all can enjoy and cherish. We look forward to continuing to work together with Executive Constantine and King County to create and support safe, vibrant, and welcoming parks.

BRUCE HARRELL
Seattle Mayor

"Investing in our parks is an investment in the well-being of our communities. The renewal of the King County Parks Levy funding is essential for our regional trails, from new trail segments and connections to trail maintenance we are transferred to see continued resources for growing our regional trail network. Renewing the Parks Levy is a critical step toward ensuring that every resident—especially those in historically underserved areas—has access to safe, vibrant, and inclusive green spaces. These investments strengthen our neighborhoods, provide spaces for healing and joy, and promote health and connection. We wholeheartedly support this initiative and look forward to seeing our communities thrive.

TANISHA LIGONS
Executive Director of Friends of Kent Parks

"King County's spectacular forests and parks are a treasure to residents and visitors alike, contributing to our iconic ecosystems and our economy. Through investments like critical forest parks, the King County Parks Levy acknowledges the integral role that our forests play in ensuring communities move resilient to climate change. From clean air to cool water and shaded green spaces, the Parks Levy serves as a national model on how to safeguard the resources we cannot afford to lose.

KITTY CHANG
Strategic Initiatives Director at The Wilderness Society

"Executive Constantine's plan to renew and invest in the King County Parks Levy is a huge step in building upon the existing partnership and progress between King County Parks and Skyway for a brighter and healthier future for the Skyway community."

JEANIE WILLIAMS
Lead, Skyway and Development Director, Skyway Community Development

"Parks Levy funding is essential for our regional trails. From new trail segments and connections to trail maintenance we are transferred to see continued resources for growing our regional trail network.

KATHERINE HOLLIS
Executive Director of Seattle Parkways

"Trails ease our commutes, connect neighborhoods to nature, and improve our health. The King County Parks Levy is a critical funding source for King County and its cities to complete the trail network. A well-connected regional trail network is the most cost-effective way to get people outdoors, expand the reach of transit, and reduce traffic congestion by providing accessible transportation options for all.

LEE LAMBERT
Executive Director of Cascade Bicycle Club

"Parks Levy Grants empower us to expand our work in public schools and partner with additional youth serving organizations, facilitating low-barrier outdoor adventures in our parks and open spaces. Together, we can provide young people with instruction, food, equipment, and transportation, removing the barriers of time spent outside for hundreds more youth in South King County.

DAVID OLIMPIA
Executive Director of YFC

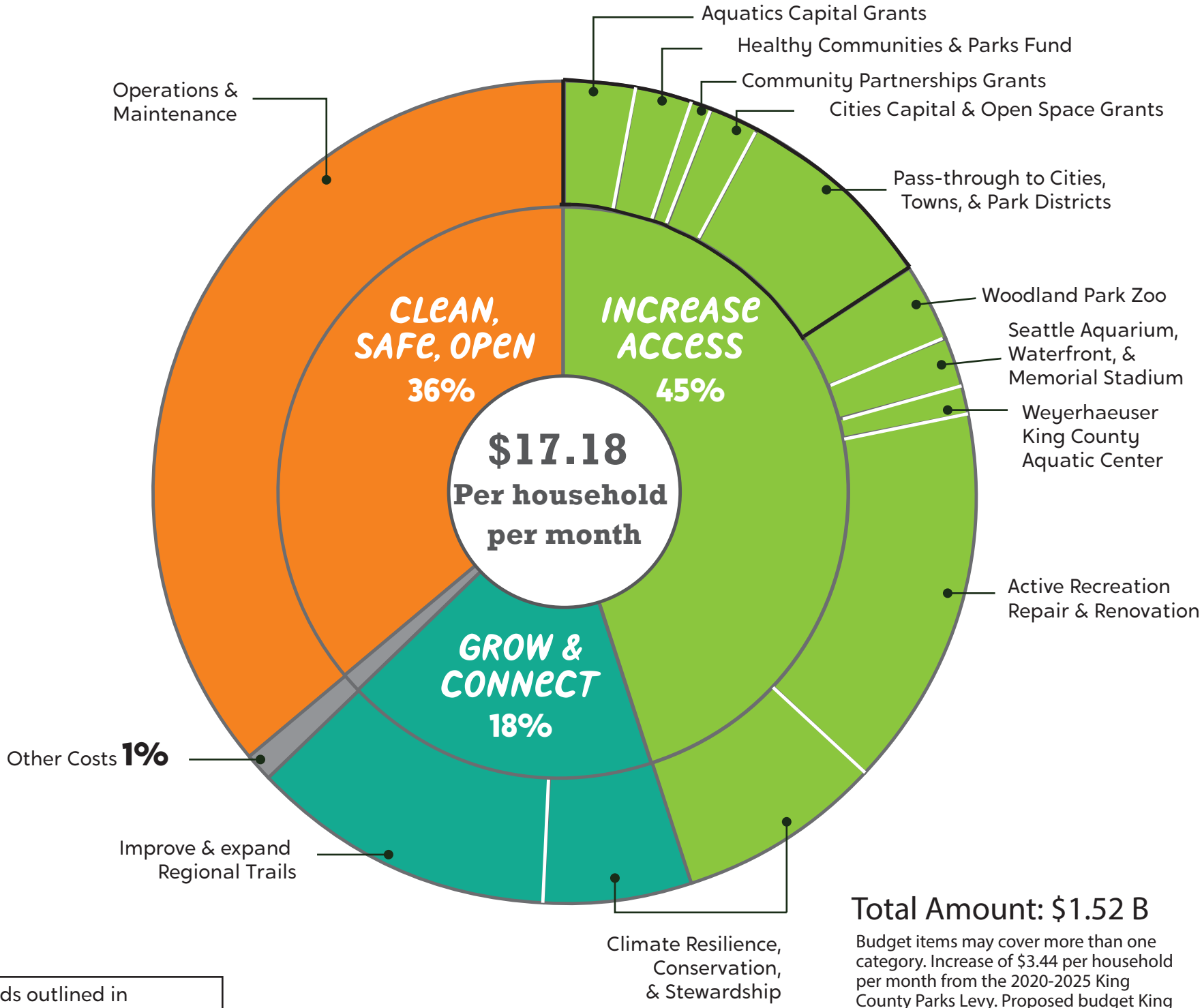
"Our parks and trails thrive because of the strong partnerships and community support that make these spaces possible. Over the years, we've worked alongside cities, community organizations, and local advocates to expand access, improve amenities, and ensure our public spaces serve everyone. This key renewal is about ensuring we can maintain our parks, respond to climate challenges, and create more opportunities for people to connect with nature and each other. It's an investment in the future of our parks, forests, trails and open space for the people who rely on them every day.

WARREN JIMENEZ
Director of King County Parks

Contact

Amy Scholz, Executive Office, 206.708.4037
Dawson Lee, King County Parks, 206.477.4030
Visit our Newsroom for additional resources.

2026-2031 Parks LEVY Proposal



Funds outlined in black are available to King County cities/towns.

Total Amount: $1.52 B

Budget items may cover more than one category. Increase of $3.44 per household per month from the 2020-2025 King County Parks Levy. Proposed budget King County Executive submitted to King County Council for review/approval on February 11, 2025.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District G.M. **Meeting Date:** February 25, 2025

Under: Old Business **Attachment:** Yes

Subject: Proposed 575 Agreement

Background/Summary:
The Des Moines Pool Metropolitan Park District has a number of preventative maintenance agreements for pool operations and information technology.

The Mount Rainier Pool website was developed in Fall 2016, and we have been working with members of Btown web services, and then employees that left and became 575. All work has been on a case-by-case basis.

The proposal is for $12,600. The District GM has attached a breakdown of fees spent over the last three years on website services.

575 listed concerns with the current website. The website does need some major changes of replacement over the next year.
- There is no staging environment to perform updates and make significant changes safely without compromising the website's integrity.
- The Divi theme is over a year out of date.
- Conflicts exist between the various plugins.
- WordPress is auto-updating, which can be dangerous if a version has bugs or causes code conflicts with other technologies.
- Out-of-date plugins and technologies create opportunities for security threats.
- While the site collects data from users, there is no privacy policy, which means the site is out of compliance.
- The website is non-compliant for web accessibility.

The District General Manager is using the current site to test concepts for a new website including translation, links to register from payment screens, scheduling and other items. The goal is to work to implement these functions better into a future website. In the past there were smaller items, but it is important to get feedback from patrons and experts before making large scale changes.

This proposed agreement does show the Mount Rainier Pool should look at updating its website to a more modern website, or make major changes to the current site.

Fiscal Impact: N/A

Proposed Motion:
No motion. Informational only.

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

Three Touch Rule: _____ **Committee Review**
___Continuous_____ **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:
- 575 Proposed Agreement
- Last Three Years Spent on Website Maintenance

Website Migration + Ongoing Services

Des Moines Pool MPD

03.11.21

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Who We Are

We are a Washington branding agency. Your brand champion from strategy to design and long-term management for web, content, and marketing services. Together we will cultivate sustainable communities by inspiring, connecting, and bettering lives. Rebrand the status quo with 575.

We build relationships through fantastic design and by putting our clients first. Our experience is the culmination of more than 15 years of working to make each detail the very best it can be, so your brand is the best expression of who you are.

Jonathan Chicquette - CEO/Designer

jc@575agency.com

As a Creative Director with 25+ years of experience, Jonathan has deployed, managed, and maintained hundreds of websites for companies of all sizes. Joining this field when it was still new to the world, learning along the way from those like him, shaping the web instead of following the trends.

Mikayla Chicquette - COO/Account Manager

msc@575agency.com

Starting at a young age, Mikayla became enthralled with the branding, strategy, and growth of organizations. She has a BBA with a Marketing focus, and her skills include brand development, business strategy, content creation and management, and project/account management.

Our Work

- **City of Normandy Park** - a municipal government

  normandyparkwa.gov

  Services: Design, Development, Maintenance, Consulting
- **Tri-Cities RV Park** - an investment group property

  tri-citiesrvpark.com

  Services: Design, Development, Hosting
- **Des Moines Pool** - a municipal agency

  mtrainierpool.com

  Services: Design, Consulting
- **Stewardship Foundation** - a not-for-profit

  stewardshipfdn.org

  Services: Design, Development, Consulting, Maintenance
- **LendStreet** - a private corporation

  lendstreet.com

  Services: Design, Development, Consulting

The Ask

The Des Moines Pool MPD website, mtrainierpool.com, requires technical maintenance and content management to improve user experience, site health, security, and functionality.

Current Concerns

- There is no staging environment to perform updates and make significant changes safely without compromising the website's integrity.
- The Divi theme is over a year out of date.
- Conflicts exist between the various plugins.
- WordPress is auto-updating, which can be dangerous if a version has bugs or causes code conflicts with other technologies.
- Out-of-date plugins and technologies create opportunities for security threats.
- While the site collects data from users, there is no privacy policy, which means the site is out of compliance.
- The website is non-compliant for web accessibility.

The Answer

We will be your dedicated branding agency, championing your needs and the needs of your stakeholders. Our first goal is to get your site back to good health. We will migrate your site to our hosting service to test, manage, and update your technologies. Then, we will provide you with regular website maintenance and management to keep your website up-to-date. You will also have access to a service portal for submitting service requests and support tickets. As your branding agency, we will support your business needs with branding strategy, design, and implementation.

Website Management Services

Technology Updates

Keeping your website's technologies, such as WordPress, Divi, and any installed plugins, up-to-date is critical to site security and functionality. Updates are usually available about once a month. We will test updates for potential problems in the staging environment before deploying to the live site.

Content Management

You have the unique position of knowing the communication needs of your brand and visitors best. Because of this, a majority of content creation will come from you and your team. However, our editorial assistance ensures high-quality content to improve readability, user experience, and search optimization.

Your website may occasionally require design changes to accommodate your content demands. We will research, strategize, design, and develop solutions that best suit your needs.

Account Management

All the best services in the world matter little if the team offering them doesn't know or care about you and your brand. That is why you will have a dedicated account manager as invested in your brand as you are. We believe in people over profits, relationships over sales. Your account manager will provide you with general support, progress reports and continuously look for ways to improve your brand and make your life easier.

Core Technology Services

WordPress

This highly extensible software platform has been around since 2003. In that time, it has gone from a blogging tool to a full-featured content management system. It accounts for more than 35% of the world's websites and has a vast support community to ensure the software continues to be easy to use and secure.

Divi by Elegant Themes

We use the Divi theme by Elegant Themes to create fantastic website experiences. It allows for a simplified design and development process and brings quality to every corner of your website.

Flywheel Divi Hosting

We provide hosting tuned for the Divi theme running on WordPress. The enhanced performance tools and simplified deployment process increase efficiencies in your website's development, deployment, and long-term care. Your visitors will love the speed your web pages will load, all due to the localized hosting and built-in caching systems.

SSL Certification

Our Flywheel hosting service includes SSL certification, so you don't have to worry about buying expensive SSL certificates and dealing with complicated certificate installation.

Staging

Flywheel includes a staging environment allowing for safe testing and deployment of updates and significant website changes without disrupting live site traffic.

Website Policies

Any website that collects data must have a privacy policy compliant with state and international privacy laws. Hiring lawyers to create and manage a privacy policy is expensive, particularly since privacy laws continually evolve. We use Termageddon, a service made by privacy policy experts that dynamically updates your policy. Stay compliant with current regulations without relying on costly legal teams to review and change your policies manually.

Web Accessibility Compliance

The necessity of web accessibility compliance is on a steady rise. Still, it can be time-consuming and painstaking to ensure the design and content of a website are compliant and are maintained to remain compliant. To solve this pain point, we work with AccessiBe, an AI solution that is simple to install, does not affect the website's regular functionality or design and maintains website compliance. We implement this feature to help you avoid possible lawsuits and provide accessibility to users of all abilities.

Divi Utility Kit

We have access to a toolkit of plugins from the Divi Marketplace that we can use to improve the user experience of your website.

Adobe Stock

Great multimedia content creates emotion, tells stories, and supports well-written copy. We have access to a limited amount of quality Adobe Stock content to elevate your branding efforts.

Branding + Marketing Services

Branding

A brand is a living, breathing asset that embodies an organization and influences the perceptions of stakeholders. Successful branding requires intentional strategy, design + development, and management. As your dedicated branding agency, we will build, implement, and manage your brand across all your communication channels.

Email Marketing

One of the most consistently valuable communication tools is email. We offer email marketing strategy, design, and management. Through our partner, Campaign Monitor, we can set up your list segmentation, sign-up forms, newsletter, email journeys, campaigns, and e-notices. With this service, your email marketing communications are automatically CAN-SPAM Act 2003 and GDPR compliant.

Print Design + Tangible Assets

Our branding services go beyond digital. We fulfill print design requests for all types of print media, including letterheads, posters, stickers, business cards, and more. Your brand deserves to be represented in physical assets as well, such as product packaging, your office, vehicles, building signs, etc. Let's work together to determine the best strategy for your branding implementation.

Photography + Videography

If you want to up your visual game, we can supply professional photography or videography on the ground and in the air. We will make sure the right asset for your brand and budget is sourced and licensed correctly.

Other

For work not covered under a contract, the hourly rate is $195.

Proposal Summary

The Plan

Based on the website's current condition and budget constraints, we suggest setting up an Agency of Record contract with a discounted **hourly rate of $155**. The Core Technology Package needs to be purchased right away to migrate the site to our hosting. Then, we can perform a website clean-up of the technologies and settings. Our time estimate for the clean-up is 12 hours. Once the website is running smoothly, we can manage the website with regular updates. Our estimation for website management is 5 hours per month. Under the AOR, you can request more of our services for the same discounted rate.

Projected Costs

The cost breakdown for the **first year** of services:

Core Technology Package	$	1,000
Website Migration	$	0
Website Clean-Up - 12 hrs	$	1,860
Website Management - 5hr/mo	$	9,300
Total	**$**	**12,160**

Business Insurance

Policy Details

State Farm Specialty Products

Policy No:	PS0000006545600	
Coverage:	Technology Services Errors & Omissions Professional Liability Insurance	
Named Insured:	575 INC.	
Address:	17124 4th Ave SW Normandy Park, WA 98166	
Policy Period:	Effective Date:	May 21, 2020
	Expiration Date:	May 21, 2021

Last three (3) years of website service costs…

Last 3 Years

- 2024 - $5,756.03
- 2023 - $2,424.04
- 2022 - $4,680.00

Request

- $12,600 for full year
- $195/hour outside of agreement

Note-$10,000 allocated in 2024 budget, but didn't move forward

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e **Assigned to:** District G.M. **Meeting Date:** February 25, 2025

Under: Old Business **Attachment:** None

Subject: Insurance Changeover Update

Background/Summary:
The Des Moines Pool Metropolitan Park District (pool district) is looking at changing over its insurance, effective August 1, 2025.

The pool district has received two of three quotes for a full year. We should have preliminary estimates from all three by March 25, 2025. Will also need to get pro-rated options.

All three companies have stated they will be able to provide the coverage that is outlined in the Highline School District lease for Mount Rainier Pool.

The District General Manager also will discuss the COMPACT for the current insurance provider. He is recommending having the entry waivers for the facility that were last updated during Covid-19, and a review of the facility rental agreements.

Fiscal Impact: Decision due to escalating costs with not much supporting documentation or reasoning for increases with current insurance provider.

Proposed Motion:
No motion. Informational only.

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

Three Touch Rule:
_____ **Committee Review**
Continuous **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:
- No attachments

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7f **Assigned to:** District G.M. **Meeting Date:** February 25, 2025

Under: Old Business **Attachment:** None

Subject: Land Acquisition Process Research

Background/Summary:
The Mount Rainier Pool will be 50 years old on September 15, 2025. The pool was built as part of the Forward Thrust Movement. Most pools that were built during that time have been replaced with new facilities, no longer operate, or are looking at major remodeling or replacement.

The Board of Commissioners is exploring all alternatives including how much land acquisition would be in the area, and what processed will need to be put in place for future discussions.

The District General Manager will give the board an update on his research into these processes.

Fiscal Impact: None at this time.

Proposed Motion:
No motion. Informational only.

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

Three Touch Rule:
_____ **Committee Review**
Continuous **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:
- No attachments

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7g **Assigned to:** District GM **Meeting Date:** February 25, 2025

Under: Old Business **Attachment:** Yes

Subject: Resolution 2025-04 Warrant Cancellations

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

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

Fiscal Impact: Warrants only affect the bank accounts when they are processed by the vendor. This is to clean up our accounting. This is a routine process of the pool district.

Proposed Motion: I move to approve Resolution 2025-04 Warrant Cancellations (as amended <*if necessary*>).

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

Three Touch Rule:
N/A **Committee Review**
02/25/2025 **First Board Meeting (Informational)**
02/25/2025 **Second Board Meeting (Action)**

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

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

Notes: Attachments:
- Resolution 2025-04 Warrant Cancellations

DES MOINES POOL METROPOLITAN PARK DISTRICT
KING COUNTY, WASHINGTON

RESOLUTION NUMBER 2025 – 04

WARRANT CANCELLATIONS

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

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

WHEREAS, the Board is cancelling the following warrants:

Payee	Issue Date	Warrant #	Warrant Amount	Reason
Mason Gibbs	07/02/2024	10105889	$19.49*	Check not cashed. Didn't respond.
Mykayla Wyncoop	10/30/2024	10121345	$35.46	Check not cashed. Moved.

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

Adoption: ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 25h of February 2025, the following Commissioners being present and voting.

President Young	Commissioner Dusenbury
Commissioner Campbell	Commissioner Stender
Commissioner Thorell	District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District G.M. **Meeting Date:** February 25, 2025

Under: New Business **Attachment:** Yes

Subject: Employee Handbook Update (first touch)

Background/Summary:
The Des Moines Pool Metropolitan Park District needs to update its Employee Handbook. In 2019, we last had our major update to our handbook.

Heartland helped us originally setup our employee handbook, and their sales had offered to help us with consulting our human resources including updating our employment handbook. During the pandemic, the pool district tried to update the handbook, and Heartland said they could create a new handbook from scratch, but it would not contain state specific and agency specific information for our district.

I spoke with legal, and they recommended using Tukwila Pool District's employee handbook, as our legal had reviewed it. This would save us on legal fees and include pool district legal information. The employee handbook was put together by one of their board members.

The District General Manager will be updating the employee handbook over the next two months and wanted to see if any of the board were interested in reviewing and giving input on the policies.

Fiscal Impact: N/A

Proposed Motion:
No motion. Informational only. First touch.

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

Three Touch Rule: _____ **Committee Review**
02/25/2025 **First Board Meeting (Informational)**
04/22/2025 **Second Board Meeting (Action)**

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

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

Notes:
- No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District Clerk **Meeting Date:** February 25, 2025

Under: New Business **Attachment:** Yes

Subject: Pay With Debit Card Option Research (first touch)

Background/Summary:
The Des Moines Pool Metropolitan Park District has to cancel warrants each year for part-time employees. Staff has worked to make automated payroll deposits as easy as possible, but some employees still require checks. This leads to cancelled and reissued checks for employees with at least one employee having the same check reissued at least three times.

Also, some employees may not have the family structure to setup their own accounts. Offering this option could help reduce cancelled warrants and potentially make it easier for some members of our community apply for positions. There is also a delay on staff that receive

This would only affect about 5% of our employees but could be taken advantage of by other employees.

The goal is to gather questions before the next meeting to make a decision. The goal is to have a recommendation at the March 25, 2025, regular board meeting.

Fiscal Impact: N/A

Proposed Motion:
No motion. Informational only. First touch

Reviewed by District Legal Counsel: **Yes** X **No** _____ **Date:** **03/20/2025**

Three Touch Rule: _____ **Committee Review**
02/25/2025 **First Board Meeting (Informational)**
03/25/2025 **Second Board Meeting (Action)**

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

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

Notes:
- Heartland Pay Advantage Welcome Kit

Heartland

[HEARTLAND PAYADVANTAGE WELCOME KIT]

This is the Welcome Kit for the Heartland PayAdvantage Visa® Prepaid Card. Please be sure to read the required disclosures before choosing this payment method. Full details, as well as the Enrollment form, can be found in this kit.

You do not have to accept this payroll card.
Ask your employer about other ways to receive your wages.

	Pay-as-you-go Plan	Unlimited Purchase Plan
Plan Fee	N/A	$2.99 per month
Per Purchase	$0.50*	N/A
ATM Withdrawal (In-Network)	$1.75*	$1.75*
ATM Withdrawal (Out-of-Network)	$1.75	$1.75
Cash Reload	$5.95*	$5.95*
ATM Balance Inquiry (In-Network)	$0.75*	$0.75*
ATM Balance Inquiry (Out-of-Network)	$0.75*	$0.75*
Customer Service	$0	$0
Inactivity (After 180 days with no transactions)	$4.95 per month*	$4.95 per month*
We charge 8 other types of fees.		

**This fee can be lower or charged differently depending on how and where this card is used and your state of employment or residence.*

Information on ways to access your pay without a fee is in the card packet.

No overdraft/credit feature.
Your funds are eligible for FDIC insurance.

For general information about prepaid accounts, visit *cfpb.gov/prepaid*.
Find details and conditions for all fees and services in the card packet, or call 1-877-368-0005 or visit *www.mypayadvantage.com.*

The PayAdvantage Visa® Payroll Card is issued by Pathward, National Association, Member FDIC, pursuant to a license from Visa U.S.A. Inc.
Program Number 15620610 / 06-22

List of all fees ("**Long Form**") for Pay Advantage Visa® Prepaid Card -15620610

This list of fees supersedes and replaces the fee schedule and Cardholder Agreement Supplement referenced in your Cardholder Agreement.

All Fees	Amount	Details
Get Cash		
ATM Withdrawal (In-Network and Out-of-Network)	$1.75	This is our fee for each In-Network and Out-of-Network ATM Withdrawal. You may also be charged a fee by the ATM operator, even if you do not complete a transaction. **Allpoint** ATM Networks are **"In-Network"** for you. All other ATMs are **"Out-of-network"**. In-Network ATM locations can be found at *allpointnetwork.com.* For **New York** and **Pennsylvania** workers, the fee for "In-Network ATM Withdrawal is waived. **Once per pay period**, the fee for the first In-Network ATM Withdrawal will be waived. Standard fees apply for additional transactions.
ATM Withdrawal Decline (In-Network and Out-of-Network)	$0.75	This is our fee for each In-Network or Out-of-Network ATM Withdrawal Decline. You may also be charged a fee by the ATM operator, even if you do not complete a transaction. For **Connecticut** and **Illinois** workers, this fee is waived. For **New York** workers, Out-of-Network ATM Withdrawal Declines are waived.
Teller Assisted Cash Withdrawal Decline	$0.50	This fee is charged each time your Teller Assisted Cash Withdrawal is declined for insufficient funds. For **Connecticut** and **Illinois** workers, this fee is waived.
Spend Money		
Purchase Using Your PIN	$0.50	This fee is charged each time you make a Purchase using your PIN. For **Connecticut, Illinois**, **New York** and **Pennsylvania** workers, this fee is waived. **Once per pay period**, the first **Purchase Using Your PIN** is waived, Standard fees apply for additional transactions.
Unlimited Purchase Plan (Optional)	$2.99	This is a monthly fee that allows you unlimited PIN purchases. For **Connecticut, Illinois**, **New York** and **Pennsylvania** workers, this fee is waived.
Purchase Decline	$0.50	This fee is charged each time a Purchase is declined for insufficient funds. For **Connecticut** and **Illinois** workers, this fee is waived.
Information		
ATM Balance Inquiry (In-Network and Out-of-Network)	$0.75	This is our fee for each ATM Balance Inquiry. You may also be charged a fee by the ATM operator, even if you do not complete a transaction. **Allpoint** ATM Networks are "**In-Network**" for you. All other ATMs are "**Out-of-Network**". For **New York** workers, the fee for In-Network ATM Balance Inquiries is waived.
Using Your Card Outside the U.S.		
International Purchase	$1.00	This fee is charged for each International Purchase. For **Connecticut**, **Illinois**, **New York** and **Pennsylvania** workers, this fee is waived.
International ATM Withdrawal	$3.50	This is our fee charged for each International ATM Withdrawal Transaction. You may also be charged a fee by the ATM operator, even if you do not complete a transaction.
International ATM Withdrawal Decline	$0.75	This is our fee charged for each International ATM Withdrawal Decline. You may also be charged a fee by the ATM operator, even if you do not complete a transaction. For **Connecticut, Illinois**, and **New York** workers, this fee is waived.

Continued on next page

Third-Party Fees		
Cash Reload (Third Party) Green Dot	$5.95	This is not our fee and is subject to change. Fee of up to $5.95 may apply when reloading your card at Green Dot. Fee is paid to third party at the time of reload. Go to www.greendotnetwork.comfor more information. This information was accurate as of 4/6/2022.
Cash Reload (Third Party) Western Union	$3.95	This is not our fee and is subject to change. Fee of up to $3.95 may apply when reloading your card at Western Union. Fee is paid to third party at the time of reload. Go to westernunion.com for more information. This information was accurate as of 4/6/2022.
Check Reload (Third Party) Ingo Money	$5.00 or up to 5%	This is not our fee and is subject to change. Money in 10 Days - no fee. Fee of up to 5% of check value may apply when cashing a check to load your card at Ingo Money. Money in Minutes - 2% (pre-printed payroll or gov't checks) or 5% (all other checks), minimum $5.00. Fee is deducted from check value. Go to www.ingomoneyapp.com for more information. This information was accurate asof 4/6/2022.
Other		
Expedited Handling with Rush Delivery of Card Replacement	$25.00	This is our fee for expediting the mailing of your replacement card with Rush Delivery (1-2 business days). You may avoid this fee by choosing Standard Card Replacement.
Inactivity	$4.95	This fee will be charged during each month in which there have been no cardholder-initiated, balance changing transactions during the preceding 180 days. You can avoid this fee by initiating at least 1 balance changing transaction every 180 days. For **Connecticut**, **Illinois**, and **Pennsylvania** workers, the Inactivity Fee will be charged during each month in which there has been no cardholder-initiated, balance changing transactions for the prior 12 months. For cardholders with a **Texas** residential address, the Inactivity Fee will not be charged after card has been inactive for more than 12 months. For **Minnesota** and **New York** workers this fee is waived. For **Hawaii** workers, accounts with a balance of $0.00 and no activity for more than six (6) months will be closed.
Transfer Funds a Card Account	$3.95	This is our fee for transferring funds to another card account from your card account.
U.S. Postal Service Money Order Rebate	$1.95	This is not our fee and may be subject to change. This fee is charged by the U.S. Postal Service for a money order purchase and may be lower depending on the amount of the purchase you make. **Once per pay period**, the USPS Money Order purchase fee will be rebated. The rebate will be applied automatically at the time of your transaction. Standard fees apply for additional transactions. This information was accurate as of 4/6/2022.

Your funds are eligible for FDIC insurance. Your funds will be held at or transferred to Pathward, National Association, an FDIC-insured institution. Once there, your funds are insured up to $250,000 by the FDIC in the event Pathward fails, if specific deposit insurance requirements are met. See *fdic.gov/deposit/deposits/prepaid.html* for details.

No overdraft/credit feature.

Contact Customer Service by calling 1-877-368-0005, by mail at Cardholder Services, P.O. Box 551617, Jacksonville, FL 32255, or visit www.mypayadvantage.com.

For general information about prepaid accounts, visit *cfpb.gov/prepaid*. If you have a complaint about a prepaid account, call the Consumer Financial Protection Bureau at 1-855-411-2372 or visit *cfpb.gov/complaint*.

Heartland

PayAdvantage Visa® Prepaid Card

06-2022

With the PayAdvantage Visa Prepaid Card, you can have the convenience of direct deposit, the purchasing privileges of a Visa prepaid card and the control you want to manage your money.

The PayAdvantage Visa Prepaid Card offers convenient access and features that meet your needs.

Reduce check cashing fees
Keep your funds safe[1]

Features include:

- Direct deposit of your pay on the card
- Fast access of your pay each pay period
- In-Network, Surcharge-free Allpoint® ATM access
- Lost or stolen card replacement and transfer of funds to your new card[1]
- Purchases[2] can be made everywhere Visa debit cards are accepted
- Pay bills online, in person or by phone
- Online card account access at mypayadvantage.com
- Eligible for Visa promotions and Cash Back Reward[3] opportunities
- Text Alerts[4]

The PayAdvantage Visa Prepaid Card is your card. It is personalized with your name and you can have additional sources of income, including another job and government benefits directly deposited on your card.

The card packet that accompanies your card will give you more step by step instructions on how to use the card and helpful tips for getting the most from your card.

1 Visa's Zero Liability policy does not apply to certain commercial card and anonymous prepaid card transactions or transactions not processed by Visa. Cardholders must use care in protecting their card and notify Cardholder Services immediately of any unauthorized use and for additional details. See Cardholder Agreement for details.
2 Purchase fees may apply.
3 This is an optional product or service and is not endorsed by MetaBank® or Visa.
4 Standard text message and data rates, fees, and charges from your wireless carrier may apply.

What do you need to do?

Complete the enrollment form and turn it in to your supervisor.

When you get your card, call the number on the back of the card to activate and start enjoying the benefits of the PayAdvantage Prepaid Card and to receive your pay on the card the following payday.

The PayAdvantage Visa Prepaid Card is issued by MetaBank®, Member FDIC, pursuant to a license from Visa U.S.A. Inc.

Heartland

PayAdvantage Visa® Prepaid Card
Frequently Asked Questions

Q. How can I access all of my money for no charge?
A. Once per pay period, the first of the following fees will be waived: Purchase Using Your PIN, ATM Withdrawal (In-Network), or the USPS Money Order purchase fee. If the USPS Money Order purchase is your first transaction, a rebate of the U.S. Postal Service's money order purchase fee will be applied automatically at the time of your transaction. Standard fees apply for additional transactions.
You can make Signature POS purchases anywhere Visa debit cards are accepted at no charge.

Q. How do I activate my card?
A. To activate your card, call Cardholder services at 877-368-0005 and follow the instructions.

Q. What does surcharge-free mean?
A. Many ATM machine owners will charge a usage fee for using their machine; this is known as a "surcharge". Allpoint ATM machines do not charge a surcharge which saves you money.

Q. What is the difference between PIN POS and Signature POS purchases?
A. PIN POS purchases are any purchases made by selecting "Debit" at the cash register and then using the keypad to enter your PIN number. Signature POS purchases are any purchases made by selecting "Credit" at the cash register and then signing your name or choosing "Visa" to make a purchase online or by phone.

Q. How do I know when my pay is loaded onto my card?
A. Sign up for text alerts[1] by calling the toll-free number listed on the back of your card or online at mypayadvantage.com and choose the load alert option. Once you are signed up, you will receive a text message each time your pay is loaded onto your card with your balance at that time.

Q. How can I check my balance?
A. You can check your balance via:
- Text alerts to your cell phone[1]
- Online at mypayadvantage.com
- Calling the toll-free number on the back of your card

Q. How secure is the money on my card?
A. If your card is lost or stolen, call 877.368.0005 immediately to report the card missing and to have a new card sent to you. Doing this quickly after noticing your card is missing will allow customer service to transfer the money from your missing card to the new card upon activation so you can avoid any loss of funds[2]. You will receive a new PayAdvantage Visa Prepaid Card within 7-10 days but you can expedite delivery for a fee[3].

Q. What can I do on mypayadvantage.com?

- Check balance and card account activity
- Sign up for card features
- Pay your bills[4]
- Get helpful tips and instructions for using your card

Q. Who do I call with questions?
A. Many questions can be answered by going online to mypayadvantage.com or by calling 877-368-0005.

1 Standard text message and data rates, fees, and charges from your wireless carrier may apply.
2 Visa's Zero Liability policy does not apply to certain commercial card and anonymous prepaid card transactions or transactions not processed by Visa. Cardholders must use care in protecting their card and notify their issuing financial institution immediately of any unauthorized use and for additional details. See Cardholder Agreement for details.
3 See your Cardholder Agreement for more information.
4 Merchant may charge a convenience fee.

The PayAdvantage Visa Prepaid Card is issued by MetaBank®, Member FDIC, pursuant to a license from Visa U.S.A. Inc.

Heartland

PayAdvantage Visa®
Prepaid Card

Benefits Beyond Payday

Sign Up Today

- **Reduce check cashing fees**
- **Keep your funds safe[1]**

Get a PayAdvantage Visa Prepaid Card and enjoy access to features that meet your needs, including:

- Fast access to your pay
- Control over your money and budget
- Many ways to access to your pay
- In-Network ATM access to get cash[2]
- Make purchases[3] everywhere Visa debit cards are accepted
- Pay bills online, by phone or in person
- Text Alerts[4] for balance updates
- Online 24/7 card account access

Signing Up Is Easy!

Ask your supervisor for an enrollment form, follow the instructions to complete and return to your supervisor.

You will receive your PayAdvantage card and card packet within 7-10 business days after Heartland receives your form.

1Visa's Zero Liability policy does not apply to certain commercial card and anonymous prepaid card transactions or transactions not processed by Visa. Cardholders must use care in protecting their card and notify their issuing financial institution immediately of any unauthorized use and for additional details. See Cardholder Agreement for details.
2 Fees apply, see your Cardholder Agreement for more information
3 Purchase fees may apply.
4 Standard text message and data rates, fees, and charges from your wireless carrier may apply.
The PayAdvantage Visa Prepaid Card is issued by MetaBank®, Member FDIC, pursuant to a license from Visa U.S.A. Inc.

Heartland

Heartland PayAdvantage Visa® Prepaid Card

PLEASE FAX or EMAIL THIS FORM TO
(fax) 877-736-0228
(email) paycard.productsupport@e-hps.com

Employee Enrollment Form

Version 06-2022

Fill out all the information below and sign.*

Print Your Name _____	**Date of Birth (MM/DD/YYYY)** ____ / ____ / _____
Permanent Street Address (no P.O. Boxes) _____ **APT** _____	**City, State, Zip** _____ ____ _____
Home Phone ( ) _____ **Daytime Phone** ( ) _____	**LAST 4 Digits ONLY** of Social Security Number XX-XXX- _____
Company Name _____ **Client Payroll ID#:** _____	**Percent (%) or dollar amount ($) of my pay to be deposited on the card each payday:** *Check one and then fill in % or $* ☐ Percent (%) ☐ $ Amount

PLEASE FAX or EMAIL THIS FORM TO
(fax) 877-736-0228
(email) paycard.productsupport@e-hps.com

☐ I authorize Heartland to initiate electronic credit entries to my PayAdvantage Visa Prepaid Card, and if necessary, debit entries and adjustments for any amount up to the original credit made in error or as an overpayment to The Bancorp Bank. This authorization will stay in effect with Heartland, and The Bancorp Bank, until written notice is received to change or terminate this authorization.

☐ When you activate your card you will agree to be bound by the terms and conditions in the Cardholder Agreement provided with your card. By providing your phone number (including your mobile number), you agree that MetaBank® and its agents may contact you using automated technology.

_____
Printed Name

_____ ____/____/____
Signature Date

The PayAdvantage Visa Prepaid Card is issued by MetaBank, Member FDIC, pursuant to a license from Visa U.S.A. Inc.
Obtaining Your Card: The USA PATRIOT Act is a federal law that requires all financial institutions to obtain, verify, and record information that identifies each person who opens a Card Account. What this means for you: When you open a Card Account, we will ask for your name, address, date of birth, and other information that will allow us to reasonably identify you. We may also ask to see your driver's license or other identifying documents at any time.

Heartland

PayAdvantage Visa®
Prepaid Card

06-2022

Helpful Tips!

- **Security:** Keep your PIN in a safe place and never share with anyone
- **Transactions at no charge:** Always make sure your **first** transaction of each pay period is included on the list of Once per pay period transactions
- **Know Before You Spend:** Sign up for Text Alerts[1] and you can request and receive your balance to your mobile device using two way alerts
- **Getting Cash From An ATM:** To get cash from an ATM, you must select 'Checking' when the machine asks for the source of the funds
- **Paying For Gas:** Pay inside instead of at the pump to avoid 'preauthorization' holds of up to $100 on your card account

1 Standard text message and data rates, fees, and charges from your wireless carrier may apply.

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The PayAdvantage Visa Prepaid Card is issued by MetaBank®, Member FDIC, pursuant to a license from Visa U.S.A. Inc.

Pay Advantage Visa® Prepaid Card Cardholder Agreement

CUSTOMER SERVICE CONTACT INFORMATION:
Address: Cardholder Services, P.O. Box 551617, Jacksonville, FL 32255
Website: www.mypayadvantage.com
Phone Number: See Back of Your Card

IMPORTANT NOTICES:
(1) PLEASE READ CAREFULLY. THIS AGREEMENT CONTAINS AN ARBITRATION CLAUSE REQUIRING ALL CLAIMS TO BE RESOLVED BY WAY OF BINDING ARBITRATION.
(2) ALWAYS KNOW THE EXACT DOLLAR AMOUNT AVAILABLE ON THE CARD. MERCHANTS MAY NOT HAVE ACCESS TO DETERMINE THE CARD BALANCE.
(3) BY ACCEPTING, SIGNING, OR USING THIS CARD, YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS CONTAINED IN THIS AGREEMENT.
(4) IF YOU DO NOT AGREE TO THESE TERMS, DO NOT USE THE CARD. CANCEL THE CARD BY CALLING CUSTOMER SERVICE AND REQUESTING A REFUND CHECK, IF APPLICABLE.
(5) BY USING THIS CARD, YOU ARE ALSO AGREEING TO METABANK'S PRIVACY POLICY (ATTACHED). PROGRAM MANAGERS MAY HAVE DIFFERENT PRIVACY PRACTICES, SO IT IS IMPORTANT YOU REVIEW THEIR POLICY AS WELL, IF APPLICABLE.

This Cardholder Agreement ("**Agreement**") and the long form fee disclosure ("List of All Fees") sets forth the terms and conditions under which Pay Advantage Visa Prepaid Card ("**Card**") has been issued to you by MetaBank®. "**You**" and "**your**" means the person or persons who have received and are authorized to use the Card as provided for in this Agreement. "**We**," "**us**," and "**our**" mean collectively, MetaBank, a federally-chartered savings bank, member FDIC, and its divisions assignees, vendors, or agents. "**Employer**" means the company who has directly or indirectly established this Card for purposes of transferring wages, salary, or other employee compensation. The Card is nontransferable, and it may be canceled at any time without prior notice subject to applicable law. Please read this Agreement carefully and keep it for future reference. Your full fee schedule, otherwise known as the "**Long Form,**" is attached to and considered part of this Agreement.

1. ABOUT YOUR CARD

Your Card is a prepaid card, which allows you to access funds loaded to your Card account. You should treat your Card with the same care as you would treat cash. We encourage you to sign your Card when you receive it. This Card is intended for personal, family, or household use and not intended for business purposes. Your Card account does not constitute a checking or savings account and is not connected in any way to any other account you may have. The Card is not a gift card, nor is it intended to be used for gifting purposes. The Card is not a credit card. You will not receive any interest on the funds in your Card account. We may close your Card or refuse to process any transaction that we believe may violate the terms of this Agreement or represents illegal or fraudulent activity. You are responsible for notifying us immediately upon any change to your address, phone number, or email address. If your address changes to a non-US address, we may cancel your Card and return funds to you in accordance with this Agreement.

2. VERIFYING YOUR CARD

Important information for opening a Card account: To help the federal government fight the funding of terrorism and money laundering activities, the USA PATRIOT Act requires all financial institutions and their third parties to obtain, verify, and record information that identifies each person who opens a Card.

What this means for you: When you request a Card, we may ask for, or your Employer may provide us with, your name, street address, date of birth, and other information that will allow us to identify you. We may also ask to see a copy of your driver's license or other documents at any time. You may be limited in use and features until you have been successfully verified.

Eligibility and Activation: To be eligible to use and activate the Card, you represent and warrant to us that: (i) you are at least 18 years of age; (ii) the personal information provided to us is true, correct and complete; (iii) you have read this Agreement and agree to be bound by and comply with its terms.

3. UNAUTHORIZED TRANSACTIONS

a. Contact in Event of Unauthorized Transfer

If you believe your Card has been lost or stolen, call or write Customer Service IMMEDIATELY at the contact information found at the beginning of this Agreement.

b. Your Liability for Unauthorized Transactions

Tell us AT ONCE if you believe your Card has been lost or stolen, or if you believe that an electronic fund transfer has been made without your permission. Calling Customer Service is the best way of keeping your possible losses down. You could lose all the money in your account. If you tell us within 2 business days after you learn of the loss or theft of your Card, you can lose no more than $50 if someone used your Card without your permission. If you do NOT tell us within 2 business days after you learn of the loss or theft of your Card, and we can prove we could have stopped someone from using your Card without your permission if you had told us, you could lose as much as $500.

Also, if your electronic history shows transfers that you did not make, including those made by your Card or other means, tell us at once. If you do not tell us within 60 days after the earlier of the date you electronically accessed your account (if the unauthorized transfer could be viewed in your electronic history), or the date we sent the FIRST written history on which the unauthorized transfer appeared, you may not get back any money you lost after the 60 days if we can prove that we could have stopped someone from taking the money if you had told us in time. If a good reason (such as a long trip or a hospital stay) kept you from telling us, we will extend the time periods.

Your Card may have some additional protections against unauthorized use:

Visa Zero Liability policy covers U.S.-issued Visa-branded Cards only and does not apply to ATM transactions, PIN transactions not processed by Visa, certain commercial card transactions, or unregistered cards. You must notify us promptly of any unauthorized use. For additional details visit www.visa.com/security.

c. Business Days

For purposes of this Agreement, our business days are Monday through Friday, excluding Federal holidays. Customer Service hours may differ.

4. USING YOUR CARD

a. Accessing and Loading Funds

Each time you use your Card, you authorize us to reduce the value available on your Card by the amount of the transaction and applicable fees. If you use your Card number without presenting your Card (such as for an internet transaction, a mail order or a telephone purchase), the legal effect will be the same as if you used the Card itself. You may use your Card to purchase or lease goods or services wherever your Card is honored as long as you do not exceed the value available in your Card account.

Your Card can also be used to:

(1) load funds to your Card account through direct deposit, and certain third-party cash or check reload services;
(2) transfer funds between Card accounts or transfer funds to your bank account whenever you request;
(3) Withdraw funds at an ATM or teller window; and
(4) pay bills directly from your Card account.

You CANNOT use your Card to: (i) exchange your Card for its cash value; (ii) perform any illegal transactions; (iii) use the bank routing number and account number to make a debit transaction (these debits will be declined and your payment will not be processed); or (iv) make business-related transactions. In addition, YOU ARE NOT PERMITTED TO EXCEED THE AVAILABLE AMOUNT IN YOUR CARD ACCOUNT THROUGH AN INDIVIDUAL TRANSACTION OR A SERIES OF TRANSACTIONS. Nevertheless, if a transaction exceeds the balance of the funds available in your Card account, you will remain fully liable to us for the amount of the transaction and agree to pay us promptly for the negative balance. If your Card has a negative balance, any deposits will be used to offset the negative balance. We may also use any deposit or balance on another Card you have with us to offset a negative balance on this Card.

Loading the Card account: Your employer may add funds to your Card, called "loading," by Automated Clearing House ("ACH") loads (e.g., direct deposit). You may also add funds to your Card through: (i) ACH loads; (ii) loading cash through certain third-party reload network locations (see www.greendot.com or www.westernunion.com for participating locations)); (iii) loading a check via Ingo Money (see www.ingomoney.com for more information). See the Limits table below for limitations on amount and frequency for different load methods. Each load may be subject to a fee as set out in the Long Form. If you arrange to have funds transferred directly to your Card from a third party through an ACH load, you must enroll with the third party by providing the bank routing number and direct deposit account number that we provide you. **The only federal payments that may be loaded to your Card via ACH credit are federal payments for the benefit of the primary cardholder. If you have questions about this requirement, please call Customer Service.** Certain types of loads may be rejected if they exceed the limits disclosed below. You agree to present your Card and meet identification requirements to complete load transactions as may be required from time to time.

Split Transactions: If you do not have enough funds available in your Card account, you may be able to instruct the merchant to charge a part of the purchase to the Card and pay the remaining amount with another form of payment. These are called "split transactions." Some merchants do not allow cardholders to split transactions or will only allow you to do a split transaction if you pay the remaining amount in cash.

b. Limits

Load, Withdrawal and Spend Limits*	
Load Limitations	**Limit (limits are for rolling 24hr periods unless otherwise noted)**
Maximum Card Balance	$10,000
Total Daily Loads and Credits to Card (from all sources, including refunds to your card)	50 times, amounts totaling no more than $5,050
• Maximum loads from your Sponsoring Employer	50 times, amounts totaling no more than $5,050
• Maximum loads by direct deposit (ACH from another bank)	50 times, amounts totaling no more than $5,050
• Maximum loads from third party cash reload networks (via Green Dot or Western Union)	3 times, amounts totaling no more than $1,000
• Maximum check loads via Ingo Money	3 times, amounts totaling no more than $2,500
• Maximum transfers TO your Card from another card	2 times, amounts totaling no more than $2,500
Spend and Withdrawal Limitations	**Limit (limits are for rolling 24hr periods unless otherwise noted)**
Total Daily Debits from Card (from all sources, including all withdrawal and spend)	50 times, amounts totaling no more than $2,525
• Maximum Purchases (including all Point of Sale transactions)	50 times, amounts totaling no more than $2,525
• Maximum Bill Pay transactions	10 times, amounts totaling no more than $2,000 in a rolling 24 hr period. 20 times, amounts totaling no more than 5,000 in a rolling 30 day period.
• Maximum ATM withdrawals	3 times, each withdrawal no more than $1,025, amounts totaling no more than $1,220 in a rolling 24 hr period.
• Maximum Teller Assisted Cash Withdrawals	50 times, each withdrawal no more than $2,525, amounts totaling no more than $2,525 in a rolling 24 hr period
• Maximum Transfers FROM your card to another card	2 times, amounts totaling no more than $2,500

• Maximum transfers to your bank account	50 times, amounts totaling no more than $2,525
* Third parties may impose additional limitations.	

c. Foreign Transactions

If you obtain your funds (or make a purchase) in a currency or country other than the currency or country in which your Card was issued ("**Foreign Transaction**"), the amount deducted from your funds will be converted by the network or card association that processes the transaction into an amount in the currency of your Card. The rate they choose is either: (i) selected from the range of rates available in wholesale currency markets (which may vary from the rate the association itself receives), or (ii) the government-mandated rate in effect for the applicable central processing date. The conversion rate selected by the network is independent of the Foreign Transaction fee that we charge as compensation for our services. You will be charged a Foreign Transaction fee in U.S. dollars as indicated in the Long Form. If the Foreign Transaction results in a credit due to a return, we will not refund any Foreign Transaction Fee that may have been charged on your original purchase.

5. CONFIDENTIALITY

We may disclose information to third parties about your Card account or the transactions you make:

(1) Where it is necessary for completing transactions;
(2) In order to verify the existence and condition of your Card account for a third party, such as merchant;
(3) In order to comply with government agency or court orders, or other legal reporting requirements;
(4) If you give us your written permission;
(5) To our employees, auditors, affiliates, service providers, or attorneys as needed; or
(6) As otherwise necessary to fulfill our obligations under this Agreement.

6. DOCUMENTATION

a. Receipts

You may be able to get a receipt at the time you make any transfer to or from your account using an ATM or point-of-sale terminals. You may need a receipt in order to verify a transaction with us or the merchant.

b. Account History and Balance

You may obtain information about your Card balance by calling Customer Service. This information, along with a 12–month history of account transactions, is also available online at the Website mentioned above.

You also have the right to obtain at least 24 months of written history of account transactions by calling or by writing Customer Service. You will not be charged a fee for this information unless you request it more than once per month.

7. TRANSACTIONS AND PREAUTHORIZED TRANSFERS

a. Right to stop payment and procedure for doing so

If you have told us in advance to make regular payments out of your Card account, you can stop any of these payments. Call or write to Customer Service with the contact information located at the beginning of this Agreement in time for us to receive your request three business days or more before the payment is scheduled to be made. If you call, we may also require you to put your request in writing and get it to us within 14 days after you call. See Bill Pay Terms for additional information about cancelling scheduled Bill Payments. We may charge you for each stop-payment order you give (see your Long Form for applicable charges).

b. Notice of varying amounts

If these regular payments vary in amount, the person you are paying should tell you, at least 10 days before each payment, when it will be made and how much it will be.

c. Liability for failure to stop payment of preauthorized transfer

If you order us to stop one of these payments three business days or more before the transfer is scheduled, and we do not do so, we will be liable for your losses or damages.

d. Our liability for failure to complete transactions

If we do not complete a transaction to or from your Card account on time or in the correct amount according to our Agreement with you, we will be liable for your losses and damages proximately caused by us. However, there are some exceptions. We will not be liable, for instance:

(1) If, through no fault of ours, you do not have enough funds available in your Card account to complete the transaction;
(2) If a merchant refuses to accept your Card;
(3) If an ATM where you are making a cash withdrawal does not have enough cash;
(4) If an electronic terminal where you are making a transaction does not operate properly and you knew about the problem when you initiated the transaction;
(5) If access to your Card has been blocked after you reported your Card or PIN lost or stolen;
(6) If there is a hold or your funds are subject to legal process or other encumbrance restricting their use;
(7) If we have reason to believe the requested transaction is unauthorized;
(8) If circumstances beyond our control (such as fire, flood or computer or communication failure) prevent the completion of the transaction, despite reasonable precautions that we have taken; or
(9) For any other exception stated in our Agreement with you.

e. ATM Fees

When you use an ATM not owned by us, you may be charged a fee by the ATM operator (and you may be charged a fee for a balance inquiry even if you do not complete a fund transfer).

f. Preauthorized Credits

If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, the person or company making the deposit should tell you every time they send us the money. You can call Customer Service to find out whether or not the deposit has been made.

g. Authorization Holds

With certain types of purchases (such as those made at restaurants, hotels, or similar purchases), your Card may be "preauthorized" for an amount greater than the transaction amount to cover gratuity or incidental expenses. Any preauthorization amount will place a "hold" on your available funds until the merchant sends us the final payment amount of your purchase. Once the final payment amount is received, the preauthorization amount on hold will be removed. During this time, you will not have access to preauthorized amounts. If you authorize a transaction and then fail to make a purchase of that item as planned, the approval may result in a hold for that amount of funds.

8. ERROR RESOLUTION PROCEDURES

In Case of Errors or Questions about Your Prepaid Account: Call or write Customer service at the Phone Number, Address, or Website mentioned above as soon as you can, if you think an error has occurred in your prepaid account. We must allow you to report an error until 60 days after the earlier of the date you electronically access your account, if the error could be viewed in your electronic history, or the date we sent the FIRST written history on which the error appeared. You may request a written history of your transactions at any time by calling or writing us Customer Service. Alternatively, we may require you to report an unauthorized transaction(s) within 120 days after the transfer or transaction allegedly in error was credited or debited to your account. You will need to tell us:

(1) Your name and card ID number or other information that identifies your account
(2) Why you believe there is an error, and the dollar amount involved.
(3) Approximately when the error took place.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days. We will determine whether an error occurred within 10 business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days for the amount you think is in error, so that you will have the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account.

For errors involving new accounts, point-of-sale, or foreign-initiated transactions, we may take up to 90 days to investigate your complaint or question. For new accounts, we may take up to 20 business days to credit your account for the amount you think is in error.

We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation. You may ask for copies of the documents that we used in our investigation. If you need more information about our error-resolution procedures, call Customer Service or visit our Website.

9. ADDITIONAL TERMS OF THE AGREEMENT

a. Personal Identification Number ("PIN")

You will select a Personalized Identification Number ("**PIN**") when you activate your card. You should not write or keep your PIN with your Card. Never share your PIN with anyone and do not enter your PIN into any terminal that appears to be modified or suspicious. If you believe that anyone has gained unauthorized access to your PIN, you should contact Customer Service immediately.

b. Returns and Refunds

If you are entitled to a refund for any reason for goods or services obtained with your Card, the return and refund will be handled by the merchant. If the merchant credits your Card, the credit may not be immediately available. While merchant refunds post as soon as they are received, please note that we have no control over when a merchant sends a credit transaction and the refund may not be available for a number of days after the date the refund transaction occurs. We are not responsible for the quality, safety, legality, or any other aspect of any goods or services you purchase with your Card.

c. Card Replacement and Expiration

If you need to replace your Card for any reason, please contact Customer Service. See Long Form for applicable fees. Please note that your Card has a "Valid Thru" date on the front of the Card. You may not use the Card after the "Valid Thru" date on the front of your Card. However, even if the "Valid Thru" date has passed, the available funds on your Card do not expire. You will not be charged a fee for replacement cards that we send due to expiration of the Card.

d. Authorized Users

If you allow another person to use the Card, you will be responsible under this Agreement for all transactions made by that person, regardless of whether you intended to be responsible for all of them, as well as all associated fees and charges, even if any of those transactions, fees or charges caused your balance to go negative.

e. Communications

You agree that we may monitor and record any calls or other communications between us and you. You also agree that we or our service providers may contact you with any contact information you provide to us, including cellular and wireless phone numbers, landline numbers, and email addresses. You also agree that we or our service providers may contact you by using an automated dialing or email system, by text, or artificial or recorded voice. You agree to pay any service charges assessed by your plan provider for communications we send or make to you or that you send or make to us.

10. LEGAL NOTICES

a. English Language Controls

This Cardholder Agreement is also available in Spanish online by visiting www.mypayadvantage.com. Translations of this Agreement that may have been provided are for your convenience only and may not accurately reflect the original English meaning. The meanings of terms, conditions, and representations herein are subject to definitions and interpretations in the English language.

b. Account Closure

You may close your Card at any time by contacting Customer Service. Your request for Card closure will not affect any of our rights or your obligations arising under this Agreement prior to the request. Should your Card account be closed, we will issue you a credit for any unpaid balances, subject to fees as disclosed in the Long Form. We reserve the right to close your Card account should you complete or attempt to complete any of the prohibited actions in this Agreement.

c. Assignability

You may not assign or transfer your Card or your obligations under this Agreement. We may, however, transfer or assign our rights under this Agreement, including any balances in your Card account. If we assign our rights, you will get a notification from us.

d. Legal Process

Regardless of where or how we are served, we will comply with any state or federal legal process, including, without limitation, any writ of attachment, adverse claim, execution, garnishment, tax levy, restraining order, subpoena or warrant we believe to be valid relating to you or your Card. You agree that we will honor legal process that is served personally, by mail, or by facsimile transmission at any of our offices (including locations other than where the funds, records or property sought is held), even if the law requires personal delivery at the office where your Card account records are maintained. You agree that we will have no liability to you for honoring any such legal process. You also agree that we will have no obligation to assert on your behalf any applicable exemptions to execution or attachment under any applicable state or federal law. We will enforce a right of security interest against any of your Card accounts in order to reimburse us for our fees and expenses, including attorneys' fees, court costs and expenses, in complying with legal process. We may refuse to permit withdrawals or transfers from your account until such legal process is satisfied or dismissed, even if such action results in insufficient funds to satisfy an obligation you may have incurred. We may deduct such expenses from your Card account or any other account you may have with us without prior notice to you, or we may bill you directly for such expenses and fees. You agree to release and indemnify, defend and hold us harmless from all actions, claims, liabilities, losses, costs and damages including, without limitation, attorneys' fees, associated with our compliance with any legal process. When we receive an order instructing us to restrict access to funds in a Card account, we may remove the funds from the account and maintain them separately.

e. Other Terms

You will be notified of any change to this Agreement in the manner required by applicable law prior to the effective date of the change. However, if the change is made for security purposes, we can implement such change without prior notice. We do not waive our rights by delaying or failing to exercise them at any time (for example, assessing a fee less than described, or not all, for any reason does not waive our right to begin charging the fee as set forth in this Agreement without notice). If any provision of this Agreement is determined to be invalid or unenforceable under any rule, law, or regulation of any governmental agency, local, state, or federal, the validity or enforceability of any other provision of this Agreement will not be affected. This Agreement will be governed by the law of the state of South Dakota except to the extent governed by federal law. Should your Card have a remaining balance after a certain period of inactivity, we may be required to remit the remaining funds to the appropriate state agency.

11. JURY TRIAL WAIVER

YOU AND WE ACKNOWLEDGE THAT THE RIGHT TO TRIAL BY JURY IS A CONSTITUTIONAL RIGHT BUT MAY BE WAIVED IN CERTAIN CIRCUMSTANCES. TO THE EXTENT PERMITTED BY LAW, YOU AND WE KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO TRIAL BY JURY IN THE EVENT OF LITIGATION ARISING OUT OF OR RELATED TO THIS AGREEMENT. THIS JURY TRIAL WAIVER WILL NOT AFFECT OR BE INTERPRETED AS MODIFYING IN ANY FASHION THE ARBITRATION CLAUSE SET FORTH IN THE FOLLOWING SECTION, WHICH CONTAINS ITS OWN JURY TRIAL WAIVER.

12. ARBITRATION CLAUSE

We have put this Arbitration Clause in question and answer form to make it easier to follow. However, this Arbitration Clause is part of this Agreement and is legally binding. For purposes of this section, our "**Notice Address"** is: MetaBank, Attn: Customer Service, 5501 S Broadband Ln, Sioux Falls, SD 57108.

Background and Scope.		
Question	**Short Answer**	**Further Detail**
What is arbitration?	An alternative to court	In arbitration, a third party arbitrator ("Arbitrator") solves Disputes in an informal hearing.
Is it different from court and jury trials?	Yes	The hearing is private. There is no jury. It is usually less formal, faster and less expensive than a lawsuit. Pre-hearing fact finding is limited. Appeals are limited. Courts rarely overturn arbitration awards.
Can you opt-out of this Arbitration Clause?	Yes, within 60 days	If you do not want this Arbitration Clause to apply, you must send us a signed notice within 60 calendar days after you purchase the Card. You must send the notice in writing (and not electronically) to our Notice Address. Provide your name, address and Card number. State that you "opt out" of the Arbitration Clause.
What is this Arbitration Clause about?	The parties' agreement to arbitrate Disputes	Unless prohibited by applicable law and unless you opt out, you and we agree that you or we may elect to arbitrate or require arbitration of any "Dispute" as defined below.
Who does the Arbitration Clause cover?	You, us and certain "Related Parties"	This Arbitration Clause governs you and us. It also covers certain "Related Parties": (1) our parents, subsidiaries and affiliates; (2) our employees, directors, officers, shareholders, members and representatives; and (3) any person or company that is involved in a Dispute you pursue at the same time you pursue a related Dispute with us.
What Disputes does the Arbitration Clause cover?	All Disputes (except certain Disputes about this Arbitration Clause)	This Arbitration Clause governs all "Disputes" that would usually be decided in court and are between us (or any Related Party) and you. In this Arbitration Clause, the word "Disputes" has the broadest reasonable meaning. It includes all claims even indirectly related to your Card or this Agreement. It includes claims related to the validity in general of this Agreement. **However, it does not include disputes about the validity, coverage or scope of this Arbitration Clause or any part of this Arbitration Clause. (This includes a Dispute about the rule against class arbitration.) All such disputes are for a court and not an Arbitrator to decide.**
Who handles the arbitration?	Usually AAA or JAMS	Arbitrations are conducted under this Arbitration Clause and the rules of the arbitration administrator in effect when the arbitration is started. However, arbitration rules that conflict with this Arbitration Clause do not apply. The arbitration administrator will be either: • The American Arbitration Association ("AAA"), 1633 Broadway, 10th Floor, New York, NY 10019, www.adr.org.

		• JAMS, 620 Eighth Avenue, 34th Floor, New York, NY 10018, www.jamsadr.com • Any other company picked by agreement of the parties. If all the above options are unavailable, a court will pick the administrator. No arbitration may be administered without our consent by any administrator that would permit a class arbitration under this Arbitration Clause. The arbitrator will be selected under the administrator's rules. However, the arbitrator must be a lawyer with at least ten years of experience or a retired judge unless you and we otherwise agree.
Can Disputes be litigated?	Sometimes	Either party may bring a lawsuit if the other party does not demand arbitration. We will not demand arbitration of any lawsuit you bring as an individual action in small-claims court. However, we may demand arbitration of any appeal of a small-claims decision or any small-claims action brought on a class basis.
Are you giving up any rights?	Yes	For Disputes subject to this Arbitration Clause, you give up your right to: 1. Have juries decide Disputes. 2. Have courts, other than small-claims courts, decide Disputes. 3. Serve as a private attorney general or in a representative capacity. 4. Join a Dispute you have with a dispute by other consumers. 5. Bring or be a class member in a class action or class arbitration. We also give up the right to a jury trial and to have courts decide Disputes you wish to arbitrate.
Can you or another consumer start a class arbitration?	No	**The Arbitrator is not allowed to handle any Dispute on a class or representative basis.** All Disputes subject to this Arbitration Clause must be decided in an **individual** arbitration or an **individual** small-claims action. This Arbitration Clause will be void if a court rules that the Arbitrator can decide a Dispute on a class basis and the court's ruling is not reversed on appeal.
What law applies?	The Federal Arbitration Act ("FAA")	This Agreement and the Cards involve interstate commerce. Thus, the FAA governs this Arbitration Clause. The Arbitrator must apply substantive law consistent with the FAA. The Arbitrator must honor statutes of limitation and privilege rights. Punitive damages are governed by the constitutional standards that apply in judicial proceedings.
Will anything I do make this Arbitration Clause ineffective?	No	This Arbitration Clause stays in force even if: (1) you or we end this Agreement; or (2) we transfer or assign our rights under this Agreement.
Process.		
What must a party do before starting a lawsuit or arbitration?	Send a written Dispute notice and work to resolve the Dispute	Before starting a lawsuit or arbitration, the complaining party must give the other party written notice of the Dispute. The notice must explain in reasonable detail the nature of the Dispute and any supporting facts. If you are the complaining party, you must send the notice in writing (and not electronically) to our Notice Address. You or an attorney you have personally hired must sign the notice and must provide the Card number and a phone number where you (or your attorney) can be reached. A letter from us to you will serve as our written notice of a Dispute. Once a Dispute notice is sent, the complaining party must give the other party a reasonable opportunity over the next 30 days to resolve the Dispute on an individual basis.
How does an arbitration start?	Mailing a notice	If the parties do not reach an agreement to resolve the Dispute within 30 days after notice of the Dispute is received, the complaining party may commence a lawsuit or an arbitration, subject to the terms of this Arbitration Clause. To start an arbitration, the complaining party picks the administrator and follows the administrator's rules. If one party begins or threatens a lawsuit, the other party can demand arbitration. This demand can be made in court papers. It can be made if a party begins a lawsuit on an individual basis and then tries to pursue a class action. Once an arbitration demand is made, no lawsuit can be brought and any existing lawsuit must stop.
Will any hearing be held nearby?	Yes	The Arbitrator may decide that an in-person hearing is unnecessary and that he or she can resolve a Dispute based on written filings and/or a conference call. However, any in-person arbitration hearing must be held at a place reasonably convenient to you.
What about appeals?	Very limited	Appeal rights under the FAA are very limited. The Arbitrator's award will be final and binding. Any appropriate court may enter judgment upon the arbitrator's award.
Arbitration Fees and Awards.		
Who bears arbitration fees?	Usually, we do.	We will pay all filing, administrative, hearing and Arbitrator fees if you act in good faith, cannot get a waiver of such fees and ask us to pay.
When will we cover your legal fees and costs?	If you win	If you win an arbitration, we will pay the reasonable fees and costs for your attorneys, experts and witnesses. We will also pay these amounts if required under applicable law or the administrator's rules or if payment is required to enforce this Arbitration Clause. The Arbitrator shall not limit his or her award of these amounts because your Dispute is for a small amount.
Will you ever owe us for arbitration or attorneys' fees?	Only for bad faith	The Arbitrator can require you to pay our fees if (and only if): (1) the Arbitrator finds that you have acted in bad faith (as measured by the standards set forth in Federal Rule of Civil Procedure 11(b)); and (2) this power does not make this Arbitration Clause invalid.
Can an award be explained?	Yes	A party may request details from the Arbitrator, within 14 days of the ruling. Upon such request, the Arbitrator will explain the ruling in writing.

13. Terms for optional services.

Bill Pay Services: You may use a Bill Pay service to make regular payments out of your Card account. Terms and conditions for this service are presented when you enroll at www.mypayadvantage.com. Any fees for this service are included in the Long Form.

Prepaid card is issued by MetaBank, Member FDIC, pursuant to a license from Visa U.S.A. Inc.
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PRE-ENROLLMENT DISCLOSURE

Please review the following important information about the payroll card offered by your employer to you. You should also review the full list of the fees ("Long Form") and Cardholder Agreement, both of which are provided to you with this disclosure and include additional information about the terms and fees as well as your rights and responsibilities associated with the card.

Payroll Options. Your employer offers several options for receiving your pay, including direct deposit to the account of your choice, paper check, and a payroll card ("Card"). Use of a payroll card is voluntary; you are not required to accept your wages on a Card. Your employer must provide you with details on your other pay options. You may change the method by which you receive your pay at any time. Please ask your employer about how to change your pay method.

Access to Your Wages at No Charge. There are several ways to access your pay from your Card without incurring fees, including withdrawals at In-Network ATMs, Teller Assisted Cash Withdrawals at member banks, and U.S. Postal Service money order purchases. While your Card offers many services at no cost, some transactions or services may have fees. The brochure included with your Card provides examples of how to maximize these no cost transactions. Withdrawal limits are in place to protect you from potential fraud. In the event your balance exceeds the daily withdrawal limits and you would like to withdraw all your funds, please contact us by calling Cardholder Services at the number on the back of your Card.

Payroll Card Fees. There are no fees for enrolling and participating in the program, receiving and activating your first Card or accessing your pay in the manner described above. There are also no overdraft fees associated with your Card. You may not be charged any fees by the issuer of the Card or your employer other than those listed on the Long Form. Third parties, like ATM operators and mobile carriers, may charge you additional fees when you use their services. Foreign transactions may carry fees.

How to Access Your Account Balance. You can obtain balance and transaction information about your Card by calling Cardholder Services at the number on the back of your Card, or by visiting the website listed on the back of your Card. You can use these services 24 hours a day, 7 days a week without cost. You also can sign up to receive email or text alerts with information about your account balance at the website listed on the back of your Card or via the Prepaid CardConnect Mobile App.

How to Access Transaction Histories. You may view a 12-month history of your Card transactions electronically by visiting the website listed on the back of your Card. You may request a written 24-month history or monthly statements by calling Cardholder Services at the phone number listed on the back of your Card.

Closing Your Payroll Card Account. You may close your Card at any time by contacting Cardholder Services. Your request for Card closure will not affect any of our rights or your obligations arising under this Agreement prior to the request. Should your Card account be closed, we will issue you a credit for any unpaid balances, subject to fees as disclosed in the Long Form. We reserve the right to close your Card account should you complete or attempt to complete any of the prohibited actions in this Agreement.

Replacement Card. You will also be sent a replacement card before the expiration date listed on your Card. Standard fee card replacements are provided at no cost to you. Fees may apply for expedited delivery of a replacement.

No Credit. Your Card does not offer access to any form of credit.

Additional Disclosures for Minnesota Workers: You should receive a copy of the signed written consent from your employer, and the consent must include the terms and conditions of the payroll card account option. If your employer offers a payroll card to you using materials in a language other than English, all disclosures, written consent, and payroll card account agreements must be in that other language. You may request to be paid in another way, using a form your employer must provide you. Your employer must begin payment using the new method within 14 days of receiving your request. Unless you consent in writing, information generated by your possession or use of the Card may only be used to process transactions and administer the Card.

Additional Disclosures for New Hampshire Workers: The written consent must include the terms and conditions of the payroll card account option. Your employer must provide written notice of any changes to the terms and conditions of the payroll card, including the itemized list of fees, and obtain your consent to continue paying your wages to Card after the change. Your employer is responsible for any increase in fees charged before written notice of the change is provided to you.

This card is issued by Pathward, National Association, Member FDIC, pursuant to a license from Visa U.S.A. Inc.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** Aqtcs Mgr & Aqtcs Coor **Meeting Date:** February 25, 2025

Under: New Business **Attachment:** Yes

Subject: Scheduling Discussion

Background/Summary:
The Aquatics Manager, Quentin Knox and Aquatics Coordinator, Emmitt Sevores will make a presentation about scheduling including training of staff, recruiting and other factors that go into developing a schedule.

They will also present the next schedule that will take effect on Monday, May 10.

Fiscal Impact: N/A

Proposed Motion:
No motion. Informational only.

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

Three Touch Rule: _____**Committee Review**
02/25/2025 **First Board Meeting (Informational)**
03/25/2025 **Second Board Meeting (Action)**

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

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

Notes:
- Presentation
- March 10 Schedule Update

Scheduling

Board Meeting February 25, 2025

Age Restrictions

- 14-15 years old
  - 3 hours (M-F) & 8 hours (Sat-Sun)
  - 16 hours total a week
- 16-17 years old
  - 4 hours (M-Th) & 8 hours (Friday) Friday-Sunday 8 hours
  - 20 hours total a week
  - Special variance (28 hours total a week)
  - Hours of Exemption (40 hours total a week)

https://lni.wa.gov/workers-rights/youth-employment/hours-of-work

- OSHA requires 18 years or older to access mechanical rooms

Conflicts

- Class times
- Sports
- Decline in swimming ability
- Family Commitments
  - Visiting parents
  - Taking care of younger siblings
- Religious Commitments (Sundays)

Scheduling Shifts

- Everyone wants the same hours
- Maintaining a commitment to a consistent schedule for the public
- Training hours

  - ARC: It is a best practice to have lifeguards participate in a minimum of 4 hours of in-service training each month.
- Cleaning hours

  - Used also as training times for staff working on minimum requirements and maintaining physical shape.

Recruiting New Staff

Pros

- Gain more staff
- Electronic process (easier for younger staff to apply)
- Talk with the swim teams
- Word of mouth from other staff (most efficient method so far)
- Senior staff help new staff with trainings.
- Offer free certification trainings onsite.

Challenges

- Not enough hours for everyone to work
- Training new hires who aren't lifeguard certified takes a minimum of a month or 2 to start working.
- Difficult to recruit adults because of competition in the area.

Conclusion

- March – April
  - M/W/F mornings start March 3rd starting at 6am
  - Sunday's starting on March 16th
- Potential closure (May, June or August)
- Questions?

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District G.M. **Meeting Date:** February 25, 2025

Under: New Business **Attachment:** No

Subject: Television for Lobby (first touch)

Background/Summary:
The Public Outreach Committee of the Des Moines Pool Metropolitan Park District's Board of Commissioners is recommending purchasing a television for the lobby of the pool.

The main use of the television would be to advertise programming, schedules and other pertinent pool updates. It could also be used for lifeguard trainings in the lobby, and special events. An example would be playing safety videos for the April Pool's Day event.

The District used a test monitor with play software that utilized an Amazon Fire Stick that did updates with free software from Play Signage. The District GM setup the designs at that time, but due to Covid-19 and staff changes, we moved away from trying to fully implement it.

The cost of the service would be a 65-inch smart television, mounting and software. The software above is FREE for one screen, but there are paid options that might have more functionality.

Cheaper Version: The estimated cost is under $1,000 with Amazon TV or other similar with mounting. This would include free software from Play Signage.

More Expensive Version: See above, plus add monthly subscription. You can add weather, RSS feeds, Canva and other elements that may draw people to look at the sign.
- TelemetryTV ($8-$15/month)- https://www.telemetrytv.com/ ($199 Hardware Option)
- Novisign ($18-$44/month)- https://www.novisign.com/pricing/ (Cool Ticker and Layout)
- Onsign.tv ($19.99/month)- https://onsign.tv/ (Lots of Intergrations)

Note-there are other options, but these are just a few.

Fiscal Impact: Under $1,500(equipment and software) for first year and under $500 for each following year (software only). Does not include replacement costs.

Proposed Motion:
No motion. Informational only. First touch

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

Three Touch Rule:
_____ **Committee Review**
02/25/2025 **First Board Meeting (Informational)**
03/25/2025 **Second Board Meeting (Action)**

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

Follow-up Needed: Yes_____No ___x____ Report back date: _____

Notes:
- Link to Play Signage - https://playsignage.com
- TechRadar: Best 5 Digital Signage Software- https://www.techradar.com/best/best-digital-signage-software

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9 **Assigned to:** Board President **Meeting Date:** February 25, 2025

Under: Meeting End **Attachment:** None

Subject: Good of the Order

Background/Summary:

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

2. Next board meeting (unless special meeting scheduled):
   - *SAO Exit Interview, Special Meeting (to be determined)*
   - *March 25, 2025, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)*

3. End of Meeting:

Fiscal Impact: _____

Proposed Motion: No motion necessary.

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

Two Touch Rule:

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

Notes:
- No attachments.