



Des Moines Pool Metropolitan Park District

January 27, 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: 856 4272 0273; Passcode: 840569. Any questions or comments should be directed to Scott Deschenes, District General Manager at [\(206\) 429-3852](tel:(206)429-3852) or by email at scott.deschenes@desmoinespool.org. Public comment for those who cannot physically attend will be due by email to info@mtrainierpool.com by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.

AGENDA

1. CALL TO ORDER ROLL CALL	
2. PLEDGE OF ALLEGIANCE (FLAG)	4
3. ADOPTION/MODIFICATIONS OF AGENDA	
4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS	
5. PUBLIC COMMENT (Please Limit to Three [3] Minutes) <i>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 27. 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</i>	
6. CONSENT AGENDA	5
a. EXPENDITURE/REVENUE FOR NOVEMBER & DECEMBER*	
b. STAFF/CONTRACTOR/COMMITTEE REPORTS <i>District General Manager Report</i>	
c. ADOPTION OF MINUTES <i>December 9, Regular Meeting/Public Hearing</i>	
d. CORRESPONDENCE <i>None</i>	
e. BANK TRANSFERS (MRP REVENUE)	
f. VOUCHER APPROVAL <i>\$11,402.80 was processed in December 2025 for warrant requests.</i>	
g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES) <i>\$88,285.32 was processed in December 2025 for payroll and payments.</i>	

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

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

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

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

7. OLD BUSINESS

a. Resolution 2026-01 Board Officers	50
b. Resolution 2026-02 Board Committees	53
c. Resolution 2026-03 Meeting Schedule	55
d. Bylaws Review (2 nd touch)	59
e. Q4 Aquatics Manager Report	69
f. Engineer of Record Agreement	79
g. Resolution 2026-04 Declaration of Surplus, Gate Donation	117
h. City Currents (Updated Agreement)	123
i. LEAN Payroll Process Results/Recommendations	127
j. Portable Update	138
k. Policy 532, Fraud Update (2 nd touch)	142

**Policy 520 Procurement – pushed to February 24, 2026.*

8. NEW BUSINESS

a. Updated AWC-RMSA Training Standards	148
b. Asset Management Update	152
c. Resolution 2026-05 Cancelled Warrants	153
d. Resolution 2026-06 Declaration of Emergency, Waiver of Competitive Bidding	155
e. Lifeguard Training Program	165
f. Seattle Parks Foundation	168
g. Mount Rainier Pool Grant Update	180

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9. GOOD OF THE ORDER

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10. UPCOMING MEETINGS/EVENTS

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

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

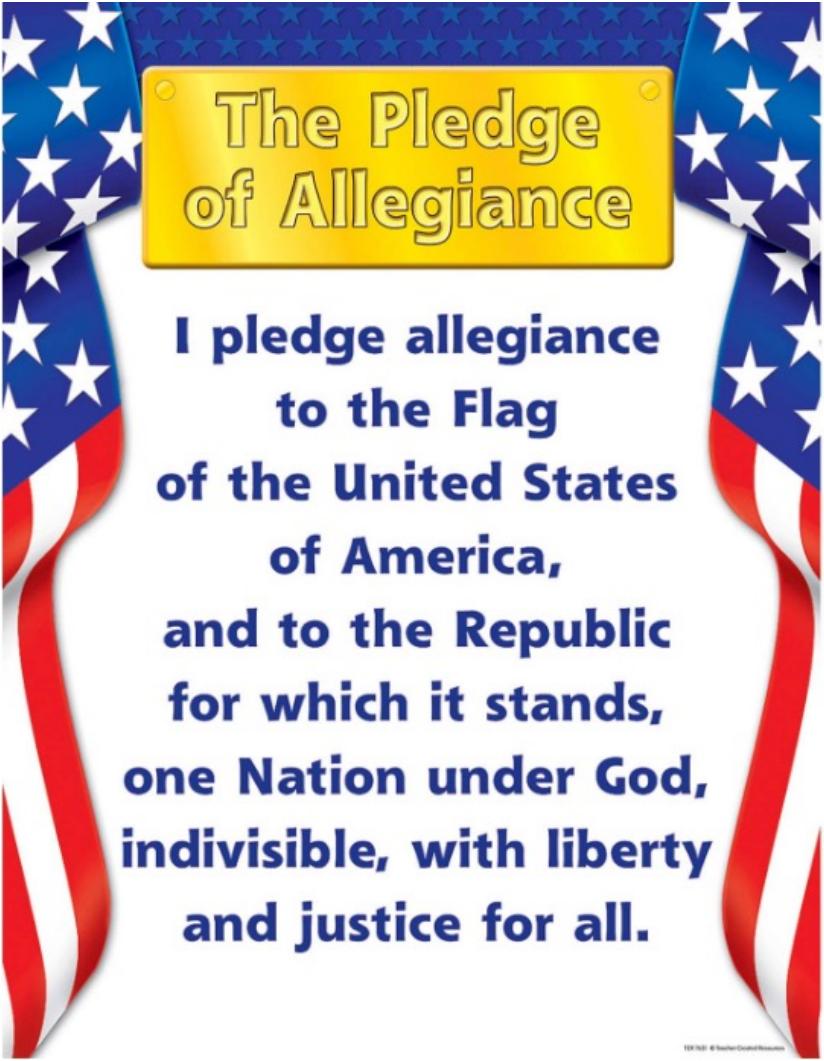
ADJOURNMENT

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The Pledge of Allegiance

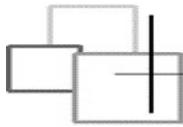
I pledge allegiance
to the Flag
of the United States
of America,
and to the Republic
for which it stands,
one Nation under God,
indivisible, with liberty
and justice for all.





November 2025 REVENUES

Account Number	Reference	Nov 2025	YTD Balance	2025 Budget	Budget Balance
General Fund Taxes					
001-000-000-311-11-00-00	Property Taxes	\$95,170.31	\$2,230,040.78	\$2,339,312.76	\$109,271.98
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.03	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$2,791.42	\$12,504.63	\$0.00	(\$12,504.63)
	Total General Fund	\$97,961.73	\$2,242,545.44	\$2,339,312.76	\$96,767.32
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$25,000.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$0.00	\$60,564.80	\$30,000.00	(\$30,564.80)
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$31,300.00	\$0.00	(\$31,300.00)
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$8,614.28	\$30,049.37	\$1,651,216.72	\$1,621,167.35
001-000-000-369-81-00-03	MRP Cash Deposits	\$395.55	\$11,725.65	\$50,000.00	\$38,274.35
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$4,493.25	\$138,852.62	\$147,500.00	\$8,647.38
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$2,530.50	\$2,500.00	(\$30.50)
	Total Revenue	\$13,503.08	\$275,022.94	\$1,878,716.72	\$1,603,693.78
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$1,124,110.52	\$1,124,110.52
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	\$416,406.06	\$1,124,110.52	\$1,124,110.52
	Grand Total Revenue	\$111,464.81	\$2,958,974.44	\$4,243,029.48	\$1,284,055.04



November 2025 EXPENDITURES

Beginning Monthly Balance = **\$2,976,902.63**
Ending Monthly Balance = **\$2,953,605.65**

Category/ Acct #	Reference	Nov 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners Subsidies	\$1,172.80	\$14,856.60	\$20,000.00	\$5,143.40	74.28%
001-000-000-576-20-10-01	District Manager Salary	\$6,714.44	\$69,916.95	\$101,000.00	\$31,083.05	69.22%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$6,398.15	\$70,224.14	\$103,434.24	\$33,210.10	67.89%
001-000-000-576-21-25-01	Aquatic Coordinators	\$5,065.00	\$57,621.49	\$153,000.00	\$95,378.51	37.66%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$24,033.92	\$309,187.96	\$360,000.00	\$50,812.04	85.89%
001-000-000-576-21-30-05	Water Exercise Instructor	\$811.51	\$7,654.48	\$10,000.00	\$2,345.52	76.54%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,420.57	\$47,876.23	\$65,000.00	\$17,123.77	73.66%
001-000-000-576-21-32-02	Head Lifeguards	\$2,458.09	\$31,459.13	\$70,000.00	\$38,540.87	44.94%
	Total Salaries & Wages	\$51,074.48	\$608,796.98	\$882,434.24	\$273,637.26	68.99%
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	\$16,301.38	\$192,857.66	\$235,000.00	\$42,142.34	82.07%
001-000-000-576-21-33-00	Sick Pay	\$155.10	\$4,517.76	\$3,500.00	(\$1,017.76)	129.08%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$147.24	\$2,500.00	\$2,352.76	5.89%
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	\$16,456.48	\$197,522.66	\$242,000.00	\$44,477.34	81.62%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	\$5,518.02	\$42,666.83	\$32,000.00	(\$10,666.83)	133.33%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$150.00	\$4,816.77	\$2,000.00	(\$2,816.77)	240.84%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	\$5,591.04	\$37,682.75	\$55,000.00	\$17,317.25	68.51%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Personal Benefits	\$11,259.06	\$85,166.35	\$89,500.00	\$4,333.65	95.16%
Office Supplies						
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$1,077.03	\$3,500.00	\$2,422.97	30.77%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	\$65.57	\$2,672.67	\$2,500.00	(\$172.67)	106.91%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$87.05	\$1,203.12	\$2,500.00	\$1,296.88	48.12%
	Total Office Supplies	\$152.62	\$4,952.82	\$8,500.00	\$3,547.18	58.27%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$231.36	\$3,226.38	\$1,000.00	(\$2,226.38)	322.64%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$53.36	\$6,607.03	\$8,500.00	\$1,892.97	77.73%
	Total Maintenance & Repair Supplies	\$284.72	\$9,833.41	\$9,500.00	(\$333.41)	103.51%
Pool Supplies						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$589.31	\$4,471.03	\$5,000.00	\$528.97	89.42%
001-000-000-576-21-35-15	Special Pool Events	\$774.96	\$4,849.34	\$1,800.00	(\$3,049.34)	269.41%
001-000-000-576-21-40-00	Employee Recognition	\$175.00	\$1,023.46	\$2,500.00	\$1,476.54	40.94%
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	\$0.00	\$143.18	\$2,000.00	\$1,856.82	7.16%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$88.12	\$3,236.29	\$5,000.00	\$1,763.71	64.73%
	Total Pool Supplies	\$1,627.39	\$13,723.30	\$19,300.00	\$5,576.70	71.11%
Professional Svcs - Clerical						
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$284.27	\$4,374.66	\$5,000.00	(\$6,120.00)	222.40%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$504.00	\$11,120.00	\$12,000.00	\$10,672.00	11.07%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$1,328.00	\$3,300.00	(\$1,074.66)	132.57%
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	\$0.00	\$1,800.00	\$2,500.00	\$700.00	72.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT)	\$2,164.57	\$21,753.14	\$28,000.00	\$6,246.86	77.69%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$987.12	\$3,049.07	\$2,500.00	(\$549.07)	121.96%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$7,336.57	\$5,300.00	(\$2,036.57)	138.43%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$45.00	\$854.80	\$1,000.00	\$145.20	85.48%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$1,313.48	\$14,534.91	\$9,000.00	(\$5,534.91)	161.50%
001-000-000-576-21-42-09	Scheduling Software/Timekeeping	\$352.64	\$4,231.68	\$3,000.00	(\$1,231.68)	141.06%
	Total Prof Services-Front Offc	\$5,651.08	\$70,382.83	\$71,600.00	\$1,217.17	98.30%

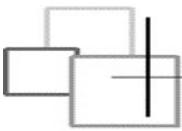
Category/ Acct #	Reference	Nov 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
Professional Svcs - Maintenance						
001-000-000-576-21-31-01	Custodial Qty Deep Clean (MRP)	\$0.00	\$10,601.39	\$4,000.00	(\$6,601.39)	265.03%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$616.67	\$3,812.18	\$2,750.00	(\$1,062.18)	138.62%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$3,839.92	\$15,831.16	\$6,750.00	(\$9,081.16)	234.54%
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)	\$5,880.86	\$16,733.96	\$6,250.00	(\$10,483.96)	267.74%
001-000-000-576-21-48-04	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)	\$0.00	\$904.82	\$1,250.00	\$345.18	72.39%
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)	\$5,177.75	\$29,508.27	\$30,000.00	\$491.73	98.36%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,417.67	\$10,082.70	\$11,000.00	\$917.30	91.66%
	Total Prof Services-Maintenance	\$16,932.87	\$87,474.48	\$68,668.00	(\$18,806.48)	16.21%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$49,475.95	\$147,847.83	\$88,500.00	(\$59,347.83)	167.06%
	Total Repairs & Maintenance	\$49,475.95	\$147,847.83	\$88,500.00	(\$59,347.83)	167.06%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$3,142.34	\$3,000.00	(\$142.34)	104.74%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$513.78	\$6,178.82	\$5,200.00	(\$978.82)	118.82%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$69.00	\$828.00	\$750.00	(\$78.00)	110.40%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$298.64	\$3,690.03	\$3,200.00	(\$490.03)	115.31%
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	\$19.30	\$845.75	\$250.00	(\$595.75)	338.30%
001-000-000-576-21-42-14	Elevate Phone System	\$222.44	\$2,447.45	\$3,000.00	\$552.55	81.58%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$55.88	\$659.65	\$600.00	(\$59.65)	109.94%
	Total Communications	\$1,179.04	\$17,792.04	\$16,300.00	(\$1,492.04)	109.15%
Training & Travel						
001-000-000-576-20-43-08	Community Advisory Committee	\$0.00	\$5,000.00	\$5,000.00	\$0.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$305.86	\$611.72	\$1,000.00	\$388.28	61.17%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$376.00	\$3,500.00	\$3,124.00	10.74%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$1,067.48	\$2,246.07	\$2,500.00	\$253.93	89.84%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$2,320.00	\$1,750.00	(\$570.00)	132.57%
001-000-000-576-21-43-07	Management Staff Training	\$518.94	\$2,249.38	\$1,750.00	(\$499.38)	128.54%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$3.00	\$18.00	\$1,250.00	\$1,232.00	1.44%
	Total Training & Travel	\$1,895.28	\$7,821.17	\$16,750.00	\$8,928.83	46.69%
Advertising						
001-000-000-576-20-41-00	Public Outreach Events	\$0.00	\$2,500.00	\$2,500.00	\$0.00	0.00%
001-000-000-576-20-41-07	District Advertising	\$1,898.39	\$13,113.11	\$8,000.00	(\$5,113.11)	163.91%
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	\$35.43	\$524.81	\$2,000.00	\$1,475.19	26.24%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$50.00	\$450.00	\$400.00	11.11%
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	\$1,933.82	\$13,687.92	\$19,650.00	\$5,962.08	69.66%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$7,892.50	\$9,000.00	\$1,107.50	87.69%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$300.00	\$3,920.00	\$4,000.00	\$80.00	98.00%
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	\$1,017.50	\$11,812.50	\$16,000.00	\$4,187.50	73.83%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$0.00	\$95,500.24	\$170,000.00	\$74,499.76	56.18%
001-000-000-576-21-47-02	Water (Highline)	\$0.00	\$8,101.58	\$9,000.00	\$898.42	90.02%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$4,496.64	\$7,250.00	\$2,753.36	62.02%
001-000-000-576-21-47-04	Sewer (Midway)	\$1,879.16	\$9,851.80	\$4,750.00	(\$5,101.80)	207.41%
	Total Utilities	\$1,879.16	\$117,950.26	\$191,000.00	\$73,049.74	61.75%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$53,241.36	\$58,000.00	\$4,758.64	91.80%
	Total Insurance	\$0.00	\$53,241.36	\$58,000.00	\$4,758.64	91.80%
Miscellaneous						
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$1.19	\$9,469.59	\$500.00	(\$8,969.59)	1893.92%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$218.47	\$1,250.00	\$1,031.53	17.48%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$477.63	\$6,009.83	\$5,000.00	(\$1,009.83)	120.20%

Category/ Acct #	Reference	Nov 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
001-000-000-576-20-51-50	Background checks	\$232.00	\$986.00	\$1,250.00	\$264.00	78.88%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$0.00	\$1,852.60	\$3,500.00	\$1,647.40	52.93%
	Total Miscellaneous	\$710.82	\$18,536.49	\$11,500.00	(\$7,036.49)	161.19%
Intergovernmental Services						
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$5,077.15	\$5,000.00	(\$77.15)	101.54%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$379.40	\$500.00	\$120.60	75.88%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$11,208.16	\$17,959.34	\$11,000.00	(\$6,959.34)	163.27%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$270.00	\$2,295.00	\$4,000.00	\$1,705.00	57.38%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM)	\$1,841.64	\$16,776.76	\$2,000.00	(\$14,776.76)	838.84%
	Total Intergov Services	\$13,319.80	\$42,487.65	\$22,500.00	(\$19,987.65)	188.83%
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	\$9,592.00	\$1,000.00	(\$8,592.00)	959.20%
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	\$9,592.00	\$2,788,827.22	\$2,779,235.22	0.34%
	TOTAL ADMINISTRATION	\$33,638.39	\$314,407.47	\$353,600.00	\$39,192.53	88.92%
	TOTAL OPERATIONS	\$141,211.68	\$1,194,622.58	\$1,478,102.24	\$283,479.66	80.82%
	TOTAL CAPITAL	\$0.00	\$19,184.00	\$2,788,827.22	\$2,779,235.22	0.69%
GRAND TOTALS						
		\$174,850.07	\$1,528,214.05	\$4,620,529.46	\$3,101,907.41	33.07%
					Target	91.67%



December 2025 REVENUES

Account Number	Reference	Dec 2025	YTD Balance	2025 Budget	Budget Balance
General Fund Taxes					
001-000-000-311-11-00-00	Property Taxes	\$15,314.74	\$2,245,355.52	\$2,339,312.76	\$93,957.24
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.03	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$473.22	\$12,977.85	\$0.00	(\$12,977.85)
	Total General Fund	\$15,787.96	\$2,258,333.40	\$2,339,312.76	\$80,979.36
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$25,000.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$10,829.42	\$71,394.22	\$30,000.00	(\$41,394.22)
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$31,300.00	\$0.00	(\$31,300.00)
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$30,049.37	\$1,651,216.72	\$1,621,167.35
001-000-000-369-81-00-03	MRP Cash Deposits	\$807.25	\$12,532.90	\$50,000.00	\$37,461.10
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$24,788.70	\$163,641.32	\$147,500.00	(\$16,141.32)
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$471.00	\$3,001.50	\$2,500.00	(\$501.50)
	Total Revenue	\$36,896.37	\$311,919.31	\$1,878,716.72	\$1,566,797.41
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$1,124,110.52	\$1,124,110.52
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	\$478,562.13	\$1,124,110.52	\$1,124,110.52
	Grand Total Revenue	\$52,684.33	\$3,073,814.84	\$4,243,029.48	\$1,169,214.64



December 2025 EXPENDITURES

Beginning Monthly Balance = **\$2,953,605.65**
Ending Monthly Balance = **\$2,901,876.85**

Category/ Acct #	Reference	Dec 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners Subsidies	\$733.03	\$15,589.63	\$20,000.00	\$4,410.37	77.95%
001-000-000-576-20-10-01	District Manager Salary	\$17,761.03	\$87,677.98	\$101,000.00	\$13,322.02	86.81%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$6,396.54	\$76,620.68	\$103,434.24	\$26,813.56	74.08%
001-000-000-576-21-25-01	Aquatic Coordinators	\$5,066.62	\$62,688.11	\$153,000.00	\$90,311.89	40.97%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$21,706.90	\$330,894.86	\$360,000.00	\$29,105.14	91.92%
001-000-000-576-21-30-05	Water Exercise Instructor	\$720.42	\$8,374.90	\$10,000.00	\$1,625.10	83.75%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,426.82	\$52,303.05	\$65,000.00	\$12,696.95	80.47%
001-000-000-576-21-32-02	Head Lifeguards	\$2,938.43	\$34,397.56	\$70,000.00	\$35,602.44	49.14%
	Total Salaries & Wages	\$59,749.79	\$668,546.77	\$882,434.24	\$213,887.47	75.76%
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	\$22,333.03	\$215,190.69	\$235,000.00	\$19,809.31	91.57%
001-000-000-576-21-33-00	Sick Pay	\$955.93	\$5,473.69	\$3,500.00	(\$1,973.69)	156.39%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$147.24	\$2,500.00	\$2,352.76	5.89%
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	\$23,288.96	\$220,811.62	\$242,000.00	\$21,188.38	91.24%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	\$6,292.13	\$48,958.96	\$32,000.00	(\$16,958.96)	153.00%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$127.50	\$4,944.27	\$2,000.00	(\$2,944.27)	247.21%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	\$0.00	\$37,682.75	\$55,000.00	\$17,317.25	68.51%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Personal Benefits	\$6,419.63	\$91,585.98	\$89,500.00	(\$2,085.98)	102.33%
Office Supplies						
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$1,077.03	\$3,500.00	\$2,422.97	30.77%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	\$0.00	\$2,672.67	\$2,500.00	(\$172.67)	106.91%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$0.00	\$1,203.12	\$2,500.00	\$1,296.88	48.12%
	Total Office Supplies	\$0.00	\$4,952.82	\$8,500.00	\$3,547.18	58.27%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$3,226.38	\$1,000.00	(\$2,226.38)	322.64%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$561.29	\$7,168.32	\$8,500.00	\$1,331.68	84.33%
	Total Maintenance & Repair Supplies	\$561.29	\$10,394.70	\$9,500.00	(\$894.70)	109.42%
Pool Supplies						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$4,471.03	\$5,000.00	\$528.97	89.42%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$4,849.34	\$1,800.00	(\$3,049.34)	269.41%
001-000-000-576-21-40-00	Employee Recognition	\$0.00	\$1,023.46	\$2,500.00	\$1,476.54	40.94%
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	\$0.00	\$143.18	\$2,000.00	\$1,856.82	7.16%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$3,236.29	\$5,000.00	\$1,763.71	64.73%
	Total Pool Supplies	\$0.00	\$13,723.30	\$19,300.00	\$5,576.70	71.11%
Professional Svcs - Clerical						
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$0.00	\$4,374.66	\$5,000.00	(\$7,344.00)	246.88%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,224.00	\$12,344.00	\$12,000.00	\$10,672.00	11.07%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$1,328.00	\$3,300.00	(\$1,074.66)	132.57%
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	\$2,164.57	\$3,964.57	\$2,500.00	(\$1,464.57)	158.58%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT)	\$0.00	\$21,753.14	\$28,000.00	\$6,246.86	77.69%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$165.39	\$3,214.46	\$2,500.00	(\$714.46)	128.58%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$7,336.57	\$5,300.00	(\$2,036.57)	138.43%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$854.80	\$1,000.00	\$145.20	85.48%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$1,480.46	\$16,015.37	\$9,000.00	(\$7,015.37)	177.95%
001-000-000-576-21-42-09	Scheduling Software/Timekeeping	\$0.00	\$4,231.68	\$3,000.00	(\$1,231.68)	141.06%
	Total Prof Services-Front Offc	\$5,034.42	\$75,417.25	\$71,600.00	(\$3,817.25)	105.33%

Category/ Acct #	Reference	Dec 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
Professional Svcs - Maintenance						
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	\$0.00	\$10,601.39	\$4,000.00	(\$6,601.39)	265.03%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$482.87	\$4,295.05	\$2,750.00	(\$1,545.05)	156.18%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$0.00	\$15,831.16	\$6,750.00	(\$9,081.16)	234.54%
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	\$17,355.49	\$6,250.00	(\$11,105.49)	277.69%
001-000-000-576-21-48-04	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)	\$9.93	\$914.75	\$1,250.00	\$335.25	73.18%
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)	\$0.00	\$29,508.27	\$30,000.00	\$491.73	98.36%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$396.27	\$10,478.97	\$11,000.00	\$521.03	95.26%
Total Prof Services-Maintenance		\$1,510.60	\$88,985.08	\$68,668.00	(\$20,317.08)	16.21%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$4,964.65	\$152,812.48	\$88,500.00	(\$64,312.48)	172.67%
Total Repairs & Maintenance		\$4,964.65	\$152,812.48	\$88,500.00	(\$64,312.48)	172.67%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$3,142.34	\$3,000.00	(\$142.34)	104.74%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$0.00	\$6,178.82	\$5,200.00	(\$978.82)	118.82%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$828.00	\$750.00	(\$78.00)	110.40%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$0.00	\$3,690.03	\$3,200.00	(\$490.03)	115.31%
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	\$0.00	\$845.75	\$250.00	(\$595.75)	338.30%
001-000-000-576-21-42-14	Elevate Phone System	\$244.93	\$2,692.38	\$3,000.00	\$307.62	89.75%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$0.00	\$659.65	\$600.00	(\$59.65)	109.94%
Total Communications		\$244.93	\$18,036.97	\$16,300.00	(\$1,736.97)	110.66%
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	\$611.72	\$1,000.00	\$388.28	61.17%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$376.00	\$3,500.00	\$3,124.00	10.74%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$2,246.07	\$2,500.00	\$253.93	89.84%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$2,320.00	\$1,750.00	(\$570.00)	132.57%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$2,249.38	\$1,750.00	(\$499.38)	128.54%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$18.00	\$1,250.00	\$1,232.00	1.44%
Total Training & Travel		\$0.00	\$7,821.17	\$16,750.00	\$8,928.83	46.69%
Advertising						
001-000-000-576-20-41-00	Public Outreach Events	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-07	District Advertising	\$512.52	\$13,625.63	\$8,000.00	(\$5,625.63)	170.32%
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	\$0.00	\$524.81	\$2,000.00	\$1,475.19	26.24%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$50.00	\$450.00	\$400.00	11.11%
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		\$512.52	\$14,200.44	\$19,650.00	\$5,449.56	72.27%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$0.00	\$7,892.50	\$9,000.00	\$1,107.50	87.69%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$3,920.00	\$4,000.00	\$80.00	98.00%
001-000-000-576-20-45-02	Miscellaneous Rentals	(\$266.88)	(\$266.88)	\$2,500.00	\$2,766.88	-10.68%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Total Rentals & Leases		(\$266.88)	\$11,545.62	\$16,000.00	\$4,454.38	72.16%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$0.00	\$95,500.24	\$170,000.00	\$74,499.76	56.18%
001-000-000-576-21-47-02	Water (Highline)	\$902.18	\$9,003.76	\$9,000.00	(\$3.76)	100.04%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$4,496.64	\$7,250.00	\$2,753.36	62.02%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$9,851.80	\$4,750.00	(\$5,101.80)	207.41%
Total Utilities		\$902.18	\$118,852.44	\$191,000.00	\$72,147.56	62.23%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$53,241.36	\$58,000.00	\$4,758.64	91.80%
Total Insurance		\$0.00	\$53,241.36	\$58,000.00	\$4,758.64	91.80%
Miscellaneous						
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$0.00	\$9,469.59	\$500.00	(\$8,969.59)	1893.92%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$218.47	\$1,250.00	\$1,031.53	17.48%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$6,009.83	\$5,000.00	(\$1,009.83)	120.20%

Category/ Acct #	Reference	Dec 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
001-000-000-576-20-51-50	Background checks	\$63.92	\$1,049.92	\$1,250.00	\$200.08	83.99%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$811.80	\$2,664.40	\$3,500.00	\$835.60	76.13%
	Total Miscellaneous	\$875.72	\$19,412.21	\$11,500.00	(\$7,912.21)	168.80%
Intergovernmental Services						
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$5,077.15	\$5,000.00	(\$77.15)	101.54%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$379.40	\$500.00	\$120.60	75.88%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$17,959.34	\$11,000.00	(\$6,959.34)	163.27%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$1,215.00	\$3,510.00	\$4,000.00	\$490.00	87.75%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM)	\$185.40	\$16,962.16	\$2,000.00	(\$14,962.16)	848.11%
	Total Intergov Services	\$1,400.40	\$43,888.05	\$22,500.00	(\$21,388.05)	195.06%
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	\$9,592.00	\$1,000.00	(\$8,592.00)	959.20%
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	\$9,592.00	\$2,788,827.22	\$2,779,235.22	0.34%
	TOTAL ADMINISTRATION	\$29,992.21	\$344,399.68	\$353,600.00	\$9,200.32	97.40%
	TOTAL OPERATIONS	\$75,206.00	\$1,269,828.58	\$1,478,102.24	\$208,273.66	85.91%
	TOTAL CAPITAL	\$0.00	\$19,184.00	\$2,788,827.22	\$2,779,235.22	0.69%
GRAND TOTALS		\$105,198.21	\$1,633,412.26	\$4,620,529.46	\$2,996,709.20	35.35%
					Target	100%

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, January 22, 2026

To: District Board Commissioners

From: Scott Deschenes, District General Manager

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

SENT FRIDAY, DECEMBER 12:

BOARD MEETING FOLLOW-UP

- Minutes and Review Documents: We had a busy week with LEAN training and swim lesson registration. We will send out minutes next week.
- SAO/Procurement: I have sent information out to SAO and hope to have a response next week.
- HSD Lease: I spoke with our representative from HSD and they are taking it to leadership. I hope to have a response soon.
- City: I am awaiting a digital signature for the City Currents agreement, and I reached out to our representative about the gate. They are off until next week.
- Seattle Parks Foundation: I am going to reach out to the Seattle Parks Foundation about potential help for levy planning next week. If you are interested in learning more about the Seattle Parks Foundation, [click here](#).

LEAN WORKSHOP

Our management team participated in a LEAN Workshop on December 9 and 10. The project was to improve our payroll system and build teamwork. The project identified process improvements that will be presented to the board in January by the District Clerk. SAO is also going to cover a story with their communication team to be covered in future newsletters/publications. SAO did an amazing job helping us reduce waste.

SCHOLARSHIP APPLICATIONS

We received seventeen scholarship applications before deadline for swim lessons. This is more than last year (four).

SWIM LESSON REGISTRATION

We had current student registration on Tuesday and have new student registration on Friday evening. We will update you on numbers in the next report.

HIRING

Emmitt has reported eleven applications over the last week. He is working to interview them, and setup certification classes for those that need them.

CERTIFICATION COURSES

- Lifeguard Recertification: Emmitt will be leading a class this Sunday, December 14. He estimates about 5 participants. We will post to the schedule page about the change, and post this at the pool.
- Lifeguard Certification: We will be hosting a lifeguard certification course on December 29-31 and January 2. It is too early to know the full enrollment of this course.

- Reduced Lanes: We posted and put signage up for reduced lanes during these classes, as we will need 1-2 lanes on these days.

AWC-RMSA MEETING

I am meeting on Monday with a representative from AWC-RMSA legal. They wanted to do a check-in, since we are a new member.

PUBLIC OUTREACH

The pool district participated in the Des Moines Light Rail Station Opening, 10:30am-3pm, and the Holiday Tree Lighting from 5:30-7:30pm on Saturday, December 6. Below are images of the events. Thanks to Emmitt for covering both events, especially the Holiday Tree Lighting.





RENTALS/EVENTS

- PTSA Events: Parkside cancelled and rescheduled their PTSA event for February 7. They could not secure enough volunteers for this weekend. We also scheduled Holy Trinity for April 18. They would like another date, but we want to reach out to the other schools before offering them and Des Moines Elementary a second date.
- Puget Sound Skills Center: They are scheduling their annual marine safety course for January 25. We could not meet their original request as we had already committed the times to airline safety training for Alaska Airlines.
- Port of Seattle Police: The pool has been providing the Port of Seattle Police Dive and Boat Teams space for swim tests.

POWER OUTAGE

Highline School District and PSE scheduled a power outage on Sunday, December 7. They notified us around 4:30pm that power had been restored. Quentin came in that evening to check all the systems, and there were no issues. We were able to reopen on time on Monday morning.

MAINTENANCE

- Sidewalk Crack Estimate: We are looking at getting a sidewalk estimate for the front area. We are going to apply our \$750 risk management scholarship to cover part of the fees. Our goal is to have this completed before the end of the year.

- Clogged Downspout: We received an estimate of \$1.4k to get one of the downspouts unclogged. As this could lead to larger problems, I have approved it. It is being completed weather permitting on Friday, December 12.
- Broken Window: A child threw a rock through one of the lobby windows during registration. We are reporting it to insurance and getting an estimate for repairs. We will keep you updated on the repair. The child has been in swim lessons, and this is the first incident we have had with them.



INVENTORY

Next week we will start our inventory process while we have staff back during the Xmas break. We hope to have this done by the end of the month.

WEBSITE UPDATES

We updated the scholarship and governance pages.

- Scholarship page: <https://mtrainierpool.com/fees/scholarships/>
- Governance page: <https://mtrainierpool.com/about/governance/>

F-1 STATEMENT REMINDER

A message from the Washington State Public Disclosure (PDC).

As we move toward 2026, please remind your exiting officials of their obligations to file their annual financial affairs statement (F-1).

Incumbents who leave office in 2025 or early in 2026 must file the F-1 for any portion of 2025 they served. The report is due by April 15, 2026.

Officials must use the [online system](#) to submit their statements.

Instructions for how to file are available [on the PDC website](#). An F-1 [reporting manual](#) with information about what you must disclose also is available.

[Who Files the Report | Washington State Public Disclosure Commission \(PDC\)](#)

PDC staff are available to assist by phone and email. To ask a question or get help, contact us at pdc@pdc.wa.gov.

UPDATED BOARD CONTACT FORM

Attached is the updated board, staff and contractor contact form.

FEATURED RESEARCH

This is a drowning case from a pool that is like our pool. Both are indoors, have moveable bulkheads and a 13-foot-deep end. We require swim tests to use the deep end for this purpose.

https://www.athleticbusiness.com/operations/legal/article/15772929/family-of-teen-brothers-who-died-in-city-pool-drowning-reaches-26m-settlement?utm_source=Newsletter&utm_medium=email&utm_campaign=ATHLCD251201002&utm_term=&oly_enc_id=6799J8374967F8A

- Mediation Statement - <https://hudsoncountyview.com/wp-content/uploads/2025/06/Zaslow-mediation-statement.pdf>

RESEARCH

- Budget work continues for 2026-2027 (Highline School District) <https://hhs.highlineschools.org/about/news/news-details/~board/district-news/post/budget-work-continues-for-202627>
- Interfund loans: can we really borrow money from ourselves? (MRSC) <https://mrsc.org/stay-informed/mrsc-insight/november-2025/interfund-loans>
- Liquid lifestyles awarded 2025 best of aquatics award (Aquatics International) <https://www.aquaticsintl.com/awards/liquid-lifestyles-awarded-2025-best-of-aquatics-for-best-social-media>

SENT FRIDAY, DECEMBER 26:

BOARD MEETING FOLLOW-UP

- Minutes: Minutes for the December 9 meeting were sent out on Tuesday, December 23. Please have all edits back by Thursday, January 15.
- Bylaws for Edits: I also sent out the Bylaws for edit on Wednesday, December 23. Please have all edits back by January 15.
- Signatures: Signatures for December 9 minutes and resolution 2025-15 were emailed out by DocuSign last week. If you did not receive the documents, please let me know. Once fully signed, we will get these posted to the website.
- City Currents Agreement: I notified the city of our intent to follow through on the agreement, last Wednesday. We are sending a signed document next week, and I sent potential content to the public outreach committee and Gene. I got an email back they are not needing information until the third week of January. I am also working at compiling a video of the 50th Anniversary on the website to direct people from the magazine and social media.
- Next Meeting: At this time, our next scheduled meeting is Tuesday, January 27 at 7pm.

HOLIDAY HOURS

The pool will be closed on December 24, December 25, and January 1. The pool will also close at 1pm on December 31. Below is a link to the email notification we sent out. The schedule was also posted on the website and around the facility. We also have updated our voicemail for those days.

<https://createsend.com/t/d-5824A5F20E3202C12540EF23F30FEDED>

We have a second email coming out on Tuesday to remind people of the New Year's hours.

SIDEWALK CRACK MAINTENANCE

The sidewalk cracks will be smoothed out on Wednesday, December 24, while we are closed. The estimate came out to \$1,054, and we are utilizing a \$750 risk mitigation grant for me attending the AWC-RMSA annual meeting in October. They were supposed to come out on December 24, but they had a scheduling error. They estimate repairing it next week.



BROKEN DOWNSPOUT

We had the clogged gutter line cleared, and a hole was discovered. We are working to see what we can do for the repair.

BACKFLOW PREVENTION REPAIR CLOSURE

Quentin is working with MacDonald Miller and the school district swim coach for a mutually beneficial date in January to get the repairs completed. We could not reach a date in December. We will need to be shut down for one day to complete the repairs. We will let you know more, once we have a date scheduled.

GATE DONATION

The city is interested in getting the gate as a donation to help with their security. We are working on surpassing the gate, resolution, and a bill of sale. I reached out to WCIA, and they approved the transfer. The gate was purchased with a WCIA Risk Mitigation Grant. The City of Des Moines is also a member of WCIA. We have the resolution ready for the January 27 meeting.

SURPLUS

With staff back from college for the break. We are utilizing them to update our inventory. We should have information for the January 27 meeting.

OFFICE PORTABLE

I reached out to the city planner to schedule a meeting to discuss the addition of a portable at the pool. We are going to meet the first full week of January.

AWC-RMSA MEETING

I met with AWC-RMSA last week and they have updated some of their training standards. There will be a couple of trainings that board members will be required to take. I will update you at the January 27 meeting. Staff will also need to take training for these updates, and we hope to have this completed during the first quarter of 2026.

They have also changed their deductibles to be a sliding scale on repeat offenses for violations in the same subject area.

We will need to develop an emergency management plan for their review. We have good emergency action plans for the pool and will review it to make sure it meets their requirements.

Finally, we will receive \$1,900 for risk mitigation grants in 2026, and another \$900 in scholarships. Although, we do not have plans for the risk mitigation grant, we will find something over the next couple of months. We are going to utilize the scholarship to send one staff to WRPA's Parks and Recreation Risk Management Leadership Academy: <https://www.wrpatoday.org/2026-prmla>.

SEATTLE PARKS FOUNDATION

I reached out to the Seattle Parks Foundation for more information on levy guidance. We are looking at meeting in late January or early February. <https://www.seattleparksfoundation.org/>

LIFEGUARD TRAININGS/HIRINGS

- Lifeguard Training: We have 9 of 10 spots filled for the next lifeguard training. Five of these staff will be covered by our King County Grant for lifeguard training.
- Lifeguard Recert Class: Three staff completed the training. We had another two registered that could not attend.
- In-Service: Staff ran an in-service last Saturday that included their annual lifeguard games.

- Grant-Funded Training Program: We are working to setup the grant funded training program for non-traditional swimmers, and to have information out in early January. The goal is to get more non-traditional swimmers trained to not only work at our pool, but other pools and lakes in the area.
- Four New Staff: Emmitt has added four new staff to our team over the last two weeks. Welcome Owen, Cylie, Annika, and Sebastian. We will hopefully get a couple of more staff from the upcoming training.

SWIM LESSON UPDATE

Most swim lessons are full or will be full by the time lessons start. The class with the most openings is Level 6, which has met its minimum of three, but has openings in both the Saturday, and Monday and Wednesday class options. Emmitt has been working to get the most amount of people into the lessons. We have some people on waiting lists, but not as many as in the past. We should have more offerings for the next session with sports ending, and more staff being recruited.

OFF NEXT WEEK

I will be off next week but will answer my phone and emails. Please feel free to call or email me if you have any questions.

RESEARCH

- Wild Waves announces closure in 2026 (Tacoma Weekly) <https://tacomaweekly.com/wild-waves-announces-closure-after-p11064-221.htm>
- November 2025 Ballot Measure Results (MRSC Insights) <https://mrsc.org/stay-informed/mrsc-insight/december-2025/2025-ballot-measures-november>
- Light rail expansion takes on increased urgency as 1.5 million expected to move to Western Washington (King 5) <https://www.king5.com/article/news/local/light-rail-expansion-urgency-1-million-more-moving-to-western-washington/281-2a0d2889-06a3-480d-b4fa-cfd9e49d341>

SENT FRIDAY, JANUARY 9:

NEXT BOARD MEETING

Just a reminder that our first board meeting of the year will be on Tuesday, January 27 at 7pm.

SIGNATURES

The Dec 9 minutes and Resolution 2025-15 Capital Transfer have both been posted to the website. Thank you for the quick signatures.

EDITS

We sent edits out for the December 9 minutes and Policy 101, Bylaws. They were sent out on December 23. All edits are due on Thursday, January 15.

SCHEDULE CHANGE

We sent out a schedule update earlier today for our schedule update for January 11. The schedule change is for the swim lesson season through March 7. We also added information about the Spring

closure being delayed and smaller schedule changes that do not warrant an email notification, as they do not affect too many users. <https://createsend.com/t/d-60B45D269F2C45F02540EF23F30FEDED>

BACKFLOW PREVENTION CLOSURE

We will be closing the facility on Thursday, February 19 to fix the backflow prevention. This is a day the school team will be practicing at King County Aquatic Center, and Thursdays are usually the slowest day of the week.

LIFEGUARD TRAINING

- Lifeguard Certification: We had six complete the lifeguard certification on Dec 29-Jan 2. We had a full class, but a couple of students dropped out due to illness and others with issues with the minimum requirements. All six passed the class, have agreed to work at the pool, and fees will be covered with the King County Parks grant.
- Lifeguard Training Program: We pushed the program back to launch on February 24. We are going to have three sessions that will line up with Spring and Summer Break Trainings. We are working out the details and hope to have an announcement soon.
- Lifeguard Instructor Training: Staff is going to train 5-6 staff to become Lifeguard Instructors. This will allow them to train lifeguard classes. This helps us have more trainings, and also more people in each class, as the ratio is one instructor to ten participants. They will also be helping with the Lifeguard Training Program this Spring/Summer.
- Staffing: We are on pace to have ten new staff members over the last 30 days, and one returning staff that had previously left the organization.

SWIM LESSONS

Swim lessons start this month with Saturday lessons starting on Saturday, January 17 and weekday lessons start on Monday, January 26. As of Tuesday, January 6, we have:

- 39 of 40 Parent and Child Spots Filled
- 57 of 55 PreSchool Spots Filled
- 101 of 100 Levels 1-5 Spots Filled
- 11 of 18 Level 6 Spots Filled (all three classes met minimum of three participants)
- 20 of 20 Adult Spots Filled
- Overall 227 of 244 Spots Filled (93% Filled)

RATES

All rates were posted and updated by January 1, 2026. Just a heads up that Tukwila did not increase their rates in 2026, so we are at similar rate structure. Also, Evergreen did not increase their rates either.

PORTABLE MEETING

Joe, Quentin, Scott Romano and I met with representatives of the planning and permits departments at the City of Des Moines on Thursday, January 8. We have information on setting up a portable behind the back corner of the building. Our next steps are to get information on the cost of a slab and remanufactured unit for the administrative services. We are also going to reach out after the next board meeting to get a letter of support from the Highline School District. The good news is that we can set the portable up with only electrical, and do not need water and sewer that would drive the price of the unit up.

PUBLIC OUTREACH

- Highline College: Highline College is interested in meeting with us, and we are meeting with them on Thursday, January 15.
- City of Des Moines: I am meeting with the City Manager next Wednesday, January 14.
- Seattle Parks Foundation: I am going to setup a meeting with the Seattle Park Foundation in February. They are adding a new staff member that specializes in government relations.
- Evergreen Aquatic Center: I am meeting with Evergreen Pool on Wednesday, January 14.
- YETI: We are working to schedule a meeting with YETI to discuss afterschool programming. We plan on meeting the week after next.
- Water Polo: Quentin is working with a Seattle water polo group to potentially have practices and games at the pool. He is still working out the details.

SURVEY DROP

We received another batch of completed surveys on December 31-January 1. Overall good response with one person that was upset with the power outage due to the vandalism. We also had some other comments, we are working to address. If you wish to see a copy of these surveys, let me know. Quentin will share results at the next board meeting as part of his quarterly report.

MRHS RECORD BOARD

The MRHS Record Board has been fully paid. Thank you to the donor.

CITY CURRENTS

I put together a 2025 Highlights page, a 50th Anniversary Wrap-Up and I am working on a schedule page/outline for programs. I will work with Gene to get this ready for the Winter release of the calendar. We signed the agreement and sent it to the city, but I have not heard back by the time of sending this email.

SAO FEEDBACK

I got one of the two responses from SAO earlier today. I will include feedback at the next board meeting.

ENTRY CRACK REPAIR

Below is an image of the entry walkway crack smoothing. We will fill some of the gaps with epoxy when we have a dry day this Spring.



FACILITY MAINTENANCE WALKTHROUGH

We had a walkthrough of the facility on Wednesday. Staff is working on the shower repairs. The portable shower heads kept getting vandalized and broken, so staff took them off in the men's room. We have not received any complaints, so we are testing to see if anyone misses them. We are also working to include repairs to the broken shower stall in the men's during our next small closure.

RESEARCH

- Special Purpose District Levy Results (MRSC Insight Blog) <https://mrsc.org/stay-informed/mrsc-insight/december-2025/2025-ballot-measures-november2>
- Lawsuit alleges untrained lifeguard wasn't prepared to save drowning man (Athletic Business) https://www.athleticbusiness.com/operations/legal/article/15775140/lawsuit-alleges-untrained-lifeguard-wasnt-prepared-to-save-drowning-man?utm_source=Newsletter&utm_medium=email&utm_campaign=ATHLCD260105005&utm_term=&oly_enc_id=6799J8374967F8A
- The AI Journey: Three Years of Innovation (NRPA Magazine) <https://www.nxtbook.com/nrpa/ParksRecreationMagazine/january-2026/index.php#/p/42>

- Des Moines City Council selects mayor and deputy mayor (Waterland Blog) <https://waterlandblog.com/des-moines-city-council-selects-matsui-as-mayor-achziger-as-deputy-mayor-at-thursdays-meeting/>

CHATGPT RESEARCH

Below is a ChatGPT query on regional partnerships between agencies in Washington State.

Regional Collaborative Public Facilities in Washington State

Washington State has numerous examples of public facilities built through **regional partnerships** among cities, counties, school districts, colleges, and special purpose districts. These collaborations pool resources, land, and funding to serve broader community needs. Below are several notable examples from different parts of the state, each highlighting the facility's type, partners, location, partnership structure, and key funding or operational arrangements.

Family First Community Center – Renton (Community Center & Health Clinic)

Family First Community Center in Renton, WA, was developed through a multi-sector partnership. It offers recreational space, classrooms, and an on-site health clinic in the Cascade/Benson Hill neighborhood. The Family First Community Center is a new 21,000 sq. ft. public facility in Renton that was conceived and funded through an unusual partnership. Former Seattle Seahawk Doug Baldwin Jr.'s Family First Foundation joined forces with the City of Renton, the Renton School District, and HealthPoint (a nonprofit community health provider) to make the center a reality. The Renton School District provided a lease of land next to Cascade Elementary School for the center, integrating it with school facilities. In turn, the center will host Renton School District STEM classes and after-school programs for local students, while HealthPoint operates a full-service health clinic on site.

Partnership Structure & Funding: Initiated in 2014, the project took shape over several years of planning between Baldwin's foundation, city officials, and HealthPoint. A combination of **public and private funding** (totaling about **\$14 million**) was raised to design and construct the facility. The City of Renton contributed capital funds and helped secure a \$1.5 million state grant, while the School District's role was providing the land on a long-term lease. Philanthropic contributions were significant – major donors included charitable foundations and local businesses. An operational agreement divides the center's functions among the partners: the City's recreation department and the Family First Foundation coordinate **health, wellness, and recreation programming**, Renton Schools utilize the classrooms for educational programs, and HealthPoint runs the clinic and wellness services. This holistic partnership model not only shared the upfront costs but also ensures the facility serves multiple community needs, from fitness and youth activities to healthcare, under one roof.

Northwest Sports Hub – Centralia (Regional Sports Complex)

Interior of the Northwest Sports Hub in Centralia – a regional sports complex with hardwood courts and indoor turf, created through a partnership of city, school district, and a public facilities district. The Northwest Sports Hub in Centralia is a 76,500 sq. ft. indoor sports and events center surrounded by outdoor athletic fields. This recreation complex was realized by a partnership between

the **City of Centralia**, the **Centralia School District**, the **Lewis County Public Facilities District (PFD)**, and a private operating entity (Northwest Sports Hub LLC) . The facility is located in Centralia's Borst Park sports complex, on land **owned by the Centralia School District** – the district agreed to host the Hub on its land in exchange for guaranteed use of the venue for school sports events and tournaments . This gives local schools a modern venue for wrestling, basketball, volleyball and indoor baseball practice, a significant benefit in a region where spring weather often disrupts outdoor sports .

Partnership Structure & Funding: The City of Centralia and community leaders helped champion the project as an economic development driver to attract tournaments and visitors . The City invested **\$1.5 million** in capital funding, justified by the expected boost in local sales tax revenue and business activity during events . To leverage state resources, the **Lewis County PFD** was formed to manage financing – the PFD utilized a state-authorized sales tax rebate and other funds provided by Washington State, which covered a major portion of construction costs . The PFD's formation allowed the region to capture a rebate of a portion of state sales tax for this regional facility. Meanwhile, TransAlta (a local power company) and other sponsors contributed to specific features (such as a new track and turf field for the complex) . An LLC (Northwest Sports Hub LLC) was created to **operate the facility**, handling day-to-day management and events. Overall, this partnership was structured so that each party had a stake: the school district contributed land (and gained access for school sports), the city contributed funds and infrastructure support (and gains economic benefits), and the PFD/state funding made the large capital project feasible . This collaborative model has transformed the site into a year-round tournament destination, spurring tourism while serving local athletic needs.

Lacey–Thurston County Regional Athletic Complex (Sports Park)

The **Regional Athletic Complex (RAC)** in Lacey is a 100-acre outdoor sports park developed jointly by the **City of Lacey** and **Thurston County**. This complex features multiple softball/baseball fields, soccer/rugby fields, playgrounds, trails, and support facilities, and is regarded as one of the finest outdoor sports venues in the state . In **1998**, Lacey and Thurston County entered into an interlocal agreement to **jointly acquire 67 acres** for the complex, recognizing the need for regional sports facilities in the rapidly growing South Sound area . Phase 1 construction (four sports fields) was completed in 2004, and later phases expanded the complex to its current size .

Partnership Structure & Funding: The partnership is structured so that the city and county **share costs and responsibilities equally**. Both governments split the land acquisition cost and then shared capital development expenses and ongoing maintenance/operation obligations on a 50/50 basis . The project leveraged state grant funding as well – an early grant from the Washington Wildlife and Recreation Program (WWRP) provided about \$282,000, supplementing the nearly \$2.3 million local match for land acquisition . The remaining development was funded through city and county capital budgets, park impact fees, and bond financing backed by both jurisdictions. A **memorandum of understanding (MOU)** formalized how the partners co-own and operate the RAC . Lacey's parks department manages day-to-day operations and scheduling, while both Lacey and Thurston County contribute to maintenance funding and capital improvements . This equal partnership allowed the region to build a much larger sports facility than either entity could have alone, drawing tournaments and visitors that benefit the entire Thurston County region.

CenterPlace Regional Event Center – Spokane Valley (Community/Senior Center)

CenterPlace at Mirabeau Point is a 48,000 sq. ft. regional event and community center in Spokane Valley, developed through a collaboration between the **City of Spokane Valley, Spokane County**, and the **Spokane Public Facilities District**. Opened in 2005, CenterPlace contains a senior community center wing, an educational and business meeting center, and a cultural event space. The project was conceived when the Spokane area's PFD (originally formed for the Spokane Arena and Convention Center) expanded its mission to include regional facilities in suburban areas. Spokane Valley (which incorporated as a city in 2003) partnered with Spokane County to make CenterPlace one of the first major civic facilities in the newly formed city.

Partnership Structure & Funding: The financing for CenterPlace was part of a regional capital plan approved by voters in 2002 to fund multiple projects via the Spokane PFD. Under the plan, the **City of Spokane Valley issued \$7 million in bonds** and **Spokane County issued \$12 million** in bonds specifically to develop CenterPlace and a new county fairgrounds grandstand. The PFD coordinated these projects and issued its own bonds for the Spokane Convention Center expansion at the same time. In essence, Spokane Valley and the County contributed dedicated funding (backed by credit of those governments) while the PFD managed construction and tied the projects into the regional sales tax rebate revenue stream. The City of Spokane Valley took on ownership and operations of CenterPlace after completion – the facility is operated by Spokane Valley's Parks and Recreation Department, with the County providing programming support for the senior center wing. An interlocal agreement formalized each party's roles, and the successful bond measure that funded CenterPlace's construction was notable for its regional scope (combining city, county, and PFD efforts). Today, CenterPlace hosts community events, senior activities, meetings and conferences, illustrating how a city-county-PFD partnership delivered a multi-use public amenity that neither could have easily built alone.

McIntyre Hall – Mount Vernon (Performing Arts Center)

McIntyre Hall Performing Arts & Conference Center is a premier 700-seat theater and event center on the campus of Skagit Valley College in Mount Vernon. This facility was created through a partnership among **Skagit Valley College, Skagit County's Regional Public Facilities District**, and local governments. The Skagit Regional PFD (formed by Skagit County and municipalities) financed a large portion of the project, and the college provided the land and continues to host the facility on its campus. Additional support came from Skagit County, the cities of Mount Vernon and Burlington, and significant private philanthropy (notably a major donation from the Jack and Shirley McIntyre Foundation, for whom the hall is named).

Partnership Structure & Funding: McIntyre Hall was made possible by the **Skagit Regional PFD** leveraging a special state sales tax rebate dedicated to regional centers. The PFD's contribution, along with county lodging tax revenue, covered a substantial part of construction. **Skagit Valley College** contributed by providing the building site adjacent to its campus and committing ongoing operational support (the college uses the hall for its music and theater programs, ensuring a base level of activity). The **City of Mount Vernon and City of Burlington** also supported the project, recognizing its regional benefit; they continue to be listed as community partners and sponsors of the venue. McIntyre Hall is owned and operated by the Skagit PFD as a public facility, with a governing board that includes local officials. An operating agreement allows the college to integrate the hall into its curriculum and gives community arts organizations access to a professional venue. The funding model combined public capital (PFD tax rebates, county/city funds) with private endowment – a true public-private partnership. Opened in 2004, McIntyre Hall now serves as a cultural hub for Skagit County, illustrating how a

community college, local governments, and a special district partnered to build and run a facility neither could achieve alone.

Town Toyota Center – Wenatchee (Regional Events & Ice Arena)

The **Town Toyota Center** in Wenatchee is a regional events center and ice arena built through a broad coalition of local governments in North Central Washington. This multi-purpose arena (opened in 2008) was developed by the **Greater Wenatchee Regional Events Center Public Facilities District**, which was an intergovernmental partnership of **two counties** (Chelan and Douglas) and **eight cities** (Wenatchee, East Wenatchee, and several smaller surrounding towns) . The facility hosts ice hockey (home of the Wenatchee Wild), concerts, trade shows, and community events, filling a regional need for a large indoor venue.

Partnership Structure & Funding: To undertake the project, the local jurisdictions signed an **interlocal agreement forming a regional PFD** that would finance, construct, and operate the events center . The PFD was empowered to issue bonds and receive a **state sales tax rebate** (under RCW 82.14.390) to repay a portion of the debt. Each member city and county agreed to back the project, with the City of Wenatchee as the primary host. A notable funding strategy was a “contingent loan agreement” in which the City of Wenatchee agreed to cover any PFD revenue shortfalls on the bonds . This proved pivotal when the PFD encountered revenue challenges during the Great Recession – Wenatchee faced a potential default on the arena bonds, leading to state legislative intervention to refinance the debt and allow longer sales tax collections for the PFD . Despite these hurdles, the partnership succeeded in creating a regional facility that no single small city could have afforded. The Town Toyota Center is now operated by the regional PFD and continues to be supported by interlocal agreements among the cities and counties. This example highlights both the ambition of multi-city collaborations and the importance of carefully structuring financial agreements. Ultimately, the joint effort delivered a **regional events hub** that serves an area of over 100,000 people, with costs and benefits shared across city and county lines .

Sources: The details above are drawn from press releases, city and county reports, and public partnership agreements for each project, including sources from the Municipal Research and Services Center and local news outlets for specific funding and governance arrangements . These cases demonstrate the variety of collaborative approaches Washington communities have used to develop public facilities – from joint financing districts to land leases and interlocal operations – all to achieve shared goals. Each partnership leveraged the unique strengths of the participants, whether it was a college contributing land, a school district ensuring community use of a facility, or multiple cities pooling tax resources via a special district, resulting in successful projects that benefit the wider region.

SENT THURSDAY, JANUARY 22:

NEXT BOARD MEETING

Just a reminder that our next board meeting will be on Tuesday, January 27 at 7pm. I will email the packet on Friday. We are still working on some information.

SATURDAY SWIM LESSONS START LAST WEEKEND

Saturday Swim Lessons started last weekend. Most people were good about reporting their absence, and Emmitt reported attendance was good for being a holiday weekend.

Weekday Swim Lessons will start next Monday, January 26. Emmitt has setup the system to send reminders to registered participants.

MLK DAY

The pool was open regular hours on Monday, January 19. We posted this on the website and social media.

LIFEGUARD INSTRUCTOR TRAINING

Emmitt had to extend the lifeguard training program one more weekend to accommodate for swim lessons last weekend. It will be this weekend on Saturday and Sunday. Three years ago, we did not have a certified lifeguard instructor trainer on staff and had to contract out the work. By next week, we should have seven on staff with access to one or two more by contract if needed. This will help with our community lifeguard training program and future certification classes.

AFTERSCHOOL PROGRAMMING

We are growing to the point and have partnerships to start programming

- Lifeguard Training Program - We are starting the grant funded lifeguard training program on February 24. The free program will be Tuesday and Thursdays from 3-4pm. We will present this at the board meeting on Tuesday.
- YETI - We met with YETI about hosting kayak and water safety trainings on Wednesdays. The program would be offered to high school students at first and then extended to middle schoolers in the future. We plan on presenting this at the February 24 meeting and starting in March.
- Lifeguard Skills Checks, Other Trainings, Cleaning and Backwashing - We are working to find times to accomplish all of these. Just because open public times are not listed, does not mean things are happening at the pool.

SCHEDULE PAGE CHANGE

We are getting more rental groups that need lanes during public times the pool is open including airlines trainings, school groups, scuba diving, search and rescue teams, and other groups. Next week, we are going to add a section of days and times the pool's lap lanes will be reduced 1-3 lanes. This is becoming more frequent with the increased usage of the pool. The section was placed on the schedule page above the holidays and reduced hours section.

PTSA UPDATE

We met with Midway to set up their PTSA swim for February 21. This year we combined the parent and youth waiver to streamline paperwork. The main issue we have recently received is that some schools have requested a second PTSA event, while others have none. We have three remaining spots open (March 7, March 21 and May 16). We are going to send out one last reminder and then contact schools to book a second event. The 2026 remaining schedule is:

- February 7 - Parkside
- February 21 - Midway
- March 7 (Open)
- March 21(Open)

- April 18 - Holy Trinity
- May 16 (Open)

POOL CLOSURE

We will have the **pool closed the morning of this Thursday, January 29** to complete the backflow prevention and another emergency repair. The repair will include another emergency repair to the hot water tanks. I will discuss this at the January 27 board meeting.

MAINTENANCE UPDATE

- Backflow Preventer: The backflow preventer was worked on Thursday, January 22. The repair was presented as an emergency repair that
- Hot Water Tank: The hot water tank broke on Friday and needs
- Graffiti: The pool was tagged with hate speech in the middle of the day on Monday, January 19. The school district came by the next day to clean it up.
- GovDeals: I finally got on the same page as GovDeals to auction off items that were approved at the October 21 board meeting. I am going to post the items late next week.
- Broken Bench: Staff and a volunteer will start working on a broken bench next week. We estimate having the bench repaired in early February.
- Shower Repairs: The men's showers were repaired last week.
- Timing System Scoreboard Broken: We could not have the timing system for the last meet of the school district due to a power issue within the scoring system. We will work in February to get it repaired for the 2026-2027 season.

MRHS BOYS TEAM SEASON ENDING

The MRHS hosted swim meets ended on Thursday, January 22. They will be practicing until state in mid-February. At that time, we will re-assess to see how many staff we will have to look at expanding the schedule and services.

KING COUNTY GRANTS

Just a heads up that King County Grants went through an audit and will get an overhaul. Report from auditors starts at 13-minute mark.

<https://king-county-tv.cablecast.tv/show/892>

BEST STARTS FOR KIDS GRANT

I attended a preliminary webinar for the 2026 Best Starts for Kids Grant. See message below.

Hi Best Starts for Kids Capital program partners,

I hope that you are all finding safe spaces and respite for yourselves and your communities amidst everything going on in the world around us. I wanted to share information about some upcoming funding opportunities outside of the BSK Capital program that may potentially be of interest to you:

1. **The Energize – Community Spaces program** provides services for building decarbonization (heat pumps, weatherization, cooling systems, etc.). Applications open on January 20, 2026, and there is an info session on January 22, 2026. King County will manage all

installations, including covering the costs of equipment and materials, and hiring and paying contractors. [More information is available here](#) and attached.

2. **Capacity Building** opportunities for community-based organizations with Communities of Opportunity (COO):

Opportunity	Brief Description	Dates / Deadlines
Powerful Narratives Work (PNW) 2026 Fellowship opportunity	<p>This 6-month cohort program is a facilitated peer learning program for individuals looking to explore and strengthen narrative change and narrative power building strategies (and towards the creation of a shared narrative/narrative strategy that moves forward a regional solidarity economy).</p> <p>Link for more info and to apply: Communities of Opportunity — Powerful Narratives Work</p>	<p>Info session on Jan 21, 4-5pm: https://forms.gle/MAHC478NDFeCnt887</p> <p>Application deadline: February 15 at 11:59pm</p> <p>First session is in-person on March 27th</p>
COO-NextCycle WA circular economy capacity building pilot program	<p>This 6-week capacity building program in partnership with NCWA offers technical support and funding for early-stage ideas and projects that further reuse/recycling, repair, and composting (circular economy) in frontline communities.</p> <p>For more info and to refer someone or apply: https://www.nextcyclewashington.com/capacity</p>	<p>Applications open: January 14th</p> <p>Info Session/Application “party”: January 26, 12-1pm</p> <p>Applications due: February 16th</p> <p>Program commitment: approximately 2 hours a week and participation in 1 in-person workshop/convening</p>
2026 Liberatory Leadership & Governance learning circle #1	<p>This learning circle series designed to help community leaders, staff, and board members learn how to strategically and intentionally leverage governance and leadership to transform how power flows, how systems are structured, and how culture is felt at the organizations. Two in-person sessions and integrated coaching.</p> <p>Link for more info and for registration/application: Join the Learning Circle: Liberatory Leadership & Governance</p>	<p>Application deadline: January 26th!</p> <p>In-person sessions: Thursday, Feb 26th and Thursday, March 26th</p>
Vision Change Win – Get in Formation	<p>We have 3 registrations available for the GIFTs training series – a series of trainings to learn concrete strategies for identifying and addressing potential risks and developing safety structures relevant to organizational capacity, conditions, and activities including</p>	<p>Interested individuals should reach out to be registered for the anytime training series to info@coopartnerships.org by January 23.</p>

Training (GIFTs)	<p>safety & security protocols. This opportunity is particularly useful for groups who hold events and who may be targeted because of their work in community.</p> <p>Learn more here: Get In Formation Training Series (G.I.F.T.S.) – Vision Change Win</p> <p>(To be registered, interested folks should reach out directly to info@coopartnerships.org or to Whitney Johnson (whjohnson@kingcounty.gov)</p>	<p>The anytime trainings are recordings and watched at any time, however registered participants may also join a live training during the registration period (which <i>closes end of February</i>)</p>
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Please feel free to forward to any other organizations who might be interested!

Best wishes,
Sophia

ANNUAL FINANCIAL REPORT TRAINING

I signed up for the annual financial report training webinar for CASH basis agencies on Tuesday, February 10 from 1-3:30pm. It is free to sign up.

FOCUSED RESEARCH

The Tukwila Pool District met with the Seattle Parks Foundation (SPF). The foundation chair, Rebecca Baer, presented at the start of their meeting. Below is a link to their video, and SPF spoke at the start of their meeting (6:23)

<https://www.youtube.com/watch?v=QPdv8XTzqGM>

RESEARCH

- After costs spiked, auditorium district doubled funding toward aquatic center (Boisedev.com) <https://boisedev.com/news/2024/01/30/aquatic-center-cost-rising/#:~:text=The%20Idaho%20Central%20Aquatic%20Center,funded%20Greater%20Boise%20Auditorium%20District>
- Port of Seattle names Wendy Reiter Managing Director of SeaTac Airport (Waterland Blog) <https://waterlandblog.com/port-of-seattle-names-wendy-reiter-managing-director-of-sea-tac-airport/>
- Questionable ADA compliance in “Rec Park” system (Parks and Recreation Magazine) <https://www.nxtbook.com/nrpa/ParksRecreationMagazine/january-2026/index.php#/p/30>
- First aid: more than the occasional band aid (Aquatics International) <https://www.aquaticsintl.com/lifeguards/first-aid-more-than-the-occasional-bandage>



Des Moines Pool Métropolitain Park District

December 9, 2025

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also, present were Commissioners Campbell, Dusenbury, Fortine, District General Manager Deschenes, and Clerk Melum. Commissioner Stender was not present.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – District GM Deschenes announced there were a few modifications to the agenda for the meeting. Modification number one is for an update to agenda item 9b – Policy 520, Procurement and modification number two is for an update to agenda item 9d – Engineer of Record Agreement. Commissioner Dusenbury moved to approve the modification of the agenda. Commissioner Campbell 2nd. Motion passed 4-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – District GM Deschenes announced that the light rail station grand opening event was a success despite some challenges that he would discuss a bit later and the Des Moines tree lighting ceremony was also a success and gave a huge thanks to Aquatic Coordinator Sevors for dedicating his time for that event.

PUBLIC COMMENT – There were no public comments.

6a. CONSENT AGENDA

Commissioner Dusenbury moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in November 2025 totaling \$117,709.58. Commissioner Campbell 2nd. The motion passed 4-0.

7a. Oath of Office:

District GM Deschenes announced the results of the November 4, 2025, General Election, which were certified on November 25, 2025. Three commissioners were elected for the current term. Incumbent Board President Young and Commissioner Campbell were re-elected and will continue serving through 2031. Newly elected Commissioner Ben Fortine assumed office immediately to complete the unexpired terms of former Commissioners Achziger and Thorell and will continue serving through 2029.

District GM Deschenes then turned the meeting over to legal representative Brian Snure to administer the Oath of Office. Legal representative Brian Snure advised each commissioner that recitation of the oath aloud was optional. Commissioner Campbell and Commissioner Fortine elected not to recite the oath aloud and instead signed the oath documents in the presence of legal representative Brian Snure.

Legal Representative Brian Snure advised President Young that he could contact him to schedule a time to sign the Oath of Office documents. President Young was informed that the documents must be signed no later than January

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

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

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

Des Moines Pool Metropolitan Park District**Meeting Minutes –12/09/2025**

31, 2026, and that failure to do so could subject him to recall. President Young stated that he would arrange a time to complete the signing.

8a Executive Session: Mount Rainier Pool Lease

The Board President announced that the commissioners will go into executive session pursuant of [RCW 42.30.110\(1\)\(i\)](#) to discuss with legal counsel. The Board President announced they would be in executive session for approximately 15 minutes. The board went into executive session from 7:04pm to 7:19pm. The executive session was extended by ten additional minutes and ended at 7:30pm. No actions were taken at this time.

Old Business**9a. Quarter 3 Financial Report (July 1 – Sept 30, 2025)**

District GM Deschenes reported to the board the results of the Q3 (July 1 – September 30) financials. A copy of the report is included in the December 9th agenda packet. President Young suggested establishing a land acquisition fund in the future to separate the balance and provide greater transparency regarding the District's financial position. District General Manager Deschenes stated that he would implement this change.

9b. Policy 520, Procurement

District GM Deschenes District General Manager Deschenes reviewed with the Board the proposed edits to Policy 520, *Procurement*, which were initially presented at the November 11 regular Board meeting. The proposed revisions address responsible bidder requirements, public works projects, direct contracting, the small works roster, and changes to purchasing authority for the District General Manager and the Finance Committee.

The Board and District General Manager Deschenes engaged in discussion regarding the proposed edits, including questions and concerns expressed. Following discussion, the Board and District General Manager Deschenes determined that additional research and refinement are necessary before the policy can be adopted. District General Manager Deschenes stated that he would continue work on the revisions and present an updated version at the January 27 Board meeting.

9c. City Currents Partnership Agreement (2nd Touch)

District GM Deschenes shared the proposed 2026 agreement that the City of Des Moines sent to The District for the City Currents Magazine partnership which covered areas like: term, responsibilities for the District & City, cost & payment, content changes, & termination. He discussed the purpose for this partnership and ideas for content. A copy of the agreement is included in the December 9th packet. District GM Deschenes asked the board to pass this motion to begin this partnership. Commissioner Campbell moved to approve the 2026 agreement for the City Currents with the City of Des Moines. Commissioner Fortine 2nd. Motion passed 4-0.

9d. Engineer (Architect) of Record Agreement (2nd Touch)

District General Manager Deschenes reported that he had spoken with the Engineer of Record during the prior week. The Engineer of Record subsequently provided an agreement to District General Manager Deschenes for anticipated projects estimated to exceed \$1.76 million, which could result in a pool closure of up to three months. District General Manager Deschenes stated that legal counsel had reviewed the agreement and identified certain concerns.

District General Manager Deschenes reviewed key elements of the agreement with the Board, including the proposed term length, cost, the architect involved, and the firm represented. The Board and District General Manager Deschenes discussed the proposed timeline for executing the agreement, project preparation requirements for the architect, and the scope of costs covered under the agreement.

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Des Moines Pool Metropolitan Park District

Meeting Minutes –12/09/2025

President Young inquired about whether a statement of qualifications had been advertised. District General Manager Deschenes stated that it had not been advertised, based on advice from legal counsel that advertisement was not required. President Young recommended contacting the State Auditor's Office to confirm compliance.

The Board discussed delaying approval until the next meeting to allow time to obtain guidance from the State Auditor's Office. District General Manager Deschenes expressed concern regarding potential impacts to the project timeline if approval were delayed. Following further discussion, the Board and District General Manager Deschenes agreed that District General Manager Deschenes would contact the State Auditor's Office for clarification as soon as possible and would schedule a special meeting thereafter to revisit the matter promptly.

NEW BUSINESS

10a Officers and Board Committees

District GM Deschenes shared a table of the current officers and board committees. Commissioner Dusenbury voiced that he was ready to step down as the Clerk of the Board. President Young directed a comment to Commissioner Campbell that she was on the finance committee. Commissioner Campbell asked what the responsibilities of Clerk of the Board were. Commissioner Dusenbury went over the responsibilities of the role. Commissioner Campbell agreed to take over as Clerk of the Board. District GM Deschenes discussed committees that former commissioner Thorell was on and asked new Commissioner Fortune if he was okay with being on these committees or if he wanted to discuss it further either now or later. Commissioner Fortune said he the two committees sounded great.

District GM Deschenes announced that he met with the Seattle Parks Foundation because he learned that they provide counseling on levy planning for areas throughout King County, not just in Seattle proper. He is planning another meeting with them and invited a discussion for a committee to join him. Commissioner Dusenbury said it sounded like an outreach committee type of meeting.

10b. Policy 101 Bylaws, 2025 Review (First Touch)

District GM Deschenes presented the board with the annual Policy 101 Bylaws Review with focus on section **Art 9 Sec 9.2 regular meetings** and a portion of **Art 9 Sec 9.2.2 hybrid meetings** regarding meeting locations at the Mount Rainier High School. District GM Deschenes removed this section due to the meeting location being a secure building after hours. District GM Deschenes briefly touched on the other bylaws and said he would send it out for review. Commissioner Campbell asked how the public was being notified about the special meetings and mentioned what the bylaws statement regarding local media. District GM Deschenes stated that we notify the Waterland Blog for media advertising, we post official notices at the pool facility and at the district office.

10c. 2026 Board Meeting Schedule and Format Discussion

District GM Deschenes presented the board with the 2026 board meeting schedule. The board is to meet on the fourth Tuesday of each month from January – September. Then for November and December, the board discussed what would work for deciding board meeting dates to work around holidays and schedules. It was decided that the November and December meetings would be held on the second Tuesday of those months.

10d. Resolution 2025-15 Amendment to 2025 Budget

District General Manager Deschenes recommended allocating \$1,124,110.52 from the General Fund to the Capital Reserve Fund. The Capital Reserve Fund is designated for equipment replacement, major capital projects, land acquisition, and emergency repairs related to the District's 50-year-old facility. The District General Manager reported that the Capital Reserve Fund balance at the end of 2024 was \$675,000. With the proposed allocation, the

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Des Moines Pool Metropolitan Park District

Meeting Minutes –12/09/2025

Capital Reserve Fund balance is projected to be \$1,799,110.52 by the end of 2025. Commissioner Dusenbury moved to approve Resolution 2025-15 Amendment to 2025 Budget. Commissioner Campbell 2nd. Motion passed 4-0.

10e. Parking Lot Gate Storage (first touch)

District GM Deschenes reminded the board about the parking lot entrance gates that were installed by WCIA. They were installed to decrease crime and vagrancy during the pandemic. Though, crime at the pool after hours has decreased significantly and the gates are no longer needed. The gates have been stored at the City of Des Moines Marina, but the city needs them to be removed by December 31, 2025, to make space for Marina Steps project. District GM Deschenes presented several options to the board on what to do with them. The board and District GM Deschenes discussed several options and ultimately landed on reaching out to the City of Des Moines to discuss donation options.

11. Good of the Order

Commissioner Dusenbury congratulated Commissioner Fortine for being newly appointed as a board commissioner. President Young mentioned he was sorry to miss the “homecoming” of being in office during the board meeting. Commissioners Campbell and Dusenbury reminisced on past meetings in the office.

Adjournment

With no further business to discuss. The meeting adjourned at 8:13pm.

UPCOMING MEETINGS

- To Be Determined, Special Meeting**, N/A, Location: Hybrid (DMPMPD Offices and Online)
- January 27, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Angela Melum, District Clerk.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes –12/09/2025**

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Thorell

District Clerk Melum

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/10/2025
Total Amount: \$1,575.10
Control Total: 5
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSPINV_20251204152000.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:
Scott Deschunes
 2603815D71304B0...

12/4/2025

Authorized District Signature

Date

Signed by:
Joe Dusenbury
 5E80DDA9899F2474...

12/5/2025

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSPINV_20251204152000.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GREY, VINCENT			20251130VG176	11/30/2025	\$657.63	PAYROLL PE 11.30 V. GREY
JOE DUSENBURY			20251130JD8	11/30/2025	\$146.61	COMM. SUB OCT MEETS DUSENBURY
NADIA CORTES			20251130NC143	11/30/2025	\$442.07	PAYROLL PE 11.30 N. CORTES
SHANE STENDER			20251130SS77	11/30/2025	\$146.60	COMM. SUB OCT MEETS STENDER
SHIRK, KENNEDI			20251130KS181	11/30/2025	\$182.19	PAYROLL PE 11.30 K. SHIRK

initial
JD



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/17/2025
Total Amount: \$861.65
Control Total: 4
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOOLPRK_APSPINV_20251211102536.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<small>DocuSigned by:</small>  Scott Dusenbury <small>260001051190000</small>	<u>12/15/2025</u>	<small>DocuSigned by:</small>  Joe Dusenbury <small>5E80DA9899F2474...</small>	<u>12/16/2025</u>
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
 Attn: Special Districts
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 Seattle, WA 98104

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

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Batch Processed By: _____
 Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSPINV_20251211102536.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GREY, VINCENT			20251215VG176	12/15/2025	\$477.35	PAYROLL PE 12.15 V. GREY
JOE DUSENBURY			20251215JD8	12/15/2025	\$146.60	COMM. SUB NOV 2025 MEETS DUSENBURY
NADIA CORTES			20251215NC143	12/15/2025	\$91.09	PAYROLL PE 12.15 N. CORTES
THORELL, PATRICE			20251215PT167	12/15/2025	\$146.61	COMM. SUB NOV 2025 MEETS THORELL

Initial
JD



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/22/2025

Total Amount: \$9,741.05

Control Total: 12

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOOLPRK_APSPINV_20251216102500.csv

Fund #: 170950010

CONTACT INFORMATION

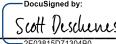
Preparer's Name: Angela MelumEmail Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

 DocuSigned by: <u>Scott Deschunes</u> 2E0381BD7130480...	<u>12/16/2025</u>	 Signed by: <u>Joe Dusenbury</u> 5E80DA98B99F2474...	<u>12/16/2025</u>
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

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Date Processed: _____



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KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSPINV_20251216102500.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ANGELA MELUM			20251219AM141	12/19/2025	\$2,211.70	PAYROLL PE 12.19.2025 A. MELUM 12.15 CHK
AQUATIC SPECIALTY SERVICES INT'L			290162	12/19/2025	\$493.15	BACKWASH DIAG 11/17
CANON FINANCIAL SERVICES, INC.			42306150	12/12/2025	\$85.40	DEC 2025 CONTRACT CHG
CENTRAL WELDING SUPPLY			0002563038	12/10/2025	\$377.60	DEC 2025 CARBON DIOX / HAZ MAT
CINTAS CORPORATION #461			4249894007	11/14/2025	\$194.66	11/14 DELIVERY TK# 4249894007
CINTAS CORPORATION #461			4250718966	11/21/2025	\$194.66	11/21 DELIVERY TK# 4250718966
CINTAS CORPORATION #461			4251402177	11/28/2025	\$91.93	11/28 DELIVERY TK# 4251402177
CITY OF DES MOINES			853	12/05/2025	\$1,215.00	DEC 2025 POOL ADMIN SVC
CMIT SOLUTIONS EASTSIDE			14889	11/01/2025	\$2,164.57	NOV 2025 IT WS SUPPORT
CMIT SOLUTIONS EASTSIDE			14971	11/24/2025	\$244.93	NOV 2025 ELEVATE PHONE
HIGHLINE WATER DISTRICT			20251121HWD	11/21/2025	\$902.18	DEC 2025 WATER DELIVERY
MACDONALD-MILLER FACILITY SOLUTIONS			SVC366416	11/30/2025	\$1,565.27	SC 251112-0059 POOL TEMP ISSUES QUOTE

Initial
JD

ELECTRONIC PAYMENT REQUEST FORM



King County

Department of Executive Services
Finance & Business Operations Division
KSC-ES-710

201 S Jackson ST Ste 710
Seattle, WA 98104

Email: cash.management@kingcounty.govPayment Settlement Date 12/05/2025

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Retirement DCP Pmt							
2	Volume 2 (12.5.2025)							
3	EPP-20251126-0000166	170950010			24219		SD	\$ 1,792.91
4								
5								
6								
7								
8								
9								
10								
Total								\$ 1,792.91

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

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

Reference _____

CONTACT INFORMATION Typed or Printed

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

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Joe Duesenberry Title Clerk of the Board Date 12/8/2025

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

ELECTRONIC PAYMENT REQUEST FORM



King County

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

Payment Settlement Date 12/15/2025

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 09/30/2025							
2								
3	Direct Deposits	170950010			24219			\$ 33,681.50
4							<u>SD</u>	
5	Tax Liabilities	170950010			24219			\$ 14,160.27
6								
7	Payroll Billing	170950010			24219			\$ 1,035.66
8								
9								
10								
Total								\$ 48,877.43

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

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

Reference _____

CONTACT INFORMATION Typed or Printed

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

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Joe Duesenberry Title Clerk of the Board Date 12/11/2025

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

ELECTRONIC PAYMENT REQUEST FORM



King County

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

Payment Settlement Date 12/19/2025

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Retirement DCP Pmt							
2	Volume 1 (12/19/2025)							
3	EPP-20251216-0000166	170950010			24219		SD	\$ 4,499.22
4								
5								
6								
7								
8								
9								
10								
Total								\$ 4,499.22

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

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

Reference _____

CONTACT INFORMATION Typed or Printed

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

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Scott Deschenes Title Clerk of the Board Date 12/23/2025

DocuSigned by:
250381057310480

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

ELECTRONIC PAYMENT REQUEST FORM



King County

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

Payment Settlement Date 12/19/2025

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 12/19/2025							
2	Out of Cycle PR for A. Melum							
3	Direct Deposits	170950010			24219			\$ 0.00
4								
5	Tax Liabilities	170950010			24219			\$ 630.71
6								^{ds} SD
7	Payroll Billing	170950010			24219			\$ 107.14
8								
9								
10								
Total								\$ 737.85

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

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

Reference _____

CONTACT INFORMATION Typed or Printed

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

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Joe Duesenberry Signed by:
5E8D0DA9890F2474 Title Clerk of the Board Date 12/24/2025

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

ELECTRONIC PAYMENT REQUEST FORM



King County

 Department of Executive Services
 Finance & Business Operations Division
 KSC-ES-710

 201 S Jackson ST Ste 710
 Seattle, WA 98104
Email: cash.management@kingcounty.govPayment Settlement Date 12/31/2025

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 12/31/2025							
2								
3	Direct Deposits	170950010			24219			\$ 22,519.83
4								
5	Tax Liabilities	170950010			24219		DS SI	\$ 7,542.05
6								
7	Payroll Billing	170950010			24219			\$ 337.66
8								
9								
10								
Total								\$ 30,399.54

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

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

Reference _____

CONTACT INFORMATION Typed or Printed

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

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Signed by:
Joe Duesenberry Title Clerk of the Board Date 12/30/2025

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

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

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

Meeting Date: January 27, 2026

Under: Old Business

Attachment: Yes

Subject: Resolution 2026-01 Board Officers

Background/Summary:

At the year's first meeting, the board votes to name the President and the Clerk of the Board. The board officers' election is always the first item on the agenda for the new President to lead the meeting.

Per [RCW 35.61.120\(1\)](#) and [District Policy and Procedure 220-3.1.5](#), the Des Moines Pool Metropolitan Park District (District) will hold elections for its President and Clerk of the Board for 2024.

The President of the Board will preside at each Board Meeting and ensure the meeting is conducted per the published agenda. The President may sign on behalf of the Board any contract, resolutions, and other instruments that the Board approves. In the President's absence, the Clerk of the Board will preside at the Board Meeting.

The Clerk of the Board presides at Board Meetings in the President's absence, approve vouchers for payment and oversee compliance with public records disclosures.

A formal vote and a Resolution 2026-01 Appointing Officers to memorialize the decision to meet the Revised Code of Washington (RCW), District Bylaws District, and Policy and Procedure.

Fiscal Impact: N/A

Proposed Motion: (Motion for 1/27/26)

I move to approve Resolution 2026-01 Appointing Board Officers to formalize the appointment of Shane Young to the office of President and Holly Campbell to the office of Clerk of the Board.

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

Three Touch Rule:

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

Action Taken: Adopted Rejected Postponed

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

Notes:

- Resolution 2026-01 Appointing Officers (Attachment)
- [Policy 220 Board and Administration \(Link\)](#)

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

RESOLUTION NO. 2026-01

APPOINTING OFFICERS

WHEREAS, RCW 35.61.10 requires the Board of Commissioners to annually elect a President and Clerk of the Board of Commissioners.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT hereby appoints:

Shane Young as President of the Board to serve until a successor is appointed in January 2027.

Holly Campbell as Clerk of the Board to serve until a successor is appointed in January 2027.

Adoption: ADOPTED by the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT at an open public meeting of such Board on the 27th day of January 2026, the following Commissioners being present and voting:

President Young

Clerk of the Board Campbell

Commissioner Dusenbury

Commissioner Fortune

Commissioner Stender

District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b Assigned to: District GM

Meeting Date: January 27, 2026

Under: Old Business

Attachment: Yes

Subject: Resolution 2026-02 Board Committees

Background/Summary:

Each year, the Board of Commissioners reviews the committees. In 2026, Ben Fortine was elected to replace position #5. At the December 9 meeting, it was preliminarily discussed to make the following updates to the committees.

- **Capital and Contacts** –Dusenbury and Fortine
- **Finance** – Campbell and Young
- **Policy and Procedure** – Campbell and Young
- **Public Outreach** – Fortine and Stender

To memorialize the process, Resolution 2026-02 Board Committees is recommended to be passed.

Fiscal Impact: N/A

Proposed Motion:

I move to approve Resolution 2026-02 Board Committees (as amended*).

**As amended is if any changes are made to the structure of the committees listed on the attached Resolution 2026-02 Board Committees.*

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

Three Touch Rule:

<u>N/A</u>	Committee Review
<u>12/09/2025</u>	First Board Meeting (Informational)
<u>01/27/2026</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

-Resolution 2026-02 Board Committees (Attachment)

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2026-02

BOARD COMMITTEES

WHEREAS, Article 8 of the District's Bylaws states "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."; and

WHEREAS, at the January 27th Regular Board Meeting, the Board President took nominations for the following committees: Capital and Contracts, Finance, Policy and Procedure/Risk Management, and Public Outreach Committees/Pool Advisory Committee (PAC); and

NOW THEREFORE, BE IT RESOLVED, that BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT hereby adopts appointments to the following committees.

- **Capital and Contracts Committee:** Dusenbury & Fortune.
- **Finance Committee:** Campbell & Young.
- **Policy/Risk Mgmt:** Campbell & Young
- **Public Outreach/Pool Advisory (PAC):** Stender & Fortune.

Adoption. ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 27th day of January 2026 the following Commissioners being present and voting:

President Young

Clerk of the Board Campbell

Commissioner Dusenbury

Commissioner Fortune

Commissioner Stender

District Clerk

Meeting scDes Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c **Assigned to:** District G.M. **Meeting Date:** January 27, 2026

Under: Old Business

Attachment: Yes

Subject: Resolution 2026-03 Meeting Schedule (2nd touch)

Background/Summary:

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

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

Below is Resolution 2026-03 Meeting Times and Locations.

The item was introduced at the December 9, 2025, board meeting, and will be approved or changed by the board. All meeting dates and times will be posted on the Mount Rainier Pool website's Governance Page (<https://mtrainierpool.com/about/governance/>).

Fiscal Impact: N/A

Proposed Motion:

I move to approve Resolution 2026-03 Meeting Schedule.
(or “as amended”, if any changes are made)

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

Three Touch Rule:

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

Action Taken: Adopted Rejected Postponed

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

Notes:

- Resolutions 2026-03 Meeting Schedule (attached)
- 2026 Business Calendar (attached)

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2026-03

RESOLUTION CONFIRMING 2026 REGULAR MEETING DATES & TIMES

WHEREAS, The regular monthly meetings of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT are held at Des Moines Pool Metropolitan Park District offices (22015 Marine View Drive So.) on the fourth Tuesday of each month at 7:00 p.m. between January and October, and the second Tuesday of each month in November and December at 7:00pm, and

WHEREAS, all board meetings will be a hybrid format to ensure better access to the community and board. Instructions for online and phone access will be available at the District's governance page (www.mtrainierpool.com/governance).

WHEREAS, public comment will continue to be available in-person at the beginning of the meeting, and remotely by email by noon of that business day. Any late correspondence will be added to the next regular board meeting. Instructions for public comment correspondence will be available at the District's governance page (www.mtrainierpool.com/governance).

NOW THEREFORE, BE IT RESOLVED, that BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT hereby adopts the following schedule change for all future regular monthly meetings.

Meetings will continue to be held at the Des Moines Pool Metropolitan Park District Offices (22015 Marine View Dr S.), Des Moines, WA on the fourth Tuesday of each month at 7:00 p.m. between January and October, and the second Tuesday of each month at 7:00 p.m. for November and December.

Adoption. ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 27th day of January 2026 the following Commissioners being present and voting:

President Young

Clerk of the Board Campbell

Commissioner Dusenbury

Commissioner Fortine

Commissioner Stender

District Clerk

2026 BUSINESS CALENDAR

DES MOINES POOL METROPOLITAN PARK DISTRICT/MOUNT RAINIER POOL

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

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

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

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

REGULAR BOARD MEETINGS/PUBLIC HEARINGS

January	27	7:00pm	Regular Board Meeting (@MRHS Library) <ul style="list-style-type: none">• Elect Officials (A): Resolution 2026-01• Appoint Committees (A): Resolution 2026-02• Approve Meeting Schedule (A): Resolution 2026-03• District Bylaws Review (A)• 2025 Q4 Aquatics Manager Report• March Closure Contractor Selection <i>Night board meeting dates and locations being voted on for change.</i>
February	24	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• 2025 Q4 Financial Report• Employee Handbook Update• March Closure Update
March	24	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• Policy and Procedural Review (I)
April	28	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• 2026 Q1 Aquatics Manager Report• Policy and Procedural Review (A)• 2025 Financial Report to State (I)
May	26	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• 2026 Q1 Financial Report• 2025 Financial Report to State (A)
June	23	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• August Closure (I)
July	28	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• 2026 Q2 Aquatics Manager Report• August Closure (A)
August	25	7:00pm	Regular Board Meeting <ul style="list-style-type: none">• Start of Budget Process (I)• 2026 Q2 Financial Report• Surplus Property: Resolution 2026-??

September	22	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • 5-Year Capital and Equipment Replacement (I)
October	27	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • 2026 Q3 Aquatics Manager Report • Preview Preliminary Budget (I) • Levy Certification Estimate (I) • Unclaimed Property: Resolution 2026-??
November (Public Hearing)	10 or 17?*	7:00pm	Regular Board Meeting/ Budget Public Hearing <ul style="list-style-type: none"> • 2026 Q3 Financial Report • Budget and Levy Certification Process <ul style="list-style-type: none"> ○ Adopt 2027 Budget (A) ○ 2027 Levy Certification: Resolution 2026-??(A) ○ 2027 Levy Increase Certification: Resolution 2027-??(A) ○ Substantial Need Ordinance (if needed)
December	8 or 15?*	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • Budget Amendments: Resolution 2026-??(A) • Proposed 2027 Meeting Calendar (I) • 2027 Officers and Committees (I)

Notes:

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

1. (I) Informational: Information will be given to the Board of Commissioners to develop viewpoints and questions. All questions will be referred to Committees.

2. (A) Action: The District will act on items after the first two steps have properly helped vet the decision. In an emergency, the District may elect to process a decision to help safeguard the District and its constituents.

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

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

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

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

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d

Assigned to: District GM

Meeting Date: January 27, 2026

Under: Old Business

Attachment: Yes

Subject: Policy 101 Bylaws Review

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. The bylaws were presented at the December 9, 2025 board meeting, and were sent out on December 23, 2025 for edits.

No edits were received by the January 15 deadline, with the only exception being the one presented by the District GM to remove mentions to meetings at Mount Rainier High School.

Attached is the proposed Policy 101 Bylaws with recommended edits.

Fiscal Impact: N/A

Proposed Motion: I move to approve and replace the current Policy 101 Bylaws.

Reviewed by District Legal Counsel: Yes No X Date:

Two Touch Rule: N/A Committee Review
12/9/25 First Board Meeting (Informational)
01/27/26 Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Attachments:

- Proposed Policy 101 Bylaws (Updated 01/27/2026)
- [Current Policy 101 Bylaws \(link\)](#)

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

Deleted: 02

Deleted: 4

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 policies 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.

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:

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

Deleted: 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.

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- 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 commissioner, 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 commissioner'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 commissioner'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 commissioner, 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 such assistance is, or to a reasonable person would appear to be, enhanced or affected by the commissioner's position.
- 9.3.9. Employ or use any District employee or other person, District funds or money, or District property under the commissioner's official control or

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direction, or in the commissioner's official custody, for the private benefit or gain of the commissioner, 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 commissioner'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 commissioners, when the commissioner 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 commissioner 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. 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.

9.7 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".

- First meeting informational
- Second meeting for approval/denial

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

Deleted: 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 commissioner.[¶]

Des Moines Pool Metropolitan Park District
Administrative Manual

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 27 day of January 2026.

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DES MOINES POOL METROPOLITAN PARK DISTRICT COMMISSIONERS

Shane Young
President and Commissioner

Holly Campbell
Clerk and Commissioner

Deleted: Joe Dusenbury

Joe Dusenbury
Commissioner

Deleted: Gene Achziger

Ben Fortine
Commissioner

Deleted: Holly Campbell

Shane Stender
Commissioner

Draft: January 27, 2026.

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Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e Assigned to: Aquatics Manager Meeting Date: January 27, 2026

Under: Old Business

Attachment: Yes

Subject: Q4 Aquatics Manager Report

Background/Summary:

The Aquatics Manager will present the Quarter 4 (October 1 – December 31). The 2026 attendance numbers need to be updated. I will send out an updated report, once it has been received. We estimate sending this report out on Saturday, January 24.

He will then discuss upcoming programs and services.

The report will include a customer service survey data that was completed online, and a summary of the last swim lesson evaluations. We also broke down the comments into subject areas in a separate section. If board members wish to receive individual results (79 pages), we can send them to you.

Finally, the Aquatics Manager's report will include upcoming rental trainings.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- Aquatics Manager Sample* for Feedback – Q4 Report (attached)
- Customer Service Survey Results
- Customer Service Survey Comments Broken Down
- Spring Rental Groups – Lane Usage

Quarter 4 Aquatics Manager Report

October 1 to December 30, 2025

A. TOTAL USAGE

	2023	2024	2025
October	3343	4701	6383
November	2787	5662	
December	2879	2889	
Q4 TOTALS	9,009	13,252	

. USAGE BY MONTH PER PROGRAM (NAMING?)

October	2023	2024	2025
Deck/Spectators	677	1486	3217
WX	713	447	383
SMAC	542	940	707
HS Swim Team	294	339	352
Meets	0	23	393
Water Walking	183	329	227
Family /Open Swim	125	318	215
Lap Swim	607	509	533
Lessons	202	310	359

November	2023	2024	2025
Deck/Spectators	627	2450	
WX	509	401	
SMAC	624	1091	
HS Swim Team	367	235	
Meets	0	248	
Water Walking	99	196	
Family /Open Swim	120	470	
Lap Swim	380	411	
Lessons	61	160	

December	2023	2024	2025
Deck/Spectators	932	666	
WX	539	370	
SMAC	491	509	
HS Swim Team	277	424	
Swim Meet	5	0	
Water Walking	133	187	
Family/Open Swim	86	291	
Lap Swim	356	442	
Lessons	60	0	

Season Comparison Statistics				
Fall (Sep-Dec)	2022	2023	2024	2025
Registered	106	139	242	229
Offered	110	140	250	227
Spots Open	5	3	13	3
Waitlist	5	73	145	160
Unique Waitlist	N/A	N/A	N/A	N/A
Percentage Capacity	96.33%	99.29%	96.80%	100.88%

GL/CODE	2023	2024	2025
Product Sales	946.37	827.06	473.57
Passes	7,872.08	9,728.62	12,693.12
General Admission	1,814.98	3,461.86	4,103.12
Swim Instruction	10,428.05	17,810.34	20,450.09
Aquatic Fitness*	861.14	734.51	50.63
Special Events	371.27	12	12
Single Event	46,959.27	4,505.42	359.67
Rental Equipment	0	0	0
Scholarship Donation: Faith Callahan	0	0	105
Sales Tax	5,696.29	1,894.12	1,803.79
Credit on Account	0	0	0
Payment Account	668.25	862.90	1,082
Unitemized	0.00	0	0
TOTALS	\$74,756.40	\$ 39,836.83	\$41,133.00

Daily Admission Sales	2023	2024	2025
Adult (Non-Resident)	87	132	82
Adult (Resident)	129	234	138
\$1 First Thursday Senior Special	1	0	8
First Day Saturday Open Swim \$1	12	64	N/A
First Saturday Open Swim \$1 (Non-Resident)	N/A	N/A	17**
First Saturday Open Swim \$1 (Resident)	N/A	N/A	79**
No School Day Swim	0	46	N/A
Disabled Individual Swim (Resident)	0	0	0
Disabled Individual Swim (Non-Resident)	0	0	1
Senior Swim (Non-Resident)	19	10	53
Senior Swim (Resident)	12	32	30
Special Swim Rate (Non-Resident)	0	0	12
Special Swim Rate (Resident)	0	2	29
Under 3 (Non-Resident)	4	4	3
Under 3 (Resident)	13	15	17
Youth Swim (Non-Resident)	33	124	58*
Youth Swim (Resident)	139	321	233*
Youth Free Swim 2025 (Non-Resident)	N/A	N/A	4*
Youth Free Swim 2025 (Resident)	N/A	N/A	57*
Water Exercise Daily (Non-Resident)	52	3	0
*Combined with Individual Daily Swim 2025			
Water Exercise Daily (Resident)	50	56	0
*Combined with Individual Daily Swim 2025			
Practice Time	0	0	10
AM/PM Youth/Parent Free Use – Current Swim Lesson Only	2	6	0
Swim with Kids Rate (Non-Resident)	0	0	27
Swim with Kids Rate (Resident)	0	0	113
TOTALS	551	1094	963 (Electrical Repairs)

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

Insurance Visits (by carrier)	2023	2024	2025
ASH Network	486	479	384
Healthy Contributions	332	494	481
Tivity	252	672	670
TOTALS	1,070	1,645	1,535

Pass Sales			
<u>10-Visit</u>	2023	2024	2025
Adult	86	73	N/A
Disabled	3	2	N/A
Senior	61	56	N/A
Youth	2	5	N/A
Water Exercise	7	12	N/A
Adult (Now Includes WX 2025)	0	0	95
Disabled (Now Includes WX 2025)	0	0	6
Senior (Now Includes WX 2025)	0	0	47
Youth (Now Includes WX 2025)	0	0	8
SUB-TOTAL	159	148	156
 			
<u>3 Month</u>	2023	2024	2025
Adult	7	4	N/A
Disabled	0	0	N/A
Family	1	4	N/A
Senior	12	3	N/A
Youth	0	0	N/A
Water Exercise	2	0	N/A
Adult (Now Includes WX 2025)	0	0	11
Senior (Now Includes WX 2025)	0	0	7
Family (Now Includes WX 2025)	0	0	1
Youth (Now Includes WX 2025)	0	0	0
SUB-TOTAL	22	11	19
 			
<u>Annual</u>	2023	2024	2025
Adult	3	7	N/A

Disabled	0	0	N/A
Family	1	0	N/A
Senior	1	5	N/A
Youth	0	0	N/A
Water Exercise	0	0	N/A
Adult (Now Includes WX 2025)	0	0	8
Senior (Now Includes WX 2025)	0	0	2
Youth (Now Includes WX 2025)	0	0	0
Paid at Once Family (Now Includes WX 2025)	0	0	1
Paid at Once Senior (Now Includes WX 2025)	0	0	1
Paid at Once Disabled (Now Includes WX 2025)	0	0	0
Paid Monthly Adult (Now Includes WX 2025)	0	0	2
Paid Monthly Family (Now Includes WX 2025)	0	0	23
Paid Monthly Senior (Now Includes WX 2025)	0	0	2
SUB-TOTAL	5	12	39
<hr/>			
New Insurance Members **	2023	2024	2025
ASH Network	7	3	5
Healthy Contributions	5	4	9
Tivity	2	9	8
SUB-TOTAL	14	16	22
TOTALS	1,821	2926	2734

*Number of passes sold in 2025 are affected by the insurances we now cover.

Maintenance

a. Maintenance Projects

- Backflow prevention valve (scheduled for 1/29/26)
- Shower buttons (resolved)
- Electrical (Disconnect failed) (resolved)
- HVAC (transformer blown) (resolved)
- Leak downstairs (estimate)
- Fan (Filter Room)
- Hot Water Tanks repair

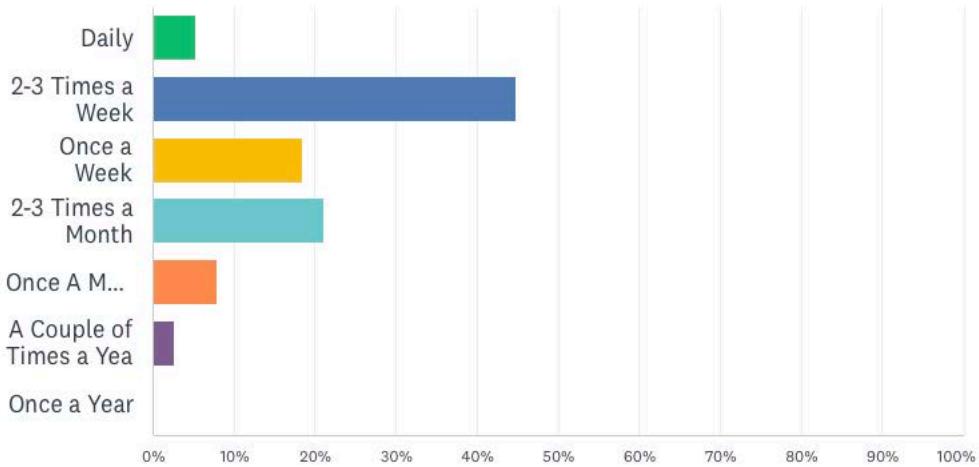
OVERALL SURVEY RESULTS

	2025	2026
Overall Visit	4.25	4.5
Quality of Services	4.2	4.5
Treated	4.39	4.7
Value for Money	4.25	4.3
Safety	4.55	4.8

How often do you visit (average) MRP?

Answered: 38 Skipped: 1

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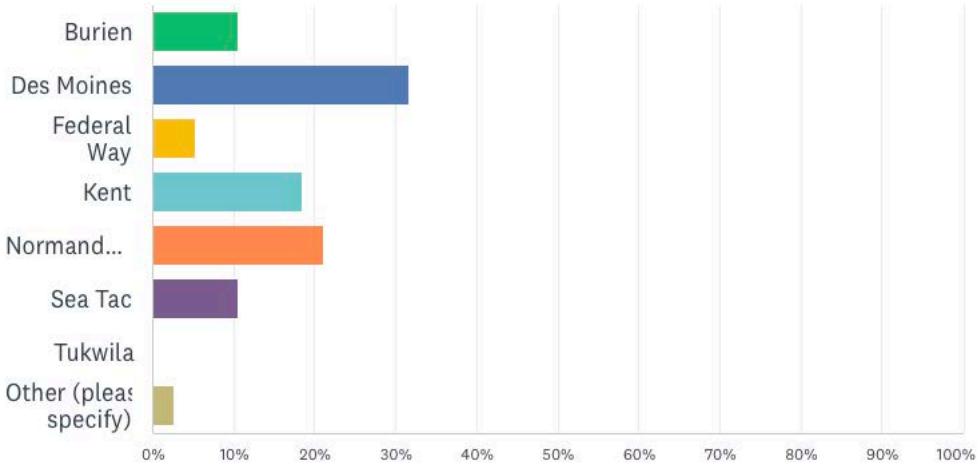
Copy of Mount Rainier Pool Customer Service Satisfaction Survey



In what city do you live?

Answered: 38 Skipped: 1

•••



Copy of Mount Rainier Pool Customer Service Satisfaction Survey



2026 Survey Comments (12/31-1/19)

SHOWERS/LOCKER ROOM

- Fix the showers
- Women's locker room and shower area should be cleaned more thoroughly. Especially the moldy tiles.
- It would be great to have swimsuit spinners to dry swimsuits and wet clothing. It would be great if you could book the swim lanes online since the lap swim lanes are always full and not everyone is willing to share.
- The hand shower is needed to hang up. The hook was not in upright position in the female looker room.
- I'd love for the shower locker room to be squeegeed or cleaned occasionally to remove hair and stuff.

POOL

- I wish the pool was cleaner. There is always strange things on the bottom of the pool. The bulkhead and tiles need to be cleaned.
- The water temperature is a bit too cold. could it be raised?
- Keep pool warm 😊

SCHEDULING/COMMUNICATION

- More lap swim time especially earlier in the morning. I don't make it that often because the MWF 6 am slot is pretty limited days and tight to try and make and then get to work.
- Great service, fun class, 6pm is better than 7pm
- It would be good to offer longer evening lap swim hours. 1.5-2 hours each night would be great!
- Thank you for warm water in the pool and extend more hours for lap swim. It would be more helpful if there is a sign to remind swimmers to be mindful if lap lanes are shared 2 people per lane. Some swimmers do not like to share so they told other that they want a lane just for themselves and excuse that they have leg disability but they wear flaps on their feet. Also shared lane with other mean swim with least flash and not cause strong waves to make people leave the lane for themselves. So far, I have seen only very rare coincident that happened but a

sign on website or at the door to come in for changing would be nice. Thanks again and please keep up good job.

- Thank you for the 6am openings!!! As long as those stay on the calendar, I am happy! Great pool and great team!
- Better communication in a timely manner when scheduling changes occur.
- Enjoy the services and classes offered at the pool. Is there any chance of increasing the deep-water exercise class sessions to more than 1x per week?

MISCELLANEOUS

- Have someone at the sign in desk every time the doors open.
- none - staff is wonderful!!!! I really appreciate the 10-visit pass since my work schedule is so inconsistent that I can't plan visits ahead of time (monthly passes are thus a waste of money for me many months). Please keep these passes available for those of us who are older but still having to work.
- I actually think the cost is too low, I would be willing to pay much more (for comparison the YMCA is much more expensive). That could fund things that I would like to see: - extended lap swim hours - cleaner restrooms - working showers - warmer water temperature
- My family is new to the pool. We have really enjoyed lessons for the kiddo and the open swim. . . no recommendations at this time.

Port of Seattle

1/20/26: 9-11a (2 lanes)

1/21/26: 8-11a (Maybe?)

1/22/26: 8-11a (3 lanes)

1/28/26: Noon – 1p (1 lane)

1/29/26: Noon – 1p (Closed for Maintenance) (1 lane)

Alaska Airlines

2/17/26: 1-3p

5/1/26: 1-3p

5/5/26: 1-3p

6/5/26: 1-3p

6/9/26: 1-3p

Capsule Training

2/5/26: 8a – Noon (All Deep End)

Puget Sound Skill Center (PSSC)

3/15/26: 8a – Noon (3 lanes)

4/12/26: 8a – Noon (3 lanes)

Lifeguard Instructor (LGI)

1/23/26: Noon – 3p

1/24/26: 8 -11a

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8f Assigned to: District GM Meeting Date: January 27, 2026

Under: Old Business

Attachment: . Yes

Subject: *Engineer (Architect) of Record Update*

Background/Summary:

The Des Moines Pool Metropolitan Park District currently does not have an Engineer of Record, and this need has become increasingly urgent as the Mount Rainier Pool experiences more emergency repairs due to the facility being beyond its functional lifespan. Several systems and components also require evaluation, repair, or life-extension planning to ensure continued safe operation.

As a small district that relies heavily on contractors for both administrative and maintenance functions, having an Engineer of Record will improve our ability to respond quickly and effectively to repairs. This position will also support long-term strategic planning and provide essential technical guidance for the future of the pool and the district.

Additionally, more than \$1.76 million in grant-funded projects are anticipated in the coming year. These projects will require engineering support for scoping, design, bidding, contractor coordination, and quality assurance. An Engineer of Record can perform these services directly or assist the District in procuring specialized expertise as needed.

The District General Manager received an agreement template that has been approved in concept by both parties. The GM is currently working with Schemeta and legal counsel to finalize an agreement that omits a full scope of work until individual projects can be fully vetted. A revised agreement, including exhibits, is expected to be ready for consideration at the December 9, 2025, Board meeting.

Although the Highline School District and King County Parks have not yet formally approved the required lien associated with grant funding, it is essential to begin planning now. Many of the upcoming projects require lengthy timelines for engineering, bidding, selection, and procurement of materials. Any delay increases the risk of impacting the 2026 fall swim schedule—or, in the worst case, forfeiting the grant funding altogether.

UPDATE: The District GM sent the following request to the auditor and was referred to the help desk. Please see their highlighted section in the response. Schemeta's selection met their guidance but did not meet best practices. If the board wishes to interview firms, they can direct the Capital and Contracts Committee to interview and present results at February 24 meeting.

Fiscal Impact: Fees will be over three years and include but not be limited to three capital grants programs, portable office, smaller projects around facility, and help with planning future repairs and feasibility (if needed).

Proposed Motion:

(If elect interviews)

No motion necessary. Capital and Contracts Committee will be directed to interview three firms from the MRSC Roster.

(If select Schemeta Workshop.)

I move that the Board approve the updated Engineer of Record agreement with Schemeta Engineers, including the attached Exhibits, and authorize the General Manager to execute the agreement in a form approved by District legal counsel, in an amount not to exceed \$400,000 over the next three years. *(Note-all payments will need to be approved by the board for the projects.)*

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

Three Touch Rule:

N/A Committee Review
10/21/2025 First Board Meeting (Informational)
12/09/2025 Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments:

- Response from SAO Help Desk on Selection of Engineer of Record) - attached
- DRAFT: Engineer of Record Agreement (Awaiting NTE and Exhibits A & B) - attached
- Schemeta MRSC Rosters (personalized after contact to DMPMPD) – attached
- Schemeta Interview Form (completed by District GM) - attached

Subject: Response to Client Helpdesk Request 96522

Date: Friday, January 9, 2026 at 11:07:23 AM Pacific Standard Time

From: XXXXXX@sao.wa.gov

To: Scott Deschenes

CC: REDACTED.

Your request # 96522 for Des Moines Pool Metropolitan Park District has been resolved.

Your question was:

I wanted to provide an update on our progress implementing your recommendations and to request guidance on a procurement matter currently before our board. Implementation Update We are continuing to implement the recommended changes and are now down to our final three areas: payroll processes, procurement/credit card policy, and asset management. Payroll Process: Staff recently completed SAO/LEAN process training. We are using the information gathered through that training to revise our payroll procedures and policy, which will be presented to the board once finalized. Procurement and Credit Card Policy: This item was on the December 9 board agenda, and the board had several questions that require clarification before moving forward. These included: The accuracy of the Engineer of Record procurement process and related procedures (Sections 6.0 and 7.0 of the draft policy); Appropriate spending authority limits for the District General Manager and the Finance Committee, including whether statutory guidance applies; and Credit card procedures, which are addressed in Section 15.0 of the policy. We anticipate completing asset management work shortly and may have follow-up questions in the coming weeks as that effort progresses. Engineer of Record Agreement / MRSC Rosters Process Our legal counsel provided the attached draft agreement, and I added a not-to-exceed amount following discussions with the proposed Engineer of Record, Schemeta Workshop. The board has expressed concerns regarding the procurement process used through MRSC Rosters. We were advised that we could select a qualified firm directly from the roster and proceeded by contacting Schemeta based on their statement of qualifications and relevant experience. The initial meeting included Schemeta, our Aquatics Manager, and myself; no board members were present. Before executing the agreement, the board would like confirmation that this approach complies with MRSC Rosters requirements and applicable procurement standards, specifically whether interviews with multiple firms were required or if direct selection from the roster was appropriate under these circumstances. The board has not signed the agreement and is awaiting your recommendation. Thank you for your continued guidance and support. Please let me know if you need any additional information. Best regards, PS-I can send policy for review.

The background information you provided was:

We are looking at updating our procurement process including discretionary approval by the District GM for repairs that are within budget levels. We are also looking at selecting an engineer of record through MRSC Rosters. We want to ensure both processes and future decisions fall within legal/prescribed levels.

Our response is as follows:

All local governments must follow the requirements of chapter 39.80 RCW when procuring professional A&E contracts. Unlike other types of contracts which are awarded to the lowest responsible bidder, A&E contracts are awarded primarily based on qualifications, rather than cost, a process known as "qualifications-based selection" (QBS).

RCW 39.80.030 requires advance publication of an agency's requirement for professional services. Two methods of compliance are noted:

- . an announcement for each project, or
- . a general announcement of projected requirements for any category or type of professional services (typically referred to as a consultant roster).

With a roster, an agency may select consultants from the roster and ask them to respond to RFPs for individual projects, with or without interviews. Best practice supports interviewing firms as part of the selection process.

RCW 39.80.040 states: The agency shall evaluate current statements of qualifications and performance data on file with the agency and shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services and then shall select therefrom, based upon criteria established by the agency, the firm deemed to be the most highly qualified to provide the services required for the proposed project.

The District should maintain documentation to support that they selected the firm deemed to be the most highly qualified.

An additional resource the District may find helpful is MRSC's Contracting for Services guide (<https://mrsc.org/getmedia/a79caaa4-f96f-4f2b-8a5f-5e0f4afe3bde/Contracting-For-Services.pdf?ext=.pdf>). Page 16 (pdf page 22) describes A&E consultant selection scenarios. The manual states:

Consultant selection under chapter 39.80 RCW can occur in three main scenarios:

- . With no roster, agency must advertise for consulting services for individual projects, perhaps combining the RFQ and RFP processes, with or without interviews. Best practice supports interviewing firms as part of the selection process.
- . With a roster, an agency may select consultants from the roster and ask them to respond to RFPs for individual projects, with or without interviews. Best practice supports interviewing firms as part of the selection process.
- . Even with a roster, for certain projects, the agency may choose to advertise its specific need for services and select firms based on the RFQ submittals and then interview those firms using a committee.

Thank you for using the Helpdesk!

If you have additional follow-up questions, please reference this request number when you contact us again. A copy of this response is provided to your audit team to ensure that we are consistent and efficient when working with you.

Sincerely,
XXXXXXX

Disclaimer: Answers are informational only and are based on the specific circumstances presented. As laws and circumstances change, or additional facts are presented, the answer is subject to change. The information provided by the Washington State Auditor's client helpdesk is not a legal or a binding opinion.

Neither the State of Washington nor any agency, officer, or employee of the State of Washington warrants the accuracy, reliability or timeliness of any information in the Public Access System and shall not be liable for any losses caused by such reliance on the accuracy, reliability, or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relies on any information obtained from the System does so at his or her own risk.

Engineer of Record (EOR) Interview Evaluation Form

Moines Pool Metropolitan Park District/ Mount Rainier Pool

 **Date of Interview:** 10/21/25  **Firm Name:** Schemeta Workship (Geoff Anderson)

 **Interviewee(s):** Scott Deschenes and Quentin Knox

Contact Information:

Scoring Scale:

1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent

1. Firm & Experience Overview (15 Points)

Question	Score (1-5)	Notes
Firm's experience with municipal or public swimming pools	5	Extensive.
Experience with renovations, repairs, & capital projects	5	FW Thrust expert.
Familiarity with Washington State codes & regulations	5	Well versed.

Total Score (out of 15): 15

2. Engineering & Technical Expertise (20 Points)

Question	Score (1-5)	Notes
Approach to assessing aging pool infrastructure	5	
Energy efficiency & sustainability expertise	5	
Experience with system upgrades while keeping a pool operational	5	
Familiarity with HVAC, dehumidification & pool water treatment	5	

Total Score (out of 20): 20

3. Project Management & Communication (15 Points)

Question	Score (1-5)	Notes
Ability to manage schedules & budgets effectively	5	
Communication strategy with agency & stakeholders	5	
Experience balancing compliance, budget constraints & operational needs	5	

Total Score (out of 15): 15

4. Design, Innovation & Future Planning (15 Points)

Question	Score (1-5)	Notes
Experience incorporating ADA accessibility & universal design	5	ADA for Covington (Tahoma) pool.
Design strategies for multi-use pools (recreation, competition, therapy)	4	Mainly pool expertise.
Ability to assist in long-term capital planning for aquatic facilities	5	Adept at planning for this.

Total Score (out of 15): 14

5. Compliance, Permitting & Construction Oversight (15 Points)

Question	Score (1-5)	Notes
Knowledge of permitting requirements in Washington State	5	
Experience overseeing construction quality & contractor management	5	Issaquah and Covington pools.
Post-construction services (warranties, troubleshooting, staff training)	5	

Total Score (out of 15): 15

6. Availability & Team Structure (10 Points)

Question	Score (1-5)	Notes
Qualifications of assigned project engineer & team	5	Good team. Used some w/ other EORs.
Firm's availability for ongoing support & consulting	5	Lives in area, and out of Seattle.

Total Score (out of 10): 10

7. Final Questions & Firm's Understanding of Project Needs (10 Points)

Question	Score (1-5)	Notes
Understanding of opportunities & challenges for Mount Rainier Pool	5	Experience w/ FWT + Similar pools.
Quality of questions asked by the firm & engagement level	5	

Total Score (out of 10): 10

Total Overall Score (out of 100): 99

✓ **Strengths of this firm:**

Very extensive experience with Forward Thrust Pools and knowledge of aquatics, ADA, repairs to older facilities and design. Team has experience with all issues with aquatics, especially aging facilities like the Mount Rainier Pool. Strong knowledge of King County and Washington State codes. Also has good contacts throughout industry. Also like that he has out-of-the box ideas. Have interviewed engineer of records and architecture firms for feasibility studies, and I believe he will be a good fit for Mount Rainier Pool with experience, vision and problem solving skills.

⚠ **Concerns or weaknesses:**

No concerns. He presented himself well when he met with Quentin and I. I also interviewed him for the 2017-2018 Aquatic and Recreation Facility Study where the board elected to go with a national firm.

📁 **Additional Notes:**

Quentin and I met with him, as he was the top choice from the MRSC Rosters info, and interviewed well. Has knowledge, skills and abilities that match well with our pool and organization.

👤 **Interviewed By:** _____

📅 **Date:** _____



schemata workshop

Des Moines Pool
Metropolitan Park
District
Mount Rainier Pool

statement of qualifications

15 october 2025

table of contents

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



contact:

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

15 October 2025

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



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

Dear Scott,

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

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

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

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

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



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

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

Sincerely,

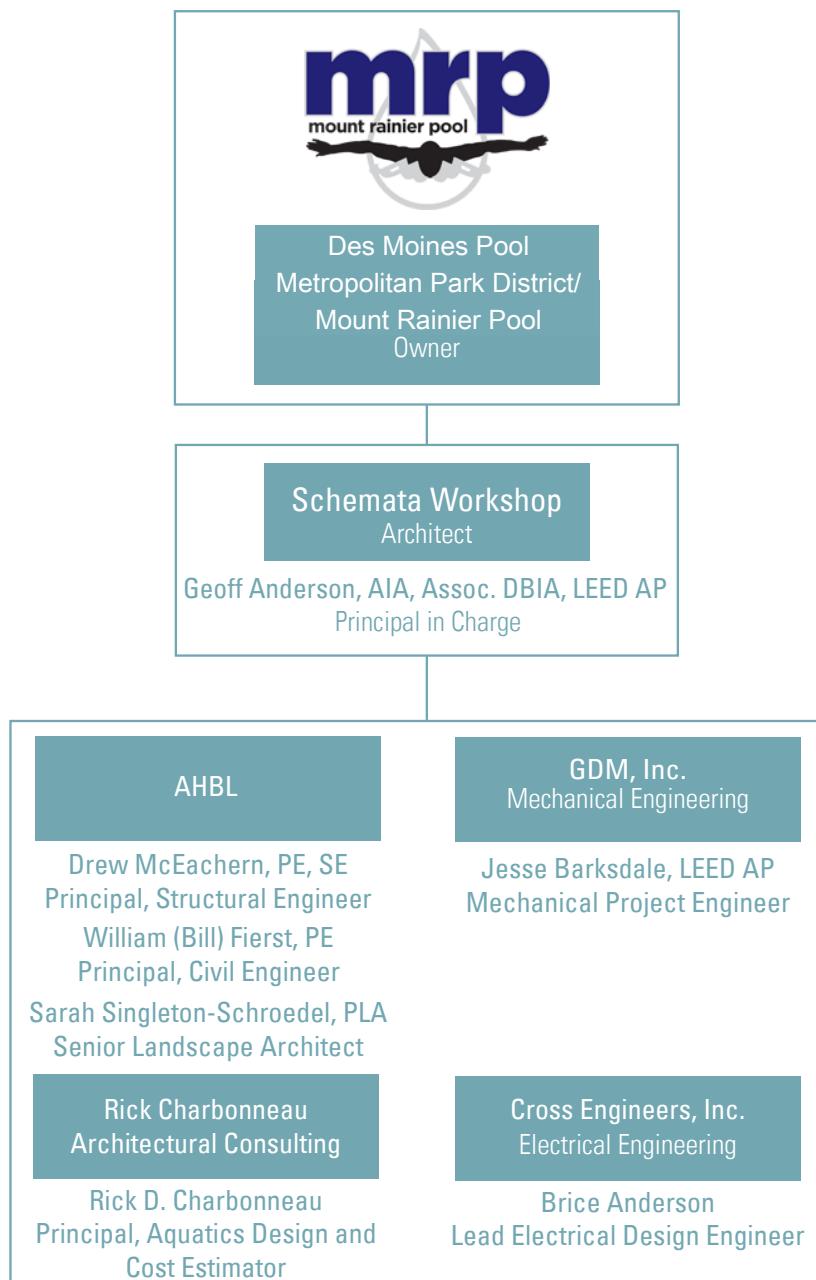
Geoff Anderson, AIA, LEED AP, Assoc. DBIA
Principal, Schemata Workshop
c: 206.819.9011
e: geoff@schemataworkshop.com

1720 12th Ave
Seattle, WA 98122
206.285.1589

Personnel - Team Organization

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

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





schemata workshop, inc.

empowering communities through architecture and design

profile

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

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

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

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

professional affiliations

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



Geoff Anderson, AIA, Assoc. DBIA, LEED AP

Principal in Charge | Years Experience: 21

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

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

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

Relevant Projects

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



Architectural Registration

Washington, Oregon, Alaska, Hawaii

Design Build Institute of America, Associate Certification

NSPF Certified Pool/Spa Operator (CPO)

Education

University of Washington
Bachelor of Arts in Architecture
Master of Architecture

Professional Involvement

American Institute of Architects

USGBC Member

Washington State Department of Health Water Recreation Technical Advisory Committee



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



GDM, Inc.

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

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

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

Jesse Barksdale

Mechanical Project Manager, LEED AP

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

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



Professional Registration

LEED AP – 2009
LEED AP BD+C – 2011
ASPE CPD – 2020

Education

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

Professional Involvement

American Society of Plumbing
Engineers (ASPE)

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

Relevant Projects

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



CROSS ENGINEERS, INC.

Cross Engineers, Inc.

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

Firm Personnel

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

Areas of Specialization

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

Brice Anderson

Electrical Project Manager and Designer

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

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

Relevant Projects

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



Lynnwood Recreation Center & Natatorium



William Shore Memorial Pool

AHBL

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

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

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

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



Drew McEachern, PE, SE

Principal, Structural Engineer

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



Professional Registration

Professional Structural Engineer, State of Washington, 2005

Professional Civil Engineer, State of Washington, 2002

William (Bill) Fierst, PE

Principal, Civil Engineer

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

Relevant Projects (combined)

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

Education

University of Southern California
B.S. Civil Engineering



Professional Registration

Professional Structural Engineer, State of Washington, 2005

Professional Civil Engineer, State of Washington, 2002

Education

University of Southern California
B.S. Civil Engineering

Rick D. Charbonneau

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



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

Relevant Projects

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

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

Project Cost Estimates vs. Bid Costs

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

Project Understanding:

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

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

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

Project Experience:

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



Permitting Experience- Building and Aquatics:

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

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

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

Renovation and Upgrades

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

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

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

Tukwila Pool Feasibility Study | Tukwila, WA

client: Tukwila Metropolitan Park District Pool

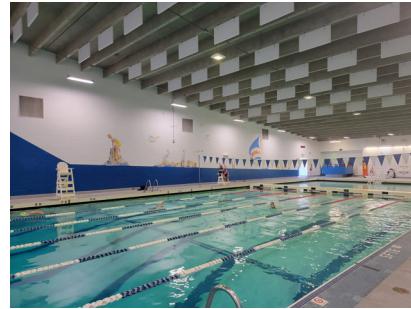
services: feasibility study, conditions assessment, concept design

completed: 2024

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

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

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



Enumclaw Aquatic Center | Enumclaw, WA

client: City of Enumclaw

services: feasibility study, conditions assessment, design, and construction,

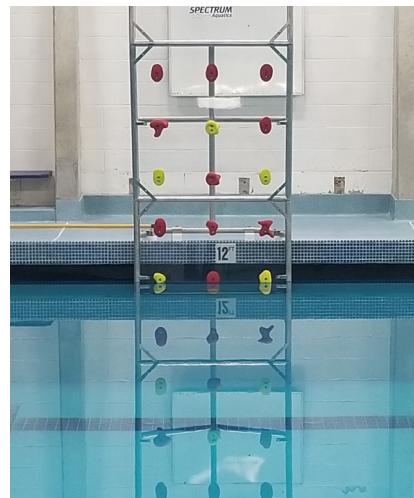
completed: 2025 (anticipated)

team members included: Schema Workshop, AHBL, GDM, Cross Engineers, Rick Charbonneau

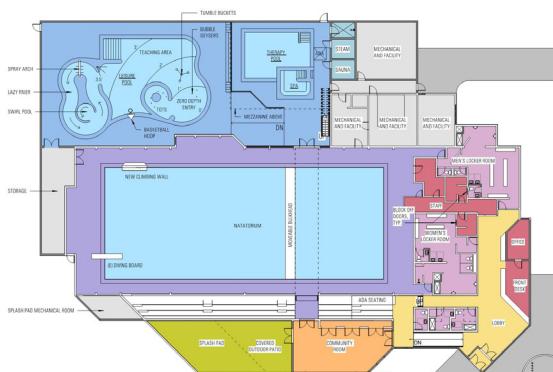
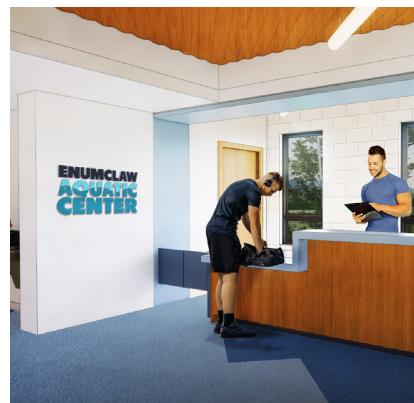


Schemata Workshop has developed a long-standing working relationship with the Enumclaw Aquatic Center. We have performed building assessments and feasibility studies, and have implemented the design and construction of multiple phases of improvements. Pool repair work in 2020 included deck repairs, a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

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



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



Fife Facility Assessment & Improvements | Fife, WA

client: City of Fife

completion date: 2023, 2024 and 2025

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

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

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

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



Peter Kirk Feasibility Study | Kirkland, WA

client: City of Kirkland Washington

services: feasibility study, conditions assessment, concept design

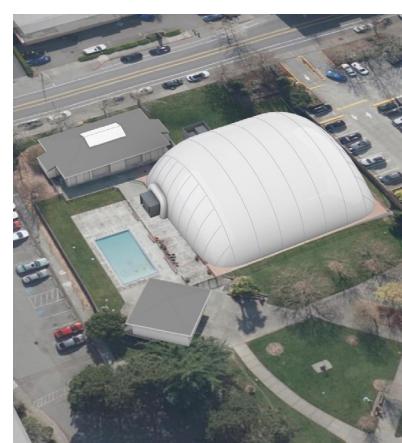
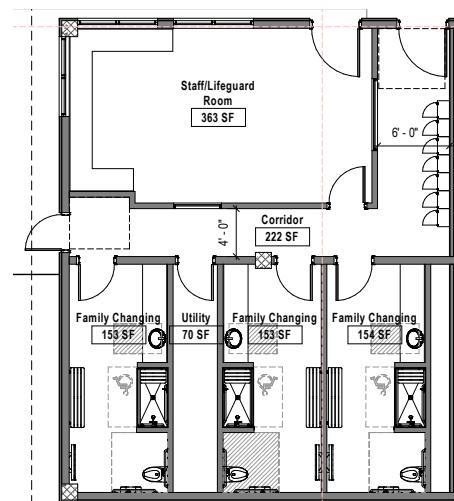
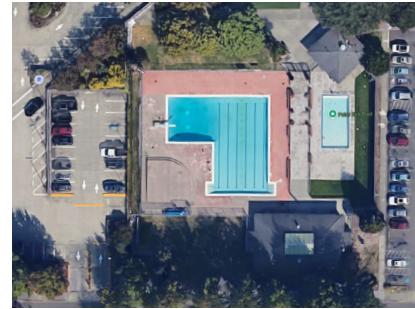
completed: 2025

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

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

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

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



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

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

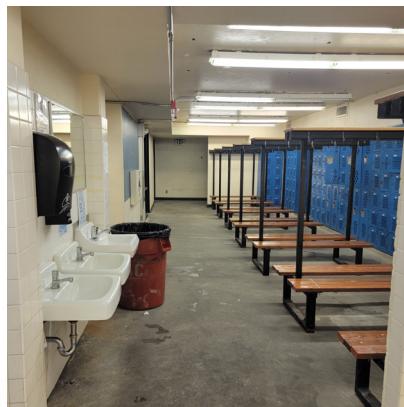
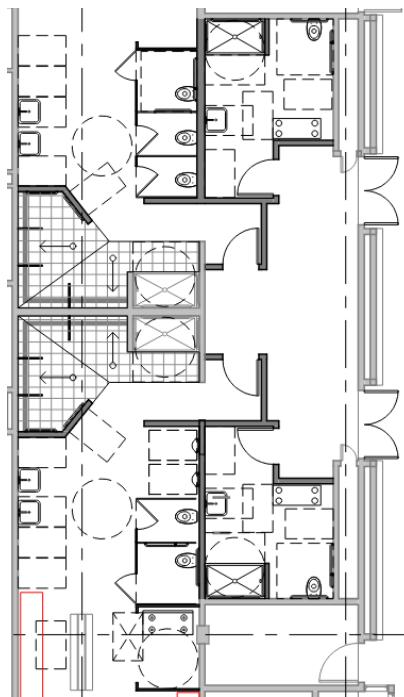
Our design focus was primarily on accessibility (ADA) upgrades to bring the facility into current compliance as well as improvements to the existing changing rooms. The existing facility does not operate as originally designed, and there is currently no compliant access to the changing rooms. Additionally,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

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

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



Image credit for all photos shown: Geoff Anderson



Point Defiance Zoo and Aquarium | Tacoma, WA

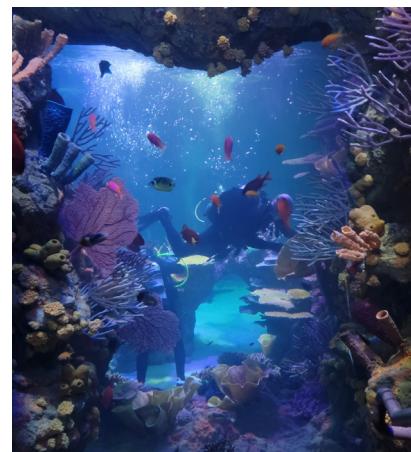
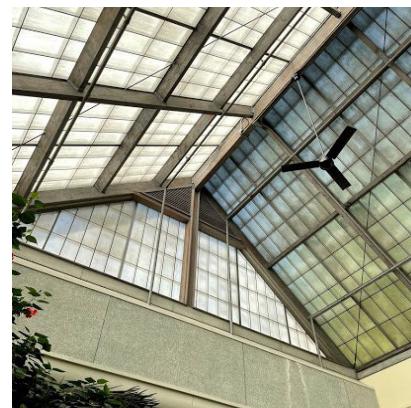
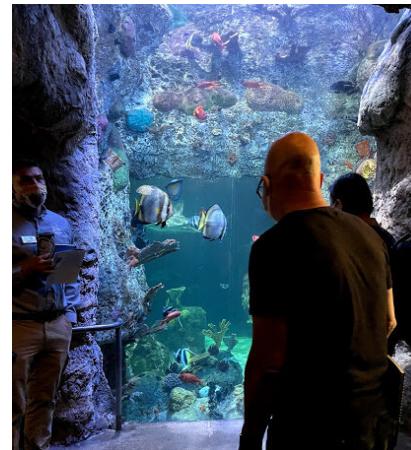
client: Metro Parks Tacoma

services: assessment, design, and construction support

completed: 2024

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

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



References

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

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

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

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



**DES MOINES POOL METROPOLITAN PARK DISTRICT
CONSULTANT AGREEMENT
FOR THE DISTRICT'S ARCHITECT/ENGINEER OF RECORD**

THIS AGREEMENT is made and entered into between DES MOINES POOL METROPOLITAN PARK DISTRICT, of King County, Washington ("District") and Schemata Workshop ("Consultant").

1. **Scope of Services.** The District retains Consultant to perform the Services designated in **EXHIBIT A** "the Services" together with such other services as requested by the District. All services provided shall be performed at the direction of the District Board of Commissioners and the District Manager. Consultant agrees to use competent and experienced personnel to provide the services necessary to complete the Services in accordance with the agreed project schedule and in a competent and professional manner and to furnish or procure the use of incidental services, equipment, and facilities as necessary for the completion of the Services. The District reserves the right to approve the primary personnel designated by Consultant to perform services under this Agreement. This Agreement is not intended to create a relationship in which the District contracts exclusively with Consultant for similar or related services or in which the Consultant serves the District as its sole client. The District reserves the right to use the services of other Consultants for both general and specific projects at District's sole discretion.
2. **Term.** This Agreement shall be for a **three-year term**, commencing from **December 10, 2025**, and shall terminate on December 10, 2028; provided, however, either party may terminate this Agreement at any time upon twenty (20) days written notice to the other party by certified mail, return receipt requested, to the other party's business office.
3. **Payment.** Payment for the Services referenced on **EXHIBIT A** shall be made as follows:
 - 3.1. **Cost of Services.** The total cost for all services, personnel, materials, supplies, and equipment used in performing the Services shall be as set forth on **EXHIBIT A & B** but shall not exceed **\$400,000.00**.
 - 3.2. **Additional Services.** Consultant shall be entitled to compensation for Additional Services if Consultant provides services not identified in Exhibit A. Compensation for additional services will be at the rates provided in Exhibit B. Additional Services may include, but are not limited to: construction administration, consulting and permitting fees, multiple/additional preliminary designs, and energy efficient design alternative. The District shall not be obligated to pay for such services or expenses unless the excess compensation has been negotiated and agreed to in writing between the parties prior to the performance of the services or incurring of the expenses.
 - 3.3. **Billing Procedures.** The Consultant shall submit invoices for services rendered to the District for approval and payment on a monthly basis. Payment shall be made within 30 days of receipt of the invoice following verification and approval of the invoice by the

District. Consultant shall submit complete documentation for the invoices in a form acceptable to the District.

- 3.4. Full Payment. Payment provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment and incidentals necessary to complete the work.
- 3.5. Partial Payment. If any Services covered by this Agreement are suspended or abandoned by District, the Consultant shall be paid for services performed prior to the date that written notification of abandonment is provided to Consultant; provided, however, such payment shall only be owing if Consultant performed such services in a professional and non-negligent manner consistent with the terms of this Agreement.

4. Ownership of Documents. Ownership of Documents created pursuant to this Agreement shall be determined as follows:

- 4.1. Work Product. All drawings, specifications and other instruments of service, including those in electronic form, prepared by Consultant or its employees, agents or subconsultants are for use solely for the purposes of Consultant's work under this Agreement. Consultant shall retain all intellectual property rights, without reservation, in the instruments of service. Consultant grants the District a non-exclusive license to utilize the instruments of service solely for the purpose of constructing and maintaining the project(s) governed by this Agreement, for as long as Consultant remains Architect of Record for the project(s), and provided that Consultant has been paid all amounts due and owing under the Agreement. Any other use of the instruments of service or attempt to assign the rights granted by this section must be agreed to in writing by Consultant. Provided however, the District may use the instruments of service with respect to another project if (a) Owner engages Consultant to perform services with respect to the project at a reduced fee to be negotiated, or (b) District engages another licensed engineer with respect to the project and agrees to hold Consultant harmless and indemnify Consultant from any claims arising out of Owner's subsequent use of the instruments of service. In the event the Owner uses the instruments of service without retaining the Consultant, the District agrees to defend and indemnify Consultant, its employees, agents or subconsultants, from any and all claims, damages or liabilities arising out of the unauthorized use of Consultant's instruments of service, subject to the restrictions in RCW 4.24.115. Consultant shall have the right to use any and all work product or instruments of service generated by Consultant for publicity and marketing. As a result of providing the Services to the District, the Consultant cannot guarantee the authenticity, integrity or completeness of Work Product supplied in electronic format ("Electronic Files"). The District shall release, indemnify and hold the Consultant, its officers, employees, consultants and agents harmless from any claims, or damages arising from the use of Electronic Files. Electronic Files will not contain stamps or seals and are not to be used for any purpose other than that for which they were transmitted.
- 4.2. Possession of Work Product. The Consultant shall hold on the District's behalf, original reproducible copies of all designs and as-built drawings for a period of three (3) years for the date of substantial completion. Computer-ready data shall be provided to the District,

if requested, on a data disk compatible with the District's computer equipment and programs. Consultant may not use Work Product specifically developed for and paid for by the District, for non-District projects, without the prior written authorization of the District upon such terms and conditions imposed by the District.

5. **Indemnification.** Consultant shall indemnify and hold District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from negligent or intentional acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of District.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

6. **Insurance.**
 - 6.1. **Insurance Term.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.
 - 6.2. **No Limitation.** The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the District's recourse to any remedy available at law or in equity.
 - 6.3. **Minimum Scope of Insurance.** The Consultant shall obtain insurance of the types and coverage described below:
 - 6.3.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
 - 6.3.2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. District shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for District using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

- 6.3.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- 6.3.4. Professional Liability insurance appropriate to the Consultant's profession.

6.4. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

- 6.4.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- 6.4.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
- 6.4.3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

6.5. Other Insurance Provisions. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect District. Any insurance, self-insurance, or self-insured pool coverage maintained by District shall be excess of the Consultant's insurance and shall not contribute with it.

6.6. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

6.7. Verification of Coverage. The Consultant shall furnish District with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

6.8. Notice of Cancellation. The Consultant shall provide District with written notice of any policy cancellation within two business days of their receipt of such notice.

6.9. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which District may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to District on demand, or at the sole discretion of District, offset against funds due the Consultant from District.

6.10. District Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, District shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance

furnished to District evidences limits of liability lower than those maintained by the Consultant.

7. Conflicts of Interest. Consultant agrees not to perform similar services, including the design of sewer facilities, for private parties on projects within the District if the performance of such services conflict in any way with the Consultant's performance of the Services for the District.
8. Standard of Care. Consultant shall perform its Services with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and same or similar locality. When the findings and recommendations of Consultant are based upon information supplied by District and others, Consultant is entitled to rely on such information.
9. Independent Contractor. The Consultant and the District agree the Consultant is an independent contractor with respect to the Services. Nothing in this Agreement shall be considered to create the relationship of employer or employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded to District employees by virtue of the Services provided under this Agreement. The District shall not be responsible for withholding or otherwise deducting federal income tax or social security, or for contributing to the State Industrial Insurance program, or for otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.
10. Special Services. Special services may be required in conjunction with the Services that are outside the professional expertise of Consultant. When, in the opinion of the Consultant, such expertise is required to complete the Services, the Consultant shall so advise the District. The District may directly obtain such special professional expertise and pay the cost thereof or, the District and Consultant may agree that Consultant will retain such special expertise and pay the cost thereof, subject to reimbursement by District plus ten percent (10%) for administration, taxes and insurance.
11. Compliance With Laws. The Consultant shall, in performing the Services, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the Services.
12. Assignment of Contract/Subcontractors. Consultant shall not assign this contract or assign or subcontract all or any portion of the work of any Services without prior District approval.
13. Dispute Resolution.
 - 13.1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation, either party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and each party shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
 - 13.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 30 calendar days, either party may submit the dispute to arbitration

according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the King County Superior Court, King County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party in the arbitration, shall be entitled to its reasonable attorney fees and costs including expert witness fees.

13.3. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the King County Superior Court. The court shall determine all questions of law and fact without empaneling a jury for any purpose. If the party demanding the trial de novo does not improve its position from the arbitrator's ruling/award following a final judgment, that party shall pay all costs, expenses and attorney fees to the other party, including all costs, attorney fees and expenses associated with any appeals.

13.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

14. Miscellaneous.

14.1. Attorney Fees. In the event of any claims, disputes, or other matters in controversy between District and Consultant arising out of or in any way related to this Agreement, each party shall bear its own attorney's fees, expert witness fees, and costs incurred in any dispute resolution procedure, including mediation, arbitration, and/or litigation and appeal.

14.2. Entire Agreement. This Agreement, and its attachments, contains the entire understanding between District and Consultant relating to the Services. Any prior or contemporaneous agreements, promises, negotiations or representations not expressly set forth herein, are of no force or effect. Subsequent modifications or amendments to this Agreement shall be in writing and shall be signed by the parties to this Agreement. Services to be performed by Consultant for District that are outside the scope of Services under this Agreement shall be performed pursuant to separately negotiated written agreements.

14.3. Non-Waiver. Waiver or forbearance by the District of any provision of the Agreement or any time limitation provided for in this Agreement shall be limited to the single instance of waiver or forbearance and shall not constitute an agreement by the District to waive or forbear in the future with respect to similar instances, nor shall any such

waiver or forbearance constitute a waiver or forbearance with respect to any other provision of this Agreement.

- 14.4. Law/Venue. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Washington. Any litigation arising out of or in connection with this Agreement shall be filed and conducted in King County Superior Court.
- 14.5. Savings Clause. If any provision of this Agreement is declared invalid, illegal, or incapable of being enforced by any court of competent jurisdiction, all of the remaining provisions of this Agreement shall continue in full force and effect, and no provisions shall be deemed to depend upon any other provision unless so expressed herein.
- 14.6. Responsibility for Others. Consultant shall be responsible to District for Consultant Services and the services of Consultant subcontractors. Consultant shall not be responsible for the acts or omissions of other parties engaged by District nor for their construction means, methods, techniques, sequences, or procedures, or their health and safety precautions and programs.
- 14.7. Consequential Damages. Neither Party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits, incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.

Dated: _____

Dated: _____

DES MOINES POOL METROPOLITAN PARK DISTRICT

Scott Deschenes

By: _____
General Manager

By: _____

ATTACHMENT A



NTE Amount for the Term Contract

Based on the current stated scopes of work we are assuming that the total Construction Budget is approximately \$1.8 million. Based on that, we propose an NTE of **\$400,000**. While this is generous for the current scope of work, it is considered based on several contingency factors, and unknowns at this time. Those factors include:

1. The potential of multiple phases and bid packages. Managing 3 projects separately, vs. together will impact the engineering scope.
2. An accelerated timeline – fast-tracking the work to assure that you can spend the grant money in 2026.
3. Possibly coordinating early (city/parks district) procurement of materials/equipment based on long lead times.
4. The amount of unknowns currently.
5. Capacity for additional scope as suggested.

ATTACHMENT B



2026 Hourly Rates (effective January 1, 2026)

Standard hourly rates for 2026 are as follows. Hourly rates are subject to change on an annual basis.

Schemata Workshop, Inc. - Architect

\$223	Principal
\$193	Senior Architect
\$174	Architect 3
\$163	Architect 2
\$146	Architect 1
\$139	Designer 3
\$134	Designer 2
\$123	Designer 1
\$108	Support

The following are the hourly rates of our engineering and specialty consultants. These rates are subject to a 10% mark-up.

GDM – Mechanical Engineering

\$175	Principal
\$170	Fire Protection Engineer
\$165	Project Manager
\$165	FAA part 107 Drone Operator
\$150	RCDD
\$150	Engineer
\$110	Designer
\$90	CAD Operator
\$75	Administrative

Cross Engineers, Inc. – Electrical Engineering

\$175	Engineer of Record (PE)
\$157	Engineer/Designer
\$106	CAD Drafter
\$95	Administrative

Rick Charbonneau – Architectural Consulting

\$160	Cost Estimator
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Standard Reimbursable Costs

All reimbursable costs are subject to a 10% mark-up.

in-house copying/printing	black & white 8.5x11 black & white 11x17 color 8.5x11 color 11x17	\$0.10 per page \$0.20 per page \$0.75 per page \$1.50 per page
postage	standard USPS rates	
in-house large format plotting	\$1.00 per square foot black & white on 20# bond \$3.00 per square foot color on 20# bond \$4.00 per square foot color or black & white on presentation paper	
reographics	rates set by reographics company	
courier	rates set by speed of service provided	
taxi/car share	metered fare	
mileage rate	in accordance with IRS guidelines that are in affect at the time the mileage expense is incurred.	

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7g Assigned to: District G.M. Meeting Date: January 27, 2026

Under: Old Business

Attachment: Yes

Subject: Resolution 2026-04 Declaring Surplus Property – Parking Lot Gate Storage (2nd Touch)

Background/Summary:

During Covid-19 closures, the district received a grant from Washington Cities Insurance Agency (WCIA) to install a gate at both parking lot entrances for the fire lane. This was due to increased crime and vagrancy during the pandemic. Over time the crime at the pool after hours has dramatically decreased, and the gates may no longer be needed.

When the gates were purchased, the installation was thought to be much cheaper than originally estimated. Although the grant covered the majority of the fees, there would be an additional fees for vacuation and installation.

The gates had been stored at the City of Des Moines marina, but the City needs to remove it and other items to make space for the Marina Steps project. The gates need to be removed by December 31, 2025.

UPDATE: The District GM met with the city's project manager, and the city is willing to accept the donation, and store the gate until after the January 27 board meeting. WCIA has given formal consent to the gate being donated to the City of Des Moines. Attached is a resolution to surplus the gate and a bill of sale, hold harmless.

Fiscal Impact: The gate was purchased through a grant from WCIA with a risk management grant, and a 50% match from the district for a total of \$7,820.40. The excavation, concrete footings and installation could cost an additional \$15k-\$20k. It was determined in 2025 that the gate was no longer needed, as the pool site is much safer afterhours since the pandemic.

Proposed Motion: I move to approve Resolution 2026-04, A Resolution Declaring Certain Personal Property Surplus to the City of Des Moines, Washington.

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>12/09/2025</u>	First Board Meeting (Informational)
	<u>To be determined.</u>	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:Attachments:

- Resolution 2026-04, A Resolution Declaring Certain Personal Property Surplus to the City of Des Moines, Washington (Attached)
- Bill of Sale and Hold Harmless Agreement (Attached)

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2026-04

**A RESOLUTION DECLARING CERTAIN PERSONAL PROPERTY SURPLUS AND
AUTHORIZING TRANSFER TO THE CITY OF DES MOINES, WASHINGTON**

WHEREAS, The Des Moines Pool Metropolitan Park District (“District”) is a municipal corporation organized and existing under **RCW 35.61**; and

WHEREAS, during the **COVID-19 pandemic**, the District acquired a **galvanized swing gate with four (4) resting posts**, sourced by WhiteFab, at a total cost of **\$7,820.40**, in response to **temporary safety, access-control, and risk-mitigation needs** that existed at that time; and

WHEREAS, a portion of the acquisition cost was paid by the District and the remaining portion was funded through a **grant from the Washington Cities Insurance Authority (WCIA)**; and

WHEREAS, the gate has not been installed or used by the District and has been **stored by the City of Des Moines at no cost to the District for approximately four (4) years**; and

WHEREAS, the Board of Commissioners has determined that the **pandemic-related safety conditions and operational risks that prompted the original purchase no longer exist**, and that the gate is **no longer necessary for District purposes and is surplus to the District’s needs**; and

WHEREAS, the **City of Des Moines, Washington (“City”)**, a municipal corporation serving substantially the same taxpayers as the District, has indicated that it **can no longer store the gate** and is willing to accept transfer of the gate as consideration for the past storage of the gate under the terms and conditions set forth in a **Bill of Sale and Hold Harmless Agreement**; and

WHEREAS, the District desires to transfer the surplus gate in a manner that **does not constitute a gift of public funds**, and finds that adequate consideration exists, including:

- Storage of the gate by the City at no cost to the District for approximately four (4) years;
- Elimination of continued storage, insurance, and administrative obligations for the District;
- The fact that the District and City serve substantially identical taxpayers; and
- The City’s acceptance of all future responsibility, liability, maintenance, and use of the gate; and

WHEREAS, the **Washington Cities Insurance Authority has reviewed and approved the transfer of the gate to the City of Des Moines**, and has confirmed that the District holds sufficient ownership interest to lawfully dispose of the property; and

WHEREAS, the District has prepared a **Bill of Sale and Hold Harmless Agreement**, transferring the gate **“as is,” without warranty**, and providing full indemnification and hold harmless protections in favor of the District.

NOW THEREFORE, BE IT RESOLVED, that BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT that:

1. Declaration of Surplus

The Board hereby declares the following personal property to be **surplus to the needs of the District**: Galvanized swing gate with four (4) resting posts, sourced by WhiteFab (Kent, Washington).

2. Authorization to Transfer

The Board authorizes the transfer of the surplus gate to the **City of Des Moines, Washington**, under the terms and conditions of the **Bill of Sale and Hold Harmless Agreement** presented to the Board.

3. Finding of Adequate Consideration and Public Purpose

The Board finds that the transfer is supported by adequate consideration and serves a valid public purpose, and does not constitute a gift of public funds in violation of **Article VIII, Section 7 of the Washington State Constitution**.

4. Execution Authority

The General Manager is authorized and directed to execute the **Bill of Sale and Hold Harmless Agreement**, and to take all actions necessary to complete the lawful transfer of the surplus property.

5. Effective Date

This Resolution shall take effect immediately upon adoption.

Adoption. ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 27th day of January 2026 the following Commissioners being present and voting:

President Young

Clerk of the Board Campbell

Commissioner Dusenbury

Commissioner Fortine

Commissioner Stender

District Clerk Melum

BILL OF SALE AND HOLD HARMLESS AGREEMENT

In consideration of Buyer's agreement to receive the equipment identified below "Equipment" without warranty and with a waiver of claims against the District and other valuable consideration the receipt and sufficiency of which are hereby acknowledged by the parties to this Agreement, the Des Moines Pool Metropolitan Park District, a Washington municipal corporation, ("District") does hereby sell and transfer to the City of Des Moines, Washington ("Buyer") all right, title, and interest that the District may have in the Equipment identified below "Equipment" which have been found to be surplus to the District's needs.

Whitefab two (2) galvanized swing gate, two (2) gate support posts and four (4) locking posts.

The District hereby warrants to Buyer that immediately prior to the delivery of this Bill of Sale, the District was the owner of the full legal title to the described Equipment and that the District had the lawful right to sell the same and that good and clear title to the Equipment is hereby vested in Buyer free and clear of all liens, claims, encumbrances, and rights of others. The District makes no representations regarding the condition of the equipment or the existence of known or hidden defects. The District makes no warranty with respect to the Equipment and Buyer warrants that it has inspected the described Equipment, is aware of any defects in such equipment, and has determined that the Equipment is in a reasonable safe condition for Buyer's use.

Buyer accepts the Equipment "as is," and the District makes no warranty of any kind, express or implied, or arising by operation of law, by course of dealing or arising by performance, trade practice, or otherwise. The District disclaims all other warranties, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. Repair or replacement of defective parts shall be the sole obligation of Buyer. In no event shall the District be liable for direct, indirect, incidental, exemplary, consequential, or special damages arising in any manner whatsoever, even if the District had been previously advised of the possibility of that damage. The District's maximum liability shall in no event exceed the price of the surplus Equipment specified herein. No person has authority to make any claim, representation, warranty, promise, guarantee or commitment on behalf of the District that is not expressed in this agreement. THE BUYER SPECIFICALLY ACKNOWLEDGES THAT THE EQUIPMENT MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.

BY SIGNING THIS AGREEMENT, THE BUYER AFFIRMS:

- 1) That the District has made Buyer aware that the Equipment to be sold under this agreement is used and has been determined by the District to be surplus to the District's needs.

- 2) That the Buyer has been given ample opportunity to inspect the Equipment and has in fact inspected the Equipment referred to in this Agreement, is aware of any defects and accepts the Equipment "as is."
- 3) That the Buyer has independently found the Equipment to meet or exceed Buyer's requirements and standards.
- 4) That the Buyer agrees to the terms of this Agreement.

IN CONSIDERATION OF RECEIVING THE EQUIPMENT BUYER AGREES FROM THE DATE THE BUYER ACCEPTS THE EQUIPMENT TO INDEMNIFY AND HOLD THE DISTRICT HARMLESS FROM AND AGAINST THE FULL AMOUNT OF ANY AND ALL COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES AND COURT COSTS INCIDENT TO ANY SUIT, ACTION, INVESTIGATION OR OTHER PROCEEDING), DAMAGES AND LOSSES, SETTLEMENTS, REDUCTIONS OR OTHER ADVERSE EFFECTS ARISING OUT OF OR RESULTING FROM ANY FUTURE CLAIMS RELATING TO THE EQUIPMENT AND THE USE THE EQUIPMENT.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE PURCHASER'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

IN WITNESS WHEREOF, the parties have caused this Bill of Sale and Hold Harmless Agreement to be executed and delivered in its name this 27th day of January 2026.

Des Moines Pool Metropolitan Park District

City of Des Moines

By: _____

Print Name: Scott Deschenes, General Manager

By: _____

Print Name: _____

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7h **Assigned to:** District GM **Meeting Date:** January 27, 2026

Under: Old Business

Attachment: Yes

Subject: City Currents Partnership Agreement (Updated Agreement)

Background/Summary:

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

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

The District General Manager met with the City Manager and Director of Administrative Services on Thursday, October 23 to discuss partnering on purchasing 3-4 pages.

The City of Des Moines sent the proposed agreement on November 20 for 3 pages of the total 12 pages of the magazine. The total comes out to \$15,000.

Update: The agreement that the city sent us was signed, but there were some recommended changes from their legal after the fact. See Section 5c and 6 (highlighted).

The City Currents information is due on January 30, so we are working in good faith that we can come to an agreement. I have also attached content for the three pages.

Fiscal Impact: Budgeted \$15,000 for this to cover one quarter of the cost of the magazine.

Proposed Motion: I move to approve the updated 2026 agreement for the City Currents with the City of Des Moines that replaces the motion made at the December 9, 2025 meeting.

Reviewed by District Legal Counsel: **Yes** X **No** _____ Date: 01/12/2026

Two Touch Rule: To Be Determined Committee Review
10/21/2025 First Board Meeting (Informational)
1/27/2026. Second Board Meeting (Action)

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

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

Notes:

- Proposed City Currents Agreement for 2026 (Updated 01/12/2026)

1. PURPOSE

The purpose of this Agreement is to set forth the terms and conditions under which the City of Des Moines ("City") will provide publication space to the Des Moines Pool Metropolitan Park District ("District") in *City Currents*, and the District will reimburse the City for its proportionate share of production costs.

2. TERM

This Agreement shall become effective on January 13, 2026, and shall remain in effect until terminated in accordance with Section 8 of this Agreement.

3. RESPONSIBILITIES OF THE CITY

The City shall:

- a. Produce and distribute the *City Currents* publication approximately 4 times per year;
- b. Allocate up to three (3) pages per issue for District-provided content;
- c. Provide design and layout services consistent with the overall publication format; and
- d. Invoice the District for its share of publication costs as described in Section 5.

4. RESPONSIBILITIES OF THE DISTRICT

The District shall:

- a. Provide print-ready content and images for its allotted pages by the deadlines established by the City;
- b. Review and approve page proofs prior to publication; and
- c. Remit payment to the City for its proportionate share of publication costs as described in Section 5.

5. COST SHARING AND PAYMENT

- a. The estimated total cost to produce each issue of *City Currents* is approximately **\$15,000**, subject to adjustment based on actual costs.
- b. The District's share shall be based on the proportion of pages used (3 of 12 pages, or 25% of total production costs).
- c. The City will invoice the District following publication, and payment shall be due within thirty (30) days of receipt of invoice.
- d. The Parties may adjust the cost allocation by mutual written agreement if actual costs differ substantially from the estimate.

6. OWNERSHIP AND USE OF CONTENT

Each Party retains ownership of its respective content. The City reserves the right to make reasonable editorial adjustments to maintain consistency with publication standards.

7. LIABILITY AND INDEMNIFICATION

Each Party shall be responsible for its own acts and omissions, and the acts and omissions of its officers, employees, and agents. To the extent permitted by law, each Party agrees to indemnify and hold harmless the other Party from any claims arising out of its own negligent acts or omissions in connection with this Agreement.

8. TERMINATION

Either Party may terminate this Agreement by providing sixty (60) days' written notice to the other Party. In the event of termination, the District shall pay for any costs incurred up to the effective date of termination.

9. ADMINISTRATION

The City's designee for administration of this Agreement shall be the City Manager or their designee. The District's designee shall be the District Manager or their designee.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Parties and supersedes any prior discussions or agreements, oral or written, concerning the subject matter herein.

11. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Interlocal Agreement as of the dates written below.

CITY OF DES MOINES

By: _____
Name: _____
Title: _____
Date: _____

DES MOINES POOL METROPOLITAN PARK DISTRICT

By: _____
Name: Scott Deschenes
Title: District General Manager
Date: January 28, 2026

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7i **Assigned to:** District Clerk **Meeting Date:** January 27, 2026

Under: Old Business **Attachment:** Yes

Subject: SAO LEAN Training: Payroll Process Recommendations

Background/Summary:

The District GM participated in a LEAN Process Improvement Training that made recommendations to improve payroll processing for speed and efficiency.

Lean Services (Process Improvement) was a three day in-person workshop where the district's payroll process was examined, and process improvements were recommended.

Attached are the LEAN charter and a presentation of the breakdown of the process including recommendations to improve and streamline the process.

The District will have a follow-up with the LEAN Process Trainer on Tuesday, April 14, for an update on our processes.

Also, SAO may be interested in covering the district on this process.

Fiscal Impact: Minimal investment, but leaner processed and better communications will help organization be more efficient. This should lead to savings.

Proposed Motion: No motion necessary. Informational only.

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

Two Touch Rule: N/A Committee Review
12/09/2025 First Board Meeting (Informational)
01/27/2026 Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes X No _____ Reporting Back Date: T.B.D.

Notes: Attachments:

- SAO Webpage for Lean Services ([click link](#))
- Presentation of LEAN Processes
- DMPMPD LEAN Charter for Payroll

LEAN WORKSHOP

January 27, 2026

LEAN CHARTER + IMPROVED PROCESSES

- Developed charter before October 17 meeting, and modified it to fit processes during Kaizen on December 9-11.
- Each target included ideas, realistic goals, action items and benefits
- Kaizen was attended by management team: Angela, Emmitt, Quentin and Scott

Subject:	District Payroll Process	Version:10/20/25
Background:	Payroll process has been impacted by late responses by part-time staff, no past formal process for overtime approval, occasional errors on time entry, delayed reviews by management, and the complexity of our multiple pay rates. These issues cause frustration by among staff, require extra administrative actions, and raise compliance risks under Washington State wage laws (RCW Title 49). Ensuring payroll accuracy and timeliness is critical to employee trust, organizational reputation, and fiscal accountability.	
Targets:	<ul style="list-style-type: none"> • New Hires and Scheduling: Educate new hires and employees on the importance of accurately tracking their time, communicating any changes and importance of following timekeeping policy and procedure. • Documentation: Ensure all documentation systems setup by end of Q1 2026. • Policy Compliance: Implement documented overtime pre-approval and pay rate documentation workflows by Q2 2026. • Inactives: Properly communicating returning inactive staff at least five business days before first shift. Includes pay rates and any other changes on the account. 	
Boundaries:	<p>The first step in the process will be with the coordinator and manager scheduling process, including gathering payroll data from staff and management team members turning in their timesheets, and the final step in the process will be the payroll being delivered to Heartland Payroll/physical checks.</p> <ul style="list-style-type: none"> • In-Scope: Overtime approval process, collection of timesheets from staff, payroll system data entry, pay rate documentation, reviews on-time, staff training, returning inactives, and policy integration. • Out-of-Scope: Board decisions, salary step changes, or benefits redesign. 	
Timelines:	Leadership Prep: September 30. Team Prep: October 2, 17 Kaizen: December 9-11	
The Team:	<p>Sponsor: Scott Deschenes, District GM Facilitator: Joanna Bailey, SAO Team Go-To Person: Angela Melum, District Clerk Team Members: Quentin Knox, Aquatics Manager, and Emmitt Sevore, Aquatics Coordinator On-Call Team Members: Linda Ray, Financial Consultant (Past District Clerk)</p>	<p>Stakeholders: Board of Commissioners, Employees,</p>
Outcomes	<ul style="list-style-type: none"> • On-time Payroll: 100% of payroll cycles processed on schedule by Q3 2026. (No future data, but have idea for future process.) • Error Reduction: Decrease payroll errors (overtime, variable pay) by 95% within 12 months. (No future data, have checks and balance, but we can quantify or look for patterns.) • Reduce Heartland Correction Fees: Reduce Heartland correction process fees by end of Q4 2026. (Yes, but very difficult to separate in current ways fees are paid to Heartland. We are working to separate this out.) 	

Root Causes

1. Systems don't "talk" to each other
 - Manual work
 - Reporting
 - Rework
 - Reviews
2. Shift changes can occur up to the same day, resulting in inaccurate shift information at the close of the pay period.
3. Misplaced position of power.
 - Manual work
 - Rework
 - Reviews and Reports
3. Misplaced position of power.
 - Time-keeping practices aren't followed
 - Fear-based time keeping practices.
 - Too many rates (don't fit schedule)
 - Don't have or follow accountability system

Waste Evaluation

1. Is step necessary?
2. Does it support reporting requirements or policy?
3. Is it required by law?
4. Does it reduce financial or safety risk?
5. Would customer be willing to wait longer for it?
6. Would process break down if step was removed?

Opportunities

1. Scott>AI>spreadsheet generation
2. Ripple Software: <https://www.rippleoperations.com/>
3. Reminder Application: <https://www.remind.com/chat>
4. Consider elimination of one of Angela's checks (Currently she does two during & after entering payroll.)
5. Rate time-frame will match the shift & Saturday alternate rates to be removed.

Currently: 5am-8am – New: Anytime before 8:30am

Currently: Saturday: – New: No more Saturday Alt Rate

Currently: Friday Evening: Anytime after 5pm – New: Anytime after 3:30pm

New Hires and Scheduling: Educate new hires and employees on the importance of accurately tracking their time, communicating any changes and importance of following timekeeping policy and procedure.

Ideas

- Talking points during new employee orientation: ?? Awareness
- 2nd touch on reminders for staff
- QR Code/[Scribe](#)
- Form or text w/ information pay periods, etc. “How late submissions affect payroll for them and others”
- Employee portal/Remind app or other apps

Realistic Goals

- Employee Portal (website expansion/new build)/Remind App (new)
- Form or text w/ info about pay periods
- Talking points during orientations
- QR Code/[Scribe](#)

New Hires and Scheduling: Educate new hires and employees on the importance of accurately tracking their time, communicating any changes and importance of following timekeeping policy and procedure.

Action Items

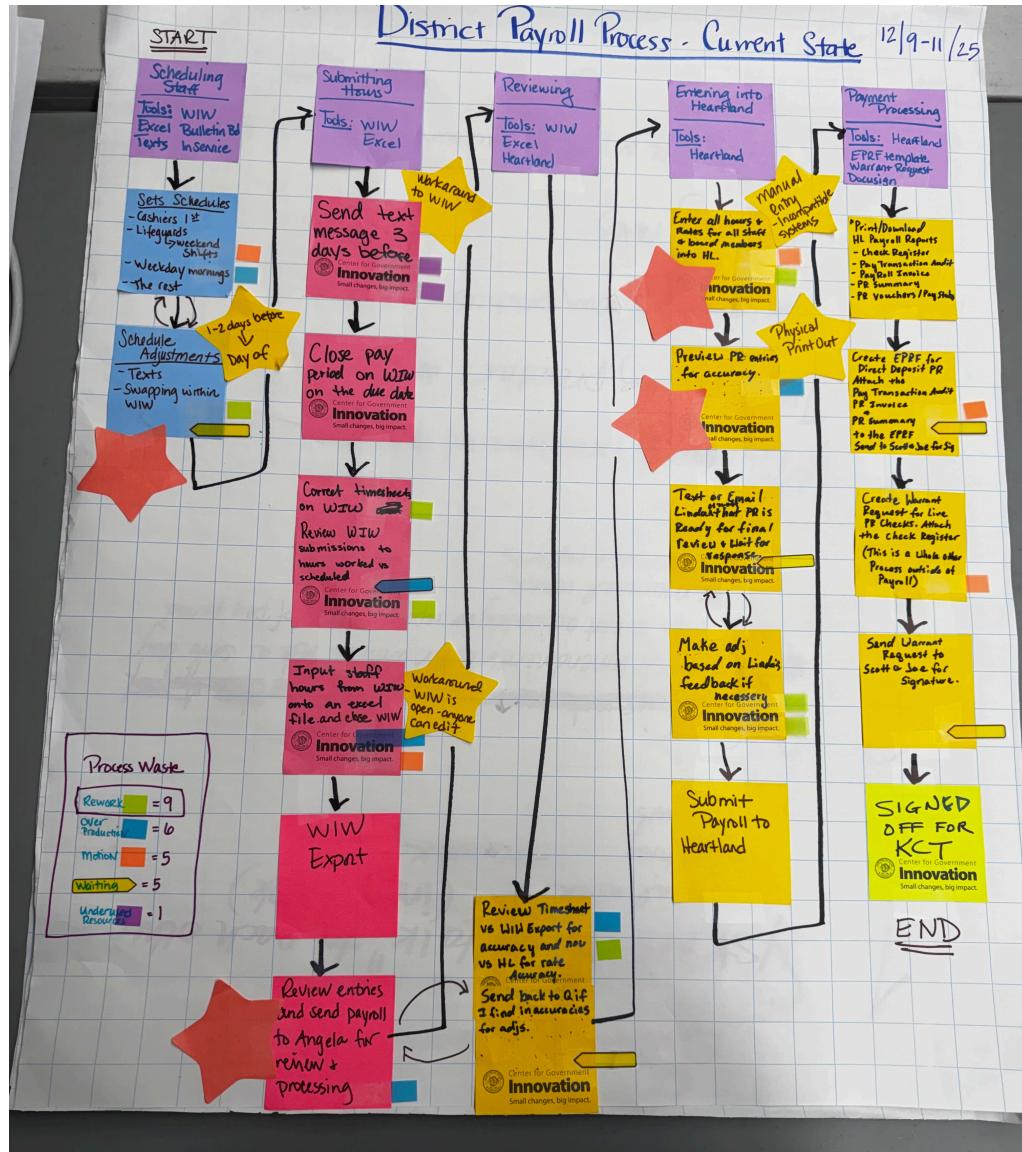
- Scott & Angela to present LEAN process to board at the January 2026 meeting.
- Each Quarter Angela & Quentin to meet to discuss inactive staff returning/any rate changes/etc.
- Emmitt to educate all new hires about time-keeping & submission importance.

Benefits

- Easier for staff to accurately record time.
- Less rework for Quentin. (wins? export)
- Stronger internal controls. (Quentin/Angela)
- Streamline logging process. (less clocking in/out)

LEAN WORKFLOW

- Met October 17 and again on December 9 & 10
- Developed attached workflow with recommendations to bring back to the board, update policies and make internal changes
- Meeting with SAO Lean Specialist in April 2026 for check-in
- Will use this with other processes in the future



Des Moines Pool Metropolitan Park District Lean Charter Document

Subject:	District Payroll Process	Version:10/20/25
Background:	<p>Payroll process has been impacted by late responses by part-time staff, no past formal process for overtime approval, occasional errors on time entry, delayed reviews by management, and the complexity of our multiple pay rates. These issues cause frustration by among staff, require extra administrative actions, and raise compliance risks under Washington State wage laws (RCW Title 49). Ensuring payroll accuracy and timeliness is critical to employee trust, organizational reputation, and fiscal accountability.</p>	
Targets:	<ul style="list-style-type: none"> • New Hires and Scheduling: Educate new hires and employees on the importance of accurately tracking their time, communicating any changes and importance of following timekeeping policy and procedure. • Documentation: Ensure all documentation systems setup by end of Q1 2026. • Policy Compliance: Implement documented overtime pre-approval and pay rate documentation workflows by Q2 2026. • Inactives: Properly communicating returning inactive staff at least five business days before first shift. Includes pay rates and any other changes on the account. 	
Boundaries:	<p>The first step in the process will be with the coordinator and manager scheduling process, including gathering payroll data from staff and management team members turning in their timesheets, and the final step in the process will be the payroll being delivered to Heartland Payroll/physical checks.</p> <ul style="list-style-type: none"> • In-Scope: Overtime approval process, collection of timesheets from staff, payroll system data entry, pay rate documentation, reviews on-time, staff training, returning inactives, and policy integration. • Out-of-Scope: Board decisions, salary step changes, or benefits redesign. 	
Timelines:	Leadership Prep: September 30. Team Prep: October 2, 17	Kaizen: December 9-11
The Team:	<p>Sponsor: Scott Deschenes, District GM Facilitator: Joanna Bailey, SAO Team Go-To Person: Angela Melum, District Clerk Team Members: Quentin Knox, Aquatics Manager, and Emmitt Sevore, Aquatics Coordinator</p> <p>On-Call Team Members: Linda Ray, Financial Consultant (Past District Clerk)</p>	<p>Stakeholders: Board of Commissioners, Employees,</p>
Outcomes	<ul style="list-style-type: none"> • On-time Payroll: 100% of payroll cycles processed on schedule by Q3 2026. (No future data, but have idea for future process.) • Error Reduction: Decrease payroll errors (overtime, variable pay) by 95% within 12 months. (No future data, have checks and balance, but we can quantify or look for patterns.) • Reduce Heartland Correction Fees: Reduce Heartland correction process fees by end of Q4 2026. (Yes, but very difficult to separate in current ways fees are paid to Heartland. We are working to separate this out.) 	

	<ul style="list-style-type: none">• Overtime: 90% compliance on pre-approval overtime, and 100% documentation on all overtime, and 100% overtime in best interest of district by Q2 2026.	
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Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7j Assigned to: District GM Meeting Date: January 27, 2026

Under: Old Business

Attachment: Yes

Subject: Portable Research (Update)

Background/Summary:

The Des Moines Pool Metropolitan Park District discussed adding a portable office to the Mount Rainier Pool site.

District GM Deschenes, Commissioner Dusenbury, City Project Manager Romano, and Aquatics Manager Knox met with the City of Des Moines Planning Department on Thursday, January 8th.

From the meeting the district has the ability to add a portable on the Southwest Corner of the building. The District GM has attached an executive summary to cover the meeting.

Fiscal Impact: Unknown at this time. District will need to get estimate for the slab installation and unit. This information will be shared at a future meeting.

Proposed Motion: No motion at this time.

Reviewed by District Legal Counsel: Yes X No _____ Date: 01/12/2026

Two Touch Rule: To Be Determined Committee Review
10/21/2025 First Board Meeting (Informational)
1/27/2026. Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- Executive Summary for Portable Research: Jan 27, 2026 (attached)
- Site map with location of portable (attached)

EXECUTIVE SUMMARY

To: Board of Commissioners

From: Scott Deschenes, District General Manager

Date: January 8, 2026

Subject: Portable Office Feasibility – Mount Rainier Pool

Purpose

To summarize discussions with the City of Des Moines Planning Department regarding the feasibility of installing a portable office at the Mount Rainier Pool site and to outline key constraints, requirements, financial considerations, and next steps.

Meeting Summary

On Thursday, January 8, District representatives met with the City of Des Moines Planning Department to discuss the potential installation of a portable office at the Mount Rainier Pool. Attendees included the District General Manager, Commissioner Dusenbury, City Project Manager Romano, and Aquatics Manager Knox.

Based on feedback from City staff, the District **may install a portable office on the northwest corner of the Mount Rainier Pool site**. This location was identified as feasible from a planning perspective.

Site and Utility Considerations

- The portable **does not require water or sewer connections**.
- **Electricity is the only required utility** connection.
- A **concrete slab foundation** will be required for installation.
- The primary site concern is the **slope of the land** in the northwest corner, which may affect site preparation and cost.
- Installation within the parking lot is **not feasible** due to limited parking availability and the need to preserve patron and staff parking.

Required Coordination and Dependencies

Before moving forward, the following actions and conditions must be addressed:

- **Vendor outreach** to obtain pricing for:
 - Concrete slab and site preparation
 - Rental of a compliant portable office unit
- **Approval from the Highline School District**, as property owner of the site.
- **Resolution of the outstanding grant lien issue**, which must be cleared prior to initiating any physical improvements on the property.

Financial Considerations and Cash Flow

In addition to technical and approval requirements, the District will need to carefully evaluate **financial conditions and cash flow capacity** before proceeding. The District is anticipating the implementation of **major grant-funded capital projects in 2026**, which will require upfront expenditures, reimbursement timing management, and careful coordination of operating reserves.

Any decision to move forward with a portable office installation must consider:

- Available cash flow during active grant construction periods
- Timing of grant reimbursements versus upfront costs
- Potential impacts on operating reserves and financial flexibility
- Alignment with overall capital and operational priorities in 2026

No financial commitment related to the portable office should be made until these conditions are fully evaluated in the context of the District's broader capital program.

Next Steps

Staff will begin preliminary vendor outreach for cost estimates and continue coordination with the Highline School District. Staff will also evaluate financial capacity and cash flow implications in coordination with upcoming grant projects. No installation or financial commitment will occur until grant lien issues are resolved, required approvals are obtained, and financial conditions are confirmed. Staff will return to the Board with updated information and recommendations.

Portable Slap Placement



Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7k Assigned to: District GM Meeting Date: January 27, 2026

Under: Old Business

Attachment: Yes

Subject: Policy 532, Fraud Prevention and Reporting (2nd touch)

Background/Summary:

Our new insurance company AWC-RMSA requires us to have a policy on fraud prevention. This is due to an average of over \$2.5 million in fraud cases in local government over the last couple of years.

Attached is the proposed policy that was reviewed by the board. It will also be sent to our insurance carrier for a final review.

The reasoning beyond better internal controls, is to ensure the district does not have to pay a deductible in the case of a fraud case.

The policy has been reviewed by AWC-RMSA and legal. It is one of the requirements from AWC-RMSA to prevent a deductible payment in case of claim.

Fiscal Impact: To be determined.

Proposed Motion:

No Changes:

I move to approve Resolution 532, Fraud Prevention and Reporting.

Changes:

I move to approve the “amended” Resolution 532, Fraud Prevention and Reporting.

Reviewed by District Legal Counsel: Yes X No _____ Date: 10/27/25

Two Touch Rule:

To Be Determined	Committee Review
11/11/2025	First Board Meeting (Informational)
01/27/2026	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachment

- Proposed DRAFT Policy 532, Fraud Prevention and Reporting (attached)
- Washington State SAO – Fraud Prevention Webpage ([link](#))

532 – FRAUD PREVENTION AND REPORTING POLICY

1.0 POLICY

The District maintains a zero-tolerance policy toward fraud, theft, and misuse of public resources.

2.0 PURPOSE

The purpose of this policy is to establish clear standards and responsibilities for preventing, detecting, investigating, and reporting fraud, theft, and misuse of public resources within the Des Moines Pool Metropolitan Park District ("the District"). This policy reinforces the District's commitment to integrity, transparency, accountability, and compliance with **AWC-RMSA standards**, Washington State law and State Auditor's Office (SAO) requirements.

3.0 SCOPE

This policy applies to all District employees, commissioners, volunteers, contractors, and vendors, and to all funds, property, systems, and operations owned, managed, or administered by the District.

4.0 DEFINITIONS

- **Fraud:** Any intentional false statement, act, or omission designed to deceive others, resulting in actual or potential loss or misuse of public resources or personal gain.
- **Misuse of Public Resources:** Use of District property, funds, systems, or time for non-District purposes.
- **Theft:** Unauthorized control over District property, services, or funds with intent to deprive the District.
- **Suspected Fraud, Theft, or Misuse of Public Resources:** A reasonable belief that fraud, theft, or misuse has occurred or is occurring, whether or not supported by conclusive evidence.

5.0 POLICY STATEMENT:

All employees, officials, and representatives of the District are responsible for:

- Acting ethically and in accordance with District policy and state law;
- Preventing, detecting, and reporting suspected fraud, theft, or misuse of public resources; and
- Cooperating fully with investigations conducted by management, the SAO, risk pool representatives, or law enforcement.

6.0 ROLES AND RESPONSIBILITIES

Role	Responsibilities
Board of Commissioners	Approves this policy, follows this policy, ensures appropriate internal controls, and supports management in providing resources necessary for training and for maintaining a culture of integrity. Immediately report any Suspected Fraud, Theft or Misuse of Public Resources. Cooperate in audits or investigations.
District General Manager	Implements this policy, follows this policy, oversees training, ensures prompt reporting to the SAO as required by RCW 43.09.185, coordinates investigations and involves law enforcement when appropriate. Immediately report any Suspected Fraud, Theft or Misuse of Public Resources. Cooperate in audits or investigations.
Supervisors/Managers	Follows policy, maintain internal controls, monitor for warning signs, and communicate expectations to staff. Immediately report any Suspected Fraud, Theft or Misuse of Public Resources. Cooperate in audits or investigations.
Employees & Volunteers	Follows policy, immediately report any Suspected Fraud, Theft or Misuse of Public Resources. Cooperate in audits or investigations.
District General Manager (or Board)	Follows policy. Performs periodic audits, reconciliations, and reviews for irregularities; maintains documentation. Immediately report any Suspected Fraud, Theft or Misuse of Public Resources. Cooperate in audits or investigations.

7.0 INTERNAL CONTROLS

The District will maintain and periodically review a system of internal controls consistent with SAO guidance, including:

- Segregation of duties for financial transactions;
- Dual authorization for expenditures;
- Secure management and segregation of duties for cash handling and receipts;
- Routine reconciliations of financial accounts and expenses and management reviews;
- Physical safeguarding of assets; and
- Annual review and staff training on fraud prevention.
- Maintenance of a current small and attractive asset policy.
- Establish procedures and reporting requirements for reporting Suspected Fraud, Theft or Misuse of Public Resources.

8.0 APPROVAL CHAINS FOR VENDORS, EMPLOYEES AND SYSTEM CHANGES

8.1 Purpose

The following controls are established to prevent fraud, theft, or misuse of public resources related to vendors, employees, cash handling, and financial systems.

8.1.1 Vendor Setup and Maintenance Controls

- Dual authorization for vendor setup or changes.
- Independent verification of vendor legitimacy.
- Documentation of approvals and changes.
- Restricted, role-based system access.
- Three-way matching prior to invoice payment, confirming an approved purchase order, correct invoice, and documented receipt of goods or services.
- Prohibition on splitting purchases to evade approval thresholds or spending limits.

8.1.2 Employee and Payroll Change Controls

- Dual authorization for vendor setup or changes.
- Independent verification of vendor legitimacy.
- Documentation of approvals and changes.
- Restricted, role-based system access.
- Three-way matching prior to invoice payment, confirming an approved purchase order, correct invoice, and documented receipt of goods or services.
- Prohibition on splitting purchases to evade approval thresholds or spending limits.

8.1.3 Bank Account and Financial System Changes

- Dual approval for banking or signer changes.
- Multi-factor authentication for online access.
- Independent verification of vendor payment changes.
- Maintenance of system audit logs.
- Monthly bank and account reconciliations performed by an individual independent of check issuance or payment processing. Reconciliations shall be reviewed, documented, and signed by management.

8.1.4. Other Sensitive Changes

- Compliance with purchasing thresholds.
- Approval controls for credit cards and P-cards.
- Semi-annual reviews of system access.

8.1.5. Cash Handling

- Daily cash reconciliation and supervisor review.
- Timely deposits in accordance with District procedures.
- Secure, locked cash storage with controlled access.
- Individual tills assigned to each cashier.
- No commingling of personal and District funds.
- Documentation for non-transaction till openings.

8.1.6. Reporting Suspected Fraud

- All employees and officials must immediately report suspected or discovered fraud to the District General Manager, Board President, or designee.
- The District shall immediately report losses or suspected fraud to the State Auditor's Office as required by RCW 43.09.185.
- The District strictly prohibits retaliation against any individual who reports concerns in good faith.

8.1.7. Fraud Investigation Procedures

- Prompt assessment of allegations by management.
- Notification and coordination with legal counsel, District GM (and Board President, if allegations against District GM), the State Auditor's Office, and AWC-RMSA (the District's risk pool), as appropriate.
- Preservation of evidence and maintenance of confidentiality.
- Cooperation with external investigators and auditors.

8.1.8. Corrective Actions and Discipline

- Disciplinary action up to and including termination for employees or officials found to have engaged in fraud or misconduct.
- Contract termination or remedies for vendors or contractors.
- Restitution of losses when applicable.
- Referral for criminal prosecution when warranted.

8.1.9. Training and Awareness

- Annual fraud prevention training for employees and officials, consistent with RMSA member standards.
- Fraud prevention education included in new employee and commissioner orientation.

8.1.10. Records Retention and Documentation

- Compliance with Washington State records retention schedules and the Public Records Act.
- Secure organization, storage, and protection of financial and investigative records.

8.1.11. Oversight and Audit

- *Quarterly Internal Review:* The District General Manager shall review samples of vendor, payroll, and system changes each quarter for compliance.
- *External Audit Support:* All records of changes will be retained and made available to the State Auditor's Office upon request.

8.1.12. Enforcement

Failure to follow approval chains or circumvent controls may result in disciplinary action, loss of system access, and/or investigation under this policy.

9.0 POLICY REVIEW

This policy shall be reviewed at least every three years or sooner as required by law or audit findings.

10.0 REFERENCES

- RCW 43.09.185 – Loss of Public Funds – Immediate Notice to State Auditor
- RCW 42.41 – Local Government Whistleblower Protection
- Washington State Auditor’s Office (2023) – Trust But Verify: Fraud Prevention Guide for Local Government
- District Employee Handbook
- Policy 520 Procurement Policy

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a

Assigned to: District GM

Meeting Date: January 27, 2026

Under: New Business

Attachment: Yes

Subject: AWC Updated Training Standards

Background/Summary: The District General Manager had our first, annual risk management check-up with AWC-RMSA. The check-up included recommendations for training, policy and other items that will help the district keep its deductibles down, if there ever were an incident to occur.

First, attached is an outline of the required trainings for the board, board officers, and staff. The outline also contains policies, plans and processes that will need to be addressed. The training is to avoid having to pay deductibles in the case of a claim. Although the District has not paid in a claim in over ten years, it is good to do everything possible to avoid the claim, plus it is also good to have risk mitigation training in these areas.

Second, AWC-RMSA provides free services that the District is taking advantage of. The District GM attended their annual meeting last year that yielded a \$750 mitigation grant. This grant was used to grind the cracks at the entry down. The Aquatics Manager will be attending a training for Parks and Recreation Risk Management Leadership Academy that AWC-RMSA will pay around \$500 for. We will also have an additional \$420 for training and \$1,900 is risk mitigation that we can utilize for other smaller upgrades to reduce risk.

Third, on a related note, the district paid its annual insurance payment to AWC-RMSA of \$48,469 in January 2026. This is over \$10k less expensive than our 2025 assessment (\$59,017) from our former insurance pool. With a conservative estimate, our district possibly saved over \$40k in 2026 (estimated at \$89k).

Finally, the district is working to finalize a couple of policies and plans to be fully up to date. The district is working to update Policy 532 Fraud, Policy 520 Procurement, Disaster Plan*, and Electronic Communications Policy*. All of these items will be presented in the next couple of months to get us up to standards.

Fiscal Impact: All AWC-RMSA, OPMA/PRA and Newly Elected Officials are free.

Proposed Motion: No motion. Information only.

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

Three Touch Rule:

N/A

Committee Review

01/27/2026

First Board Meeting (Informational)

To Be Determined

Second Board Meeting (Action)

Action Taken: Adopted_____ Rejected_____ Postponed_____

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

Notes: Attachments:

- 2025 Risk Management Check-up from AWC-RMSA Meeting Outline (attached)
- Newly Elected Officials Training ([link](#)) - FREE
- OPMA/PRA Training ([link](#)) - FREE

AWC-RMSA 2026 Standards

AWC-RMSA is set up that the district will have to pay deductibles for areas where there are violations for not completing required trainings. The goal is to have all trainings completed by the end of the first quarter (March 31).

BOARD: Complete one in each area.

- **All:** Elected Officials Essentials Training
- **All:** OPMA/PRA Training (Over four-year gap)
- **District Clerk:** Fraud Prevention Training

All online. Will send links and lesson plans through AWC-RMSA.

STAFF: Complete one in each area.

- **Crime:** All management staff completed required trainings
- **Cyber:** Protection from Ransomware and Phishing Attacks
- **Employment Practices:** Anti-Harassment in the Workplace, Discipline and Termination, Sexual Harassment for Managers, Sexual Harassment in the Workplace, and Workplace Bullying

All online.

POLICIES/PLANS: Below are policies that are required by AWC-RMSA.

- Disaster Plan
- Policy of separation of duties
- Policy on credit card usage
- Policy on verification of financial payments, including authenticity of each payment request
- Policy outlining procedures for securing all portable high-value items against theft when not in use. The policy shall address requirements

for securing tools and equipment, prohibiting items from being left in view when unattended.

PROCESSES

- Scheduled and unscheduled review of financial reports
- Maintain strong cyber hygiene practices through available cyber resources such as MS-IASC, NCSR, CISA, etc.
- Personnel policy should be reviewed by a specialized employment practices attorney every five years.

TRAININGS/GRANTS

- RMSA-U Trainings are free.
- \$910 in external trainings (use for under the influence group training)
 - Aquatics Manager attending Parks and Recreation Leadership Academy starting in February.
- \$1,900 in risk mitigation grants.
 - Used \$750 from 2025 to cover leveling of cracks at entry.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** January 27, 2026

Under: New Business Attachment: No

Subject: Asset Management Tracking Process

Background/Summary: Staff needs a little longer to complete our asset tracking process.

We are working to upgrade our system to better meet SAO requirements.

We will have the updated process ready for presentation at the February 24 board meeting.

Fiscal Impact: N/A

Proposed Motion: No motion at this time. Informational only.

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

<u>Three Touch Rule:</u>	N/A	Committee Review
	01/27/2026	First Board Meeting (Informational)
	N/A	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments:
- No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District GM Meeting Date: January 27, 2026

Under: New Business Attachment: Yes

Subject: Resolution 2026-05 Warrant Cancellations

Background/Summary: The district has the following attached resolutions for warrants that need to be cancelled due to lost mail, 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.

Proposed Motion: I move to approve Resolution 2026-04 Warrant Cancellations (as amended *<if necessary>*).

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

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

Action Taken: Adopted Rejected Postponed

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

Notes: Attachments:

- Resolution 2026-04 Warrant Cancellations (attached)

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

RESOLUTION NUMBER 2026 – 05

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
Capara Gemma	10/15/2025	10165390	\$16.56	Check not cashed. Didn't respond.
Midway Sewer	11/12/2025	10168820	\$1,271.96	Check returned through mail. Balance paid as part of next check.

NOW THEREFORE BE IT RESOLVED that the Des Moines Pool Metropolitan Park District Board of Commissioners hereby 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 27^h of January 2026, the following Commissioners being present and voting.

President Young

Clerk of the Board Campbell

Commissioner Dusenbury

Commissioner Fortune

Commissioner Stender

District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District GM **Meeting Date:** January 27, 2026

Under: New Business **Attachment:** Yes

Subject: Resolution 2026-06 Declaration of Emergency, Waiver of Competitive Bidding

Background/Summary: Damage to the boiler's hot water tanks was discovered during an inspection by MacDonald Miller and Project Manager Scott Romano on Friday, January 16. An estimate was completed on Thursday, January 22, and reported to the District General Manager that morning. The estimate was shared with the Finance Committee on Thursday, January 22, with the District General Manager's intent to have this as an emergency repair to complete it during the backflow preventer repairs, as it is necessary for overall operations, and it was reported that it could cause damage to the backflow preventer, which is being repaired in a separate project on January 29, 2026.

The attached proposal FP-2593 is for \$8,630.85 + 10.4% tax, which should total \$9,528.46.

The repair will be completed the morning of Thursday, January 29, and be completed at the same time as the backflow prevention by MacDonald Miller. The pool will be closed that morning with an update being made at 1pm. We estimate being open that evening, but the age of the facility makes it important to be prepared for the repairs to take longer than normal.

In accordance with [Policy 520 Procurement](#) the District General Manager must have all emergency repairs above \$5,000 approved.

Fiscal Impact: The project is a repair to the hot water tanks that should have been repaired by the King County Parks Grant that was to replace the boiler system's hot water tanks.

Proposed Motion: I move to approve Resolution 2026-06 Declaration of an Emergency and Authorizing Immediate Electrical Repairs at Mount Rainier Pool for Hot Water Tanks and Piping, not to exceed \$10,000.00.

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

Three Touch Rule:	<u>N/A</u>	Committee Review
	<u>01/27/2026</u>	First Board Meeting (Informational)
	<u>N/A</u>	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments:

- Field Proposal #: FP- 2593: boiler hot water tank repair estimate (attached)
- Resolution 2026-06 Declaration of Emergency, Waiver of Competitive Bidding (attached)

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

RESOLUTION NUMBER 2026 – 05

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:

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NOW THEREFORE BE IT RESOLVED that the Des Moines Pool Metropolitan Park District Board of Commissioners hereby 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 27^h of January 2026, the following Commissioners being present and voting.

President Young

Clerk of the Board Campbell

Commissioner Dusenbury

Commissioner Fortune

Commissioner Stender

District Clerk

2026-01-16

Field Proposal #: FP- 2593

Scott Romano,

During our most recent visit at, Mt. Rainier Pool, the equipment noted below was found with the following deficiency. Please review the results of our diagnosis and provide approval for us to proceed via e-mail response:

Equipment Tag: extrol a100
expantion tank blown

Area Served: boiler Mechanical
room

Problem: extrol a100 expantion tank blown

Cause: age

Consequence of Inaction: Thermal-expansion on the pipe fluctuated onto the main system, as well as pressure spikes

Solution: Order expansion tank. Arrive on site turn off system to the expansion tank isolated install an extra blow valve as per code and install expansion tank and pump it up to the appropriate pressure. Test system. Clean up the area and dispose of all the debris.

Our price for parts and labor: \$8,630.85

We look forward to your approval to proceed. If you have any questions regarding this repair, please call me directly. Approvals can be forwarded to service@macmiller.com.

Exclusions:

Any applicable sales tax

Diagnostic labor and material to date

Mechanical deficiencies that may be found during these repairs

Approval: _____ **Date:** _____

Prices quoted are valid for 30 days from the date of this proposal

Terms and Conditions

Acceptance	By authorizing MacDonald-Miller Facility Solutions, LLC ("MMFS") to provide the services contemplated by this Agreement, Customer agrees to the terms and conditions herein stated, which shall prevail over any terms or conditions provided by Customer, unless MMFS specifically agrees in writing that such terms or conditions provided by Customer prevail. . No sales representative, agent or employee of MMFS is authorized to alter, vary or waive any of these terms and conditions. Such changes require the written approval of an authorized officer of MMFS.
Scope of Obligations	MMFS shall provide only those services selected by Customer. MMFS shall not be under any obligation to provide services beyond those selected by Customer.
Obligations of Customer	Customer shall operate and maintain the equipment in accordance with instructions given by MMFS and the manufacturer and agrees to extend all reasonable cooperation requested by MMFS, including but not limited to personnel; premises; available building maintenance material, tools, ladders, etc.; and movement of items blocking normal access to required work. Customer shall promptly notify MMFS of any unusual or unsafe operating condition. MMFS shall have full and free access to the equipment to provide service. Customer shall provide a safe working environment and shall promptly notify MMFS of any unsafe or dangerous conditions.
Service Availability	MMFS agrees to provide service availability during normal business hours, i.e., 8:00 to 4:30 pm, Monday through Friday, holidays excepted, and service during non-normal business hours, if contracted for, at the hourly rate and terms, including vehicle charges or special assessments, then in effect by MMFS. If any emergency service call is made at Customer's request and inspection does not reveal any defect for which MMFS is responsible, Customer will be liable for regular emergency charges prevailing for such service. Customer acknowledges that there is a minimum charge of one (1) hour.
	If persons other than MMFS perform maintenance of or repair a unit of equipment, and as a result further repair by MMFS is required, such repairs will be made at MMFS's applicable time and material rates and terms then in effect. Maintenance or repair by any person other than MMFS may invalidate any applicable warranty by MMFS and/or manufacturer.
Charges and Terms	All maintenance contract charges will be invoiced in advance of work performed. All service repair, special project, and extra work will be progress invoiced. Payment is due upon receipt of invoice. Any balance due after 30 days shall bear interest at the maximum legal rate permitted from the invoice date. The title and right of possession to any materials or equipment remains with MMFS until MMFS has been paid in full all principal amounts and interest charges. Customer agrees to perform all acts necessary to protect and maintain this title and right of possession.
Taxes	Any taxes or fees applicable to the services contemplated by this Agreement are to be paid by the Customer. There will be added to all charges the amount of any present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with respect to any services rendered or parts supplied.
Video Capture	MMFS utilizes photography and video (with audio) capture as part of its normal service routine. Customer, on behalf of itself and of its employees and agents, consents to, acknowledges and accepts this practice and understands such content is the property of MMFS and the customer.
Exclusions	Maintenance service does not include: (a) water supply and drain beyond the subject equipment; (b) equipment housing, casing or enclosure; (c) electrical service beyond the equipment disconnect switch, light fixture or service requirements due to power failure; (d) damage caused by freezing; (e) work required by government codes, building and union regulations; (f) repair of damage or increase in service time resulting from accident, transportation, relocation, neglect, misuse, or other than ordinary use; (g) repair to equipment located in an unsuitable place of installation or an unsafe or hazardous environment; (h) emergency calls resulting from system design problems; (i) plumbing (unless added by Contract Rider); (j) non-moving or non-maintainable parts, heat exchangers (all styles), coils, ductwork, and boiler vessels; (k) all glycol for hydronic systems. Comprehensive coverage excludes obsolete components and systems and factory software. Refrigerant recharging is limited to the industry standard for normal annual leakage during routine maintenance.

	Customer warrants that the systems covered have received required regular maintenance and are in good working condition, and chemical and glycol levels of hydronic systems are at proper levels, and chemical feed equipment in working order. If repairs are found necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval (unless added by Contract Rider). Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the monthly maintenance price adjusted accordingly.
	MMFS will not be required to make safety tests or to install new attachments, additional controls or equipment as recommended or directed by any insurance company or governmental authority, or to make replacements contracted for with parts or devices of a different design for any reason.
Limitation of Liability	THE CUSTOMER AGREES THAT MMFS SHALL NOT BE LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING LOSS OF PROFIT OR GOODWILL, OR ANY MATTER ARISING OUT OF OR RELATING TO THIS AGREEMENT AND/OR ITS SUBJECT MATTER WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. The customer agrees that MMFS's maximum liability for any acts or omissions arising from this Agreement shall not exceed \$15,000 or the amounts paid to MMFS under this Agreement in the 3 months prior to the date of the act or omission, whichever is less. MMFS shall not be responsible or liable for any loss, damages or delay in furnishing materials or failure to perform services when caused by fire, interruption of utility services, flood, acts of civil or military authorities, insurrection, terrorist act, riot, civil disorder, labor disturbances, or by any other cause which is unavoidable or beyond its control.
Warranty	MMFS warrants the parts and labor contemplated by this Agreement against defects in material and workmanship, under normal use and service, for a period of one (1) year. This warranty does not apply if Customer fails to immediately notify MMFS in writing of such defect or fails to take steps to prevent any defect from becoming more serious. EXCEPT AS EXPRESSLY PROVIDED IN THIS SECTION, MMFS DOES NOT MAKE ANY WARRANTIES OR REPRESENTATIONS OF ANY KIND OF NATURE, EXPRESS OR IMPLIED, AND DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER AGREES THAT ANY ORAL AGREEMENTS STATEMENTS AND REPRESENTATIONS MADE BY MMFS, ITS EMPLOYEES OR ITS AGENTS SHALL NOT CONSTITUTE A WARRANTY OF ANY KIND. FURTHER, CUSTOMER SPECIFICALLY AGREES THAT ALL WARRANTY RIGHTS, CLAIMS OR ACTIONS, AND ALL CLAIMS FOR DAMAGES OR REPAIRS, EXCEPT THOSE STATED HEREIN, ARE EXPRESSLY WAIVED AND ARE NOT APPLICABLE, AND THAT IT HAS NO CLAIMS FOR WARRANTIES, MISREPRESENTATIONS, BREACH OR DAMAGES EXCEPT AS EXPRESSLY SET FORTH HEREIN.
Restriction on Hiring	If within 180 days after this Agreement terminates or is no longer effective for any reason Customer employs or retains as an independent contractor any present or former employee of MMFS who performed any services under this Agreement, Customer agrees to pay MMFS a sum equal to 6 months service charge, as a reasonable reimbursement to MMFS for its expenses in training and familiarizing the employee with Customer's system.
Default	If Customer does not pay any amount due arising from this Agreement, or breaches any of the terms of this Agreement, MMFS may, in addition to any other legal remedies it may have, refuse to continue to service the equipment or terminate this Agreement.
Term	If this Agreement is an annual agreement, it shall remain in effect from year to year or until canceled by either party on 30 days written notice. Prices will be subject to periodic changes due to change in labor and material rates.
Indemnification	Customer agrees to defend, indemnify, and hold MMFS harmless from any and all claims, demands, losses, liabilities, and damages (including but not limited to attorney fees) alleged to arise out of and to the extent of Customer's acts or omissions.

General	<p>This Agreement shall be governed by the laws of the State where the work was done. Either party may terminate this Agreement at any time for failure of the other to comply with any of its terms and conditions. Customer represents that they are the owner of the equipment or, if not the owner, they have authority to enter into this Agreement. In the event any party shall bring suit or action against the other for relief arising out of this Agreement, the prevailing party shall have and recover against the other party all court costs, disbursements, and a reasonable attorneys' fees, costs, and expenses. Customer consents and agrees to jurisdiction and venue of any proceeding in the District or Superior Court of the State of Washington for King County at MMFS's election. MMFS's rights and obligations under this Agreement may not be assigned without its written consent. This Agreement constitutes the final, complete, and exclusive agreement between MMFS and Customer and supersedes all prior or contemporaneous agreements, representations, understandings, and promises, oral or written, between the parties.</p>
Others	<p>Customer acknowledges and agrees prices will be subject to periodic changes due to changing labor and material rates. Customer also acknowledges and agrees any and all increased costs (whether in price or related to delays in availability) of materials and/or equipment associated with tariffs, levies, duties, taxes and similar charges shall be the sole responsibility of Customer. Whether purchase cost(s) associated with tariffs, levies, duties, taxes and similar charges have increased shall be determined based upon the cost as of the date of the quote or proposal. If Customer chooses different material(s) or equipment to avoid increased costs associated with tariffs, levies, duties, taxes and similar costs, Customer agrees to be solely responsible for all costs, delays and other consequences relating to such decision, including compensating MMFS additional amounts for the costs of adjusting the schedule, using different means, methods, material(s) and equipment, and all other reasonable costs stemming from such decision. Customer shall also be solely responsible for all costs and other consequences of delays associated with tariffs, levies, duties, taxes and similar charges, even if different material(s) or equipment are not chosen, and to compensate MMFS additional amounts for the costs of adjusting the schedule, using different means, methods, material(s) and equipment, and all other reasonable costs stemming from such delays.</p>

DES MOINES POOL METROPOLITAN PARK DISTRICT

KING COUNTY, WASHINGTON

RESOLUTION NO. 2026-06

**A RESOLUTION DECLARING AN EMERGENCY AND AUTHORIZING IMMEDIATE
MECHANICAL REPAIRS TO THE BOILER EXPANSION TANK SYSTEM AT THE MOUNT
RAINIER POOL**

WHEREAS, the Des Moines Pool Metropolitan Park District (“District”) operates the Mount Rainier Pool, a public aquatic facility that relies on a centralized boiler system to heat pool water, fuel the air handling unit, and provide domestic hot water for showers and other sanitary uses; and

WHEREAS, on January 16, 2026, District staff and its mechanical service provider identified a failure of the boiler expansion tank (Extrol A100) located in the mechanical room, attributable to age and normal wear; and

WHEREAS, the failure of the boiler expansion tank has resulted in loss of hot water capacity and unstable system pressure, directly impacting pool water heating, air handling operations, and domestic hot water service essential to safe facility operations; and

WHEREAS, continued operation under these conditions presents a risk of further mechanical damage, including potential impacts to connected piping and backflow prevention components that are concurrently being addressed by the District; and

WHEREAS, the loss of hot water and pressure instability constitutes a threat to public health and safety, disrupts essential public services, and creates a risk of unplanned facility closure if not immediately corrected; and

WHEREAS, RCW 39.04.280 authorizes emergency public works procedures when unforeseen circumstances create a real, immediate threat to life, property, or the delivery of essential public services; and

WHEREAS, MacDonald-Miller Facility Solutions submitted Field Proposal No. FP-2593, dated January 16, 2026, for replacement of the failed boiler expansion tank, including installation of code-required safety components, system pressurization, testing, and cleanup; and

WHEREAS, the total cost of the proposed emergency repair is not to exceed Ten Thousand Dollars (\$10,000.00), including applicable taxes, and will be paid from existing non-contracted maintenance expense funds; and

WHEREAS, the General Manager has delegated purchasing authority under Board Policy 520 – Procurement, and has notified the Finance Committee and Board of the need to authorize emergency work exceeding standard authorization thresholds; and

WHEREAS, the purpose of this resolution is to formally declare the emergency and authorize imminent mechanical repairs necessary to protect public health, preserve District assets, and maintain continuous pool operations;

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

1. Declaration of Emergency.

The Board hereby declares that an emergency exists requiring immediate mechanical repair of the boiler expansion tank system at the Mount Rainier Pool to protect public health and safety and ensure continued operation of essential facility systems.

2. Authorization of Emergency Repairs.

The General Manager is authorized to proceed with imminent mechanical repairs to the boiler expansion tank system, including associated safety and pressure-relief components, in accordance with **MacDonald-Miller Facility Solutions Field Proposal No. FP-2593**, for a total cost not to exceed **\$10,000.00**, inclusive of applicable taxes.

3. Waiver of Competitive Bidding.

Formal competitive bidding requirements are waived pursuant to **RCW 39.04.280** due to the emergency nature of the work.

4. Funding Source.

All costs associated with this emergency repair shall be paid from existing non-contracted maintenance expense funds.

5. Board Notification and Transparency.

Final project costs and completion status shall be reported to the Board as part of regular financial reporting, consistent with **Policy 520 – Procurement**.

6. Effective Date.

This Resolution shall take effect immediately upon adoption. The repairs will be completed during the Thursday, January 29 repairs for the backflow preventer. This will minimize closure for our users.

ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open public meeting on the **27th day of January 2026**.

President Young

Clerk of the Board Campbell

Commissioner Dusenbury

Commissioner Fortine

Commissioner Stender

District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e

Assigned to: District GM

Meeting Date: January 27, 2026

Under: New Business

Attachment: Yes

Subject: Community Lifeguard Training Program

Background/Summary: In 2025, the Des Moines Pool Metropolitan Park District received a grant to offer a lifeguard training program for community members including trainings to other local pools, lakes and water-related venues that require lifeguards.

The grant will provide free certifications to youth (ages 14-24) members of the community and regional area. It will also be used to offer afterschool free training times for youth that need additional skills. We are offering the trainings in six-week sessions to end trainings around lifeguard courses, and best work with the end of the swim season.

Free certification trainings covered by the grant will include lifeguard certifications, lifeguard recertifications, lifeguard instructor trainings and water safety instructor trainings.

Overall, the goal is to not only dramatically increase the trained staff but also trained lifeguards and swim instructors around the area. This not only makes the Mount Rainier Pool safer, but the surrounding pools and lakes that have on staff lifeguards.

On a related note, we have added over ten lifeguards since the start of December 2025.

Fiscal Impact: \$38k grant to cover trainings and certifications.

Proposed Motion: No motion. Information only.

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

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

Action Taken: Adopted Rejected Postponed

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

Notes: Attachments:

- Community Lifeguard Training Flyer (attached)

LIFEGUARD FITNESS & FUN!

REGISTER NOW!

**FREE
AGES 14-24**

**TUE & THU, 3-4PM
FEB 24 - APR 1**

**No Work Commitment
LIMIT: 20 STUDENTS**

**OTHER SESSIONS:
April 14-May 14
May 19-June 21**

THE BENEFITS

Free fitness swimming & games
Free training for lifeguard exams
Great afterschool activity

WORK OPPORTUNITIES

Work as a lifeguard at local
pools, lakes & rec centers!





MOUNT RAINIER POOL LAUNCHES FREE 6-WEEK AQUATIC WORKFORCE PATHWAY FOR YOUTH AND YOUNG ADULTS

The Des Moines Pool Metropolitan Park District is launching a new 6-Week Aquatic Workforce Pathway at the Mount Rainier Pool, designed to help youth and young adults build swimming skills, confidence, and a pathway toward future lifeguard training and aquatic careers.

The program is free to participants, thanks to grant funding from King County Parks, and is open to individuals ages 14 to 24 who are interested in improving their swimming ability and learning more about water safety and lifeguarding.

Participants are not required to work for the District to participate.

Each session runs for six weeks, meeting twice per week on Tuesdays and Thursdays from 3:00–4:00 p.m. Participants may repeat sessions, advance to the next level, or pause between sessions based on readiness and availability.

Participants are also welcome to lap swim after class, as space allows.

Program Schedule

- Session 1: February 24 – April 1
- Session 2: April 14 – May 14
- Session 3: May 19 – June 25

Classes maintain a 1 instructor to 20 participant ratio, supported by one or two assistants to ensure safety and individualized coaching. Participants may miss no more than three unexcused classes per session.

Program Focus: Aquatic Foundations & Guard Fitness

The first level of the pathway, Aquatic Foundations & Guard Fitness, is designed for participants who do not yet meet lifeguard pre-test requirements but have basic comfort in the water. Participants should be able to submerge their face and swim approximately 25 yards with rest if needed.

Outcomes by the End of Six Weeks

- Swim 150–200 yards continuously using any stroke
- Tread water for 90 seconds to 2 minutes (hands allowed)
- Demonstrate comfort in deep water
- Understand basic water safety concepts and the role of a lifeguard
- Build confidence and interest in aquatic career pathways

Weekly Skill Progression

- Week 1: Orientation and water comfort
- Week 2: Freestyle foundations and breathing
- Week 3: Backstroke and stroke variety; recognizing drowning behaviors
- Week 4: Breaststroke and endurance development
- Week 5: Treading water and deep-water skills
- Week 6: No-contact rescue skills, benchmarks, and celebration

Participants who meet minimum benchmarks may be recommended to advance to formal lifeguard training courses offered at the Mount Rainier Pool.

Building the Next Generation of Aquatic Professionals

"This program removes cost barriers while giving young people the time, coaching, and confidence they need to succeed in the water," said District General Manager Scott Deschenes. "It is about safety, workforce development, and creating real opportunities for youth in our community."

For more information or to register, visit www.mtrainierpool.com or contact Mount Rainier Pool at (206) 824-4722.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8f

Assigned to: District GM

Meeting Date: January 27, 2026

Under: New Business

Attachment: Yes

Subject: Seattle Parks Foundation

Background/Summary: At a December 2025 King County Parks Meeting, I met Seattle Parks Foundation CEO, Rebecca Baer. She was at the meeting to present opportunities to partner with local cities, park and recreation districts, and non-profits.

In the discussion, they mentioned that the Seattle Parks Foundation could help us with the planning and execution of the levy ballot measure. In a subsequent message, she mentioned they would be bringing on a government relations staff member in February.

I am going to meet with Seattle Parks Foundation in February to bring information back to the board, not only for the Levy Lid Lift, but also that their foundation has an extensive list of donors and are experts in that area.

I have attached their 2024/2025 annual report, and here is a link to their website:
<https://www.seattleparksfoundation.org>

Fiscal Impact: The District will need to pass a Levy Lid Lift by 2030 or suffer levy degradation that could bring the annual total below \$.20/1,000. This not only creates issues with operating a safe swimming pool, it also makes it impossible to make repairs to a facility over 50 years old.

Proposed Motion: No motion. Information only.

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

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

Action Taken: Adopted Rejected Postponed

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

Notes: Attachments:

- Seattle Parks Foundation 2024/2025 Report (attached)
- Seattle Parks Foundation Website ([link](#))



ANNUAL REPORT

2024/25



As Seattle Parks Foundation turns 25 this year, we have so much gratitude for those who have contributed to our work and community. From the early days of building Lake Union Park, to the 2010s when we launched our advocacy for the Parks Levy, to the work that we do today to support over 120 grassroots projects contributing to parks and public spaces throughout the region, we are humbled by the energy, contributions, and commitment so many of you have offered to create thriving and equitable spaces for all.

In this Annual Report, you will learn how over our last 25 years, we've supported over 300 projects, raised over \$90 Million, and leveraged \$1.5 Billion in public funding to ensure we have the best public park systems in the country. Our mission continues to be critically important to the

long-term health of our city and region. As we look ahead, our Board, Staff and Advisory Council have all worked hard to identify the most critical priorities and focus areas that will take us into our next quarter century.

By 2030, we know our environment and city will be changing, and we must adapt our focus. In early 2025, our Board reaffirmed our commitments to Equity in Public Spaces and Nature-Based Climate Solutions. We recognize the urgent need to address the rapidly changing environment neighborhood by neighborhood, with a focus on those with the least amount of resources. Your support of this critical work will ensure the long-term health of our city.

In the near term, we are thrilled to be elevating the city at the global level as we

welcome people from around the world to the World Cup in 2026. Earlier this year, Seattle Parks Foundation announced our partnership with the City of Seattle and Seattle FIFA World Cup 2026 to invest in public space improvements that will leave a positive legacy for the city. Please join us as we reimagine Westlake Park and launch improvements to Occidental Promenade.

Last but not least, THANK YOU for engaging with us in this work. These projects only come to life thanks to countless volunteer hours, the commitment of our donors and partners, and unity within our community. Without you, this work would not exist.



Rebecca Bear (she/her)
President and CEO

OUR MISSION

We partner with community to champion thriving and equitable parks and public spaces.

OUR WHY

Our vision is that people feel welcomed and invested in our parks and public spaces, leading to healthy, sustainable and equitable communities.

Read our
Donor List Now



Join us as we continue to celebrate our 25th Anniversary!

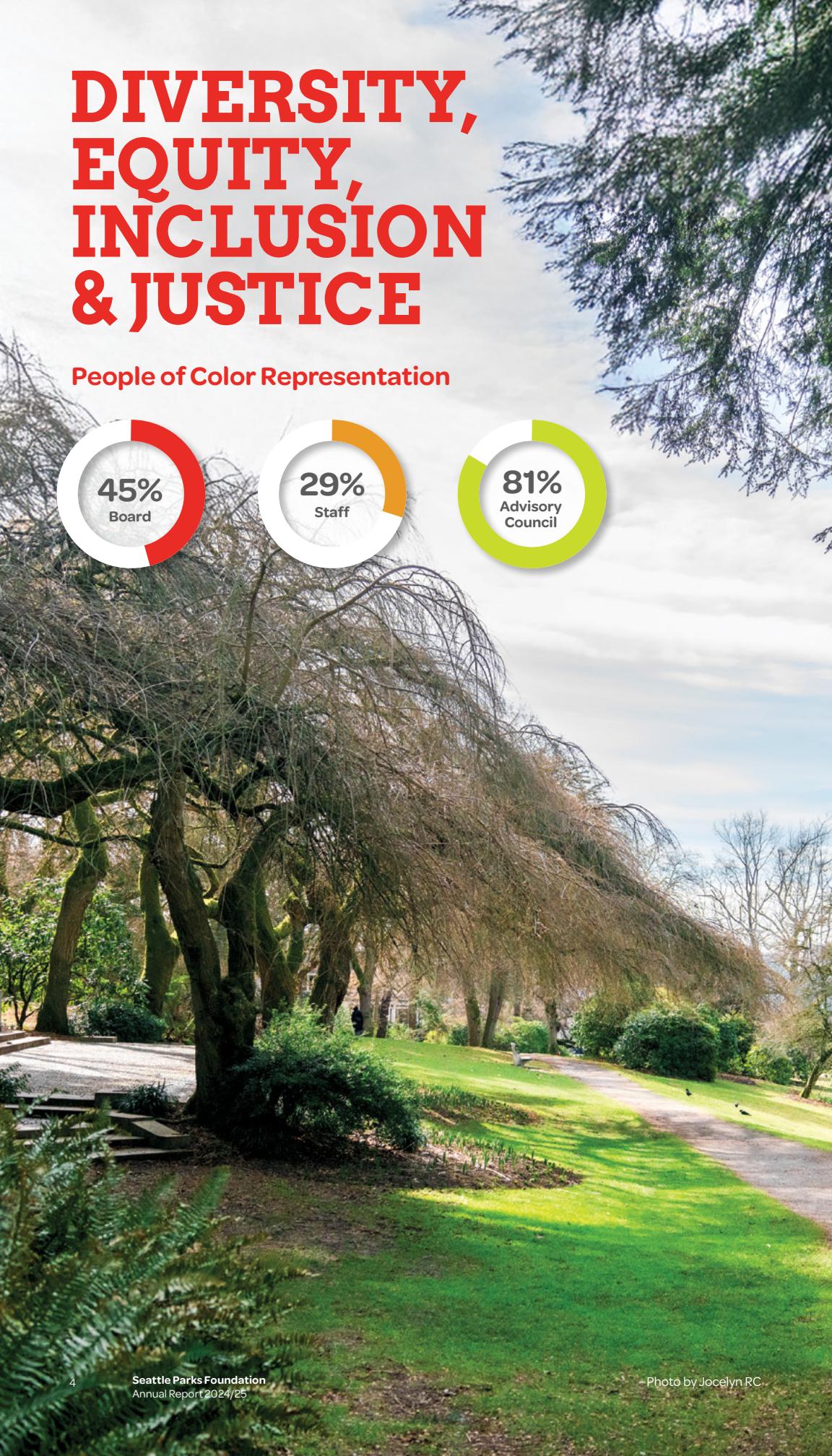
On Tuesday, April 22, 2025, you're invited to an **Earth Day conversation at Town Hall Seattle** where we will dive into the complexities of climate change and equity in our city.

Mark your calendar for every Wednesday in July and August 2025, as we present **Pop-Up Concerts in the Park!** These free performances will take place at park locations throughout Seattle.

Learn more at seattleparksfoundation.org/events.

DIVERSITY, EQUITY, INCLUSION & JUSTICE

People of Color Representation



At Seattle Parks Foundation we are committed to our ongoing journey to become an anti-racist organization. To be accountable to our commitment, we are reporting out on the actions we have taken this year towards our goals.

Representation:

With a growing Staff and Board, we make every effort to ensure that the people associated with Seattle Parks Foundation reflect our community throughout Seattle. We collect and report on demographics across our organization and strive to continue to increase the diversity of our team. Current People of Color representation is:

- Board: 45%
- Staff: 29%
- Advisory Council: 81%

Policies and Systems:

One of the biggest challenges communities with less resources face is the speed at which public space projects are delivered. Particularly during the pandemic and post-pandemic years, even slight delays escalated costs of capital projects or programs as inflationary costs grew.

Taking lessons learned from years past, we are testing out a rapid project delivery model. One example of this work is the Reimagine Westlake Park Project which kicked off in the summer of 2024. For this project we are partnering with landscape architects, general contractors and the city to deliver a park project in 18 months (compared to the usual 3 – 5 years).

We also recently reaffirmed our commitment to equity in public space projects in our updated strategic priorities for the next five years. You can learn more about our Equity in Public Spaces priorities on our website.

Education:

Partner Education: As part of our ongoing support for partners, we updated and expanded the resources available to them. This year we focused on creating tools for

hosting events and fundraising strategies. We also presented our first networking event and connected partners to each other to share ideas on effective public space projects.

Thanks to the generous donations of Mithun and REI, we were able to create a scholarship program for People of Color to attend the City Parks Alliance Greater & Greener conference in Seattle. At this conference our community partners had the chance to learn from leaders across the country about how to run great public space projects.

Staff and Board Education: We continued our internal work with a consultant to examine ways we address our accountability and improve our skills in engaging our external partners in difficult conversations about race and social justice. At the beginning of 2024, our Board participated in a workshop looking at their role in governance and equity.

Accountability:

We launched a series of Human Resource improvements to ensure a more equitable and transparent work environment including:

- A new compensation structure
- Additional benefits such as transitioning from an IRA to a 401k and an additional paid week off via an office closure during the holidays.

For our 25th anniversary, we did a full inventory of our projects, including special projects we funded through Board designated grants. Through this exploration we determined the need for a new catalytic investment fund to focus on climate and equity-based projects, which will launch in the coming years.

2024 IMPACT

 **33**

New
Partners

 **2**

New park
openings

 **9**

Advisory
Council
Members

 **10,000+**

Partner Volunteers

 **3**

New
staff members

 **2**

Park
groundbreakings



250+

Workplace volunteers
participated in park cleanups

 **84**

Community
events promoted
in our monthly
eNews



3

Advocacy campaigns
educating the public
about the Seattle City
Budget

 **300**

Anniversary Gala
attendees

 **1,000**

Participants in
Pickleball for All



PARTNER HIGHLIGHTS BY REGION

Regionwide Partners, Duwamish Valley Partners, Southeast Seattle Partners, South King County Partners

Regionwide Partners

Friends of ROAM had their annual Sufferfest hiking fundraiser, taking a group of youth to hike Cable Line Trail at Tiger Mountain on April 21.

Green Seattle Partnership led the region in another Seattle Forest Week on October 26. This year's theme was Nurturing Forests and Futures: Youth Engagement in Seattle's Urban Forest. ▼



On September 15, **King County Play Equity Coalition** hosted their annual Free Play Day with the Tukwila Parks Department. Guests spent the day playing sports, games, going on nature walks, and enjoying live music and food.

On July 30, **Outdoor Asian WA** hosted their first-ever celebration and fundraiser at Jellyfish Brewing Company! Guests mingled and donors received a t-shirt as a token of appreciation. ▼



In partnership with **Seattle Metro Pickleball Association** (SMPA), we hosted Pickleball for All, a City of Seattle Downtown Activation Event that attracted nearly 1,000 participants. Event guests enjoyed free coaching from

SMPA, pop-up pro shops, family-friendly activities, and more. ▼



The Canary Collective Artist Gatherings hosted events in various public parks this year. Their goal is to create accessible outdoor gathering spaces where artists, especially those who are immunocompromised and disabled, can dance, sing and do improv together.

On October 22, **Windz of Change** hosted the 2024 Urban Forest Symposium in partnership with University of Washington's Botanic Gardens. This year's theme was Native Forests and Health: Living in Relationships.

Duwamish Valley Partners

On October 11, the **Duwamish Valley Sustainability Association** celebrated the opening of their pilot biodigester project at Food Lifeline! Community members and project developers joined DVSA to commemorate the project's completion. ▼



The **Georgetown Open Space Committee** and Duwamish Valley Safe Streets participated in the groundbreaking for the Georgetown to South Park trail and off-leash dog park after nearly ten years of advocacy and restoration. Work parties are transforming an underdeveloped 30,000 square foot property formerly owned by Seattle City Light.

Construction for an off-leash dog park in Georgetown started in July and construction for the Georgetown to South Park project officially broke ground on November 18 and will make biking, walking, scooting, and rolling safer in the area.

On Earth Day, April 22, **Concord International Elementary** hosted a community event to teach families about the Puma Playfield project and encourage them to spend more time outside with their children! ▼



Southeast Seattle Partners

On August 10, **Hillman City Neighborhood Association** hosted What's Good, a free block party where guests enjoyed games, craft vendors, an East African dance party, and local talent. ▼



With this year being the 65th anniversary of Bill Wright Day, the Jefferson Golf Course was finally renamed the **Bill Wright Golf Complex**. On October 19, community members and golf fans gathered together to celebrate the renaming, share stories about Bill Wright and get in a few games.

Othello Park Alliance hosted the Othello Park International Festival on August 11. This family-friendly celebration consisted of live music, art, games, dancing, food, and local vendors.



▲ On April 13, South Seattle residents celebrated **Be'er Sheva Park**'s grand re-opening and the launch of the Cultural Stage.

From May to September, the Cultural Stage Collective hosted 31 diverse and vibrant cultural events for the community. The park's in-water construction also began on November 20.

Recreating Henderson Street hosted community engagement meetings on May 23, June 9, and September 21 to discuss their vision for South Henderson Street and ended the year with their Walk the Block Party. ▼



South King County Partners

Ocean Network Express partnered with us for a corporate volunteering event and also donated \$5,000. ▼



On October 19, **Wakulima USA** kicked off the fall season by hosting their annual Mavuno (harvest) Festival at Horseneck Farm, where they celebrated farmers and the harvest of the season. ▼



CURRENT PARTNERS

This map features our active partners through December 31, 2024. Visit our website for the most current list of our Community Partners!

Regionwide Partners

- Ampersand Bikes Club
- Community Land Conservancy
- Emerald Alliance for People, Nature and Community
- Emergency Communication Hubs
- Friends of ROAM
- Friends on Bikes
- Green Seattle Partnership
- Indigenous Advisory Council
- King County Play Equity Coalition
- Leafline Trails Coalition
- Montañistas de Washington
- Northwest Conservation Philanthropy Fellowship
- Outdoor Asian National
- Outdoor Asian, WA
- Seattle Metro Pickleball Association
- The Canary Collective
- Tree Action Seattle
- Trees and People Coalition
- Trees for Seattle Parks Steering Committee
- Windz of Change Alliance

NORTHWEST

- Roxhill Bog Restoration
- SeaPal
- Seattle Nature Alliance
- West Seattle Alki Beach Pride
- West Seattle SkyLink

Central Seattle Partners

- Belltown United
- Cal Anderson Park Alliance (CAPA)
- CANOE'S
- Capitol Hill Community Council
- Central District Community Preservation and Development Authority (CD CPDA) (CID)
- Chinatown-International District Community Watch
- Clise Orchid Fund
- Downtown Community Council
- Dr. Jose Rizal Park Stewards
- Friends and Neighbors of Mt. Zion Baptist Church
- Friends of Arboretum Creek
- Friends of Cayton Corner Park
- Friends of Denny Blaine Park
- Friends of Eastlake Tennis Revival
- Friends of Lake Union Park
- Friends of Leschi-Mt. Baker Traffic Circles
- Friends of Madison Park
- Garfield Super Block Coalition
- Growing Vine Street
- Lake Union Neighborhood Council
- Lid I-5
- Madison Valley Emergency Communications Hub
- Restaurant 2 Garden
- Seattle Martin Luther King Jr. Organizing Coalition
- Volunteer Park Trust

REGIONWIDE
NO PHYSICAL LOCATION



Duwamish Valley Partners

- CIS
- Concord International Elementary PTA
- Dirt Corps
- Duwamish Alive Coalition
- Duwamish Valley Sustainability Association
- Friends of 12th and Elm Grove
- Friends of Duwamish Waterway Park
- Friends of River City SkatePark
- Georgetown Open Space Committee
- Khmer Community Health Advocates
- Lao Community Health Advocates

Southeast Seattle Partners

- Banchero Legacy Group
- Be'er Sheva Park
- Friends of Cheasty Greenspace at Mountain View
- Friends of Deadhorse Canyon
- Friends of Detective Cookie Chess Park
- Friends of Mount Baker Hub Alliance
- Friends of Rainier Beach Urban Farm and Wetlands
- Friends of Seward Park
- Healthy Othello - HOSTED
- Hillman City Neighborhood Association
- Honoring Bill Wright at Jefferson Park
- Juneau Street Resilience Hub
- King County International Airport Coalition
- Othello Park Alliance
- Public Art for Hutchinson Playground
- Rainier Beach Playfield Skatepark
- Recreating Henderson Street

South King County Partners

- Bhutanese Community Resource Center
- City of Tukwila Parks and Recreation
- Enumclaw Plateau Community Association
- Wakulima

Southwest Seattle Partners

- A Cleaner Alki
- Friends of Chilberg Link
- Friends of Lincoln Park (FLIP)
- Friends of West Seattle Bike Park
- Hoi Tam Lac
- Morgan Junction All-Wheels Association
- Ridge to River Executive Steering Committee
- Friends of Discovery Park
- Friends of Kirke Park
- Friends of Meridian Playground
- Friends of North Beach Park
- Friends of Phinney Avenue N Street Painting
- Friends of Troll's Knoll
- Friends of Woodland Park Ave
- Golden Gardens Friends
- Green Lake Table Tennis Community
- Seattle Sensory Garden
- Slow Your Roll 31st Ave NW

NORTHWEST

NORTHEAST

CENTRAL

SOUTHWEST

SOUTHEAST

DUWAMISH VALLEY

SOUTH KING COUNTY

DES MOINES

ENUMCLAW

PARTNER HIGHLIGHTS BY REGION

Southwest Seattle Partners, Central Seattle Partners, Northeast Seattle Partners, Northwest Seattle Partners

Southwest Seattle Partners

Alki Beach Pride celebrated their 10th anniversary on August 31! ▼



Photo by Rudi Rubio

Canoes coordinated a city-wide celebration and march in downtown Seattle on October 14, commemorating the 10th anniversary of Indigenous People's Day.

In September, the **Morgan Junction All-Wheels Association** successfully met their volunteer hours matching goal of \$25,000 in support of a \$44,000 Neighborhood Matching Fund grant from the Seattle Department of Neighborhoods.

Central Seattle Partners

After over a decade of planning and waiting, **Cayton Corner Park**'s groundbreaking took place on June 17! Seattle Parks and Recreation hosted a celebration to commemorate the milestone this summer. ▼



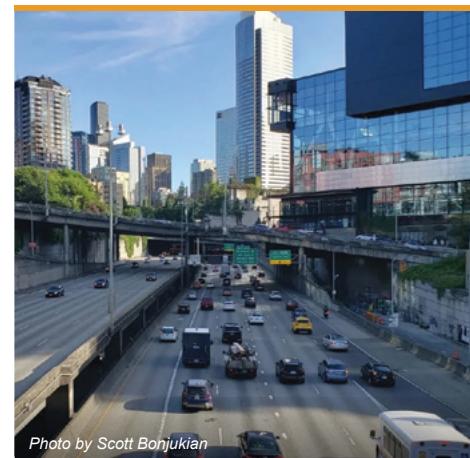
Friends of Denny Blaine Park officially launched their fundraising campaign supporting their efforts to make the park safer, accessible, and even more beautiful.

Garfield Super Block's Artist Talks took place every Tuesday evening at Métier Brewing from August 20 to September 17. This series highlighted 16 artists with ties to the Central District. GSB's capital fundraising campaign is also officially complete thanks to allocated funding in the City budget, an anonymous donor and the Doors Open Facilities grant from 4Culture. ▼



Photo by Breyahna Coston

On August 3 & 20 and September 12 & 21, **Lid I-5** hosted informational walking tours at Freeway Park and the Convention Center to share project updates with community members. ▼



Volunteer Park Trust installed a new water fountain, resurfaced gravel paths, implemented irrigation improvements, replanted the Lily Ponds, installed 30 new tree ID plaques, and continued to host 2nd Saturdays, Restoration Days, Summer Series at the Amphitheater and the Halloween Pet Parade. They were also awarded a 3-year Sustained Support grant from 4Culture.

Northeast Seattle Partners

Friends of the Burke-Gilman Trail partnered with the Burke-Gilman Brewery on May 8 to raise funds for hundreds of new plants along the trail.

The **Lower Maple Leaf Centennial Intersection Mural** project was led by community members who wanted to celebrate the neighborhood's milestone this year. The mural can be found at the intersection of NE 78th St. and 11th Ave. NE. On August 6, Lower Maple Leaf residents enjoyed a block party commemorating the centennial and new mural. ▼



Photo shared by Rob Stevens

Magnuson Children's Garden hosted free garden classes every second Saturday from April – October.

Community volunteers hosted the annual **Meadowbrook Luminaria Walk** on December 7 and had an amazing turnout. Guests enjoyed a dimly lit evening with live music and refreshments. ▼



Photo by Catherine Anstett

After seven years of planning and coordination, **Pathways Park**'s long-awaited Grand Opening took place on June 8. ▼



Photo by Jocelyn RC

Northwest Seattle Partners

On October 19, **Friends of Discovery Park** held a community event commemorating the 80th anniversary of the 1944 Fort Lawton Civil Rights tragedy. ▼



Friends of Troll's Knoll hosted tours and planting parties in collaboration with Fremont Brewing on July 30 and August 18.

Seattle Sensory Garden was awarded a Neighborhood Matching Fund grant to update and fabricate their welcome sign, complete with braille.

"SPF helps reinforce the need for human connection to green spaces and gives legitimacy to the work we do."

Lisa McGinty
Friends of Lincoln Park

REFOCUSING OUR STRATEGIC PRIORITIES



In 2021 we underwent an extensive strategic planning process with our Staff, Board, and external consultants. We shared our strategic plan in early 2022, highlighting four key strategic priorities: Equity in Public Spaces, Activated Parks and Healthy People, Neighborhood-Based Climate Solutions, and Increased Civic Engagement and Community Building. Throughout the last three years we have worked to tell the stories of our community partners' projects in these four categories, highlighting their alignment using the icons below.



As we plan for the next five years, we are reflecting on the landscape around us and where we can best focus our efforts to make a difference. This has led to a slight adjustment to the way that we think about our strategic plan, focusing on key priorities, our approach, and our desired outcomes.

OUR PRIORITIES



Equity



Climate

Our key priorities focus on two critical bodies of work: **Equity in Public Spaces** and **Nature-Based Climate Solutions**.

OUR APPROACH

Community Building is at the core of how our partners succeed in their projects, whether that is helping renew a public space like Garfield Super Block or creating special gatherings like the Alki Beach Pride Festival. The Seattle Parks Foundation team works in support of each one of our community partners, championing their work and promoting an inclusive approach.

Advocacy is a key element for success in any of our major projects. Sometimes this means educating the public about a topic and providing a way for them to engage in it, and other times it means building connections within government agencies working towards a multi-year strategy that benefits their constituents. This work is strategic in nature and time intensive. The Seattle Parks Foundation team works with our community partners to help them understand the landscape and collaborate on an approach that will move them closer to their goals.

When we are able to **Activate** a space, it has a positive effect on the land and the community surrounding it. Activated spaces are more welcoming, safer to visit, and often have programming that encourages visitors to come back. Our

community partners are consistently activating spaces whether it's through coming together for park cleanups, organizing Tai Chi in the park, or ensuring spaces are well lit with culturally appropriate signage.

Each one of our community partners' projects require intentional **Resource Mobilization**. Seattle Parks Foundation staff assess the resources needed for a project, identify the best ways to engage the community, build partnerships, and fundraise to help our partners meet their goals. Seattle Parks Foundation offers a robust toolkit of resources to all our fiscal partners to ensure maximum success.

OUR OUTCOMES

Ultimately, we believe that if we focus our efforts on climate and equity, our work will contribute to healthier people, a healthier planet, and a healthier community.

Our priorities, approach, and outcomes all come back to our mission: To partner with community to champion thriving and equitable parks and public spaces.



EQUITY

Equitable public spaces are vital for fostering inclusive communities, ensuring that everyone, regardless of background or ability, has access to a safe, healthy, and vibrant environment that supports their well-being and resilience.

Equitable public spaces:

- Are universally designed, for all abilities.
- Can be accessed safely via the surrounding neighborhoods and streets.
- Have amenities that support public needs, enhance community connection, and are well maintained.



CLIMATE

Nature-based climate solutions are essential for building urban resilience. By leveraging climate adaptation in public spaces, communities can enhance ecosystems that benefit both the well-being of people and the health of the planet.

Climate resilient public spaces:

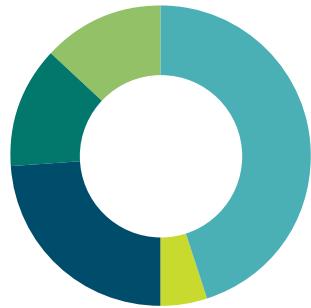
- Have 30% or more tree canopy to measurably lower the heat index.
- Transform hardscapes into greenscapes to reduce heat islands.
- Have localized food systems that reduce carbon impact and support culturally relevant agriculture.
- Manage stormwater infrastructure.
- Are accessible by walking, biking and alternative transportation.

FINANCIALS

Fiscal Year July 1, 2023 - June 30, 2024*

Revenue: Operations

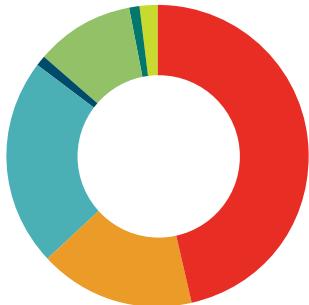
Our operating revenue supports everything Seattle Parks Foundation does. This includes staffing to run our operations and fiscal services program, advocacy and funding for park and public space projects throughout the region, and our overhead. Thank you for supporting our general operations – your contributions make our sustainability as an organization possible!



Individual Giving	45%
Foundations	5%
Earned Revenue	24%
Corporate	13%
Investment Income	13%

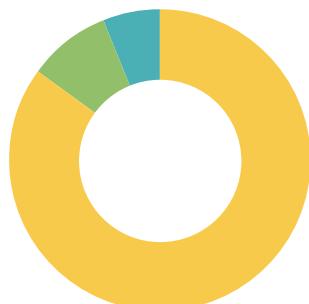
Revenue: Community Partners

Our community partners depend on funding from public and private sources in order to move their projects forward. Seattle Parks Foundation supports each one of our partners by processing all transactions, tracking, and reporting on revenue received. It is also our pleasure to thank each donor that contributes to any one of our 100+ community partners.



Government Grants	48%
Individual Giving	17%
Foundations	23%
Earned Revenue	<1%
Corporate	11%
Investment Income	<1%
Other	2%

Expenses:



Program Services	85%
Operations & Administration	9%
Fundraising	6%

“

Parks are a critical part of the social infrastructure that our city is built upon. SPF leans into this and supports engaged neighborhood groups to develop and enhance green spaces that reflect the needs of their community.

Jodi Green
Former Board Member

Staff

Elias Arkham
Administrative Coordinator

Rebecca Bear
President and CEO

Louise Bednarik
Public Grants Administrator

Michelle Benetua
Director of Strategic Partnerships and Programs

Shirley Coly
Major Giving Strategist

Lauren Daniels
Senior Manager of Marketing and Communications

Theresa Farrell
Accounting Assistant

Robert Furlong
Systems and Operations Manager

Anna Guthrie
Program Coordinator

Falisha Kurji-Janmohamed
Community Partnership Coordinator

Duane Landon
Director of Finance

Shava Lawson
Director of Fiscal Sponsorship

Kristen Milliron
Chief Operating Officer

Kiyomi Morton
Accounting Manager

Sarah Olivo
Annual Giving Manager

Yordanos Tesfazion
Content Coordinator

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Become a fundraiser for SPF
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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8g **Assigned to:** District GM **Meeting Date:** January 27, 2026

Under: New Business Attachment: Yes

Subject: King County Parks Grant Lien Update

Background/Summary: The Highline School District has requested the Des Moines Pool Metropolitan Park District reach out to King County Parks to request another year extension. The District General Manager has added this to discuss the impact of delaying the grant one year.

Two of the grants have already been extended one year.

Fiscal Impact: The District could lose \$1.74 million in grants and risks an extended closure that could also cost the pool district lost revenue and lost pass holders/users. The extended closure would be due to inability to schedule a vendor and source parts for a 50+ year old facility. The district is already losing money due to closure with failures of this equipment. An extended closure also undermines taxpayers' confidence and the ability to fund future levies and bonds.

Proposed Motion: No motion. Information only.

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

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

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

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

Notes: Attachments:

- No attachments

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9 **Assigned to:** President Young **Meeting Date:** January 27, 2026

Under: Meeting End **Attachment:** None

Subject: Good of the Order

Background/Summary:

1. Good of the Order: Around the table for board and staff to share any updates outside of the regular business on the agenda.
2. Next board meeting (unless special meeting scheduled):
 - *February 24, 2026, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)*
 - *(If needed) Special Meeting or Retreat: Determined by Board.*
3. *Important Future Dates:*
 - *None at this time.*
4. *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 attachment.