



Des Moines Pool Metropolitan Park District

May 28, 2024

7:00 p.m.

Regular "Hybrid" Meeting

Meetings are hybrid: being held remotely using Zoom and in-person at the Des Moines Pool MPD District Office (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468; Meeting ID: 897 3472 4478; Passcode: 738175. Any questions or comments should be directed to Scott Deschenes, District General Manager at [\(206\) 429-3852](tel:2064293852) or by email at scott.deschenes@desmoinespool.org. Public comment for those who cannot physically attend will be due by email to info@mtrainierpool.com by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.

AGENDA

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

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

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

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

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

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

7:08 **6. CONSENT AGENDA**

a. EXPENDITURE/REVENUE FOR APRIL

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

April 18, 2024, Special Meeting

April 23, 2024, Regular Board Meeting

d. CORRESPONDENCE

None at time agenda created.

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$121,718.39 was processed in April for warrant requests.

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$70,750.84 was processed in April for payroll.

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

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

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

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

7. OLD BUSINESS

- 7:10 a. Board Vacancy
- 7:15 b. Committee Assignments
- 7:18 c. Summer Schedule
- 7:23 d. Q1 Financial Report
- 7:28 e. Annual Financial Report

8. NEW BUSINESS

- 7:33 a. Sunbelt Remote Access Agreement (First Touch)
- 7:36 b. EDR/MDR Cyber Security Recommendation (First Touch)
- 7:40 c. HSD Lease

7:50 **9. EXECUTIVE SESSIONS**

- a. District GM Review

10. GOOD OF THE ORDER

11. UPCOMING MEETINGS

- To Be Determined, Special Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- June 25, 2024, 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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22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g Assigned to: District GM Meeting Date: May 28, 2024

Under: Consent Agenda Attachment: Yes

Subject: Consent Agenda

Background/Summary:

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

Item 6a: Financial Summary

- April: Expenses and Revenue

Item 6b: Staff/Committee Reports

- District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- April 18, 2024, Special Meeting
- April 23, 2024, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue) –

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$121,718.39** were approved for payment.

- \$2,464.11 was processed on April 3, 2024
- \$104,196.15 was processed on April 12, 2024
- \$561.44 was processed on April 14, 2024
- \$12,308.77 was processed on April 18, 2024
- \$2,187.92 was processed on April 30, 2024*

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$70,750.84** were processed for payment.

- \$113.41 was approved for March 31 Payroll Error on April 1, 2024.
- \$37,129.79 was approved for payroll on April 15, 2024
- \$33,507.64 was approved for payroll on April 30, 2024

The EPRF for March 31's payroll was processed on April 1 as a correction. The form is attached.

A total of **\$192,473.23** was processed in April 2024 under the oversight of the Clerk of the Board.

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

Fiscal Impact: Detailed above.

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in April 2024 totaling **\$192,473.23**.

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

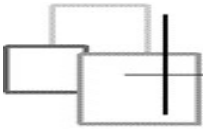
Two Touch Rule: _____ N/A _____ First Board Meeting (Informational)
_____ N/A _____ Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- Attachments: Various



April 2024 EXPENDITURES

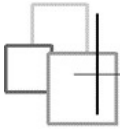
Beginning Monthly Balance = \$1,717,100.72
 Ending Monthly Balance = \$2,025,717.89

Category/ Acct #	Reference	Apr 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
Salaries & Wages						
Target 33.3%						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,276.03	\$4,085.21	\$20,000.00	\$15,914.79	20.43%
001-000-000-576-20-10-01	District Manager Salary	\$6,262.49	\$24,851.36	\$95,000.00	\$70,148.64	26.16%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,504.79	\$16,054.13	\$68,931.20	\$52,877.07	23.29%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$5,769.63	\$23,039.81	\$98,508.80	\$75,468.99	23.39%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$9,337.19	\$32,234.61	\$154,668.80	\$122,434.19	20.84%
001-000-000-576-21-30-03	Lead Lifeguard	\$0.00	\$0.00	\$51,251.20	\$51,251.20	0.00%
001-000-000-576-21-30-04	PPT Lifeguards	\$539.48	\$2,120.71	\$41,000.00	\$38,879.29	5.17%
001-000-000-576-21-30-02	Instructors	\$1,702.60	\$11,357.48	\$95,000.00	\$83,642.52	11.96%
001-000-000-576-21-32-02	Head Lifeguards	\$1,904.65	\$13,863.30	\$35,000.00	\$21,136.70	39.61%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	\$22,483.76	\$81,425.48	\$165,000.00	\$83,574.52	49.35%
001-000-000-576-21-30-05	Water Exercise Instructor	\$160.58	\$160.58	\$12,500.00	\$12,339.42	1.28%
	Total Salaries & Wages	\$53,941.20	\$209,192.67	\$836,860.00	\$627,667.33	25.00%
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	\$16,653.70	\$64,777.76	\$200,000.00	\$135,222.24	32.39%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$227.02	\$5,000.00	\$4,772.98	4.54%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-33-00	Sick Pay	\$0.00	\$1,363.26	\$2,500.00	\$1,136.74	54.53%
	Total Taxes & Misc	\$16,653.70	\$66,368.04	\$208,000.00	\$141,631.96	31.91%
Personal Benefits						
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	\$2,532.61	\$17,178.20	\$76,000.00	\$58,821.80	22.60%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$126.00	\$537.00	\$2,000.00	\$1,463.00	26.85%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$70.00	\$1,000.00	\$930.00	7.00%
	Total Personal Benefits	\$2,658.61	\$17,785.20	\$79,000.00	\$61,214.80	22.51%
Office Supplies						
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$0.00	\$507.40	\$1,500.00	\$992.60	33.83%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$114.34	\$1,500.00	\$1,385.66	7.62%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	\$0.00	\$86.98	\$5,000.00	\$4,913.02	1.74%
	Total Office Supplies	\$0.00	\$708.72	\$8,000.00	\$7,291.28	8.86%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$440.86	\$2,500.00	\$2,059.14	17.63%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$0.00	\$2,017.63	\$6,000.00	\$3,982.37	33.63%
	Total Maintenance & Repair Supplies	\$0.00	\$2,458.49	\$8,500.00	\$6,041.51	28.92%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$0.00	\$196.50	\$2,000.00	\$1,803.50	9.83%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$165.47	\$2,000.00	\$1,834.53	8.27%
001-000-000-576-21-42-06	Uniforms & Clothing	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$525.31	\$2,500.00	\$1,974.69	21.01%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$2,404.60	\$7,500.00	\$5,095.40	32.06%
	Total Pool Supplies	\$0.00	\$3,291.88	\$17,500.00	\$14,208.12	18.81%
Pool Equipment						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$1,761.40	\$4,000.00	\$2,238.60	44.04%
	Total Pool Equipment	\$0.00	\$1,761.40	\$4,000.00	\$2,238.60	11.23%
Professional Svcs - Clerical						
001-000-000-576-20-41-01	Consulting Contracts	\$526.90	\$2,498.04	\$5,000.00	\$2,501.96	49.96%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,488.00	\$2,298.50	\$14,000.00	\$11,701.50	16.42%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$1,265.00	\$3,000.00	\$1,735.00	42.17%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$4,270.69	\$8,001.73	\$25,000.00	\$16,998.27	32.01%
001-000-000-576-20-41-14	IT Server Hosting	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$0.00	\$379.37	\$2,000.00	\$1,620.63	18.97%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$257.50	\$2,000.00	\$1,742.50	12.88%
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	\$825.89	\$3,034.23	\$6,000.00	\$2,965.77	50.57%

Category/ Acct #	Reference	Apr 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-21-42-09	Timekeeping (WhenIWork)	\$0.00	\$1,380.86	\$3,000.00	\$1,619.14	46.03%
001-000-000-576-20-41-15	Website RFQ	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
	Total Prof Services-Front Offc	\$7,111.48	\$19,115.23	\$79,500.00	\$60,384.77	24.04%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	District Janitorial Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-20-41-03	Financial Services (Bookkeeping)	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$0.00	\$911.38	\$5,000.00	\$4,088.62	18.23%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$621.53	\$1,863.45	\$8,000.00	\$6,136.55	23.29%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$66.40	\$647.67	\$2,000.00	\$1,352.33	32.38%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,978.57	\$14,825.36	\$28,000.00	\$13,174.64	52.95%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$0.00	\$2,252.58	\$16,000.00	\$13,747.42	14.08%
	Total Prof Services-Maintenance	\$5,666.50	\$20,500.44	\$83,000.00	\$62,499.56	6.84%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$28,377.30	\$51,335.43	\$75,000.00	\$23,664.57	68.45%
	Budget Contingency for Maintenance	\$0.00	\$0.00	\$9,407.89	\$9,407.89	0.00%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	Total Repairs & Maintenance	\$28,377.30	\$51,335.43	\$86,907.89	\$35,572.46	59.07%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$256.25	\$2,783.53	\$3,000.00	\$216.47	92.78%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$0.00	\$1,016.24	\$4,000.00	\$2,983.76	25.41%
001-000-000-576-21-42-07	Postage and Mailing	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-20-42-20	Telephone/Internet (Comcast)	\$0.00	\$1,289.25	\$6,000.00	\$4,710.75	21.49%
001-000-000-576-21-42-14	Elevate Phone System	\$0.00	\$0.00	\$3,600.00	\$3,600.00	0.00%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$0.00	\$143.49	\$800.00	\$656.51	17.94%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$0.00	\$80.32	\$500.00	\$419.68	16.06%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$236.00	\$750.00	\$514.00	31.47%
	Total Communications	\$256.25	\$5,548.83	\$19,150.00	\$13,601.17	28.98%
Training & Travel						
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$349.00	\$4,500.00	\$4,151.00	7.76%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$64.30	\$141.23	\$2,500.00	\$2,358.77	5.65%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$826.00	\$1,500.00	\$674.00	55.07%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$135.00	\$3,500.00	\$3,365.00	3.86%
	Total Training & Travel	\$64.30	\$1,451.23	\$13,500.00	\$12,048.77	10.75%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$2,025.00	\$3,727.60	\$12,000.00	\$8,272.40	31.06%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$110.96	\$400.00	\$289.04	27.74%
	Total Advertising	\$2,025.00	\$3,838.56	\$19,400.00	\$15,561.44	19.79%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$1,435.00	\$2,870.00	\$9,600.00	\$6,730.00	29.90%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$1,200.00	\$4,000.00	\$2,800.00	30.00%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Rentals & Leases	\$1,435.00	\$4,070.00	\$17,600.00	\$13,530.00	23.13%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$0.00	\$36,947.87	\$180,000.00	\$143,052.13	20.53%
001-000-000-576-21-47-02	Water (Highline)	\$735.96	\$2,615.45	\$9,900.00	\$7,284.55	26.42%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$3,191.52	\$6,000.00	\$2,808.48	53.19%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$1,815.51	\$4,500.00	\$2,684.49	40.34%
	Total Utilities	\$735.96	\$44,570.35	\$200,400.00	\$155,829.65	22.24%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC		\$37,371.00	\$45,000.00	\$7,629.00	83.05%
	Total Insurance	\$0.00	\$37,371.00	\$45,000.00	\$7,629.00	83.05%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$42.30	\$205.65	\$15,000.00	\$14,794.35	1.37%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$0.00	(\$1,700.59)	\$2,000.00	\$3,700.59	-85.03%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$632.52	\$2,000.00	\$1,367.48	31.63%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$1,398.22	\$6,000.00	\$4,601.78	23.30%

Category/ Acct #	Reference	Apr 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-20-51-50	Background checks	\$232.00	\$464.00	\$2,500.00	\$2,036.00	18.56%
	Total Miscellaneous	\$274.30	\$999.80	\$27,500.00	\$26,500.20	3.64%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$4,623.86	\$8,250.00	\$3,626.14	56.05%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$0.00	\$280.00	\$5,000.00	\$4,720.00	5.60%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$22,044.66	\$20,000.00	(\$2,044.66)	0.00%
	Total Intergov Services	\$0.00	\$4,903.86	\$42,500.00	\$15,551.48	11.54%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
001-000-000-594-76-42-08	Filter Media	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0.00%
	Total Capitals	\$0.00	\$0.00	\$116,500.00	\$116,500.00	0.00%
	TOTAL ADMINISTRATION	\$22,403.15	\$114,168.76	\$346,250.00	\$223,785.22	32.97%
	TOTAL OPERATIONS	\$96,796.45	\$381,102.37	\$1,450,067.89	\$1,055,216.88	26.28%
	TOTAL CAPITAL	\$0.00	\$0.00	\$116,500.00	\$116,500.00	0.00%
GRAND TOTALS		\$119,199.60	\$495,271.13	\$1,912,817.89	\$1,395,502.10	25.9%

Target 33.3%



April 2024 REVENUES

Account #	Reference	Apr 2024	YTD Balance	2024 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$490,009.35	\$554,281.69	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$1,570.70	\$0.00	\$0.00
	Total General Fund	\$490,009.35	\$555,852.39	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00		\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$6,267.10	\$25,068.22	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00
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	\$105,386.41	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$5,072.45	\$9,311.00	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$6,648.33	\$35,184.83	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$90.00	\$0.00	\$0.00
	Total Revenue	\$17,987.88	\$175,040.46	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$75,000.00	\$0.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$75,000.00	\$0.00
	Grand Total Revenue	\$507,997.23	\$730,892.85	\$100,000.00	\$75,000.00

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, May 23, 2024

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Weekly Reports - Week of April 19-May 17, 2024

WEEK ENDING APRIL 19:

BOARD MEETING

- April 23 Board Meeting Packet: I will send board packet out later this morning.
- April 18 Minutes: I will send the minutes out with the April 23 minutes to keep everything together for more streamlined communication.

SWIM LESSON REGISTRATION

We will be updating the swim lesson page, and putting out an email notification for May weekday swim lessons. Current participant registration will start on April 30. We will update the swim lesson page on that day.

IN-SERVICE

Just a heads up that there will be an in-service this Saturday. Each month staff meet to go over safety briefings, drills and operations updates. The goal is that staff are ready for any incident, which also includes skills checks. Per American Red Cross updated guidelines, staff are required to have four hours of training per month. If you ever wish to watch an in-service, let us know.

AQUATIC SPECIALTIES TRAINING HOST

Aquatic Specialties will be hosting an internal training session for their staff on Pulsar systems. Quentin is letting them use our pool during our mid-Day closure. They will be in our backroom, and staff will watch to learn more about the system. We will also be hosting the same for our BecSys system in the future. The BecSys system allows remote

APRIL POOL'S DAY

This Saturday is April Pool's Day. Jared will be leading the event that starts at 1pm. We are about 70% full to capacity, but expect some people to show up the day of the event. We also requested overflow parking to alleviate parking on the neighborhood. I will post the overflow parking information today.

ALASKA AIRLINES

Alaska Airlines is back after the high school season to utilize the pool for flight attendant trainings. These trainings will be until the school district restarts practices in late August.

MARITIME ROV CLUB

The Maritime ROV Club is using the pool during April. We are allowing them to use the pool for free at this time, since it only takes up a lane and benefits the community.

WATERLAND PARADE

As Gene mentioned last night, we need to think about something to give out at the parade to attract families to the pool. We are going to see if staff have any affordable ideas, but we are opening it to the board, who have children and grandchildren. We want something that people will see in public and think about using the pool for swim lessons or water safety.

Although the ducks are cool, they end up in our gutters that get sucked into our pool equipment and plug up our strainer. We are hoping for something that may not lead to a future pool closure. Email me, if you have any suggestions.

PUBLIC WORKS “PROCUREMENT” TRAINING

I took a training with Snure Law Offices on Friday, April 19. I will be in the webinar between 9am and Noon.

Procurement Updates (Effective July 1, 2024)

Chapter 255, Laws of 2023 (HB1621) Bid Laws.

Chapter 395, Laws of 2023 (SB5268) Bid Laws.

Chapter 342, Laws of 2023 (HB1050) – Apprentices.

- Bid Law Thresholds
- Small Works Roster Rules
- Apprenticeship Rules
- Policy Updates Required
- All Changes Reflected in bright yellow font.



RCO GRANT HISTORY

I am putting together a list of projects that the Recreation and Conservation Office has funded pool projects. Although most pools that are funded are outdoor pools, I am going to reach out to Shore Aquatic Center that found a loophole for indoor pools.

WASHINGTON STATE DOH RULES UPDATES

Washington State Department of Health is looking at updating their water recreation rules based on the Model of Aquatic Health Code. Below is a link to their website for this project.

<https://doh.wa.gov/community-and-environment/water-recreation/regulated-facilities/laws-and-rules/water-recreation-facilities-rule-revision>

FEATURED RESEARCH

I found this group on Facebook that is attempting to get a regional pool built in the Snoqualmie area. Below is their Facebook page including a petition. I am not recommending this process, but

only sharing it as they are recommending a regional pool. It is an interesting project to keep an eye on.

https://www.facebook.com/profile.php?id=61556163580300&comment_id=Y29tbWVudDo5Mjg0NDMwMjkyODcxOTIhNzM0Nzg5ODU2MTkyNTM2MQ%3D%3D

Below is a public comment they made at a local public meeting that they highlighted. It is an interesting partnership she is recommending below.

Here is the text of Kate's statement, with a link to the recording:

Good evening. My name is Kate Leen and I'm a resident of North Bend. I'm here on behalf of Valley Pool Together, a group of Valley citizens who are advocating for better public aquatic access in Snoqualmie Valley.

We recently ran a petition asking Valley residents to sign if they would like the City of Snoqualmie, Si View Parks, and the School District to work together on a regional public pool. We also asked them to identify if they were from North Bend, Snoqualmie, Fall City, or unincorporated King County. We now have 636 signatures. City of Snoqualmie residents provided 328 of those signatures. Many of them chose to add a comment, and here are a few from your constituents:

"This is the only logical way to proceed with getting a much needed aquatic center in the Snoqualmie Valley."

"Please work together to make one great facility we can all use."

"Way past time the authorities start working together!"

"The longer this project is delayed, the more the price will go up. We need to step up. These groups can do that and bring a pool to our community."

"A partnership between multiple organizers better spreads the costs through the region and allows for us to build a multi-use facility that meets the entire community's needs and not just one small part of that community."

"We are one valley let's do this together and do it right the first time."

"Signing for a valley pool, no location specified. I believe the two cities of N bend and Snoqualmie could find the best place for ALL residents. Snoqualmie or n Bend."

"We could have a really nice facility here if we could work together to make it happen."

I've spoken with several of you over the last few months, and something I heard many times is that you want to hear from your residents before you make a decision about the Community Center Expansion. I'm aware you plan to have a more in-depth discussion about how to proceed at your upcoming council retreat. I hope you can use this petition and the comments as an opportunity to hear from them and have a more fruitful discussion.

If you decide it's time to move toward partnership on a regional pool, Valley Pool Together is here to help. We've spent the last few months making connections with elected officials, non-profits, area stakeholders, and residents across the Valley. We have resources and ideas to help you gather information and plan collaboratively. We're energized, optimistic, and ready to be citizen partners on this important and needed project.

I'll leave this with the city clerk and will also email a PDF to the council email address so you can spend time perusing all the feedback provided on these 63 pages. Thank you for your time.

RESEARCH

- America's deteriorating public pools are a public health crisis (Slate)
- https://slate.com/human-interest/2023/08/public-pools-closed-swimming-drowning-public-health-crisis-climate-change.html?fbclid=IwAR10yfE4nd660Nyfe_neA2ikJ6vl_uGFhj_GddIWQdwvy19lgXyzMAHN1_g
- Using "why" to keep your policies and procedures relevant (MRSC Insight Blog)
- https://slate.com/human-interest/2023/08/public-pools-closed-swimming-drowning-public-health-crisis-climate-change.html?fbclid=IwAR10yfE4nd660Nyfe_neA2ikJ6vl_uGFhj_GddIWQdwvy19lgXyzMAHN1_g
- Special meetings: answering some frequently asked questions (MRSC Insight Blog)
- <https://mrsc.org/stay-informed/mrsc-insight/april-2024/special-meetings-faq>

WEEK ENDING APRIL 26:

BOARD MEETING WRAP-UP

- Minutes: I will send these out early next week. I had some issues come up.
- Signatures: I sent out signatures on Wednesday, April 24. If you need me to resend them, please let me know and I will resend them to you.
- Annual Report: I will send the annual report out on Monday for review. I want to look through a couple of things before sending it out.
- HSD Agreement:
 - *Meeting*: I received a call from HSD CFAC on Wednesday afternoon. I have asked for more records before we send the agreement for their review.
 - *Fees Request*: We sent a fees request email on Friday. We are going to wait to hear back from them before moving forward.
- Next Meeting: The next board meeting will be Tuesday, May 28.

SWIM LESSON REGISTRATION

On Tuesday, April 23, we sent out the following email. It was posted on the website news feed, social media and our google search page.

<https://createsend.com/t/d-721321425568FECA2540EF23F30FEDED>

SUMMER LESSONS

Quentin and Emmitt are working on a formal plan for summer swim lessons. We should have lots of availability of staff this summer, and hopefully will grow the opportunities from last summer to this year. Quentin will present this information at the May 28 board meeting.

COLIBRI AD

I sent Gene an idea for an ad (see above). It is due next week for the summer edition of Des Moines City Currents. It will have an overview of what will be offered with a QR code directing people to the swim lesson page. Our goal is to also use the ad as a flyer for local schools through PeachJar, Normandy Park and the pool.

GIVEAWAY FOR PARADE/FUTURE EVENTS

We discussed giveaway prizes and it was suggested that we continue to use the ducks. We do have some left from last year that will be given out, and we can work to order more for the parade and other future events. Gene is recommending that we order rubber ducks that wear sunglasses, or

are decorated as pirates. He stated the unit prices was around \$.50/duck. He is looking at getting some quotes.

ARBOR DAY EVENT

Emmitt will be representing the district at Normandy Park's Arbor Day event on Saturday, April 27 from 10am-1pm. The event will be held in the Marvista Elementary School parking lot. Emmitt will be giving out the remaining rubber ducks from last year's parade along with information on swim lessons, Mount Rainier Pool programming and water safety.

KING COUNTY GRANT FEEDBACK MEETING

I attended the King County Grant Feedback 2026-2030 meeting on Tuesday, April 23. It was 6-7pm. I left before one of the public logged in for our 7pm meeting. The Q&A mainly focused on outdoor projects, even though aquatics was part of the grant between 2020 and 2025. I will see if I can find a recording of the meeting.

VFD LOW WATER ISSUE

The VFD (variable flow drive) has been registering low flow levels. We believe there might be something wedged in the pool's piping. We are within legal levels, but are hoping to work with Aquatic Specialties to alleviate the problem before it becomes a larger problem.

SUNBELT MEETING

Quentin and I are meeting with Sunbelt Controls to discuss the VFD and other portions of our agreement. We are meeting with them next Thursday, May 2nd at 9am. Sunbelt Controls manages the air handler system on contract.

SOAP DISPENSERS

We had issues with the soap dispensers falling off of the walls due to issues with the fasteners. Due to the age of the brick, Quentin is going to order two free standing soap dispensers for the men's and women's locker room to be placed between the sinks. If there is no damage on the free standing units, we will look at ordering two more for each of the showers. As you can imagine, the free standing units are more expensive. In the meantime, staff has gotten individual containers of soap in both rest rooms.

OVERPAYMENTS

We are working through some communication issues we had with some overpayments from February. I think this is mainly due to learning new roles and working on each other's communication styles. I am responsible for all operations for the district, and apologize for any issues this may have caused. We will have an opportunity to discuss this when we have to cancel the warrants at a future meeting.

JOB INTEREST CARDS

We received five job interest cards this week. Jared has contacted all of them, and the pool staff is working on a future lifeguarding class for June. We will announce more information in May.

RESEARCH

- Advice for bringing electronic devices to public meetings: use them, don't abuse them (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/april-2024/electronic-gadgets-at-meetings>

- Planning a future for public pool access in Snoqualmie Valley (Living Snoqualmie) - <https://livingsnoqualmie.com/planning-a-future-for-public-pool-access-in-snoqualmie-valley/>
- Child killed in suction entrapment at Houston Pool (Aquatics International) - https://www.aquaticsintl.com/facilities/child-killed-in-suction-entrapment-at-houston-hotel_o
- Informing the community (NRPA Park Pulse/NRPA Magazine) - <https://www.nrpa.org/publications-research/park-pulse/informing-the-local-community/>
- Bainbridge Island wading into new pool options (Kitsap Sun) - <https://www.kitsapsun.com/story/news/2024/04/10/bainbridge-island-park-district-mulling-options-with-pool-renovation/73248284007/>
 - *Note-The Bainbridge Island Pool project's architect is Stemper Architecture.*

WEEK ENDING MAY 3:

BOARD VACANCY UPDATE

The 15-day window closes on May 4 (Saturday). We currently do not have any additional applicants. I will send an update out on Monday.

BOARD MINUTES

- March Minutes for Posting: On May 1, I did not have all of the March 19 and 26, so I posted them with a majority of the board. If the remainder of the signatures arrive, I will repost in the future.
- April Minute Edits: I mailed minutes for edits out on Thursday, May 2. Please have all edits back by Thursday, May 16 at noon.

FINANCIAL REPORT EDITS

I sent the financial report out for edits last week. Please have all edits back by noon on Thursday, May 16.

PUBLIC RECORDS REQUEST

We put forth a public records request for how the schedule and how much the school district has paid to use Evergreen for the last three years. We did try to formally request for the information, but the school district required us to complete a public records request. We received a response from the public records officer that a partial response of the records would be available on July 25. I am meeting with legal counsel next week to discuss this. I will also reach out to Evergreen Pool next week on the rates and other items.

HSD CAPITAL FACILITIES MESSAGE

I received a message from Capital Facilities that the school district has put our lease agreement on the June 5 agenda for their school board meeting. See message above for how this deadline may be difficult to have a contract without data to back up the rates request.

SWIM LESSON REGISTRATION

We had swim lesson registration starting on Tuesday, April 30. We did not have to waitlist anyone on the first day of registration, and sent an update out on Wednesday with class openings. On Thursday, the classes completely filled with people on the waitlists.

SWIM LESSON AD/FLYER

Gene is putting together a flyer for the Des Moines City Currents. It will have basic information about swim lessons for this summer. We will also use the flyer to share information with Normandy Park and on PeachJar. The half-page ad will also be for lessons. We usually run a lifeguard wanted ad, but staff estimate having 70-80 guards this summer, and we received six job interest cards just last week.

WEEK ENDING MAY 10:

BOARD VACANCY

There were no additional applicants that applied. We have listed this as first item to discuss on the May 28 meeting agenda.

SWIM LESSONS

Emmitt added a couple of classes for the two classes with the largest waiting lists. Staff called participants last Saturday and both classes were filled.

There was a contamination on Monday, May 6. Emmitt had staff follow protocols and all class participants received a credit.

The next session of lessons will be starting in June and will be for both Monday and Wednesday, and Saturday lessons. We should have more information available next week and send out an email update including swim lesson page updates.

SERVER

We had to update the software for the server to SQL 2019. This will eat up our computer replacement budget for 2024. The server and Vision software needs to be updated according to VisionMS and CMIT.

ACH PAYMENT PROCESSES

We are starting to work on developing ACH payment processes for our vendors. With King County, we will need to process more Electronic Payroll Request Forms (EPRFs) before we are able to transfer money out of the account. This is a safeguard for the district. In the past, we only used EPRF's for payroll, but we will start using them more often to speed up payment processes. This requires an EPRF form to be filed a couple of days before the transaction is processed. All EPRF's require a signature from the Clerk of the Board or another board member filling in, if the Clerk of the Board is unavailable.

SUNBELT CONTROLS REMOTE ACCESS

Quentin and I met with a representative from Sunbelt Controls to discuss the past projects, issues to be resolved and remote access setup. All projects have been completed. The only issue to be resolved is low flow from the variable flow drive (VFD). Quentin is working with them to get the flow back up to the appropriate level. Finally, we discussed setting up remote access for the AHU/HVAC systems. The remote access will give staff better control of the system and help ensure less closures in the future.

EMERGENCY LIGHTS

Scott Romano had the city replace some of our natatorium deck's emergency lighting. We also had some units that need to be replaced. The air in the pool is very hard on equipment. We will let you know how much this costs in a future report, but they will need to be replaced. These lights are required for safety and will need to be updated.

SOCIAL MEDIA POSTING

We posted on Wednesday, May 8 about cold water shock on the body and potential drownings on Facebook and Twitter. 2023 was a record year for drownings in King County. One of the items that was attributed last year was a cold spring leading to a very warm summer. With forecasted temperatures in the 80s this weekend, we felt this would be good to post.

<https://www.king5.com/article/news/local/safety-advocates-warn-cold-water-shock-warm-weekend-western-washington/281-358a01f6-5ea5-4bd4-8144-1bec2b455516>

WRPA AQUATICS NETWORK MEETING

Quentin and Emmitt will be attending this month's aquatics network meeting on Thursday. I will have him give a summary as part of next week's report.

OUT OF OFFICE

Just a reminder that I am out of town until Wednesday, May 15. If you need to get ahold of me, the office number (206) 429-3852 is forwarded to my cellular.

RESEARCH

- There is a waiting list for swim lessons in Gig Harbor, \$46 million would build a new pool (News Tribune) - <https://www.thenewstribune.com/news/local/community/gateway/g-news/article287148900.html>
- Why we need to change the language around aquatic fitness (Aquatics International) - https://www.aquaticsintl.com/facilities/why-we-need-to-change-the-language-around-aquatic-fitness_o
- Water safety training will now be taught in Louisiana Schools (WAFB) - <https://www.wafb.com/2022/06/29/water-safety-training-will-now-be-taught-las-public-school/>
- Michigan state police weighs modern policing, training to expand recruitment (Detroit News) - <https://www.detroitnews.com/story/news/local/michigan/2023/07/23/michigan-state-police-weighs-modern-policing-training-to-expand-recruitment/70423740007/>

WEEK ENDING MAY 17:

MAY BOARD MEETING

Just a reminder that our next board meeting will be on Tuesday, May 28 at 7pm. I plan on putting out the packet next Thursday.

EDITS

I have not received any edits on the April minutes of financial report. If you have any changes, please send them to me by Monday.

SWIM LESSON (JUNE) UPDATE

Emmitt has expanded swim lessons to include Monday and Wednesday, Tuesday and Thursday and Saturday options. He also added adult swim lessons for Tuesday and Thursday evenings. All adult lessons will include ten spots (two instructors) and include options for intermediate/advanced students. See link below for more information.

<https://createsend.com/t/d-8D8942EC49690F7F2540EF23F30FEDED>

SCHEDULE UPDATE

On Friday, May 16 we updated the schedule to take effect on May 19. The pool will be opening at 5:30am on weekdays. We also had to move water exercise back to 7:15-8:15pm. The water exercise class was originally scheduled from 7-8pm, but was moved earlier due to staff restrictions after the pandemic. We wanted to expand our adult swim lessons and determined that Tuesday and Thursday evenings after swim lessons would be the best time. Adults tend to like their own time away from youth lessons. Below is a link to the schedule update that was sent out. I will have the banner update set for Monday when the schedule changes.

<https://createsend.com/t/d-E4ED350AC97D7C212540EF23F30FEDED>

PEACHJAR POSTING

We posted flyers for swim lessons and the schedule update. I posted it to all Highline School District Des Moines schools, their home school group, Maritime and Marvista, and other local schools in adjacent districts including RiverRidge, Sunnycrest and Woodmont. For the swim lessons, I used Gene's flyer and added a second page for more detailed information for the swim lesson updates.

- Swim Lesson Update – <https://app.peachjar.com/flyers/2686770/schools/200460>
- Schedule Update - <https://app.peachjar.com/flyers/2686774/districts/3000>

HSD AD MEETING

Quentin and I met with the Highline School District's Athletic Director on Thursday morning. We discussed the 2024-2025 schedule, rates and other items. We will update you at our next meeting.

MRHS SECURITY

With the warmer weather, we have had increasing numbers of kids hanging out in the parking lot, especially around their cars. We contacted MRHS security to increase patrols, especially during morning hours.

WRPA AQUATICS MEETING

Quentin attended last week's aquatics meeting. The meeting mainly focused on trainings and education opportunities for the summer and fall.

ACH PAYMENTS

We tested our first internal ACH payment last week outside of payroll. Angela is working on a first phase of payments to be transitioned into a new process. This should speed up payments.

RESEARCH

- BI Parks goes to voters for \$10 million for pool (Kitsap Sun)
- <https://www.kitsapdailynews.com/news/bi-parks-goes-to-voters-for-10-million-for-pool/>
- South Whidbey Aquatic Foundation (Website/No Newspaper) - <https://www.swpaf.org>

- Water safety legislation promotes lessons and education (Aquatics International) - https://www.aquaticsintl.com/facilities/water-safety-legislation-promotes-lessons-and-education_o

Swim A four-letter word for opportunity



Studies confirm that kids excel when they've had swim lessons — physically, mentally, and socially. Add to that the increased chances for success academically, recreationally, and career-wise. This summer, give your child the opportunity to be the best that they can be.

SUMMER LESSONS FOR KIDS & ADULTS BEGIN EARLY JUNE

- Resident registration priority and discount
- Available options include weekday mornings, evenings and Saturdays
- 25-minute sessions
- Eight sessions per class
- Class includes free practice times for participants and one adult
- Scholarships available for residents

mrp
mount rainier pool

206.824.4722
www.MtRainierPool.com
22722 19th Ave S, Des Moines



Scan QR code to access our sign-up page or visit website

NEW AGE LIMIT FOR SWIM INSTRUCTORS

The mandatory age limit will be dropping for swim lesson instructors from 16 to 15 years old. This should help in the Fall, when many of our older staff leave to go off to university and training due to turnover. The change will be made after Emmitt and Quentin attend WSIT (Water Safety Instructor Trainer) classes this summer.

SUMMER SCHEDULE PLANNING

Jared is calling staff to confirm summer schedules. Staff is working toward opening at 5:30 am and being open seven days a week. We will let you know what they are able to achieve in a couple of weeks. Quentin will present the summer schedule and swim lesson information at the May 28 board meeting.

WCIA APPRAISAL

WCIA came out this Tuesday and performed their appraisal of the pool. They perform this every couple of years. I will let you know what they set as the appraisal of the pool.

SUNBELT MEETING

I pushed the Sunbelt meeting to next week due to a family emergency. We are meeting next Wednesday, May 8 at 9am.

ALASKA AIRLINES

Alaska Airlines is using the pool this Friday afternoon for training.

OUT OF OFFICE

I have to attend some family graduations out of town, May 9-14, and I will be on vacation, but available by phone.

RESEARCH

- Designing modern aquatic center (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/may/designing-modern-aquatics-centers/>
- All-gender restrooms foster inclusion (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/may/all-gender-restrooms-foster-inclusion/>
- Panel named to consider controversial pool plan (PT Leader) - <https://www.ptleader.com/stories/panel-named-to-consider-controversial-pool-plans,164842?>
- Abstentions, proxies, and other unusual voting scenarios (MRSC) - <https://mrsc.org/stay-informed/mrsc-insight/march-2024/unusual-voting-scenarios>
- 1 minute video of Pacific Middle School design (Waterland Blog) - <https://waterlandblog.com/video-see-what-pacific-middle-school-will-look-like-in-this-1-minute-video/>
- We've been getting gloomier. A strong sense of community can help with that (Governing) - <https://www.governing.com/politics/weve-been-getting-gloomier-a-stronger-sense-of-community-can-help-with-that>



Des Moines Pool Metropolitan Park District

April 18, 2024

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

MINUTES SPECIAL MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also, present were Commissioners Dusenbury, Campbell, and Stender; and District General Manager (GM) Deschenes; and residents, Gene Achziger and Patrice Thorell.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – There were no modifications to the agenda as this was a special meeting. Commissioner Stender moved to accept the agenda. Commissioner Dusenbury 2nd. The motion passed 4-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None.

PUBLIC COMMENT – None.

6. Board Vacancy

The Board President notified the board that Policy 225 Board Vacancy needed to be amended to meet new legal requirements. After discussion, a revised process was determined. Commissioner Dusenbury moved to approve the revised, amended Policy 225 Board Vacancy. Commissioner Stender 2nd. The motion passed 4-0. Next, a motion was made by Commissioner Dusenbury to nominate Patrice Thorell for vacant position #5 and repost the position per RCW 42.18.010(1) for another 15 days ending on May 4, 2024. Commissioner Cambell 2nd. A copy of the amended Policy 225 Board Vacancy is available on the pool district website's governance page in the policy and procedure section. The board plans to take action at the next regular board meeting on Tuesday, May 28.

EXECUTIVE SESSION BUSINESS

7a. Performance of a Public Employee

The Board President announced the board would go into an executive session to evaluate the performance of a public employee subject to RCW 42.30.140(4). The Board President also announced that Gene Achziger, resident, would also be present. The board went into executive session until 7:38 pm for approximately 30 minutes to 8:08 pm.

After the executive session was completed no formal action was taken.

ADJOURNMENT

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

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's 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 – 4/18/2024**

With no further business the meeting was adjourned at 8:08pm.

UPCOMING MEETINGS

- April 23, 2024, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)
- May 28, 2024, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Position #5, Vacant

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

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

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

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



Des Moines Pool Metropolitan Park District

April 23, 2024

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also, present were Commissioners Dusenbury, Campbell and Stender; and Aquatics Manager, Knox and District General Manager (GM) Deschenes; and residents, Gene Achziger and Patrice Thorell.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – The District GM announced that the executive session, item #7a would be moved to the end of the meeting due to legal counsel having a scheduling conflict until 8:00 pm.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None.

PUBLIC COMMENT – None.

CONSENT AGENDA

Commissioner Stender moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in March totaling \$99,283.87. Commissioner Campbell 2nd. The motion passed 4-0.

OLD BUSINESS

8a. Q1 (January 1-March 31) Aquatic Manager Report

The Aquatics Manager presented information from the first quarter of operations at the Mount Rainier Pool. A copy of the report is included in the April 23 agenda packet.

8b. WCIA COMPACT

The District GM updated the board about the annual Washington Cities Insurance Authority COMPACT, which is a review of the Des Moines Pool Metropolitan Park District's risk liability by the insurance provider. The COMPACT includes a targeted review on an area of liability of the organization, member requirements and a review of any liability issues. The District GM reported that the pool district has met all of its requirements for 2024, which include trainings and meeting attendance.

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

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

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**Des Moines Pool Metropolitan Park District
Meeting Minutes –4/23/2024**

NEW BUSINESS

9a. Annual Financial Report

The District GM presented the public version of the annual financial report. There is also a companion report that will be submitted directly to the State Auditor's Office. President Young mentioned the Finance Committee would like to review the reports. The Finance Committee consists of Commissioners Campbell and Young. The District GM stated that he would send out the report for review and give Commissioners two weeks to provide edits. A draft copy of the report is included in the April 23 agenda packet.

EXECUTIVE SESSION #1

10. Performance of a Public Employee

The Board President announced the board would go into an executive session to evaluate the performance of a public employee subject to RCW 42.30.140(4). The Board President also announced that Gene Achziger, resident, would also be present. The board went into executive session until 7:28 pm for approximately 15 minutes to 7:43 pm.

After the executive session was completed no formal action was taken.

RECESS

At 7:48 pm, the board announced it would go into recess until 8:00 pm. This was a break until legal counsel would be available to resume the meeting. Recess was extended at 8:00 pm until 8:05 pm until legal counsel due to technical difficulties. It took until 8:10 pm to resume the meeting with technical difficulties.

EXECUTIVE SESSION #2

7a. Executive Session, HSD Lease (Moved from Start of Meeting)

The President announced the board would go into executive session pursuant to RCW 42.30.110(1)(b) to meet with legal counsel to discuss to consider the lease of real property. Legal Counsel, Brian Snure was present between 8:10 pm and 8:49 pm. The board went into executive session until 8:10 pm for approximately 15 minutes to 8:25 pm. The executive session was extended an additional 15 minutes to 8:40pm.

GOOD OF THE ORDER

None.

ADJOURNMENT

With no further business the meeting was adjourned at 8:50pm.

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

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

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**Des Moines Pool Metropolitan Park District
Meeting Minutes –4/23/2024**

UPCOMING MEETINGS

- May 28, 2024, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)
- June 25, 2024, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Position #5, Vacant

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

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

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Special District Voucher Approval Document

Scheduled Payment Date: 04/03/2024
Total Amount: \$2,464.11
Control Total: 5
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20240328174126.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Scott Deschenes 3/28/2024
2E03815D71304B0
Authorized District Signature Date

DocuSigned by: Joe Dusenbury 3/29/2024
5E8DDA9899F2474...
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20240328174126.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1138	03/06/2024	\$256.25	SIGNAGE FOR MRP
HIGHLINE WATER DISTRICT			03252024HWD	03/25/2024	\$735.96	WATER UTILITY MAR 2024
MOUNTAIN MIST			005913811	03/26/2024	\$66.40	WATER DELIVERY ON 3.26.2024
SNURE LAW OFFICE			02012024SLO	02/01/2024	\$688.00	ATTORNEY FEES FOR JAN 2024
ZEN 22015, LLC			04012024ZEN	04/01/2024	\$717.50	DISTRICT OFFICE RENT FOR APRIL 2024

ds



Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20240408114718.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
COLIBRI NORTHWEST, LLC			232NP	04/08/2024	\$487.50	AD IN NORMANDY PARK MAGAZINE
DATAQUEST, LLC			22959	03/31/2024	\$174.00	BACKGROUND CHECKS FOR MRP
MACDONALD-MILLER FACILITY SOLUTIONS			JC92554	03/28/2024	\$14,003.46	MARCH 2024 COMPLETION OF REPLC MIX VALVE
MACDONALD-MILLER FACILITY SOLUTIONS			SVC294013	03/31/2024	\$14,373.84	MARCH 2024 REPAIR OF TWO TOILETS
NORTHWEST LANDSCAPING SERVICES			CD50389533	04/01/2024	\$621.53	APRIL 2024 LANDSCAPING SVC
SNURE LAW OFFICE			04012024SLO	04/01/2024	\$800.00	MARCH 2024 ATTORNEY FEES
SUNBELT CONTROLS			111402	03/13/2024	\$73,018.32	HVAC SYSTEM REPAIR MARCH 2024
ZEN 22015, LLC			05012024ZEN	05/01/2024	\$717.50	MAY 2024 RENT FOR DISTRICT OFFICE

DS



Special District Voucher Approval Document

Scheduled Payment Date: 04/14/2024

Total Amount: \$561.44

Control Total: 3

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20240408153046.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<u>Scott Deschenes</u>	<u>4/12/2024</u>
<small>2E03815D71304B0...</small>	
Authorized District Signature	Date

DocuSigned by:	
<u>Joe Dusenbury</u>	<u>4/14/2024</u>
<small>5E8DDA9899F2474...</small>	
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20240408153046.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
FERNANDO CORTEZ			04152024FC89	04/15/2024	\$350.67	PAYROLL PE 4.15.2024
JOE DUSENBURY			04152024JD8	04/15/2024	\$150.55	COMMISSIONER BACKPAY FOR MERIT INCREASE
SHANE STENDER			04152024SS77	04/15/2024	\$60.22	COMMISSIONER BACKPAY FOR MERIT INCREASE

DS




Special District Voucher Approval Document

Scheduled Payment Date: 04/18/2024
Total Amount: \$12,308.77
Control Total: 8
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20240412143249.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

Scott Deschenes

4/12/2024

Joe Dusenbury

4/14/2024

2E03815D71304B0...

Authorized District Signature

Date

5E8DDA9899F2474

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20240412143249.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CMIT SOLUTIONS EASTSIDE			12663	02/29/2024	\$1,586.00	IT SVC FEB 2024
CMIT SOLUTIONS EASTSIDE			12720	02/29/2024	\$228.80	TELCO SVC FEB 2024
CMIT SOLUTIONS EASTSIDE			12757	03/31/2024	\$1,586.00	IT SVC MAR 2024
CMIT SOLUTIONS EASTSIDE			12830	03/31/2024	\$228.80	TELCO SVC MAR 2024
CMIT SOLUTIONS EASTSIDE			12838	03/31/2024	\$641.09	HARDWARE FOR WIFI REPAIR MAR 2024
DEPARTMENT OF RETIREMENT SYSTEMS			03012024DRS1	03/01/2024	\$2,532.61	DCP PAYMENT MAR 2024
LINDA RAY			LR202401-01	04/01/2024	\$526.90	CONSULTING SVC FOR MAR 2024
MACDONALD-MILLER FACILITY SOLUTIONS			PM140247	04/01/2024	\$4,978.57	QTRLY HVAC MAINT. BILLING

DS



Special District Voucher Approval Document

Scheduled Payment Date: 04/30/2024
Total Amount: \$2,187.92
Control Total: 7
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20240425101158.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

Scott Deschene 4/25/2024
2E03815D71304B0...
Authorized District Signature Date

Joe Dusenbury 4/25/2024
5E8DDA9899F2474...
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document


District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20240425101158.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
COLIBRI NORTHWEST, LLC			286DM	02/20/2024	\$900.00	AD IN DES MOINES CITY MAGAZINE SPRING
COLIBRI NORTHWEST, LLC			285DM	02/20/2024	\$637.50	AD IN DES MOINES CITY MAGAZINE SPRING
DATAQUEST, LLC			22772	02/29/2024	\$58.00	BACKGROUND CHECK FOR MRP EMP
FERNANDO CORTEZ			04302024FC89	04/30/2024	\$87.68	PAYROLL PE 4/30.2024
JARED WOLD			04202024JW	04/20/2024	\$64.30	REIMBURSEMENT FOR INSERVICE FOOD PURCHASE
JOE DUSENBURY			04302024JD8	04/30/2024	\$293.62	COMM SUBSIDY FOR MAR 2024
SHANE STENDER			04302024SS77	04/30/2024	\$146.82	COMM SUBSIDY FOR MAR 2024

DS

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 04/01/2024

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 3/29/2024	170950010			24219		DS	113.41
2							SD	
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 113.41

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

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

Reference _____

CONTACT INFORMATION Typed or Printed

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

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


AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Joe Duesenberry Title Clerk of the Board Date 4/10/2024

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

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 04/15/2024

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 04-15-2024	170950010			24219		DS	37,129.79
2							SD	
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 37,129.79

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

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

Reference _____

CONTACT INFORMATION Typed or Printed

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

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


AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Joe Duesenberry Title Clerk of the Board Date 4/10/2024

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

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 04/30/2024

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 04-30-2024	170950010			24219		5	33,507.64
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 33,507.64

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

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

Reference _____

CONTACT INFORMATION Typed or Printed

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

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Joe Duesenberry Title Clerk of the Board Date 4/29/2024

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

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: Board President Meeting Date: 05/28/2024

Under: Business Attachment: Yes

Subject: Board Vacancy

Background/Summary:

On Friday, March 8, 2024, Commissioner Achziger notified the board that he would be resigning his position. This item is to ratify an updated policy for board vacancies, see if there are any nominations, and go over a proposed timeline. See attached resignation email.

At the March 19, 2024, Board Meeting, the board did not notify anyone, so the district posted the position without a nomination. The 15-day deadline was April 4, 2024.

By the deadline, the only applicant was Patrice Thorell. Ms. Thorell was checked with the King County Elections office and is a registered voter in the City of Des Moines. There were no other qualified applicants that applied.

Legal counsel recommends that the vacancy be reposted, and the board of commissioners nominate Ms. Thorell and/or any other qualified applicants. The position will be reposted for 15-days ending with a deadline on Saturday, May 4.

The board of commissioners will potentially interview and discuss in an open regular meeting under the authority of **RCW 42.30.080**. A decision will be made by the commissioners and the meeting will move forward with the new commissioner participating in the meeting.

The District GM will work with the new commissioner on receiving their Oath of Office, paperwork, and OPMA/PRA training to meet legal requirements of the position. The District GM will also notify the KC Elections Office of the change.

The position will be filled until the next Des Moines Pool Metropolitan Park District election is certified in November 2025 election is certified.

Fiscal Impact: N/A

Proposed Motion:

I move to approve _____ to fill Position #5 for the remainder of the term.

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

Two Touch Rule: N/A 03/19/2024 **Committee Review (WCIA Audit)**
First Board Meeting (Informational)

05/28/2024 **Second Board Meeting (Action)**

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

Attachments:

- Patrice Thorell Letter of Interest for Board Vacancy #5

March 25, 2024

Des Moines Metropolitan Pool District Board of Commissioners
C/O Scott Deschenes District General Manager
22722 Marine View Drive S
Des Moines, WA 98198

Re: Application for Des Moines Metropolitan Pool District Board Commissioner

Dear Des Moines Metropolitan Pool District Board of Commissioners,

It is my distinct honor for the opportunity to be considered for an appointment to the Des Moines Metropolitan Pool District. My interest in the Commissioner position stems from a long history working in the Parks and Recreation field serving the needs of municipal communities and my intimate experience as the city staff assigned to keep the pool open. Tasks included the transfer of ownership of the Mt. Rainier Pool from King County to the City of Des Moines, the establishment of a joint governmental organization to fund, maintain, and operate the pool, research regarding the formation of a Metropolitan Park District, development of the election process for a voter approved initiative to create the Park District, and ultimately the transfer of pool ownership to the newly created Des Moines Metropolitan Pool District in 1999.

I believe that swimming is essential for the health and wellbeing of all people, regardless of beliefs, age, ethnicity, gender, and economic status. I am a lifelong swimmer, having swam recreationally and competed throughout my youth, taught swimming lessons as a volunteer while going to college, and continuing my involvement in the aquatic industry as an adult working in Parks and Recreation Administration.

I am extremely proud of my 39-year career in the Parks and Recreation field serving the cities of Kirkland, Kent, and Des Moines. As Recreation Coordinator for the City of Kirkland, 1979-1984, I got my start in aquatic management by creating Summer Camps that included swimming lessons to ensure water safety, exercise, and fun for Kirkland youth.

During my 24-year career with the City of Des Moines as its Parks, Recreation and Senior Services Director, I had the immense pleasure of collaborating with the King County Pool located at Mt. Rainier High School to implement swimming lessons for Des Moines Camp KHAOS (Kids Having an Outrageous Summer) programs. This collaboration was successful and allowed Des Moines youth supervised access to swimming lessons and play as part of their daily routine. Scholarships were provided so that all children were given the opportunity to gain experience and grow.

In 1995, King County announced its intent to transfer the Mt. Rainier Pool to the City of Des Moines or shut its doors. Public outcry ensued and citizens, surrounding governments, and the school district came together to solve the challenge. As the Des Moines Parks and Recreation Director it was my responsibility to direct the process to create policy and manage the Pool Owners and Pool Contributors groups from the Cities of Des Moines, Normandy Park, and Seatac, and the Highline School District to fund and manage the Mt. Rainier Pool. With the economic downturn looming in 1998, the Pool Owners and Stakeholders Groups membership began to diminish, and stopgap measures were put into place fearing closure in 1999.

Citizens from the Des Moines, SeaTac and Normandy Park communities came to the rescue and implored the City of Des Moines to save the pool. Past Des Moines City Manager Tony Piasecki and the City Council directed me to research ownership options and create the language for a voter approved initiative to create a

Metropolitan Park District that could fund and manage the pool. Mr. Gene Achziger and active Des Moines citizens led the "Save Des Moines Pool" campaign and successfully passed a voted election by a large majority of Des Moines voters. Thanks to strong citizen leadership the pool remained open to the public.

Extensive Mt. Rainier Pool master planning processes began. At one point a Mt. Rainier Pool Master Plan Citizens Advisory Committee worked alongside the Des Moines Parks Master Plan Citizens Advisory Committee to envision future public needs and studied whether to the maintain, repair, expand, or replace the pool at a new location. These ongoing efforts led by Des Moines Metropolitan Pool District (DMMPD) Commissioners and staff kept the pool operational and allowed my family to enjoy the offerings at the pool including swimming lessons, water exercise, special events, and a wonderful birthday party pool rental.

I am proud of my history of community volunteerism. I was a founding member of the Des Moines Legacy Foundation (DMLF), a 501c3 non-profit corporation established in 1999. As a member of the Foundation, I served on its Executive Committee as Board Secretary from 1999-2022, and as Board President from 2022 to present. During my tenure, the Foundation played a significant role as the fundraising conduit for DMMPD's Faith Callahan Swim Scholarships provided to low-income and underserved citizens. Working in tandem with the Pool District, Legacy applied for and received matching grants to implement free Lifeguard Trainings and Swimming Lesson opportunities for hundreds of our low income and marginalized youth and teens. These funds allow for equitable access to life saving skills and good paying jobs to all Des Moines youth regardless of race, gender, and social status. The Des Moines Legacy Foundation Board of Directors has been and will continue to support these efforts into the future.

I am equally proud of my volunteer work dedicated to the betterment of Kent and Des Moines where I served on the founding committee of the Kent Chamber of Commerce Foundation, and joined the Rotary Club of Kent. I have been a member of the Rotary Club of Des Moines and Normandy Park since 1994 and served as its President in 1999-2000. I have been a member of the Des Moines Chamber of Commerce and Waterland Committee. I volunteered as a board member of Destination Des Moines and the Waterland Childrens Festival. In 2019, I was nominated by King County Councilmember Dave Upthegrove and appointed by Executive Dow Constantine to serve on King County's Veterans Seniors, and Human Services Levy Advisory Committee (VSHSL) as its Senior Committee Chair and as a member of its Executive Committee. My second term on the Committee ends in May 2024.

Academically, I have a BS degree in Parks and Recreation Administration received of California State University, Chico, in 1976, and a MS degree in Management received of Antioch University, Seattle in 1999.

My family consists of myself and two daughters ages 18 and 22. I adopted my youngest daughter in 2011 and her biological sister in 2014. Our family joined the Olympic View Swim Club (OV) in 2014. Both girls competed on the OV Swim Team from 2014- 2019 and taught preschool swimming lessons at OV from 2018- 2020. The coaching staff at OV encouraged them to always do their best! These experiences were instrumental to their personal development, physical and mental health, stability, sense of belonging, and self-esteem that helped to carry them from their early life experiences of abuse and despair to new life experiences full of caring and possibilities.

Community service is an integral part of my value system. Joining the Des Moines Metropolitan Pool District Pool Board of Commissioners would be an extreme honor and an important way that I can continue to give back and share my knowledge, experience, and passion with the Des Moines community.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b Assigned to: District GM

Meeting Date: May 28, 2024

Under: Old Business

Attachment: Yes

Subject: Board Committees Update

Background/Summary:

The Board appointed committees at the January 23, 2024.

- **Capital and Contracts** – Achziger and Dusenbury
- **Finance** – Campbell and Young
- **Policy and Procedure** – Campbell and Young
- **Public Outreach** – Achziger and Stender

With the resignation of Commissioner Achziger, the board will need to fill spots on the Capital and Contracts, and Public Outreach committees.

To memorialize the process, Resolution 2024-04 Board Committees is recommended to be passed.

Fiscal Impact: N/A

Proposed Motion:

I move to approve Resolution 2024-04 Board Committees as amended.

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

Three Touch Rule:

<u>N/A</u>	Committee Review
<u>01/23/2024</u>	First Board Meeting (Informational)
<u>05/28/2024</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

-Resolution 2024-04 Board Committees (Attachment) – *The form will be amended to match the board appointments.*

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2024-04

“UPDATED” 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 23 Regular Board Meeting, the Board President took nominations for the following committees: Capital and Contracts, Finance, Policy and Procedure, and Public Outreach Committees; *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	Dusenbury	
Finance	Campbell	Young
Policy & Procedure	Campbell	Young
Public Outreach	Stender	

Adoption. ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 28th day of May 2024 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c Assigned to: Aquatics Manager Meeting Date: 05/28/24
Under: Old Business Attachment: Yes

Subject: Summer Schedule

Background/Summary:

The District is presenting the following schedule for the summer that will include increased hours, and the plan to serve the most people with swim lessons.

This summer there will be no grants to cover free programming, so the district is making adjustments to best serve the most people with available staffing.

The current schedule was implemented on May 19 and runs through July 7. The next schedule will take place on July 8 and run through the August closure scheduled for mid-August. The schedule depends if the district receives a grant for some of its critical projects.

All information is tentative and subject to change.

The aquatics manager will be present to make the presentation and answer any questions from the board and public.

Fiscal Impact: N/A.

Proposed Motion: No motion. Informational only.

Reviewed by District Legal Counsel: Yes No X 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:

- May 19-July 7 Schedule
- July 8- To be Determined Schedule
- Swim Lesson Instructor Rash Guard




Mount Rainier Pool

Spring Schedule

May 19 – July 7, 2024



Shallow End (83°F – 85°F)						
Water Walking	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5:30a – 9:30a	5:30a - 9:30a	5:30a – 9:30a	5:30a -9:30a	5:30a – 9:30a	N/A
	10:30a-1p	9:30a-1p	10:30a-1p	9:30a-1p	10:30a-1p	11:30a – 12:30p
	N/A	N/A	N/A	N/A	4p-5p	N/A
Family Swim **Free entry for swim lesson participants during selected dates/times listed below: Three Options Mondays, 7-8p Fridays, 5-6p Saturdays, 11:30a-12:30p	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Noon – 1p	Noon - 1p	Noon – 1p	Noon – 1p	Noon – 1p	**11:30a – 12:30p
	N/A	N/A	N/A	N/A	**5p-6p	N/A
	**7p-8p	N/A	7p-8p	N/A	6:15p-7:30p	N/A
Water Exercise (Shallow Water) T/Th Water Exercise time changes on June 4 th	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	9:30a -10:30a	7:15p-8:15p	9:30a -10:30a	7:15p-8:15p	9:30a -10:30a	N/A
Deep End (83°F – 85°F)						
Lap Swim	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5:30a – 1p (6 lanes)	5:30a – 1p (6 lanes)	5:30a – 1p (6 lanes)	5:30a – 1p (6 lanes)	5:30a – 1p (6 lanes)	10:30a – 12:30p (6 lanes)
	4p – 5p (4 lanes)	4p – 5p (4 lanes)	4p – 5p (4 lanes)	4p – 5p (4 lanes)	4p – 5p (4 lanes)	N/A
	N/A	7p – 8p (2 lanes)	N/A	7p – 8p (2 lanes)	N/A	N/A
Entire Pool (83°F – 85°F)						
Rentals QR code for more info. 	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	N/A	N/A	N/A	N/A	N/A	2p – 4p
Open Swim 1 st Saturday of the Month (\$1 Swim) 3 rd Saturday of the Month (Wibit Swim) 2 nd and 4 th Saturday of the Month (Regular Open Swim)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	N/A	N/A	N/A	N/A	N/A	1p – 2p
Swim Lessons QR code for more info. 	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	4:30p – 7p	4:30p-7:15p	4:30p – 7p	4:30p-7:15p	N/A	7:45a-11:30a

Rates & Fees QR code for more info. 	The Mount Rainier Pool keeps its rates and fees low as part of our district’s commitment to equitable and accessible programming. Scholarships are also available to all Des Moines and Normandy Park residents.
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Mount Rainier Pool

(Tentative) Summer Schedule

July 8 – August 4, 2024

Shallow End (83°F – 85°F)						
Water Walking	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5:30a – 7a	5:30a -7a	5:30a – 7a	5:30a -7a	5:30a – 7a	11:30a – 12:30p
	N/A	N/A	N/A	N/A	8:30a-Noon	N/A
	N/A	5p-6p	N/A	5p-6p	4p-5p	N/A
Family Swim **Free entry for swim lesson participants during selected dates/times listed below: <u>Four Options</u> Mondays, 7-8p Fridays, Noon-1p & 5-6p Saturdays, 11:30a-12:30p	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Noon – 1p	Noon - 1p	Noon – 1p	Noon – 1p	**Noon – 1p	**11:30a – 12:30p
	N/A	N/A	N/A	N/A	**5p-6p	N/A
	**7:15p-8:30p	N/A	7:15p-8:30p	N/A	6:30p-8:30p	N/A
Water Exercise (Shallow Water)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	7:15a -8:15a	7:15p-8:15p	7:15a -8:15a	7:15p-8:15p	7:15a -8:15a	N/A
Water Exercise (Deep Water)	N/A	N/A	N/A	N/A	8:30a-9:15a	N/A
Deep End (83°F – 85°F)						
Lap Swim	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5:30a – 8:30a (6 lanes)	5:30a – 8:30a (6 lanes)	5:30a – 8:30a (6 lanes)	5:30a – 8:30a (6 lanes)	5:30a – 8:30a (6 lanes)	10:30a – 12:30p (4 lanes)
	8:30a –Noon (4 lanes)	8:30a –Noon (4 lanes)	8:30a –Noon (4 lanes)	8:30a –Noon (4 lanes)	8:30a-9:30a (4 lanes)	N/A
	Noon-1p (6 lanes)	Noon-1p (6 lanes)	Noon-1p (6 lanes)	Noon-1p (6 lanes)	9:30a-1p (6 lanes)	N/A
	4p – 5p (4 lanes)	4p – 6p (4 lanes)	4p – 5p (4 lanes)	4p – 6p (4 lanes)	4p – 5p (4 lanes)	N/A
	8p-9p (6 lanes)	8p-9p (6 lanes)	8p-9p (6 lanes)	8p-9p (6 lanes)	8p-9p (6 lanes)	N/A
Entire Pool (83°F – 85°F)						
Rentals	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	N/A	N/A	N/A	N/A	N/A	2p – 4p
Open Swim 1 st Saturday of the Month (\$1 Swim) 3 rd Saturday of the Month (Wibit Swim) 2 nd and 4 th Saturday of the Month (Regular Open Swim)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1:30p-3p	1:30p-3p	1:30p-3p	1:30p-3p	N/A	1p – 2p
Swim Lessons Morning	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8:30a – 12p	8:30a – 12p	8:30a – 12p	8:30a – 12p	N/A	8:30a-11:30a
Afternoon/Evening	4:30p – 7p	4:30p-7p	4:30p – 7p	4:30p-7p	N/A	N/A
Adult	6:30p-7:15p	6:30p-7:15p	6:30p-7:15p	6:30p-7:15p	N/A	7:45a-8:30a

WATERMEN+

CUSTOM ART MOCKUP

**LONGSLEEVE
RASHGUARD
CENTER CHEST**



BACK



Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d Assigned to: District GM Meeting Date: May 28, 2024

Under: Old Business Attachment: Yes

Subject: Quarter 1 Financial Report (January-March 2024)

Background/Summary:

The Q1 Financial Report includes Revenue, Expenses and Physical Reports for Quarter 1, January 1 through March 31, 2024.

After reviewing comments from the last meeting, the District GM has added some GL revenue information including daily admissions, pass sales, rentals and insurance passes sold.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

Reviewed by District Legal Counsel: Yes ADD No Date: ADD

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:

- Q1 2024 Financial Report
- Q1 2024 (January 1- March 31) Revenue and Expense Reports
- Q1 Over-the-Counter Report (NEW)

**First Quarter (Q1) 2024 Financial Status Report
DES MOINES POOL M.P.D./ MOUNT RAINIER POOL
May 28, 2024**

January 1 – March 31, 2024, Financial Activity reports –have been reviewed, reconciled, and adjusted to reflect all activity of the district that has flowed through the King County Treasurer’s office. The report represents the first quarter results for fiscal year 2024.

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

The balances in each of these funds on March 31, 2024, are:

- General Fund – \$1,147,573.58
 - Capital Reserve - \$ 600,000.00
- Total Available Funds \$1,747,573.58

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

The combined end of the year balance has increased each year over the last five years.

- 2024 - \$1,747,573.58
- 2023 - \$1,939,873.01
- 2022 - \$1,858,821.68
- 2021 - \$1,596,586.36
- 2020 - \$1,389,876.13
- 2019 - \$1,109,960.72

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

REVENUES

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

	Budget	YTD	%*
Beginning Balance	\$975,000	\$1,339,873.01	137%
Taxes	\$1,254,135	\$65,843.04	5%
Charges for Service	\$25,000	\$0.00	0%
Interest	\$25,000	\$18,801.12	75%
Grant (Capital)-NEW!*	\$100,000	\$105,386.41	105%
Over the Counter**	\$200,000	\$32,775.05	16%
Transfer from Reserves***	\$75,000	\$0.00	0%

**25% target through March 31, 2024.*

**\$105,000 of grant repayments were received in the first quarter of 2024.*

***Behind on billings for swim team, grant, and other revenues. See section below.*

****Transfers to reserves are made at the final board meeting of each year.*

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

The district is behind on collecting revenues for over the counter. The following are revenues the district should collect in 2024 that would normally be included in this report.

Partner Outstanding	Late Reported	Q4 Payment	Outstanding
Swim Team Charges#1*	\$59,000.00	\$48,704.39	\$10,295.61
NEW Swim Team Charges #2**	\$8,120.43	\$0.00	\$8,120.43
DMLF Grant for Staff Certifications	\$7,300.00	\$0.00	\$7,300.00
KCYAS/DMLF Swim Lesson Grant	\$24,999.00	\$0.00	\$24,999.00
Totals Outstanding			\$50,715.04

**Q4 payment was underpaid by \$10,295.61. Does not include Q4 practice usage that will be billed in 2024.*

***November/December usage was billed on April 23, 2024.*

****KCYAS Swim Lesson Grant was paid in January 2024.*

The Des Moines Legacy Foundation made a \$4,000 payment for the Bayside Ball, which will show up in the second quarter financial report.

Finally, SMAC utilized pool space for rentals and meets for the first quarter that generated \$14,770.19. This should also show up in the second quarter revenue reports.

NEW OVER-THE-COUNTER BREAKDOWN

From feedback at prior meetings, I have included the attached breakdown of the over the counter (OTC) revenues including general admission, pass sales and insurance usage. We have compared sales from the last three years of each. This data previously appeared in aquatics manager reports, but we are testing to see if it flows better with the quarterly financial report.

In the first quarter of 2024, the pool was shut down for a total of 15 days, which is dramatically more than the last two years, 1.5 days in 2023 and 2 days in 2022.

In 2024, the pool expanded Parent-Teacher Swims to two swims and added Saturday rentals. The district reduced Saturday open swims from 1-3pm to 1-2pm. This may have affected youth general admission and youth pass sales, but the district also hosted more people in that Parent-Teacher Swims host two swims of up to 93 participants each, and 10 birthday parties of 25 people and 1 party of 60 people. In addition, the Mount Rainier Pool hosted four swim meets, which was an increase from one in 2023. Revenue for these events show up under the single event GL code.

Finally, the district needs to keep an eye of the effects of insurance memberships on adult and senior general admission, pass sales and water exercise numbers. Insurance memberships include access to lap and open swim and water exercise. These passes have dramatically increased over the last two years

and have affected over the counter revenues. The agreements only pay \$2.50 to \$3 per visit and only pay up to ten visits. The program does bring in new users from outside, but we need to start monitoring how many people convert their current passes to insurance memberships to save money.

EXPENDITURES

The Expenditure report for Quarter 1 reflects the activities of the district, which have been segregated into three categories: administration, operations, and capital. I have summarized the budget appropriations for each function to allow you to analyze the activities separate from one another.

	Budget	YTD	%
Administration*	\$346,250.00	\$91,756.51	26.50%
Operations	\$1,450,067.89	\$284,305.92	19.61%
Capital	\$116,500.00	\$0.00	0%
Transfer to Reserves**	\$75,000.00	\$0.00	0%
Totals	\$1,912,817.39	\$376,071.53	19.66% (100% Target)

**Administration includes the annual payment to WCIA (\$37,710). Without the payment, the Administration % would be 18% and within the annual budget. This should ensure administration is on track for the remainder of the year.*

***Transfers to reserves are made at the last regular board meeting of each year. Currently, \$75,000 plus unused maintenance fees will be transferred.*

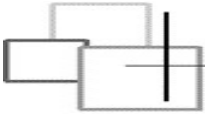
Each of these categories has an individual line-item allocations via the annual budget process. The monthly expenditure reports reflect the line-item detail. The year-to-date totals for administration and pool facility operations are within the budget expectation of 25% for the first quarter.

The total expenditures for the District as of March 31, 2024, are at 19.66% of budget. This is under the anticipated level of 25%.

The next quarterly report will be presented to the board at its August 27, 2024, meeting for the second quarter (Q2) of 2024 (April 1 through June 30).

MORE INFORMATION

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



1st Quarter 2024 EXPENDITURES

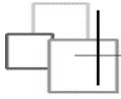
Beginning Balance January 2024 = \$1,909,917.47
 Ending Balance March 2024 = \$1,717,100.72

Category/ Acct #	Reference	Jan 2024	Feb 2024	Mar 2024	1st Qtr Expenses	YTD Expense	2024 Budget	Budget Balance	% of Budget
Salaries & Wages									
Target 25%									
001-000-000-576-20-10-00	Commissioners - Subsidies	\$250.07	\$816.89	\$1,742.22	\$2,809.18	\$2,809.18	\$20,000.00	\$17,190.82	14.05%
001-000-000-576-20-10-01	District Manager Salary	\$6,242.08	\$6,156.77	\$6,190.02	\$18,588.87	\$18,588.87	\$95,000.00	\$76,411.13	19.57%
001-000-000-576-21-30-06	Front Desk Administrator	\$3,567.27	\$4,022.06	\$3,960.01	\$11,549.34	\$11,549.34	\$68,931.20	\$57,381.86	16.75%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$5,734.39	\$5,767.79	\$5,768.00	\$17,270.18	\$17,270.18	\$98,508.80	\$81,238.62	17.53%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$4,667.44	\$8,891.99	\$9,337.99	\$22,897.42	\$22,897.42	\$154,668.80	\$131,771.38	14.80%
001-000-000-576-21-30-03	Lead Lifeguard	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,251.20	\$51,251.20	0.00%
001-000-000-576-21-30-04	PPT Lifeguards	\$1,581.23	\$0.00	\$0.00	\$1,581.23	\$1,581.23	\$41,000.00	\$39,418.77	3.86%
001-000-000-576-21-30-02	Instructors	\$7,036.99	\$1,542.44	\$1,075.45	\$9,654.88	\$9,654.88	\$95,000.00	\$85,345.12	10.16%
001-000-000-576-21-32-02	Head Lifeguards	\$9,233.88	\$2,296.54	\$428.23	\$11,958.65	\$11,958.65	\$35,000.00	\$23,041.35	34.17%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	\$16,681.47	\$23,404.80	\$18,855.45	\$58,941.72	\$58,941.72	\$165,000.00	\$106,058.28	35.72%
001-000-000-576-21-30-05	Water Exercise Instructor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00	0.00%
	Total Salaries & Wages	\$54,994.82	\$52,899.28	\$47,357.37	\$155,251.47	\$155,251.47	\$836,860.00	\$681,608.53	18.55%
Taxes & Misc									
001-000-000-576-21-21-19	Payroll Taxes	\$17,600.94	\$16,137.87	\$14,385.25	\$48,124.06	\$48,124.06	\$200,000.00	\$151,875.94	24.06%
001-000-000-576-21-33-04	Overtime (OT)	\$227.02	\$0.00	\$0.00	\$227.02	\$227.02	\$5,000.00	\$4,772.98	4.54%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-33-00	Sick Pay	\$515.12	\$774.79	\$73.35	\$1,363.26	\$1,363.26	\$2,500.00	\$1,136.74	54.53%
	Total Taxes & Misc	\$18,343.08	\$16,912.66	\$14,458.60	\$49,714.34	\$49,714.34	\$208,000.00	\$158,285.66	23.90%
Personal Benefits									
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	\$6,446.48	\$2,387.37	\$5,811.74	\$14,645.59	\$14,645.59	\$76,000.00	\$61,354.41	19.27%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$150.00	\$126.00	\$411.00	\$411.00	\$2,000.00	\$1,589.00	20.55%
001-000-000-576-21-25-05	Incentive Pay	\$70.00	\$0.00	\$0.00	\$70.00	\$70.00	\$1,000.00	\$930.00	7.00%
	Total Personal Benefits	\$6,651.48	\$2,537.37	\$5,937.74	\$15,126.59	\$15,126.59	\$79,000.00	\$63,873.41	19.15%
Office Supplies									
001-000-000-576-21-35-03	Office supplies (Amazon/Amazon)	\$121.08	\$76.55	\$309.77	\$507.40	\$507.40	\$1,500.00	\$992.60	33.83%
001-000-000-576-20-35-00	Office Equipment (non-	\$0.00	\$48.34	\$66.00	\$114.34	\$114.34	\$1,500.00	\$1,385.66	7.62%
001-000-000-576-20-35-01	Computer Equipment & Supplies	\$86.98	\$0.00	\$0.00	\$86.98	\$86.98	\$5,000.00	\$4,913.02	1.74%
	Total Office Supplies	\$208.06	\$124.89	\$375.77	\$708.72	\$708.72	\$8,000.00	\$7,291.28	8.86%
Maintenance & Repair Supplies									
001-000-000-576-21-31-00	Maintenance Supplies and Small	\$13.74	\$392.49	\$34.63	\$440.86	\$440.86	\$2,500.00	\$2,059.14	17.63%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$114.03	\$1,126.03	\$777.57	\$2,017.63	\$2,017.63	\$6,000.00	\$3,982.37	33.63%
	Total Maintenance & Repair	\$127.77	\$1,518.52	\$812.20	\$2,458.49	\$2,458.49	\$8,500.00	\$6,041.51	28.92%
Pool Supplies									
001-000-000-576-21-40-00	Employee Recognition	\$0.00	\$91.50	\$105.00	\$196.50	\$196.50	\$2,000.00	\$1,803.50	9.83%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$165.47	\$0.00	\$165.47	\$165.47	\$2,000.00	\$1,834.53	8.27%
001-000-000-576-21-42-06	Uniforms & Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$0.00	\$525.31	\$525.31	\$525.31	\$2,500.00	\$1,974.69	21.01%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$0.00	\$2,404.60	\$2,404.60	\$2,404.60	\$7,500.00	\$5,095.40	32.06%
	Total Pool Supplies	\$0.00	\$256.97	\$3,034.91	\$3,291.88	\$3,291.88	\$17,500.00	\$14,208.12	18.81%
Pool Equipment									
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$449.02	\$0.00	\$1,312.38	\$1,761.40	\$1,761.40	\$4,000.00	\$2,238.60	44.04%
	Total Pool Equipment	\$449.02	\$0.00	\$1,312.38	\$1,761.40	\$1,761.40	\$4,000.00	\$2,238.60	11.23%
Professional Svcs - Clerical									
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$1,491.14	\$480.00	\$1,971.14	\$1,971.14	\$5,000.00	\$3,028.86	39.42%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$522.50	\$0.00	\$288.00	\$810.50	\$810.50	\$14,000.00	\$13,189.50	5.79%
001-000-000-576-20-41-05	Financial Management Software	\$0.00	\$0.00	\$1,265.00	\$1,265.00	\$1,265.00	\$3,000.00	\$1,735.00	42.17%
001-000-000-576-20-41-08	IT Admin/Computer Services	\$1,739.79	\$1,991.25	\$0.00	\$3,731.04	\$3,731.04	\$25,000.00	\$21,268.96	14.92%
001-000-000-576-20-41-14	IT Server Hosting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$62.88	\$200.84	\$115.65	\$379.37	\$379.37	\$2,000.00	\$1,620.63	18.97%
001-000-000-576-21-42-03	Registration Software (Civic	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions	\$68.30	\$60.00	\$129.20	\$257.50	\$257.50	\$2,000.00	\$1,742.50	12.88%
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	\$786.26	\$728.86	\$693.22	\$2,208.34	\$2,208.34	\$6,000.00	\$3,791.66	36.81%
001-000-000-576-21-42-09	Timekeeping (WhenIWork)	\$352.32	\$323.90	\$704.64	\$1,380.86	\$1,380.86	\$3,000.00	\$1,619.14	46.03%
001-000-000-576-20-41-15	Website RFQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
	Total Prof Services-Front Offc	\$3,532.05	\$4,795.99	\$3,675.71	\$12,003.75	\$12,003.75	\$79,500.00	\$67,496.25	15.10%
Professional Svcs - Maintenance									
001-000-000-576-20-41-09	District Janitorial Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-20-41-03	Financial Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
001-000-000-576-21-31-01	Custodial Qtly Deep Clean	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$84.97	\$90.79	\$735.62	\$911.38	\$911.38	\$5,000.00	\$4,088.62	18.23%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%

Category/ Acct #	Reference	Jan 2024	Feb 2024	Mar 2024	1st Qtr Expenses	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-21-48-02	Rekey Services (Bill's	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW	\$620.96	\$0.00	\$620.96	\$1,241.92	\$1,241.92	\$8,000.00	\$6,758.08	15.52%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$0.00	\$77.40	\$503.87	\$581.27	\$581.27	\$2,000.00	\$1,418.73	29.06%
001-000-000-576-21-48-10	Maintenance Contract (MacD-	\$4,974.05	\$4,872.74	\$0.00	\$9,846.79	\$9,846.79	\$28,000.00	\$18,153.21	35.17%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq	\$0.00	\$2,252.58	\$0.00	\$2,252.58	\$2,252.58	\$16,000.00	\$13,747.42	14.08%
	Total Prof Services-	\$5,679.98	\$7,293.51	\$1,860.45	\$14,833.94	\$14,833.94	\$83,000.00	\$68,166.06	6.84%
Repairs & Maintenance									
001-000-000-576-21-48-00	Maintenance Services (non-	\$0.00	\$10,427.47	\$12,530.66	\$22,958.13	\$22,958.13	\$75,000.00	\$52,041.87	30.61%
	Budget Contingency for	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,407.89	\$9,407.89	0.00%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	Total Repairs & Maintenance	\$0.00	\$10,427.47	\$12,530.66	\$22,958.13	\$22,958.13	\$86,907.89	\$63,949.76	26.42%
Communications									
001-000-000-576-20-41-02	Web Design & Maintenance	\$2,424.04	\$51.25	\$51.99	\$2,527.28	\$2,527.28	\$3,000.00	\$472.72	84.24%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$320.40	\$55.04	\$640.80	\$1,016.24	\$1,016.24	\$4,000.00	\$2,983.76	25.41%
001-000-000-576-21-42-07	Postage and Mailing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-20-42-20	Telephone/Internet (Comcast)	\$0.00	\$724.75	\$564.50	\$1,289.25	\$1,289.25	\$6,000.00	\$4,710.75	21.49%
001-000-000-576-21-42-14	Elevate Phone System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,600.00	\$3,600.00	0.00%
001-000-000-576-21-42-30	Work Email Accounts (Google	\$0.00	\$46.24	\$97.25	\$143.49	\$143.49	\$800.00	\$656.51	17.94%
001-000-000-576-21-41-14	Remote meeting software	\$0.00	\$26.76	\$53.56	\$80.32	\$80.32	\$500.00	\$419.68	16.06%
001-000-000-576-20-42-04	Email Notification System	\$59.00	\$59.00	\$118.00	\$236.00	\$236.00	\$750.00	\$514.00	31.47%
	Total Communications	\$2,803.44	\$963.04	\$1,526.10	\$5,292.58	\$5,292.58	\$19,150.00	\$13,857.42	27.64%
Training & Travel									
001-000-000-576-21-43-10	Travel for Business (Mileage,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$349.00	\$349.00	\$349.00	\$4,500.00	\$4,151.00	7.76%
001-000-000-576-21-43-04	In Service Supplies (Internal	\$43.96	\$0.00	\$32.97	\$76.93	\$76.93	\$2,500.00	\$2,423.07	3.08%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer	\$168.00	\$336.00	\$322.00	\$826.00	\$826.00	\$1,500.00	\$674.00	55.07%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$135.00	\$0.00	\$135.00	\$135.00	\$3,500.00	\$3,365.00	3.86%
	Total Training & Travel	\$211.96	\$471.00	\$703.97	\$1,386.93	\$1,386.93	\$13,500.00	\$12,113.07	10.27%
Advertising									
001-000-000-576-20-41-07	District Advertising	\$157.60	\$1,545.00	\$0.00	\$1,702.60	\$1,702.60	\$12,000.00	\$10,297.40	14.19%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$37.99	\$72.97	\$110.96	\$110.96	\$400.00	\$289.04	27.74%
	Total Advertising	\$157.60	\$1,582.99	\$72.97	\$1,813.56	\$1,813.56	\$19,400.00	\$17,586.44	9.35%
Rentals & Leases									
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$0.00	\$717.50	\$1,435.00	\$1,435.00	\$9,600.00	\$8,165.00	14.95%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$300.00	\$300.00	\$600.00	\$1,200.00	\$1,200.00	\$4,000.00	\$2,800.00	30.00%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Rentals & Leases	\$1,017.50	\$300.00	\$1,317.50	\$2,635.00	\$2,635.00	\$17,600.00	\$14,965.00	14.97%
Utilities									
001-000-000-576-21-47-00	Electricity (PSE)	\$11,437.34	\$25,510.53	\$0.00	\$36,947.87	\$36,947.87	\$180,000.00	\$143,052.13	20.53%
001-000-000-576-21-47-02	Water (Highline)	\$538.02	\$0.00	\$1,341.47	\$1,879.49	\$1,879.49	\$9,900.00	\$8,020.51	18.98%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$3,191.52	\$0.00	\$3,191.52	\$3,191.52	\$6,000.00	\$2,808.48	53.19%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$519.48	\$1296.03	\$1,815.51	\$1,815.51	\$4,500.00	\$2,684.49	40.34%
	Total Utilities	\$11,975.36	\$29,221.53	\$2,637.50	\$43,834.39	\$43,834.39	\$200,400.00	\$156,565.61	21.87%
Insurance									
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$37,371.00	\$0.00	\$0.00	\$37,371.00	\$37,371.00	\$45,000.00	\$7,629.00	83.05%
	Total Insurance	\$37,371.00	\$0.00	\$0.00	\$37,371.00	\$37,371.00	\$45,000.00	\$7,629.00	83.05%
Miscellaneous									
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$44.55	\$118.80	\$0.00	\$163.35	\$163.35	\$15,000.00	\$14,836.65	1.09%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$59.44	(\$2,357.76)	\$597.73	(\$1,700.59)	(\$1,700.59)	\$2,000.00	\$3,700.59	-85.03%
001-000-000-576-20-49-08	Printing & Copying (Outside	\$0.00	\$297.27	\$335.25	\$632.52	\$632.52	\$2,000.00	\$1,367.48	31.63%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$299.11	\$362.05	\$737.06	\$1,398.22	\$1,398.22	\$6,000.00	\$4,601.78	23.30%
001-000-000-576-20-51-50	Background checks	\$0.00	\$232.00	\$0.00	\$232.00	\$232.00	\$2,500.00	\$2,268.00	9.28%
	Total Miscellaneous	\$403.10	(\$1,347.64)	\$1,670.04	\$725.50	\$725.50	\$27,500.00	\$26,774.50	2.64%
Intergovernmental Services									
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$4,623.86	\$0.00	\$4,623.86	\$4,623.86	\$8,250.00	\$3,626.14	56.05%
001-000-000-576-20-51-10	Services Contract (City of Des	\$0.00	\$280.00	\$0.00	\$280.00	\$280.00	\$5,000.00	\$4,720.00	5.60%
001-000-000-576-21-49-20	Permits and Fees (KCHD,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$0.00	\$22,044.66	\$22,044.66	\$22,044.66	\$20,000.00	(\$2,044.66)	0.00%
	Total Intergov Services	\$0.00	\$4,903.86	\$22,044.66	\$4,903.86	\$4,903.86	\$42,500.00	\$15,551.48	11.54%
Capital *									
001-000-000-594-76-41-01	Capital - Permits, Fees,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
001-000-000-594-76-42-08	Filter Media	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0.00%
	Total Capitals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$116,500.00	\$116,500.00	0.00%

Category/ Acct #	Reference	Jan 2024	Feb 2024	Mar 2024	1st Qtr Expenses	YTD Expense	2024 Budget	Budget Balance	% of Budget
	TOTAL ADMINISTRATION	\$53,994.26	\$17,065.68	\$36,753.35	\$91,765.61	\$91,765.61	\$346,250.00	\$241,683.58	26.50%
	TOTAL OPERATIONS	\$89,931.96	\$115,795.76	\$84,575.18	\$284,305.92	\$284,305.92	\$1,450,067.89	\$1,156,518.12	19.61%
	TOTAL CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$116,500.00	\$116,500.00	0.00%
GRAND TOTALS		\$143,926.22	\$132,861.44	\$121,328.53		\$376,071.53	\$1,912,817.89	\$1,514,701.70	19.66%

Target 25%



1st Quarter 2024 REVENUES

Account #	Reference	Jan 2024	Feb 2024	Mar 2024	1st Qtr Balance	YTD Balance	2024 Budget	Budget
General Fund Taxes								
001-000000-311-11-00-00	Property Taxes	\$5,837.92	\$17,987.86	\$40,446.56	\$64,272.34	\$64,272.34	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$1,321.18	\$249.52	\$1,570.70	\$1,570.70	\$0.00	\$0.00
	Total General Fund	\$5,837.92	\$19,309.04	\$40,696.08	\$65,843.04	\$65,843.04	\$0.00	\$0.00
Charges for Goods and Services								
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues								
001-000-000-361-11-00-00	Investment Interest	\$6,542.46	\$6,323.39	\$5,935.27	\$18,801.12	\$18,801.12	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$105,386.41	\$0.00	\$105,386.41	\$105,386.41	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$2,043.30	\$1,176.95	\$1,018.30	\$4,238.55	\$4,238.55	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$4,642.80	\$11,628.20	\$12,265.50	\$28,536.50	\$28,536.50	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$0.00	\$90.00	\$90.00	\$90.00	\$0.00	\$0.00
	Total Revenue	\$13,228.56	\$124,514.95	\$19,309.07	\$157,052.58	\$157,052.58	\$0.00	\$0.00
Capital Projects/Reserve								
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00
	Grand Total Revenue	\$19,066.48	\$143,823.99	\$60,005.15	\$222,895.62	\$222,895.62	\$100,000.00	\$75,000.00

Over-the-Counter Revenue Breakdown

Q1 FINANCIAL REPORT

January 1 to March 31, 2024

GL/CODE	2022	2023	2024
Product Sales	\$ 191.81	\$ 1,390.74	\$ 1,034.52
Passes	\$ 7,310.50	\$ 8,536.59	\$ 7,356.59
General Admission	\$ 2,516.38	\$ 3,349.86	\$ 2,528.60
Swim Instruction	\$ 15,322.10	\$ 15,536.74	\$ 17,414.29
Aquatic Fitness*	\$ 1,651.92	\$ 1,690.02	\$ 847.92
Single Event (Rentals)	\$ 363.49	\$ 769.09	\$ 2,687.31
Scholarship	N/A	\$ 0.75	\$ 11.25
Sales Tax	\$ 1,063.24	\$ 1,222.10	\$ 1,353.26
TOTALS	\$ 28,419.44	\$ 32,495.89	\$ 33,233.74

Water Exercise	3	0	0
SUB-TOTAL	10	22	9
New Insurance Passes	2022	2023	2024
ASH Network	4	20	26
Healthy Contributions	7	13	25
Tivity	2	6	23
SUB-TOTAL	13	39	74
TOTALS	175	261	252

Daily Admission Sales	2022	2023	2024
Adult (Non-Resident)	94	154	90
Adult (Resident)	196	255	228
Senior Swim (Non-Resident)	10	15	7
Senior Swim (Resident)	18	38	11
Under 3 (Non-Resident)	11	4	7
Under 3 (Resident)	25	16	14
Youth Swim (Non-Resident)	102	109	56
Youth Swim (Resident)	236	238	220
Water Exercise Daily (Non-Resident)	4	21	18
Water Exercise Daily (Resident)**	66	86	41
Practice Card	17	0	5
TOTALS	779	936	697*

*34% decrease in daily admissions, even though facility is busier. Also closed 15 days in 2024.

Insurance Visits (by carrier)	2022	2023	2024
ASH NETWORK (\$2.5/10)	255	434	364
HEALTHY CONTR. (\$3/10)	37	222	320
TIVITY (\$2.5/10)	192	213	389
TOTALS	484	869	1073**

**23.4% increase in insurance visits. Can attend both water exercise & swim.

Pass Sales	2022	2023	2024
10 VISIT			
Adult	64	93	84
Disabled	5	0	5
Senior	47	51	51
Youth	9	7	5
Water Exercise	17	32	15
SUB-TOTAL	142	183	160
3 MONTH			
Adult	5	3	5
Disabled	0	0	0
Family	0	3	1
Senior	3	6	0
Youth	0	0	0
Water Exercise	2	5	3
SUB-TOTAL	10	17	9
ANNUAL			
Adult	2	8	1
Disabled	0	0	0
Family	1	0	1
Senior	4	14	7
Youth	0	0	0

TAKEAWAYS

Although insurance memberships are a great way for the community to gain access to the pool, they reduce revenues, and make pass sales look lower as they cover both swim and water exercise usage. This mostly affects adult and senior usage.

Staff have reported an increase in switching people from paid passes to the insurance memberships. Insurance memberships originally brought new people to pool, but now get more people switching from paid passes.

Youth swim visits may appear lower than they actually are. This is due to:

- Saturdays open swim reduced from 1-3pm to 1-2pm to accommodate rentals and larger openings for PTSA swims. This was to host 16 Saturday events over three months.
 - Hosted four PTSA swims (2-5pm) and 11 rentals during this quarter.
 - The district also hosted eleven birthday parties on Saturdays during this quarter.
 - Also hosted four swim meets that have not been billed in quarter one. One event started on a Saturday.
 - Free practice times. We are working with staff to be better at entering these to better track.

Should sell more adult and senior passes when we re-open weekday, early mornings at 5:30am. People may see more value in buying passes, and we will have more open time to generate pass sales.

Days Closed – 2024 (15), 2023 (1.5), 2022 (2)

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e Assigned to: District GM Meeting Date: May 28, 2024

Under: Old Business Attachment: Yes

Subject: 2023 Annual Financial Report

Background/Summary: The annual financial report is to update the board on the financial status of the District and to give a brief analysis of the 2023 financial conditions. Attached is the report including the letter that went out to edit.

This report is due 150 days after the end of 2023 (May 29, 2024). This document is not final but is a work in progress. The attached report is the public report to be placed on the public to view. We are working to get the annual report put out to the State Auditor's Office.

This is the final update to the report. The full report including the SAO will be posted in June to the district's website.

The Finance Committee will be meeting on Friday, May 24. Any changes from that meeting will be presented at the May 28 board meeting.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

Three Touch Rule:	<u>N/A</u>	Committee Review
	<u>4/23/24</u>	First Board Meeting (Informational)
	<u>5/28/24</u>	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments:
- 2023 Annual Financial Report (DRAFT)



DES MOINES POOL METROPOLITAN PARK DISTRICT

2023 BUDGET

Prepared by:

Scott Deschenes

District General Manager

Board of Commissioners

Shane Young, President

Joe Dusenbury, Clerk of the Board

Holly Campbell

Shane Stender

Position 5: Vacant

Table of Contents

Budget Resolution3-4

Budget Message from District General Manager.....5-8

Vision, Mission, Core Objectives and Cultural Values.....9-10

District Contact Information.....11

Organizational Chart.....12

District Funds.....13

General Fund Revenue14-15

General Fund Expenditures.....16

Capital Projects and Expenditures for 2024.....17-18

Capital Reserve Fund.....19

Glossary of Budget Terms.....20-21

DRAFT

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

RESOLUTION NUMBER 2022-06

**CERTIFYING PROPERTY TAX LEVY AND
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2023**

WHEREAS, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2023 is \$6,434,133,095 and;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT as follows:

1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2022, to be collected in 2023 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$1,295,380 which includes new construction, any increase in state-assessed property and refunds in the amount of \$4,837.
2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT
- .3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2023 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:
 - A. \$ \$1,220,380 to the Current Expense Fund of the District
 - B. \$ \$75,000 to the Capital Reserve Fund of the District

4. That certified copies of this resolution, together with exhibits, shall be delivered to:

Clerk's Office
Metropolitan King County Council
516 Third Avenue
Room W-1025
Seattle, WA 98104

Accounting Division
Department of Assessments
500 Fourth Avenue
Room 709
Seattle, WA 98104



BUDGET

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 15th day of November 2022.

DocuSigned by:
[Signature]
8116619AAC1C481...

Commissioner

DocuSigned by:
Joe Dusembury
5E8DDA9899F2474...

Commissioner

DocuSigned by:
Shane Stender
69BA2573B14E48C...

Commissioner

DocuSigned by:
Gene Helzinger
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Commissioner

DocuSigned by:
Holly Campbell
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Commissioner

DocuSigned by:
Lawryne Thurmond
1ACD16FC8712476...

District Clerk

DRAFT

Budget Message

It is my pleasure to present the pool district budget for the 2023 fiscal year.

The pool district's budget serves three primary purposes:

- Formation of public policy
- Control of spending
- A written financial plan that reflects the *pool district's* ongoing commitment to providing aquatic programs for patrons of all ages in a fiscally responsible and sustainable fashion

2023 Issues

Although 2023 marked the first full year that the Mount Rainier Pool was open after the COVID-19 pandemic, the Des Moines Pool Metropolitan Park District is still experiencing issues with the age of the pool, the proposed pool lease, and the difficulty in hiring staff for morning hours.

Firstly, the Mount Rainier Pool was constructed in 1975 and has been operating for 49 years. Recently, the pool district conducted an aquatic feasibility study to evaluate the current state of the pool and two options for its future. The study revealed that the pool had yet to undergo significant renovations to cope with population growth or adapt to changing trends in aquatics. Moreover, the current site cannot accommodate additional water space. The report notes that the only major maintenance performed over the past 49 years has been to replace or repair equipment when it is no longer functional. The age of the pool has resulted in it becoming functionally, economically, and physically obsolete. King County constructed the pool when Des Moines had a population of 3,700, which has now increased to about 33,000. The site is not ADA-compatible, lacks family changing rooms, and does not cater to the area's changing demographics. The most common complaint is that the water is not warm enough for swim lessons or aquatic exercise. Economically, the pool equipment could be more energy-efficient, require high maintenance costs, and face competition from newer facilities with modern amenities. These factors have reduced the facility's cost recovery and increased the demand for taxes to offset the costs. Physically, the facility has experienced increased closures due to equipment breakdowns. The pool district is trying to extend the facility's life by repairing the pool plumbing, air handling, and electrical systems. The pool district is seeking grants for plumbing and air handling and a grant to cover the electrical work. If the pool district receives grants for all three systems, it will buy time for the facility until it can find a long-term solution. The Mount Rainier Pool is at the end of its life and requires a major remodel or replacement. *(A copy of the 2023 aquatic feasibility study is available upon request.)*

Secondly, the Des Moines Pool Metropolitan Park District operates the Mount Rainier Pool through a lease agreement with the Highline School District. The pool district signed the initial lease in 2013 for a ten-year term and the agreement has been under negotiation for two years. The main issue delaying the lease signing is the Highline School District's preference for its swim and dive teams over other community programs offered by the pool district to serve Des Moines residents. The Mount Rainier Boys and Girls Swim and Highline District Dive Team use the pool between late August and late February. The Mount Rainier Pool is the only public pool deep enough to host diving in the school

BUDGET

district. As a result, the school district has requested 3:30-6:30 pm for the next lease, which overlaps with community programs that would serve Des Moines residents. This increased usage is an additional two hours an evening or ten hours a week compared to other public pools hosting school swim teams, forcing the Mount Rainier Pool to burden. Many of our staff participate on the school swim teams, which would make it difficult to offer swim lessons when these staff have been in school and practicing between 8:00 am and 6:30 pm. As a result, the pool district can only provide swim lessons on weekends during Fall and Winter months at this time. Other public pools that end practices at 4:30 pm are able to offer more lessons and community programming. This arrangement also affects the pool district's cost recovery since the school district pays for usage at other pools but is negotiating to pay nothing at the Mount Rainier Pool. Since swim lessons are the most profitable item, and the pool district's mission is to teach all children to swim, it is essential to have evening water space available for these lessons. Furthermore, due to minor work regulations, offering community programs in the evenings takes a lot of work. As a result, taxpayers need more access to the amenities they support, which makes it difficult to develop support for aquatics in the community.

Thirdly, it has become increasingly challenging to hire employees due to inflation and location. Specifically, SeaTac, Seattle, and Tukwila offer some of the country's highest minimum wages, making it harder to attract workers. Additionally, the physical and training requirements to become a lifeguard and the benefits packages offered by competing jobs make it even more challenging to hire adults for part-time positions that require filling early morning and later evening shifts. These shifts are difficult to fill during the school year because the weekday early morning hours are the most challenging, as most of our current staff are minors. Many are bound to minor work regulations or rely on the school's busing systems to get to work. Despite offering a \$2/hour bonus, benefits, and flexible schedules, we still need help to fill these early morning shifts.

2023 Successes

The Des Moines Pool Metropolitan Park was still thriving in 2023, even though the pool district had reduced staffing and resources.

Firstly, the pool district has successfully restored many community programs to pre-pandemic levels. Since 2023, several programs have been reintroduced, such as parent-teacher association swims, corporate training rentals, birthday party rentals, and weekday swim lessons. Moreover, the pool district has partnered with RETT Physical Therapy to host their training. These programs have been consistently offered without service interruptions and have even expanded into morning hours. The only program that still needs to be reinstated is private swim lessons. The pool district has decided to focus on extending group swim lessons that serve more community members and ensure equitable access. The pool district aims to provide all pool users with a reliable and consistent schedule before expanding future services.

Secondly, the Mount Rainier Pool has become a regional training center for lifeguards and swim instructors. In the past year, we have trained and certified/recertified over 40 lifeguards and swim instructors in 2023. This dedication to training has helped us to increase our number of lifeguards from six during the worst part of the pandemic to an estimated sixty (60) for the summer of 2024. With this increase in staffing, we plan to expand our swim lesson programs and extend our hours. This helps the

BUDGET

pool district train local youth and young adults to work at the Mount Rainier Pool and other local pools, which reduces barriers for members of our community. This can not only lead to jobs in aquatics, but also in first-responder careers including fire, EMS, police and the medical field.

Thirdly, the pool district successfully obtained grants worth \$138,200 in 2023. These grants covered the cost of free swim lessons, free certifications, and a portion of an aquatic feasibility study. Thanks to the grants from King County Parks and the Des Moines Legacy Foundation, the pool district could provide 90% coverage on swim lessons for \$30,000 youth in the community. Additionally, the pool district offered \$8,200 worth of free lifeguard and swim instructor certifications, thanks to a Des Moines Legacy Foundation grant. The pool district also partially funded an aquatic feasibility study that included a conditions assessment for the aging Mount Rainier Pool and provided remodel options for future operations. The study was made available by a King County Aquatic Facilities Grant.

Finally, the pool district has been working hard to reduce the levy from its peak of \$.34/1,000 in 2018. As of 2022, the board of commissioners reduced the levy to \$.20 per \$/1,000 assessed valuation, which has remained at this level through 2024. Additionally, the pool district has accumulated \$600,000 in its Capital Reserve, which is crucial given the age of the Mount Rainier Pool.

2024 Outlook

In 2024, the Des Moines Pool Metropolitan Park District is building on its success, while balancing the increased demands for limited water space.

Firstly, the pool district's ultimate goal is to find an aquatic center that best serves the community. However, the pool district needs to address some urgent repairs in the short term. The air handler recently underwent some control upgrades, which should buy the pool district some time before a complete replacement. The pool district has also applied for a grant to replace the hot water tanks for the boiler system, but this will only buy some time until the system requires a total replacement. Both units are currently 27 years old and have exceeded their useful lifecycles. Furthermore, the electrical system is also in urgent need of repair. All three systems are necessary to keep the pool operational in the short-term; other systems either need to be updated or are overdue for repair. Many other systems are located within brick walls or concrete floors, making them difficult and expensive to repair. Any funds invested in these repairs will only buy time, and taxpayers need to understand that future bonding will need to either replace most systems, renovate/remodel the building, or build a new swimming pool.

Secondly, in 2024, we plan to have the busiest summer at our facility. With over 60 staff estimated, we intend to maximize our services, including swim lessons and operational hours. We aim to keep as many staff as possible for the fall season, which usually sees many senior lifeguards moving on to university or other opportunities outside of the area. As a result, we have to train new and younger lifeguards every year and assign more senior roles to current lifeguards. Due to the pandemic, managers have had to train more non-traditional swimmers to meet the physical requirements of the job of lifeguard and to teach swim lessons. We have been utilizing after-school hours for training and fitness swimming. Our ultimate goal is to be open every weekday at 5:30 am and seven days a week.

BUDGET

Thirdly, The pool district actively works to enhance customer service, increase retention, and promote better accessibility. The pool district hired a front desk specialist, which has resulted in improved customer service and consistency at the front desk. The pool district has also implemented attendance requirements for swim lesson participants to ensure those receiving spots, which include grants and scholarship funding, are utilizing them, and not preventing others from participating. The pool district added free practice time to help children practice what they learn in lessons and help move up through the system. The pool district is also partnering with local swim teams to provide children with options to move beyond lessons and encourage lifelong swimming. The pool district is committed to improving access by providing grants, scholarships, insurance programs, and partnerships to help make swimming open to everyone within the community. To further promote accessibility, the pool district has added FitOnHealth as the fourth major program to have access to the pool. The pool district also gave free access to programs such as the Maritime Rovers Club and South King Water Rescue that benefit the community. Furthermore, the board of commissioners dedicates the pool district to keeping swim and pass fees low and allocating funds to scholarships to ensure everyone can access the pool.

Finally, we want to ensure that your visit to the Mount Rainier Pool is enjoyable, safe and comfortable. Our dedicated staff is working hard to keep the facility clean and tidy, both inside and out, and the water quality is constantly monitored to ensure a refreshing swim. We take the safety of all our patrons seriously and follow the best practices by conducting regular trainings and skill checks. Despite our limited resources, we strive to provide excellent customer service to make your experience here a memorable one.

Respectfully,

Scott Deschenes

Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District

Vision, Mission, Core Objectives and Cultural Values

Vision Statement

To create a healthy community by embracing swimming as an essential life skill.

Mission Statement

The Des Moines Pool Metropolitan Park District is the operator of Mount Rainier Pool.

- We provide aquatic programs and services for our constituents, affiliates and the interested public.
- We value all members of the swimming community, and the staff and volunteers who serve them.
- We are committed to excellence and the proliferation of swimming.
We are committed to providing a safe and positive environment for all members of our community, regardless of race, gender, ethnicity, belief or economic circumstance.

Core Objectives

The Des Moines Pool Metropolitan Park District's mission is to grow and strengthen the activity of swimming. Specifically, we seek to:

- Rigorously strive to eliminate implicit bias in swimming
- Increase our reach by expanding participation in swimming throughout the community. Our goal is that every child will have the opportunity to swim.
- Promote swimming as a healthy lifestyle and encourage participation in aquatic endeavors.
- Restore and sustain the competitive success of local swimming affiliated teams on both local and regional levels.

Cultural Values Operational Principles

The organizational and business culture of the Des Moines Pool Metropolitan Park District is founded upon a strong value system. This value system is the cornerstone for the attitude and work ethic to which we are all committed. In short, we will continue to:

- Embrace the responsibilities of leadership and strive for excellence in everything we do.
- Conduct business with integrity, transparency, and a spirit of stewardship – act in the best interests of swimming and our constituents.
- Be service-oriented with our constituents, customers and each other.
- Engage in disciplined planning, but not be afraid to act intuitively to confront challenges and seize opportunities.
- Identify clear priorities and allocate our time and resources accordingly.
- Hold ourselves and each other accountable to the highest standards of professionalism and transparency; treat others fairly and with respect.
- Exhibit an entrepreneurial spirit, enthusiasm for expanding access, and a positive “I can do” attitude.
- Encourage environments in which our patrons are safe.
- Eliminate implicit bias and promote the importance of diversity and inclusion.
- Strive to learn and improve, always be open to questions, and maintain a willingness to change.

District Contact Information

Des Moines Pool Metropolitan Park District (Administration)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-429-3852

Email: scott.deschenes@desmoinespool.org

website: www.mtrainierpool.com

Mount Rainier Pool (Operations)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-824-4722

Email: info@mtrainierpool.com

Website: www.mtrainierpool.com

Organizational Chart

DISTRICT ADMINISTRATION OFFICES

22015 Marine View Dr. S. #2B
Des Moines, WA 98198
(206) 429-3852

BOARD OF COMMISSIONERS

Shane Young
President

Joe Dusenbury
Clerk of the Board

Holly Campbell
Commissioner

Shane Stender
Commissioner

Position #5: Vacant
Commissioner

DISTRICT ADMINISTRATION STAFF

Scott Deschenes
District General Manager

Angela Melum
Front Desk/Bookkeeping Specialist

Brian Snure
Legal Counsel

MOUNT RAINIER POOL STAFF

22722 19th Ave S.
Des Moines, WA 98198
(206) 824-4722

Quentin Knox
Aquatics Manager

Jared Wold
Aquatics Coordinator

Emmitt Sevores
Aquatics Coordinator

District Funds

The accounting rules applicable to the pool district requires the use of “fund accounting,” wherein the money received (revenues) and the money spent (expenditures) are accounted for in separate funds. This is done to ensure that money collected or designated by the pool district for a special purpose is spent for the purpose intended. The pool district budget has two major funds:

General Fund – This fund is used to account for the pool district’s ongoing activities. It includes operations (aquatic programming), administration, planning, and facility maintenance. The General Fund accounts for the majority of the Des Moines Pool Metropolitan Park District budget.

Capital Projects/Reserves Fund – This fund is used to accumulate dollars over a period of time to allow for the future purchase and/or acquisition of major equipment or aquatic facility upgrades/replacement.

Fund	2020*	2021*	2022*	2023	2024 Budget Projections
GENERAL FUND					
Beginning Cash	\$915,890	\$1,336,489	\$949,064	\$1,352,022	\$975,000
Revenues	\$1,157,288	\$1,415,614	\$1,371,362	\$1,416,328	\$1,879,135
Interfund Loan**	-	-	-	-	-
Expenditures	\$780,804	\$1,025,414	\$1,201,494	\$1,443,209	\$1,879,135
Ending Cash	\$1,336,489	\$949,064	\$1,352,022	\$1,393,873	\$600,000
CAPITAL FUND					
Beginning Cash	\$175,000	\$297,500	\$420,000	\$525,000	\$600,000
Revenues	\$0	\$0	\$0	\$0	\$0
Transfer from General Fund	\$122,500**	\$175,000**	\$105,000**	\$75,000**	\$75,000**
Expenditures	\$52,500***	\$0	\$0	\$0	\$0
Ending Cash	\$297,500	\$420,000	\$525,000	\$600,000	\$675,000

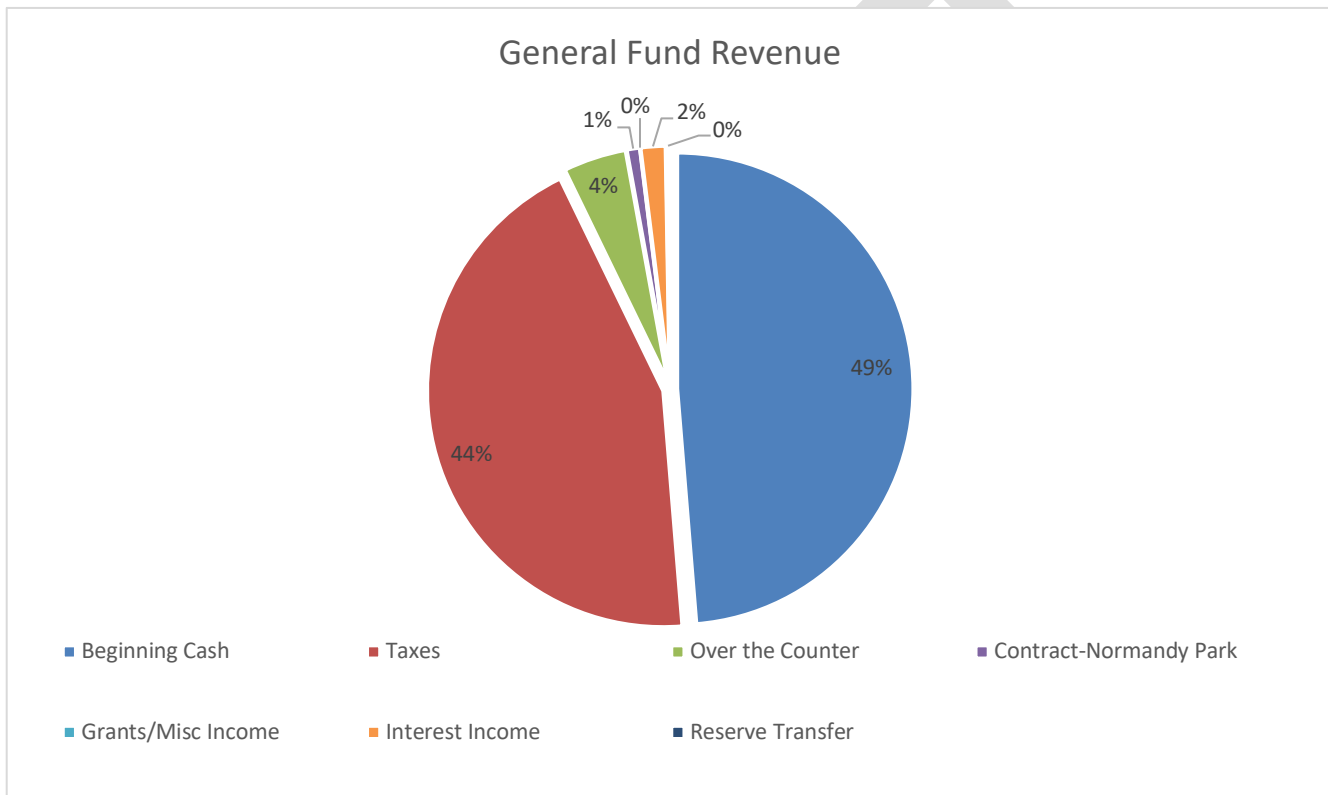
*COVID-19 affected revenues, expenses and cost-recovery actuals in 2020-2022.

**The pool district allocated \$75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance starting in 2021.

***Retainage from the 2017-2018 project was paid in 2020. \$52,500 from the capital reserve fund was allocated towards these projects.

General Fund Revenue

The general fund revenues for the Des Moines Pool Metropolitan Park District primarily come from property taxes, intergovernmental grants, charges for services, interlocal agreements, and interest income from investments. However, due to the ongoing recovery from the COVID-19 pandemic, our revenues are expected to be lower than we had initially forecasted. The reduced revenues are because we have had to mitigate operational hours and services as we rebuild our staff and provide training and certifications disrupted by the pandemic from 2020 to 2022. As a result, we have had to reduce the number of swim lessons we offer and limit morning and Sunday hours.



Beginning Cash: This represents the amount carried forward from the previous fiscal year.

Property Taxes: This is the pool district's primary source of revenue.

Intergovernmental Revenues (Grants): The 2023 budget does not include some grants, such as \$100,000 KCYAS Aquatic Facilities Grant, \$5,000 KCYAS My Backyard Grant, \$24,999 KCYAS/DMLF Grant, and \$8,200 DMLF Lifeguard Training Grant. The pool district did not account for some of these grants. The pool district discovered some of these grants after the end of the budget process. The pool district budgeted the \$100,000 KCYAS Grant (Aquatic Facilities) for 2024. The rest of the grants were not budgeted. This is due to the uncertainty of receiving these grants and sometimes being awarded after budgets have been approved.

Charges for Services: This reflects a contractual agreement between the Des Moines Pool Metropolitan Park District and the City of Normandy Park to support the Mount Rainier Pool.

BUDGET

Interest and Miscellaneous Income: Interest and miscellaneous income includes interest earnings from the King County Treasurer's office. Interest rates are higher than initially estimated, which has increased revenues.

Transfer from Reserves: This is a transfer from capital reserves for the pool district's capital projects in 2023.

Over the Counter (Revenues): In 2023, the pool district offered about \$30,000 in grant-funded programs. It also had deferred revenues for swim team practices that were not realized in 2023 due to lease negotiations.

	2020*	2021*	2022*	2023	2024 Budget Projections
Beginning Cash	\$915,890	\$1,336,489	\$1,333,822	\$1,352,022	\$900,000
Taxes	\$1,003,785	\$1,415,614	\$1,081,730	\$1,223,991	\$1,254,135
Over the Counter	\$64,028*	\$87,754*	\$251,651*	\$120,027****	\$200,000
Grants/Intergov't	\$0	\$5,000	\$0	\$0****	\$100,000
Contract-NPMPD	\$0***	\$50,000***	\$25,000	\$25,000	\$25,000
Interest Income	\$17,320	\$9,508	\$12,967	\$47,310	\$15,000
Miscellaneous Income	\$24,171	\$57,306	\$109,643	\$10,000	\$10,000
Donations	-	\$1,072	\$0	\$0	\$0
Reserve Transfer	\$122,500***	\$175,000***	\$105,000	\$75,000	Up to \$150,000

*COVID-19 affected revenues, expenses, and cost-recovery actuals in 2020-2022.

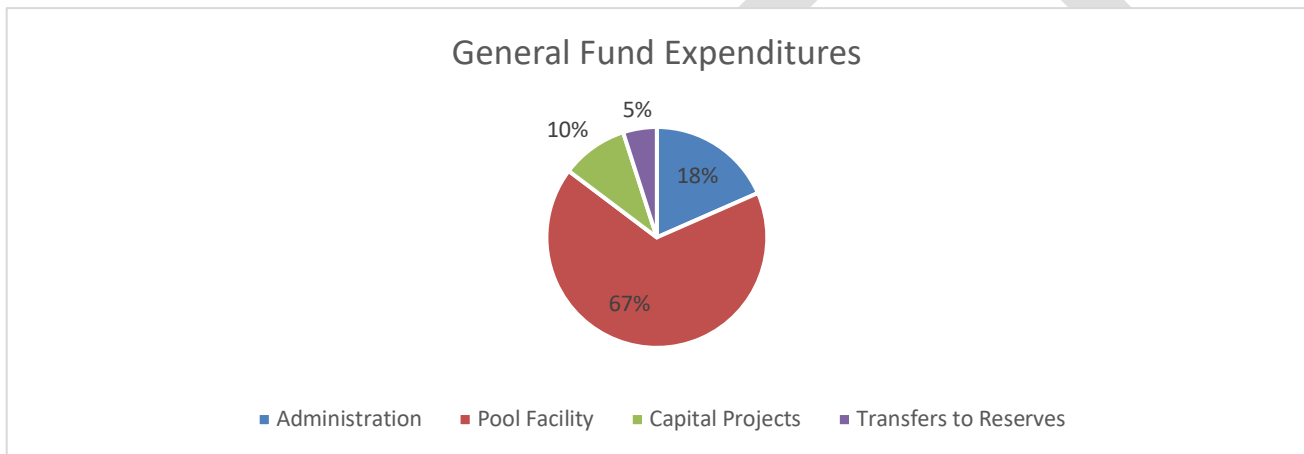
**The pool district allocated \$75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance starting in 2021.

***The Normandy Park fee was billed late in 2020 due to COVID-19, which pushed the payment into 2021. This delay caused two payments in 2021.

****For 2023, \$147,594.61 in late grant fees including \$47,594.61 including revenues to cover over-the-counter fees for swim lessons and lifeguard/swim instructor trainings will be received in 2024.

General Fund Expenditures

The Des Moines Pool Metropolitan Park District uses its general fund expenditures to support regular operations, aquatic programs, facility maintenance, and all other central operations and services. In the fiscal year 2020, the pool district expected to have its first full year of operations, but the COVID-19 pandemic interrupted three quarters of the year, including an extended closure and reduced services for the remainder of the year. The pool district had to face lower staffing expenses, higher COVID-19 safety measure expenses, which led to a lower cost recovery than projected for 2020 to 2022. In Spring of the fiscal year 2022, the pool district started reintroducing services that were still affected operations in 2023 and 2024. This is due to the lingering effects of COVID-19 on staff applicants' swim aptitude and reduced training opportunities between 2020 and 2022 due to social distancing requirements.



Expenditures by Category	2020	2021	2022	2023	2024 Budget Projection
Administration	\$338,121	\$284,782	\$363,551	\$279,608	\$346,250
Pool Facility	\$431,844**	\$730,526**	\$846,118**	\$1,015,139	\$1,358,889
Capital Projects*	\$166,841*	\$102,000	\$11,826	\$148,462***	\$116,500
Transfers to Reserves	\$122,500****	\$175,000****	\$105,000****	\$75,000****	Up to \$150,000****
Total General Fund	\$928,103	\$923,414	\$1,201,494	\$1,443,209	\$1,912,818

*The General Fund capital expenses were high in 2020 due to the retainage payment for the 2017-2018 projects.

**Due to COVID-19, the Mount Rainier Pool was closed from March 19 to August 2 and on reduced services for the remainder of 2020, 2021, and the first quarter of 2022.

***The Mount Rainier Pool paid for Aquatic Feasibility Study. \$100,000 of these expenses is covered by a King County Aquatic Facilities Grant that was received in January 2024.

**** The pool district allocated \$75,000 to the capital reserve during budgeting process, plus any unused non-contracted maintenance starting in 2021.

Capital Projects and Expenditures for 2024

The pool district had put all capital projects on hold due to the facility's age and the impending renegotiation of the lease for Mount Rainier Pool. An aquatic feasibility study was conducted in 2022-2023 to help the pool district plan repairs more strategically. The pool district allocated \$75,000 into an emergency maintenance fund and another \$75,000 earmarked towards non-contracted (emergency) repairs during 2022, 2023, and 2024. These increased earmarks are necessary due to the outdated equipment and age of the facility. As of May 1, 2024, the pool district has already utilized its non-contracted emergency repair budget on critical projects to reduce closures and extend the life of current plumbing and HVAC systems.

The pool district expected to renew the 10-year lease with the Highline School District for operations of Mount Rainier Pool in 2022, but both agencies agreed to a one-year extension and extended it due to the COVID-19 pandemic. The districts have yet to decide upon a formalized agreement as of May 1, 2024.

The pool district is extending the life of the Mount Rainier Pool until a long-term solution can be determined. The pool district seeks grants to complete projects in three areas: air handling, boiler systems, and electrical. As of the writing of this report, the pool district has applied for grants for the first two areas and is searching for a grant for the third. The pool district hopes this will help extend the life of the Mount Rainier Pool while maintaining the \$.20/1,000 levy rate.

Mount Rainier Pool has been operational for 49 years, and the pool district is striving to balance current repairs to keep the facility operational while planning for a future remodel, expansion, or replacement.

Project Name	Project #	Project Budget	Funding Source
Air-Handling, VFD Pump Replacement & Score Area Electric	2024-A	\$73,018	Maintenance Services, Non-Contracted*
Toilet Anchoring/ADA Emergency Repairs	2024-B	\$14,374	Maintenance Services, Non-Contracted*
Pool Plumbing, Critical Repair #1	2024-C	\$25,355	2023 Maintenance Contingency**
Shower Recirculation	2024-D	\$25,360	2023 Maintenance Contingency**
Filter Media Replacement/Strainer Basket/	2024-E	\$213,017	KCYAS Grant***
Air Handling Unit Repairs	2024-F	\$1,159,353	Best Starts for Kids Grant***
Total Projects - 2024		\$1,510,477	Maint Svcs, Non-Contracted* \$87,392 2023 Maintenance Contingency** \$50,715 Grant Contingent Projects*** \$1,372,370

BUDGET

**The pool district allocates \$75,000 per year for maintenance contingency. In 2024, the pool district has already used the money on emergency projects.*

***2023 The pool district dedicated budgeted monies that were initially scheduled to be transferred to capital reserve at the end of the year. This decision allocated enough time to source parts, which helped reduce potential closure times required for an emergency breakdown without parts on hand.*

**** The pool district has applied for \$1,372,370 in grants. If the pool district receives these grants, it can complete these projects in the future.*

*****Broken down into budgeted and grant contingent funding.*

DRAFT

Capital Reserve Fund

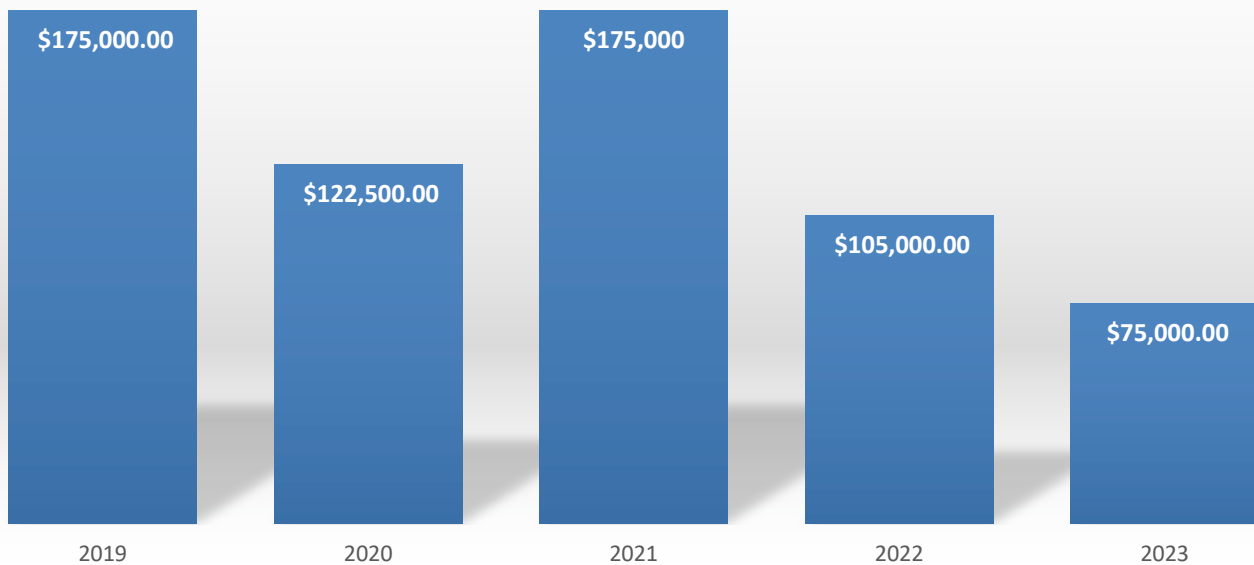
The pool district had committed to increasing its Capital Reserve Fund to cater to its aquatic facility's future capital needs. To achieve this, they made annual contributions from the general fund to a separate reserve fund, set at \$70,000 per year.

However, in 2018, all the capital fund monies were used to cover repairs, leaving the fund with a zero balance. This depletion of the Capital Reserve Fund was done to pay for critical repairs made in 2017, which included repaying an interfund loan for the project.

Between 2019-2022, they dedicated \$75,000, plus unused, non-contracted (emergency) maintenance fees, to the capital reserve fund. By the end of 2023, the pool district had built up the Capital Reserve Fund to \$600,000. With the facility and many of its systems past their useful life, it was critical to have funds available for potential breakdowns.

In 2023 and 2024, the pool district utilized all non-contracted maintenance services for repairs. As of May 1, 2024, the pool district had used up all its non-contracted maintenance budgeted expenses.

Capital Reserve Contributions (Per Year)



Glossary of Terms

APPROPRIATIONS - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

CAPITAL ASSETS - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have a cost greater than \$5,000 and an initial useful life extending beyond five years.

CAPITAL PROJECTS/RESERVES FUND - Funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

CAPITAL OUTLAYS - Expenditures which result in the acquisition of/or addition to capital assets.

INTERFUND TRANSFERS - Flows of assets (such as cash or goods) without equivalent flows of assets in return and without a requirement for repayment.

MAINTENANCE – Routine, regularly scheduled events which extend the life of a capital item.

NON-CAPITALIZED ASSETS – Building improvements, machinery, equipment, works of art, infrastructure, and all tangible or intangible assets that are used in operations with an initial cost less than \$5,000 and a useful life of less than 5 years.

PROJECT MANAGEMENT SYSTEM – DMPMPD uses Job Numbers to organize and track costs related to specific projects. The nomenclature is each new project number will be identified by the year plus the chronological numbering of projects for that year. As an example, the first project of 2014 was identified with 2014-01. DMPMPD will further differentiate between projects by assigning the following suffix:

- C for Capital
- R for Repair/replacement
- M for Maintenance
- E for Equipment Purchase
- A for Administrative projects/purchases
- P for Professional Services (consultants, engineers, etc.)

BUDGET

PUBLIC WORK – To ensure DMPMPD meets the state’s requirements for labor, construction, alternation, repair or improvement other than ordinary maintenance, the pool district must adhere to elements of the state of Washington’s definition of a Public Work found in RCW 39.04.010. Public Work rules do not apply to equipment purchased or work contracted for services such as consultants.

REPAIR – Corrects or prevents a failure of machinery, equipment or infrastructure and is expected to extend its useful life.

SMALL AND ATTRACTIVE ASSETS – See definition of “Non-Capitalized Assets.”

TAX ANTICIPATION NOTES (TANS) – aka Interfund Loan -- Notes issued in anticipation of future tax receipts, such as receipts of ad valorem taxes that are due and payable at a set time of year.

DRAFT

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: 05/28/24
Under: New Business Attachment: Yes

Subject: Sunbelt Controls Remote Access Agreement (First Touch)

Background/Summary:

The District updated controls to the HVAC/AHU systems due to performance issues with the system. It is recommended that we update to remote access and provide a firewall separate from our front office/staff access.

The setup would be its own WIFI router/firewall outside of our network. Our IT contractor, CMIT, is recommending signing the agreement, as many hacks over the last couple of years have been backdoored through the HVAC systems.

I have not received a quote, but the system is estimated at around \$3,000/year for the service.

Fiscal Impact:

Proposed Motion: No motion. First touch.

Reviewed by District Legal Counsel: Yes No Date:

Two Touch Rule: N/A Committee Review
05/28/2024 First Board Meeting (Informational)
N/A Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes:

- Firewall – Remote Access Proposal (Not submitted)
- CNN Article - HVAC vendor eyed as entry point of Target Breach



The Cybercrime Economy

HVAC vendor eyed as entry point for Target breach

by Gregory Wallace @gregorywallace

February 7, 2014: 10:39 AM ET



Federal officials are investigating whether an unsuspecting heating and air conditioning company was the door hackers used in the massive breach of Target's computer network.

A heating and air conditioning contractor may have provided the opening hackers exploited in the massive breach of Target's computer network.

And it didn't even know it.

This new information about the Target (TGT) breach highlights the potential for serious vulnerabilities at other major U.S. retailers. It also raises a head-scratcher: How could a heating contractor's password open up the secure systems used to process customer payments?

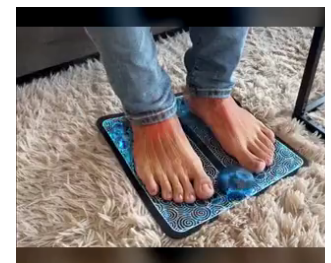
The contractor -- first identified by independent security researcher Brian Krebs -- said Thursday it was the victim of a breach and was cooperating with federal officials investigating the Target hack.

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FashionInUSA

Who hacked Target?

"Like Target, we are a victim of a sophisticated cyber attack operation," said Ross Fazio, president of Fazio Mechanical Services, in a statement. "We are fully cooperating with the Secret Service and Target to identify the possible cause of the breach."

Fazio declined to elaborate on the nature of the attack, but Target said last week [stolen vendor credentials were used](#) in the breach of payment and personal information for as many as 110 million customers.

The company connects to Target's networks for billing and contracts, he said.

Related story: [Target to invest in chip-based credit cards](#)

It clearly does not handle customer credit or debit card payments for Target, but security experts say the vendor's stolen credentials helped hackers get past the hard part: getting through companies' fortified outer walls.

"Once an attacker gets in, lateral movement is really difficult to detect because most organizations are perimeter-focused," said Eddie Schwartz with the security association ISACA and vice president of global security solutions at Verizon Enterprise Solutions. He said networks guard against intrusion, but "there's a general expectation of trust once you're inside those walls."

Think of a network as a house, Schwartz said: You can have several doors, each with a different lock, but if just one key is stolen, the perpetrator can get in. Once inside, he can move between rooms and easily hide to avoid detection.

While retailers build defenses around their payment systems, they may not invest as heavily in protecting the systems used by building management.

Related story: [Were you charged \\$9.84? It might be fraud](#)

"They haven't been engineered with security in mind," said Mike Weber, the managing director of Coalfire Labs. "They haven't been built to be secure from a dedicated hacker. They've been built for availability needs, to be up all the time."

His firm audits and performs security tests on corporate networks. He advises clients to build walls between their systems and not use default passwords.

Fazio said his company's "IT system and security measures are in full compliance with industry practices." A law enforcement official familiar with the investigation said the Secret Service was working to determine whether the contractor was involved in the Target breach.

When asked about the contractor's possible role, Target spokeswoman Molly Snyder said she could not comment, citing the ongoing investigation.

CNNMoney (New York)

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Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM Meeting Date: May 28, 2024

Under: New Business Attachment: Yes

Subject: Cyber Security Updates (first touch)

Background/Summary:

The following item was introduced at the January 23, 2024, board meeting, and no action was decided at that meeting. CMIT has again recommended that we make the following changes to our security for the district's 12 contracted licenses/workstations and our server.

The recommendation came after completing Washington Cities Insurance Authority's (WCIA) Cyber Survey. WCIA is recommending more controls at the endpoint on users' laptops, desktops and servers. CMIT put the following recommendation together in response.

The district has contracted CMIT since 2017. They provide services for all our workstations, server, and overall systems at the pool and administration offices. They also help ensure PCI compliance and comprehensive security for our district. As of May 2024, there have been no cybersecurity intrusions since they started providing services.

In January 2024, their president and owner sent out a recommendation for updates and later sent an email with how much this would affect our organization.

Attached are the email, summary, and financial impact on the organization.

If the board wishes to move forward, the District General Manager will request an agreement for the additional services.

Fiscal Impact: This would add up to an additional \$5,280 to the budget. (Depending on when it is instituted.) See attached total financial breakdown for more information.

Proposed Motion: No motion. First touch.

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

Two Touch Rule: To Be Determined Committee Review
5/28/2024 First Board Meeting (Informational)
6/23/2024 Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- Total Financial Breakdown (attached)
- Email from CMIT President (attached)
- Estimated Fee Increases from CMIT President (attached)
- [Cybersecurity Resources for Local Governments-MRSC \(link\)](#)

CMIT Proposal Effects on 2024 Budget DES MOINES POOL METROPOLITAN PARK DISTRICT

Below are the budget impacts of the proposed upgrades to the 2024 budget. The budgeted amounts are for an entire year.

	2023 Actuals	2024 Budgeted	Additional Fees	Totals	Total Over Budget	% of Budget
IT Admin/Comp Svcs	\$22,499.15	\$25,000.00	\$5,040.00	\$27,539.15	\$2,539.15	110%
IT Server/Hosting	\$2,782.20	\$4,000.00	\$240.00	\$3,022.20	(\$977.80)	76%
TOTALS	\$25,281.35	\$29,000.00	\$5,280.00	\$30,561.35	\$1,561.35	105%

This information was updated for the May 28, 2024 Board Meeting.

Subject: Cyber Insurance and New IT Challenges
Date: Saturday, January 6, 2024 at 11:19:24 AM Pacific Standard Time
From: Dallas Stewart
To: Dallas Stewart
Attachments: image001.png, image002.png, image003.jpg, image004.png, image005.png, image006.jpg

Hi All and Happy New Year !!

Many of you have seen the recent changes coming to your companies in regard to extensive questionnaires now presented by your Cyber Insurance companies in order to renew those policies. What used to be a ½ page of questions is now extending into 10 plus pages of detailed analysis to determine what is done with your IT environment to help protect it from new security challenges developed every day by dark web hackers. The line of questioning presented by these insurance providers is pushing down a route that requires even more management of endpoint desktops from a security monitoring standpoint. On the questionnaires you will start to see acronyms like EDR, MDR, XDR and SIEM. All of these are focused on tracking every detailed event that takes place on your computers, servers and routers. If you would like a further description of these Acronyms, keep reading after the next few paragraphs as I have attempted to include an overview.

As most of you recall, we switched our management platform early last year. This was done to better position CMIT Solutions to enable these new security monitoring features as they become available. We now have them enabled, tested and running on several clients with great success. I do need to point out these security offerings are above and beyond the endpoint management currently in our managed service offering included in your monthly management. Pricing for the basic offerings are as follows:

CMIT Offering	Secure Essentials	Secure Pro	Secure Ultra
Solution	EDR	MDR 24x7 SOC + Remediation	XDR 24x7 SOC + Remediation
Included	End Point Detection with manual intervention (not immediate, just alerting to an issue)	EDR + SOC (vendor real-time remediation) also includes O365 monitoring	Same coverage as Secure Pro MDR but includes best in class Sentinel1 Complete + Sentinel1 Vigilance (best in class SOC) also includes O365 monitoring
Price	\$15 per endpoint	\$20 per endpoint	\$35 per endpoint

I would like to schedule some time with you to go over the offerings, what they really mean to your organization and what might be the best option in terms of your business requirements and legal obligations (state and federal) given the industry your company is in.

We are also currently testing a product which will monitor activity against your email domain settings to determine any actions that may compromise email whereby bad actors attempt to impersonate email coming from your domain. This offering appears to be in the price range of \$20 per month per domain owned. We can discuss this option during our session as well.

Please let me know if you have interest in meeting regarding this and the best times that might work for scheduling purposes.

Extended Reading on EDR, MDR and XDR

I lifted this from an online article but thought it would help to further explain the differences from the industry perspective:

Detecting, mitigating, and eliminating cybersecurity threats must be a top priority for modern businesses. As many organizations have embraced a hybrid, dispersed workforce, many employees are using personal devices to perform daily work tasks that are often connected through unprotected networks. This shift has led to a surge in the number of ransomware attacks, data breaches, and online scams. In turn, businesses are looking for modern and holistic security monitoring, and detection and response solutions that provide coverage well beyond traditional malware protection software.

As many companies and executives begin to explore the world of cybersecurity solutions, they are finding themselves overwhelmed by the broad spectrum of technologies, solutions, and services that are available. In this blog, we'll discuss the difference between three leading types of security monitoring, detection, prevention, and response solutions: EDR, MDR, and XDR.

EDR, MDR, XDR: Decoding the Differences

Understanding your unique business, IT, and regulatory compliance requirements and comparing that to the differences between endpoint detection and response (EDR), [managed detection and response \(MDR\)](#), and extended detection and response (XDR) will help you navigate through the technology and security provider selection process.

Endpoint Detection and Response (EDR)

EDR is software designed to help organizations identify, stop or prevent, and react to threats or attacks that manifest through endpoint devices (mobile, laptops, desktops, tablets, etc) that have bypassed other defenses. Like other endpoint security software, EDR is deployed by installing agents on endpoints and can be managed through locally deployed software (on premise) or via a cloud-based portal (software as a service).

EDR solutions can detect threats that are designed to evade regular antivirus software. They're ideal for companies that have a remote workforce or that have a critical need to constantly protect and monitor distributed endpoints.

According to Gartner, more than 50% of enterprises¹ will replace legacy security software with EDR solutions and endpoint protection platforms (EPP) by the end of 2023.

The majority of EDR offerings that are being sold in the market today can only ingest logs and security events from the devices that their software agents have been deployed on. This means the EDR platform's ability to detect, protect-stop, and respond to attacks and threats across the entire network is limited to endpoints. This results in partial security monitoring, detection, and response and can leave other areas of the IT network open to attack.

Managed Detection and Response (MDR)

MDR is an advanced managed security service that includes 24/7 monitoring, alerting, and threat or attack response support provided by highly trained, experienced, and certified security operations center (SOC) staff. These resources typically leverage a security information and event management (SIEM) platform that ingests and correlates log files from various IT devices across the network, including mission critical applications and 3rd party cloud environments. The SIEM enables the security operations team to discern between what is a real threat and what is not (a false positive). This is accomplished by integrating third party threat intelligence and feeds (from the industry and federal agencies) into the SIEM, where the indicators of compromise (validated threat and attack intelligence) is combined and compared to the log files being generated from within the client's environment. The underlying hardware, SIEM and ticketing software, and operational processes and procedures are outsourced (at a fraction of the cost of building this capability internally) and is typically maintained by a managed security services provider (MSSP), like [Vertek](#).

Advanced MSSPs like [Vertek](#) go beyond basic monitoring, alerting, reporting and response services and can provide advanced threat research, forensic analysis, proactive threat hunting, customized reporting, analytics, intelligence, and incident analysis and response support to help remove risk from the client's environment or to recover from an attack or breach.

MSSPs offer a diverse assortment of cybersecurity tools, including intrusion detection systems, network traffic analysis, SIEM, endpoint detection, and more. MDR services are suitable for organizations that lack a dedicated cybersecurity team, or wish to outsource the security operations function and allow their internal team to focus on more strategic activities.

Even if your company already has an in-house security team, MDR solutions can prevent your employees from being

diluted or buried with threat research and analysis tasks or tuning, managing, and maintaining the SIEM and ticketing platforms. Advanced MDR providers like [Vertek](#) can also help prevent alert fatigue and burn out, something that over 84% of security teams are reporting. Finally, advanced MDR providers like [Vertek](#) will tailor their services according to a client's [cybersecurity goals and requirements](#).

Extended Detection and Response (XDR)

XDR is a term developed by analysts such as Gartner and vendors within the industry to describe SaaS-based threat detection and incident response platforms that leverage analytics and automation to detect, hunt, and validate current and future threats across your network and systems. XDR is often a vendor-specific platform that integrates numerous security software platforms and services that brings all of those components together under a single solution.

These XDR solutions take you beyond just EDR and other typical detective controls by providing a full view of threats across your organization. They use a combination of automation and machine learning to provide security teams with reliable, context-rich alerts.

Dallas Stewart

Principal

www.cmitsolutions.com/bellevue

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From: Dallas Stewart dstewart@cmitsolutions.com
Subject: FW: Cyber Insurance and New IT Challenges
Date: January 17, 2024 at 12:51 PM
To: scott.deschenes@desmoinespool.org



Here is the breakdown of what the monthly impact would be.

	Workstations & Servers	Secure Pro		Secure Ultra	
xDR Protection	12 machines	\$20 per month	\$240	\$35 per month	\$420
Domain Protection	1 domain	\$20 per month	\$20	\$20 per month	\$20
Total			\$260		\$440

Secure Pro comes with MDR 24x7 SOC + Remediation - EDR + SOC (vendor real-time remediation) also includes O365 monitoring

Secure Ultra comes with Secure Pro MDR but includes best in class Sentinel1 Complete + Sentinel1 Vigilance (best in class SOC) also includes O365 monitoring

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From: Dallas Stewart <dstewart@cmitsolutions.com>

Sent: Monday, January 08, 2024 5:49 AM

To: Dallas Stewart <dstewart@cmitsolutions.com>

Subject: Cyber Insurance and New IT Challenges

Hi All and Happy New Year !!

Many of you have seen the recent changes coming to your companies in regard to extensive questionnaires now presented by your Cyber Insurance companies in order to renew those policies. What used to be a 1/2 page of questions is now extending into 10

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District GM

Meeting Date: May 28, 2024

Under: New Business

Attachment: Yes

Subject: HSD Lease Extension

Background/Summary:
 The District has been renegotiating the Mount Rainier Pool lease since 2022.

UPDATE: The District received a red-lined version of the Mount Rainier Pool lease in April. The Board of Commissioners will meet to discuss the lease with legal counsel. An announcement of the length of the executive session will be made.

The District GM has had two phone conversations with Highline School District's Executive Director of Capital Planning and a formal meeting with the Athletic Director. Attached is the updated lease from those meetings.

The school district plans to present the lease at their June 17 meeting.

Fiscal Impact: N/A

Motion: None.

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

Two Touch Rule: N/A **Committee Review**
 3/15/22 **First Board Meeting (Informational)**
 To be determined **Second Board Meeting (Action)**

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:
 Attachments:
 - Proposed Lease (DRAFT)

LEASE

THIS LEASE (this "Lease") is entered into this _____ day of _____, 2024 by and between HIGHLINE SCHOOL DISTRICT NO. 401, a Washington municipal corporation ("Landlord") and DES MOINES POOL METROPOLITAN PARK DISTRICT, a Washington municipal corporation ("Tenant").

1. Leased Premises. Landlord is the owner of the real property ("Real Property") in King County, Washington more particularly described on **Exhibit A** attached hereto.

1.1. Situated on the Real Property is a building ("Building") containing, among other things, a swimming pool known as Mt. Rainier Pool ("Pool") and associated facilities located at 22722 19th Avenue South, Des Moines, Washington. The Real Property, Building and Pool are hereinafter referred to collectively as the "Leased Premises."

1.2. In consideration of the covenants and conditions herein to be performed and observed by Tenant, Landlord hereby leases to Tenant and Tenant hereby leases from Landlord the Leased Premises.

1.3. Landlord and Tenant acknowledge that Tenant has been operating at the Leased Premises pursuant to the Lease dated May 1, 2012 as amended by the First Amendment to Lease dated August 6, 2013 (as amended, "Prior Lease"). Tenant exercised its right to the Renewal Term (as defined in the Prior Lease) by giving written notice to Landlord in accordance with the Prior Lease, and, accordingly, Landlord and Tenant are entering into this Lease.

2. Term. The term of this Lease shall be for fifteen (15) years commencing on January 1, 2024 ("Commencement Date") and expiring on December 31, 2038 unless earlier terminated as provided in Section 21.

3. Consideration; Usage by Landlord.

3.1. Tenant shall maintain and operate the pool as a community resource that serves both Tenant and the greater community. Tenant agrees that Landlord shall have the right to use of the Pool for its school swim programs and other school district activities and events in accordance with the Pool and reduced rate schedule set forth on Exhibit B attached hereto. Landlord agrees that the Tenant's repair, maintenance and other covenants contained herein and the reduced rate usage of the Pool granted to Landlord herein, constitutes sufficient consideration to Landlord for the granting of this Lease, and Tenant shall not be required to pay monthly rent for the Leased Premises.

3.2. As partial consideration for this lease, the Tenant shall provide safety swim training for coaches and volunteers when requested by Landlord.

3.3. The Mount Rainier Pool is owned by the Highline School District and operated by the Des Moines Pool Metropolitan Park District. Programming held at the pool benefits residents of both agencies. Both agencies agree to work on joint programming to better benefit both

Deleted: , without payment of any pool usage fees.

Deleted: Landlord shall be granted Pool usage rights on at least as favorable a schedule throughout the Term of this Lease, consistent with those set forth on Exhibit B, and the parties shall cooperate reasonably and in good faith in developing the Pool usage schedule for Landlord's use, without payment of any pool usage fees, from time to time during the Term.

Deleted: leasing of the Leased Premises by Tenant, together with ...

Deleted: <#>In lieu of rent, Tenant agrees that Landlord shall have the right to use of the Pool for its school swim programs and other school district activities and events in accordance with the Pool Usage and Rate Schedule set forth on **Exhibit B** attached hereto. ¶

agencies' residents. Future joint programming shall be memorialized with written Memorandums of Understandings separate from this Lease.

4. Communications. All communications regarding this Lease including Landlord's use of the Pool shall be between the Landlord's Athletic Director or designee and the Tenant's General Manager or designee. When the Highline School District Athletic Director, Mount Rainier Athletic Director, Mount Rainier High School Administrator or General Manager delegate communication authority to a designee, the Athletic Director or General Manager shall notify their counterpart via email of the delegation.

5. Use of Premises.

5.1. Tenant shall use the Leased Premises for a community swimming pool facility, including such usage as is granted to Landlord pursuant to Section 3 above, and for no other uses except as Landlord shall approve in its reasonable discretion. Tenant shall obtain at its expense all necessary licenses and permits and at all times shall comply with all applicable federal, state, and local laws and regulations. Copies of all licenses and permits shall, upon request, be submitted to the Landlord. Parking areas on Leased Premises shall be exclusively for Tenant use and Landlord shall cooperate with Tenant to enforce this restriction.

5.2. Overflow Parking. Landlord shall permit Tenant to use Mt. Rainier High School parking areas ("Adjacent Parking Areas") for overflow parking when such areas are not being used for Landlord's purposes. Tenant shall provide Landlord reasonable advance notice via email for such use on weekday evenings after 4pm and weekends.

6. Safety Training. Landlord shall work cooperatively with Tenant to provide safety training to Tenant staff and managers to allow for coordinated responses to emergency events.

7. Assigning or Subletting; Management Agreement.

7.1. Tenant shall not assign, sublease, transfer or encumber this Lease or any interest therein or grant any license, concession or other right of occupancy of the Leased Premises or any portion thereof or otherwise permit the use of the Leased Premises or any portion thereof by any party other than Tenant (any of which events is hereinafter called a "Transfer") without the prior written consent of Landlord, which consent may be granted or withheld in Landlord's sole discretion. In no event shall any Transfer release or relieve Tenant from any obligations under this Lease, and Tenant shall pay Landlord's reasonable costs incurred (including, but not limited to, reasonable attorneys' fees) in considering a request for approval to Transfer this Lease.

8. Liability.

8.1. Each party shall be responsible only for the acts and omissions of its own officers, employees, and agents acting as such, and neither party shall be considered the agent of the other. No party shall be liable for damages or claims which arise from or relate to the performance or nonperformance of this Lease by the other party.

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8.2. Personal property of the Tenant on the Leased Premises shall be the responsibility of the Tenant, and any loss or damage to such property shall be at the sole risk of the Tenant.

8.3. Tenant shall indemnify, defend (using legal counsel acceptable to Landlord) and save Landlord, its directors, officers, employees and agents harmless from all claims, suits, losses, damages, fines, penalties, liabilities and expenses (including but not limited to attorneys' fees and other costs incurred in connection with claims and in proving the right to indemnification, regardless of whether such claims involve litigation) resulting from any actual or alleged injury (including death) of any person or from any actual or alleged loss of or damage to, any property arising out of or in connection with (i) Tenant's occupation, use or improvement of the Leased Premises and the Adjacent Parking Areas, or that of its employees, agents or contractors, (ii) Tenant's breach of its obligations hereunder, or (iii) any act or omission of Tenant or any subtenant, licensee, assignee or concessionaire of Tenant, or of any officer, agent, employee, guest or invitee of Tenant, or of any such entity in or about the Leased Premises and the Adjacent Parking Areas. Tenant agrees that the foregoing indemnity specifically covers actions brought by its own employees, and Landlord agrees that Tenant shall not be required to indemnify Landlord for claims arising out of the negligence or willful misconduct of Landlord or its employees, agents or contractors or for claims arising out of the acts or omissions of persons for whose conduct Tenant would not otherwise be responsible under Washington law.

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8.4. Landlord shall indemnify, defend (using legal counsel acceptable to Tenant) and save Tenant, its directors, officers, employees and agents harmless from all claims, suits, losses, damages, fines, penalties, liabilities and expenses (including but not limited to attorneys' fees and other costs incurred in connection with claims, regardless of whether such claims involve litigation) resulting from any actual or alleged injury (including death) of any person or from any actual or alleged loss of or damage to, any property arising out of or in connection with (i) Landlord's use or improvement of the Leased Premises, or that of its employees, agents, invitees or contractors, or (ii) Landlord's breach of its obligations hereunder. Landlord agrees that the foregoing indemnity specifically covers actions brought by its own employees, and Tenant agrees that Landlord shall not be required to indemnify Tenant for claims arising out of the negligence or willful misconduct of Tenant or its employees, agents or contractors or for claims arising out of the acts or omissions of persons for whose conduct Landlord would not otherwise be responsible under Washington law.

8.5. The foregoing indemnity is specifically and expressly intended to constitute a waiver of Tenant's and Landlord's immunity under Washington's Industrial Insurance Act, RCW Title 51, to the extent necessary to provide Landlord and Tenant with a full and complete indemnity to the extent provided herein LANDLORD AND TENANT ACKNOWLEDGE THAT THE INDEMNIFICATION PROVISIONS OF THIS SECTION 8 WERE SPECIFICALLY NEGOTIATED AND AGREED UPON BY THEM.

8.6. Tenant shall promptly notify Landlord of material casualties or accidents occurring in or about the Leased Premises which are either life-threatening injuries or are reportable for insurance coverage purposes.

8.7. This indemnity with respect to acts or omissions during the term of this Lease shall survive termination or expiration of this Lease.

9. Insurance.

9.1. Property Insurance: Tenant shall, at its sole expense, obtain and keep in force, throughout the term of this Lease, a policy or policies of insurance protecting against physical loss to the Leased Premises including earthquake coverage. The amount of such insurance will not be less than the full replacement value of the improvements on the Leased Premises including the cost to cover foundations, comply with current building codes, demolition costs and to cover the increased cost of construction due to the operation of building laws. Any deductible applicable to such insurance shall be the responsibility of Tenant.

9.2. Commercial General Liability Insurance: Tenant shall, at its sole expense, maintain commercial general liability insurance for bodily injuries (including sickness or death) and property damage in the minimum amount of \$5,000,000 per occurrence, and in the minimum amount of \$10,000,000 general aggregate, Employers Liability (Washington Stop-Gap) in the amount of no less than \$1,000,000 per occurrence, and auto bodily injury and property damage liability in a minimum amount of \$2,000,000 combined single limit per accident for owned, non-owned and hired automobiles. Such insurance shall be primary to and non-contributing with any insurance maintained by Landlord.

9.3. Simultaneously with the delivery of this Lease, Tenant shall furnish Landlord evidence of liability and property coverage. All insurance shall be placed in insurance companies licensed to do business in the state of Washington and that reflect a Best Insurance Rating of A VIII or better. Coverage through Washington Cities Insurance Authority WCIA, a municipal risk pool, or another joint self-insurance program authorized by RCW 48.62, is acceptable to Landlord. In this regard, the Landlord understand that the Tenant is not able to name the other party as an "additional insured" under the liability coverage provided by WCIA.

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10. Maintenance, Repairs and Utilities.

10.1. Landlord and Tenant acknowledge that the condition of the Leased Premises are below average for a pool given the age of the Leased Premises. Tenant acknowledges that it has been operating the Leased Premises for the uses permitted hereunder since approximately March, 2010, and Tenant has made its own inspection and Tenant has accepted the Leased Premises in their present condition. Neither Landlord, its directors, officers, employees or agents shall be liable for loss of or damage to any property of Tenant arising from any defect in the construction or present or contemplated condition of the Leased Premises, whether known or unknown. Tenant accepts the Leased Premises "as is" in its current condition, and subject to matters of record, and Tenant shall be responsible for any work performed or to be performed by Tenant on or about the Leased Premises. Tenant shall not, however, be responsible for any major repairs or capital improvements that are needed at the time of the Lease termination.

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10.2. Tenant shall, at its sole cost and expense, maintain the entire Premises, including without limitation, routine repairs and maintenance to all heating, ventilation, and air conditioning (“HVAC”) equipment at the Premises, in good condition and promptly make all repairs and replacements, whether structural or non-structural, necessary to keep the Premises in safe operating condition, including all utilities and other systems serving the Premises, but excluding the roof structure, major subfloor, foundation, structural walls, and capital replacements to the mechanical, electrical, plumbing and HVAC systems, parking lots, sidewalks, tree maintenance and access roads, which Landlord shall maintain in good condition and repair at Landlord’s expense. The Landlord shall also be responsible for graffiti removal from the building and mowing of the lawn surrounding the Building in accordance with Landlord's general lawn maintenance standards.

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10.3. Tenant will promptly make all necessary Tenant repairs, and covenants that all Tenant repairs shall be made in an efficient and competent manner in accordance with all applicable building regulations, codes and rules. Except as provided in Section 10.1, in the event that Tenant fails to make any repairs required herein, Landlord shall have the right (but no obligation) to make said repairs and charge Tenant for the cost thereof.

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10.4. In addition to all insurance requirements set forth herein, Tenant agrees to require all contractors involved in performing repairs or other work at the Building to procure and maintain, without cost to Landlord, commercial general liability insurance which shall: (a) include coverage for bodily injury, property damage, operations, independent contractors, products and completed operations, personal and advertising injury, blanket contractual liability, and fire legal liability with limits of \$2,000,000 each occurrence, and in the aggregate; and (b) contain a provision in the policy and certificate of insurance specifically naming Landlord as an additional insured.

10.5. Tenant shall provide and pay all utility costs, including but not limited to water, sewer, electricity, light, heat, telephone, telecommunications and garbage service, during the Term of this Lease. Landlord shall provide reasonable advance notice to Tenant of any planned utility interruptions that Landlord become aware of.

10.6. Landlord shall work cooperatively with Tenant to include major maintenance or repair work on the Premises as part of Landlord projects. The inclusion of a Tenant public works projects shall be memorialized in a separate agreement and shall not alter Tenant’s financial responsibility for such projects.

Commented [BS1]: We have reinserted this provision. We believe this language, which is not binding, demonstrates a commitment to working cooperatively to improve the Leased Premises in the most efficient manner possible. If Landlord wants to delete, please explain why.

10.7. Except for repairs or other work performed by Landlord, Tenant and its contractor(s) shall be solely responsible for all aspects of safety related to repairs or other work performed at the Building, including initiating, maintaining, and supervising all safety precautions and programs in connection with such work. Tenant and its contractor(s) shall take reasonable precautions for the safety of, and shall provide reasonable protection to prevent damage, injury, or loss to (1) employees involved in the repairs or other work and other persons who may be affected thereby; (2) the materials and equipment to be incorporated therein; and (3) other property at Building adjacent thereto. Tenant shall perform repairs and other work in a manner that meets all statutory and common law requirements for the provision of a safe place to work.

10.8. To the extent legally required by Chapter 39.12 RCW, Tenant shall ensure that no worker, laborer, or mechanic employed in the performance of repairs or other work at the Building is paid less than the “prevailing rate of wage,” as determined by the Industrial Statistician of the Department of Labor and Industries. Tenant shall defend, indemnify, and hold Landlord harmless from any violation or alleged violation of Chapter 39.12 RCW by Tenant, its contractor(s), and/or any person performing repairs or other work on behalf of Tenant.

11. Facility Alterations. Tenant shall not make any alterations, additions, or improvements of or to improvements on the Leased Premises, nor shall Tenant demolish the Building, without the prior written consent of Landlord, which shall not be unreasonably withheld; provided, however, that Landlord’s prior written consent shall not be required for alterations which (i) are non-structural, (ii) do not affect Building or Pool systems or utilities, (iii) do not require governmental permits and (iv) do not affect the exterior or appearance of the Building. Any alterations, additions and improvements which are made shall be at the sole cost and expense of Tenant and shall remain in and be surrendered with the Leased Premises at which time title thereto shall revert to Landlord. Tenant shall pay all costs for any alterations permitted hereunder and shall keep the Leased Premises free and clear of all mechanics’ or similar liens which may result from construction by Tenant or its agents.

12. Building Security. Landlord shall provide general building security as part of Landlord’s overall security program for Landlord’s buildings and facilities.

13. Removal of Tenant Owned Equipment. Any and all equipment, temporary partitions, and trade fixtures of whatsoever name or nature that Tenant may install in or on the Leased Premises shall be removed at the termination of this Lease, and Tenant shall repair any damage or injury caused by such removal.

14. Eminent-Domain. In the event the entire Leased Premises shall be condemned for public use, then, upon the taking of the same for such public use, this Lease shall become void, and the Term herein granted shall cease on the date the condemner takes possession. In the event a part of the Leased Premises is condemned, this Lease shall not terminate but the leased area shall be reduced in the proportion which the portion of the Leased Premises so taken bears to the entire Leased Premises.

15. Right of Inspection. Landlord shall have the right to enter the Leased Premises on reasonable notice and at reasonable times during the term of this Lease to inspect the condition of the same.

16. Signs. Tenant shall not display on the Leased Premises or the Building any sign without Landlord’s consent, which consent shall not be unreasonably withheld.

17. Custodial Services ~~Tenant shall supply at its own cost and expense custodial services on the Leased Premises including the grounds,~~

18. Grounds Maintenance. ~~Landlord shall be responsible for the maintenance of the grounds, including lawn mowing, flowerbeds, trees and parking lot,~~

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19. Loss by Fire or Other Casualty. In the event of damage to or destruction of the Building, by fire or any other cause, Tenant shall, at its sole cost and expense, restore, repair, replace, rebuild, modify or alter the same as promptly as practicable to substantially its condition prior to said damage or destruction. Any repair, restoration, replacement or other construction shall be done in accordance with plans and specifications prepared by Tenant at its expense and approved by Landlord, which approval shall not be unreasonably withheld or delayed. Tenant shall diligently commence and continuously carry out such repair, replacement, reconstruction and rebuilding to full completion as soon as possible.

20. Default; Remedies.

20.1. Upon the occurrence of any of the following events, Landlord shall have the remedies set forth hereunder:

20.2. Tenant fails to perform any term, condition or covenant to be performed by it pursuant to this Lease within thirty (30) days after receipt of written notice of such failure from Landlord or, if cure would reasonably require more than thirty (30) days to complete, Tenant fails to commence performance within the thirty (30) day period or fails to diligently pursue such cure to completion; or

20.3. Tenant shall become bankrupt or insolvent or file any debtor proceedings or have taken against such party in any court pursuant to state or federal statute, a petition in bankruptcy or insolvency, reorganization or appointment of a receiver or trustee; or Tenant petitions for or enters into an arrangement; or suffers this Lease to be taken under a writ of execution.

20.4. Upon the occurrence of any of the events set forth in this Section, Landlord shall have the option to take any or all of the following actions, without further notice or demand of any kind to Tenant or any other person:

21. Landlord may immediately reenter and remove all persons and property from the Leased Premises, storing said property in a public place, a warehouse or elsewhere at the cost of, and for the account of, Tenant. No such reentry or taking possession of the Leased Premises by Landlord shall be construed as an election on its part to terminate this Lease unless a written notice of such intention is given by Landlord to Tenant. No such action by Landlord shall be considered or construed to be a forcible entry.

21.1. Landlord may enforce, by suit or otherwise, any term or provision hereof on the part of Tenant required to be kept or performed.

21.2. Landlord may terminate this Lease by written notice to Tenant. In the event of such termination, Tenant agrees to immediately surrender possession of the Leased Premises. Should Landlord terminate this Lease, it may recover from Tenant all damages it may incur by reason of Tenant's breach, including, without limitation, the cost of recovering the Leased Premises and reasonable attorneys' fees.

21.3. Should Landlord reenter, as provided above, or should it take possession pursuant to legal proceedings or pursuant to any notice provided for by law, and whether or not it

terminates this Lease, Landlord may relet the Leased Premises or any part thereof for such term or terms (which may be for a term extending beyond the term of this Lease) and at such rental or rentals and upon such other terms and conditions as Landlord in its sole discretion may deem advisable. No such reentry and reletting of the Leased Premises by Landlord shall be construed as an election on its part to terminate this Lease unless a written notice of such intention be given to Tenant, or unless the termination thereof be decreed by a court of competent jurisdiction. Notwithstanding any such reletting without termination, Landlord may at any time thereafter elect to terminate this Lease for such previous breach.

22. Rights of Termination.

22.1. Landlord and Tenant shall each have the right to terminate this Lease upon 12 months advance written notice to the other. This includes all of the rights of the Landlord to recapture the Leased Premises for school purposes required under RCW 28.A.335.040.

23. Surrender; Demolition; Holding Over.

23.1. On expiration or earlier termination of the Term, and except as otherwise directed by Landlord, Tenant shall surrender the Leased Premises and all Tenant's improvements and alterations to Landlord broom clean and in good condition. Tenant shall remove all of its personal property within the time period stated in this Section. Tenant, at its cost, shall perform all restoration made necessary by, and repair any damage to the Leased Premises caused by, the removal of its personal property to Landlord's reasonable satisfaction within the time period stated in this Section. Landlord may, at its election, retain or dispose of in any manner any of Tenant's personal property that Tenant does not remove from the Leased Premises on expiration or termination of the Term as allowed or required by the provisions of this Lease by giving ten (10) days notice to Tenant. Title to any such personal property that Landlord elects to retain or dispose of on expiration of such ten (10) day period shall vest in Landlord. Tenant waives all claims against Landlord for any damage to Tenant resulting from Landlord's retention or disposition of any such personal property. Tenant shall be liable to Landlord for Landlord's costs for storing, removing and disposing of Tenant's personal property. If Tenant fails to surrender the Leased Premises to Landlord on expiration or termination of the Term as required by this Section, Tenant shall indemnify, defend and hold Landlord harmless from all damages resulting from Tenant's failure to timely surrender the Leased Premises. If Tenant, without Landlord's prior consent, remains in possession of the Leased Premises after expiration or termination of the Term, or after the date in any notice given by Landlord to Tenant terminating this Lease, such possession by Tenant shall be deemed to be a tenancy at sufferance terminable at any time by either party in accordance with applicable law.

24. Waiver. No act or omission of Landlord at any time after the happening of any event authorizing the cancellation or forfeiture of this Lease by Landlord shall operate as a waiver of any past or future violation, breach or failure to keep and perform any covenant, agreement, term or condition hereof, or deprive Landlord of the right to cancel or forfeit this Lease at any time that cause for cancellation or forfeiture may exist, or be construed at any future time to stop the Landlord from

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exercising any other right, option or remedy which Landlord may have under any term or provision of this Lease.

25. Notices. Any notices required to be served on or given in accordance with the terms of this Lease shall be addressed or delivered as follows:

To Landlord: Highline School District No. 401
Capital Planning and Construction Department
17810 8th Avenue South, Building A
Burien, Washington 98148-1788
Attn: Executive Director of Capital Planning and Construction

To Tenant: Des Moines Pool Metropolitan Park District

Attn: _____

Or to such other address or addresses as the respective parties may designate by written notice to the other party. Any notice from one party to the other shall be deemed received upon the earlier of actual receipt or three (3) business days following the posting of said notice in the United States Mail, by certified mail return receipt requested and postage paid.

26. Waiver of Subrogation. Each party does hereby waive its right of recovery from the other for any loss or damage to property caused by perils insured against as provided herein.

27. Property Taxes. Tenant hereby covenants and agrees to pay directly, or reimburse Landlord for, any real property or other taxes, including, but not limited to, leasehold excise taxes, which may be assessed against Landlord, the Leased Premises or this Lease and which are attributable to the use of the Leased Premises by Tenant during the Term of this Lease.

28. Attorneys' Fee and Costs. In the event that either party shall bring suit on this Lease, the non-prevailing party shall be responsible for the payment of the reasonable attorneys' fees and costs incurred by the prevailing party.

29. Compliance With Discrimination Laws. In all hiring or employment made possible or resulting from this Lease, there shall be no discrimination against any employee or applicant for employment because of sex, age, race, color, creed, or national origin. This requirement shall apply to, but not be limited to, the following: employment, advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Lease, on the grounds of sex, age, race, color, creed, or national origin, except by minimum age and retirement provisions. Any violation of this provision shall be considered a violation of a material provision of this Lease and shall be grounds for cancellation, termination or suspension in whole or in part of the Lease; provided however, if Tenant is found to have violated a discrimination law, Tenant shall be deemed to have cured the resulting lease

violation if Tenant complies with the final judgment of the court or administrative agency, provided that Tenant also takes such steps as are necessary to avoid a repeat violation.

- 30. No Brokers. Landlord and Tenant each represent to the other that neither is represented by any broker, agent or finder with respect to this Lease in any manner. Each party agrees to indemnify and hold the other party harmless from and against any and all liability, costs, damages, causes of action or other proceedings instituted by any broker, agent or finder, licensed or otherwise, claiming through, under or by reason of the conduct of the indemnifying party in any manner whatsoever in connection with this Lease.
- 31. Modification. The parties agree that this Lease is the complete expression of the terms hereto and any oral representation or understanding not incorporated herein is excluded. This Lease supersedes and replaces in its entirety the Prior Lease, without limiting or terminating any obligations of Tenant that expressly survive the termination or expiration of the Prior Lease pursuant to the terms thereof. The parties reserve the right to modify this Lease. Any modifications to this Lease must be approved by both parties and shall be in writing and signed by both parties.
- 32. Benefits. This Lease is entered into for the benefit of the parties to this Lease only and shall confer no benefits, direct or implied, on any third parties.
- 33. Binding Effect. This Lease shall be binding on and inure to the benefit of the parties, their successors and permitted assigns.

EXECUTED as of the date first above written.

LANDLORD:

TENANT:

HIGHLINE SCHOOL DISTRICT NO. 401

DES MOINES POOL METROPOLITAN
PARK DISTRICT

By: _____
Its: _____

By: _____
Its: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____, the _____ of HIGHLINE SCHOOL DISTRICT NO. 401, a Washington municipal corporation, is the person who appeared before me, and said person acknowledged that s/he signed this instrument on behalf of the School District, acknowledged it to be the free and voluntary act of the School District for the uses and purposes mentioned in this instrument, and on oath stated that s/he is authorized to execute this instrument.

DATED _____, 2024

Print Name: _____
NOTARY PUBLIC for the State of
Washington, residing at _____
My appointment expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____, the _____ of DES MOINES POOL METROPOLITAN PARK DISTRICT, a Washington municipal corporation, is the person who appeared before me, and said person acknowledged that s/he signed this instrument on behalf of the DES MOINES POOL METROPOLITAN PARK DISTRICT, acknowledged it to be the free and voluntary act of the DES MOINES POOL METROPOLITAN PARK DISTRICT for the uses and purposes mentioned in this instrument, and on oath stated that s/he is authorized to execute this instrument.

DATED _____, 2024

Print Name: _____
NOTARY PUBLIC for the State of
Washington, residing at _____
My appointment expires: _____

EXHIBIT A

LEGAL DESCRIPTION

That portion of the Northwest 1/4 of Section 16, Township 22 North, Range 4 East, W.M., King County, State of Washington, described as follows:

Beginning at the Northwest corner of Lot 1, Block 6, Thunderbird Estates Division No. 3, as recorded in Volume 57 of Plats on pages 37 and 38, Records of King County, Washington; thence North 1°11'48" East along the East margin of 19th Avenue South 292.68 feet; thence South 88°03'32" East parallel with the North line of said Block 6, 315.35 feet; thence South 1°11'48" West 292.68 feet; thence North 88°03'32" West along the North line of said Block 6, 315.35 feet to the point of beginning;

TOGETHER WITH an easement consisting of a strip of land ten (10) feet in width for drainage and utilities, hereinafter called the easement, over, under and across the following described tract of land, also situated in King County, State of Washington:

Beginning at the Northeast corner of Lot 3, Block 6, Thunderbird Estates Division No. 3 as recorded in Volume 57 of Plats on pages 37 and 38, Records of King County, Washington; thence South 88°03'32" East 16.02 feet; thence South 1°15'14" West parallel with the East line of said Lot 3 to the Northerly margin of South 229th Street; thence Westerly along said margin to the Southeast corner of said Lot 3; thence North 1°11'14" East 110.71 feet to the point of beginning.

EXHIBIT B

POOL USAGE AND RATE SCHEDULE

Landlord shall be granted pool usage rights on at least as favorable a schedule throughout the term of this lease, and at rates consistent with those set forth below. The parties shall cooperate reasonably and in good faith in developing the pool usage schedule for Landlord's use from time to time during the term.

Pool Schedule and Usage:

- **Dates:** Landlord shall have priority rights to the practice and swim meet times identified below from Late August thru Third Week of February.
- **Practice Times:** Weekday, 3-6pm (see breakdown below)
 - 3-5pm, Entire Deep End (6 lanes)
 - 5-6pm, Half-Pool (2 lanes) – most pools do not have two diving boards
 - Saturdays – One hour at mutually agreed time (one week advanced notice)
- **Meet Times:** Tuesday and Thursday only, 3:00-5:30pm, Friday available as backup if requested by Landlord at least 10 weeks in advance. The Tenant agrees to host Mount Rainier High School's home meets, plus one non-league event using the timing/scoring system. The Tenant agrees to work with the Landlord to coordinate meet times if there are unusual circumstances that include closures of other pools, weather or other unusual circumstances. The Tenant will also allow the Landlord to host other non-official WIAA events on Tuesdays or Thursdays as long as there is no requirement for the scoring/timing system setup and the event is within Landlord's normal practice hours. Meet times shall not be available during times the Tenant has swim lessons, normally Mondays and Wednesdays.
- **Scheduling:** Landlord should communicate all practice and meet time by June 1 of each year. Any schedule changes after June 1 shall require the consent of the Tenant.
- **Timing/Scoring System Testing:** Landlord and Tenatn agree to setup a meeting at a mutually agreed time before the season to test the connection between the Landlord's computer and the timing/scoring system. On the days of meets, the Landlord agrees to have the timing/scoring system setup after 2pm for testing connections, and the Landlord agrees to test their connection with the system at least 30 minutes before the swim meet.
- **Lane Rental Fees:** Landlord's rate for the above times shall be \$20.00 per hour/per lane for 2024 and 2025. Thereafter, this rate shall be adjusted each August by the CPI-W for Seattle-Tacoma-Bellevue reported in June of each year. Either party has the right to renegotiate the rate every three years beginning with the 2027 and 2028 school year. (Swim meets will be charged as lane rental fees for all six lanes).

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Additional Fees

- **Timing/Scoring System:** The Landlord agrees to provide a laptop equipped with Meet Management software. Tenant will store the equipment, but assumes no liability for loss or damage to the laptop beyond what may be covered by the Tenant's insurance carrier. The Landlord shall maintain the most current version of the software on the laptop.
 - \$200/ per swim meet for setup and teardown.
 - \$300/ per swim meet if a Tenant staff member is required to run software system (school district is still responsible for all volunteers for timing, scorekeeping and officials).

Payment.

The General Usage Rates will be charged for all scheduled times regardless of use and will be billed on August 1 of each year with such payment due prior to September 1 of each year. Scoring System fees, lifeguard fees and any additional usage hours shall be billed within thirty days of the fees being incurred and such invoices shall be paid with thirty days of receipt of invoice.

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DRAFT

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a Assigned to: Board President

Meeting Date: May 28, 2024

Under: Executive Session Business

Attachment: None

Subject: Executive Session "District General Manager Review"

Background/Summary:

The Board of Commissioners will be meeting in executive session to discuss the performance of a public official.

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

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

Fiscal Impact: N/A

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

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

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

Two Touch Rule: _____ N/A _____ Committee Review
02/20/2024 First Board Meeting (Informational)
To be determined Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

-No Attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10 Assigned to: Board President Meeting Date: 05/28/2024

Under: Meeting End Attachment: None

Subject: Good of the Order

Background/Summary:

- 1. Good of the Order: Around the table for board and staff to share any updates outside of the regular business on the agenda.
2. Next board meeting (unless special meeting scheduled):
- June 25, 2024, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
3. End of Meeting:

Fiscal Impact: N/A at time agenda packet sent.

Proposed Motion: First touch. No motion necessary.

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

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

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes:
- No attachments.