



Des Moines Pool Metropolitan Park District

November 11, 2025

7:00 p.m.

Regular "Hybrid" Meeting

Public Budget and Levy Hearing

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: 826 3426 4628; Passcode: 657464. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at scott.deschenes@desmoinespool.org. Public comment for those who cannot physically attend will be due by email to info@mtrainierpool.com by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.

AGENDA

- | | | |
|------|--|-----|
| 7:00 | 1. CALL TO ORDER ROLL CALL | |
| 7:03 | 2. PLEDGE OF ALLEGIANCE | 4 |
| 7:04 | 3. ADOPTION/MODIFICATIONS OF AGENDA | |
| | 4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS | |
| | - Election update/process | |
| 7:05 | 5. PUBLIC COMMENT (Please Limit to Three [3] Minutes) | |
| | <i>See Budget Hearing (#9c) on second page</i> | |
| | <i>Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, November 11. Please include your name, address and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting.</i> | |
| 7:10 | 6. CONSENT AGENDA | 5 |
| | a. EXPENDITURE/REVENUE SUMMARY OCTOBER (MOVED TO DECEMBER 9) | N/A |
| | b. STAFF/CONTRACTOR/COMMITTEE REPORTS | |
| | District General Manager Reports | 7 |
| | c. ADOPTION OF MINUTES | |
| | October 21 Regular Board Meeting | 21 |
| | d. CORRESPONDENCE | |
| | None | |
| | e. BANK TRANSFERS (MRP REVENUE) | |
| | f. VOUCHER APPROVAL | |
| | \$91,464.27 was processed in October for warrant requests | 26 |
| | g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES) | |
| | \$81,859.48 was processed in October for payroll and PSE electronic payment | 42 |

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 remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Linda Ray, District Clerk, 206.429.3852.

7. OLD BUSINESS

7:09	a. Q3 Aquatics Manager Report	49
7:14	b. Policy 340, Financial Aid/Scholarships (2 nd touch)	69
7:18	c. Policy 516, Overtime Pre-Approval & Pay Rate Documentation (2 nd touch)	82
7:21	d. Resolution 2025-09, Unclaimed Property	85
7:24	e. City Currents Partnership	88
7:27	f. Vandalism Damage to the Mount Rainier Pool	89
7:30	g. Resolution 2025-12, Emergency Repair to the Backflow Prevention	91
7:32	h. District General Manager Wage and Benefit	97
7:37	i. 2026 Rates	99
7:40	j. 2026 Wage and Salary Scale	102

8. NEW BUSINESS

7:43	a. Policy 520 Procurement Update (1 st touch)	104
7:46	b. Policy 532 Fraud (1 st touch)	115

9. PUBLIC "BUDGET AND LEVY" HEARING

7:48	a. 2026 Budget	121
8:00	b. 2026 Budget and Levy Certification (Presentation of Resolutions) -- Resolution 2025-13, Levy and Budget Certification -- Resolution 2025-14, Increase Ordinance for Levy -- <i>Substantial Need Not Needed, IPD Above 1%</i>	126
8:05	c. Public Hearing Comments and Questions: Members of the public may comment on items relating to the Public Hearing. Comments are limited to three (3) minutes per person. Exceptions may be made to the time restrictions of persons speaking at the discretion of the Chair, when warranted. Remote public comments can also be made by email correspondence. (See Item #5).	133
8:15	d. 2026 Budget and Levy Motions	134

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10. GOOD OF THE ORDER

135

UPCOMING MEETINGS

- Special Meeting (if necessary)
- December 9, 2025, Regular Board Meeting, ,7:00 p.m., District Offices

ADJOURNMENT

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

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The Pledge of Allegiance

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



128/129 © Teacher Created Resources



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: District GM

Meeting Date: November 11, 2025

Under: Consent Agenda

Attachment: Yes

Subject: Consent Agenda

Background/Summary:

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

Item 6a: Financial Summary

- October Expenses and Revenue (*Pushed to December 9. Before October end-of-month.*)

Item 6b: Staff/Committee Reports

- District General Manager Bi-Monthly Reports (October 22 – November 10)

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

- October 21, 2025, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$91,464.27** were approved for payment.

- \$1,116.93 was processed on October 6, 2025
- \$4,625.14 was processed on October 8, 2025
- \$8,658.79 was processed on October 8, 2025
- \$938.06 was processed on October 8, 2025
- \$1,209.08 was processed on October 15, 2025
- \$10,175.51 was processed on October 15, 2025
- \$53,165.16 was processed on October 22, 2025 (includes electrical repairs)
- \$11,575.60 was processed on October 29, 2025

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$81,859.48** were processed for payment.

- \$1,932.20 was approved for Dept of Retirement Systems (DRS) on October 6, 2025
- \$32,084.84 was approved for payroll on October 15, 2025
- \$1,792.91 was approved for Dept of Retirement Systems (DRS) on October 17, 2025
- \$1.19 was approved for Heartland service fee on October 28, 2025.
- \$11,208.16 was approved for Dept of Revenue on October 31, 2025
- \$33,047.27 was approved for payroll on October 31, 2025
- \$1,792.91 was approved for Dept of Retirement Systems (DRS) on October 31, 2025

A total of **\$173,323.75** was processed in **October 2025** under the oversight of the **Clerk of the Board**.

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

Fiscal Impact: Detailed above.

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

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- Attachments: Various

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, November 6, 2025

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Bi-Monthly Reports to Board Between October 22 and November 10

SENT FRIDAY, OCTOBER 31:

BOARD MEETING INFORMATION

- Next Meeting: Just a reminder that our next meeting will be the second Tuesday of November, which will be Tuesday, November 11.
 - *Unclaimed Property*-I originally had this on the September agenda but pushed it to a future meeting. It is due by October 31, so I am going to go ahead and file the information before the resolution.
 - *Portable Discussion, Surplus, and Policy 515 moved to November*- I moved these items to concentrate on the budget, and to allow more time that is needed.
- Edits for Minutes: Minutes will be sent out Friday, October 31. Please have all edits back by the end of the day on Tuesday, November 4.
- Other Documents for Review: We also sent Policies 340, 515 and 516. Please have all back by Tuesday, November 4.
- Finance Committee Meeting: The finance committee is meeting on Monday, November 3.
- Commissioner Transition: Commissioner Thorell's last regular meeting will be on Tuesday, November 11. The new commissioner will transition in for the December meeting.
- Commissioner Training: I reached out to AWC-RMSA, and they are updating their new commissioner video training with changes. They said they will let us know when it is available.

MECHANICAL ISSUES/CLOSURES

The vandalism on our external power lines caused a power surge that wreaked some havoc on our systems. Mainly the remote boiler temperature settings. This raised the temperature of the boiler set points to make the pool temperature around 90 degrees, which is great for families and seniors, but not great for lap swimming and swim teams. We are working to resolve this issue. We thought we had it resolved, but the power outages over last weekend extended the issue. We also had an issue with the chem feeder on Wednesday for swim lessons. We had to reschedule the 4pm lessons, but staff was able to get the chemicals back within limits by 4:30pm.

ENGINEER OF RECORD

I sent the Engineer of Record and agreement and upcoming project materials to the architect on Thursday. It looks like it will not be ready until the December 9 board meeting.

TRICK OR TREAT PATH

We are at the Trick or Treat Path this evening. We hope to see you this evening.

<https://www.facebook.com/share/v/16YEC2c1XE/>

SWIM LESSON INFORMATION UPDATE

We updated the swim lesson page and swim lesson handbook. We added more information about the new scholarship process, and updated dates.

Executing	3
Influencing	3
Relationship	9
Strategic	5

HARASSMENT TRAININGS

- AWC-RMSA: All managers have completed the sexual harassment for managers, and at our last in-service on October 25, we had about twenty staff complete the training for part-time employees. We will assign the rest individually over the next couple of months.
- SafeSport: The SafeSport portal is setup for assigning and tracking trainings for managers and part-time staff. I completed the Core Training and have assigned the Managers the same training. We are now working on setting up the part-time employees in the system and assigning the adult and youth trainings.
- 2026 Deadline: We hope to have all staff complete both sets of trainings by January 1, 2026.

UNCLAIMED PROPERTY

We sent out unclaimed property for \$210 the state on Thursday. The resolution will be proposed at the November 11 meeting.

SURPLUS/GOVDEALS

My goal is to have all equipment posted next week.

EMAIL NOTIFICATION SHARING

The City of Des Moines is working with us to promote each other's email notification systems. We are starting with using each other's signups and then will share information from each other's organizations in the future.

ADS

Gene created the two ads for the City Currents magazine.

NEW ONLINE SCHOLARSHIP PROCESS

Let's Swim Together

Nademos juntos
Hãy bơi cùng nhau
Aan ku quusno isku wada
እንጠናቀቁ በአንድ አውራ
ਆਓ ਇੱਕਠੇ ਤਰਈਏ
أعز حبسن ايه
យង់ហ៊ែល ទីប្រមុខនា

- Open to Des Moines/Normandy Park residents
- Includes all 10-visit, 3-month, and Annual passes (now include water exercise), and swim lessons
- 90 percent scholarship coverage
- New online registration open (less than 5 minutes)
 - Online registration starts Nov. 15
- Please allow 5 business days before swim lesson registration
 - Submitting a scholarship application does NOT guarantee admittance into the swim lessons program

REGISTER FROM YOUR PHONE

- Quick, easy, and secure
- Translatable to all languages
- Use your phone's camera to upload photos and finish your application anytime, anywhere
- Use QR Code below



Follow us on Facebook

www.MtRainierPool.com

206.824.4722



22722 19th Ave S, Des Moines



SEPT 2 - DEC 31

Come swim with your kids

Watching your kids splash and giggle in the pool, you feel the pull to join them, creating memories you will all cherish.

We understand that taking the plunge can feel daunting, whether you are worried about expenses, feeling a bit anxious, or concerned about your and your child's safety.

That is why we have created a welcoming space where families can dive in together, with safety and affordability guiding everything we do. Our certified lifeguards are always on duty, continuously monitoring the pool and ready to assist, so you can relax and focus on the fun.

Why wait? With our \$2 Parent Rate, the fun truly begins now. Come make memories that will last a lifetime!



- Available during Family Swim, Open Swim, and Lap Swim
- Pay just \$2 per parent when you swim with your child
- Kids pay the regular daily admission

Instead of sitting on the sidelines, you'll be in the pool, with your kids, having fun and building lifelong skills



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

RIPPLE CONFENCE (BCRPA)

Canada and British Colombia are very progressive when it comes to public aquatics. Their Ripple Effects conferences are very good at setting high levels of standard for trainings and service delivery. We are sending the aquatics manager to the conference, which will be on November 19 and 20.

<https://site.phedloop.com/event/REC25/ripple-program/schedule?date=2025-11-19>

BACKFLOW PREVENTION PLUMBING REPAIRS

The backflow prevention device has failed its recent test and needs to be rebuilt/replaced and retested to stay in compliance. Additionally, it was noted that there are some system water hammer issues that could be affecting this device that we recommend some additional repairs for. This will require a water system shutdown that will take about ten hours (full day shutdown). The estimate is for \$16,368 + taxes.

FEATURED RESEARCH

With the amount of issues we are having with exposed wiring and plumbing lately, I had AI write the following article for me...

When a Pool Reaches the End of Its Life Cycle

Overview

As swimming pools age—especially those over 40–50 years old—the combined effects of **moisture, chemicals, and time** cause materials and systems to deteriorate faster than they can

be repaired. Once this stage is reached, the facility enters a “**continuous failure cycle**,” where one repair often triggers the next.

The Role of Caustic Air

Indoor pools create a harsh environment. Warm, humid air mixed with **chloramines** (byproducts of chlorine reacting with body oils and waste) becomes **caustic**—corrosive to metals, concrete, and electrical systems. When the building’s air handling and exhaust systems age, this chemical air remains trapped and accelerates decay throughout the facility.

Typical Signs of End-of-Life Conditions

- **Corrosion** on ductwork, ceiling supports, and metal surfaces
 - **Persistent leaks** or condensation in walls and ceilings
 - **Frequent mechanical breakdowns** (pumps, valves, heaters)
 - **Electrical corrosion** or control panel failures
 - **Rising maintenance costs** and shorter intervals between repairs
 - **Degraded air quality** or increased humidity despite ventilation
-

The Continuous Breakdown Cycle

When corrosion and moisture penetrate the structure:

1. Metal surfaces pit and rust, compromising strength.
2. Electrical and plumbing systems fail due to corrosion.
3. Repairing one component strains connected systems.
4. The environment worsens as systems lose efficiency.

The result is **compounding damage**—each fix only buys limited time, while the surrounding environment keeps deteriorating.

Financial and Safety Implications

At this stage, the pool often becomes **cost-inefficient and operationally risky**. Annual repair costs can exceed **5–10% of replacement value**, and staff safety concerns (corroded trusses, failing ventilation, or chemical exposure) increase.

Recommended Response

- **Document failures** and maintenance costs annually to track acceleration.
- **Commission a facility condition assessment** to confirm life-cycle status.
- **Plan for capital replacement or new facility design**, integrating modern ventilation, energy efficiency, and corrosion-resistant materials.

In summary:

Aging aquatic facilities don't fail all at once—they **erode from within**. Once caustic air and moisture penetrate the structure, breakdowns become continuous and expensive. Recognizing this stage early helps redirect funds toward **replacement planning** instead of temporary fixes.

RESEARCH

- Navigating the Federal Grants Landscape (NRPA Magazine) <https://www.nxtbook.com/nrpa/ParksRecreationMagazine/november-2025/index.php#/p/12>
- Speaking up for parks and recreation (NRPA Magazine) <https://www.nxtbook.com/nrpa/ParksRecreationMagazine/november-2025/index.php#/p/10>
- Hot topics and recent developments: the Open Public Meetings Act (MRSC Insight Blog) <https://mrsc.org/stay-informed/mrsc-insight/october-2025/opma-hot-topics>
- Cleaner water, smarter systems, zero disruption (Athletic Business) <https://www.athleticbusiness.com/sponsored/neptune-benson-xylem/cleaner-water-smarter-systems-zero-disruption/68f255d6f9c8c14961b742a0?>

SENT FRIDAY, OCTOBER 24:

BOARD MEETING WRAP-UP

- Signatures: Angela sent the signatures out on Wednesday.
- Budget for Review: I want to go through the budget one more time and should have it out by the end of the week.
- Policies for Edits: I will send the policies: 340 Financial Aid/Scholarship, i515 Payroll Administration and Processing, and 516 Overtime Pre-approval and Pay Rate Documentation on Friday.
- Preliminary Budget: I will also send the budget out a little later on Friday. I want to go over the theorems in the spreadsheet and double-check some numbers before sending it out.
- Direction from Meeting: I will reach out to HSD on the portable and posting equipment to GovDeals next week.
- Minutes: Angela is working on payroll, so she will probably have the minutes later next week.
- Finance Committee Meeting: I will reach out to finance committee today about scheduling a meeting.
- Unclaimed Property: I realized that I did not add the unclaimed property to this meeting and will add it to the next agenda. I will send the information into the state to meet the October 31

deadline. We have less than \$300 in unclaimed credits. These credits are required by the state before the October 31 deadline.

- Next Board Meeting: The next board meeting will be Tuesday, November 11 at 7pm. This meeting will be a public hearing for the levy and budget.

POWER OUTAGE

After closure on Monday, October 20, someone sabotaged (see image below) the power lines that go from Pacific Middle School to our building. On Tuesday morning, they reestablished power to the school district buildings but did not realize they had not reestablished all power to our building. Quentin was onsite, and we had dispatched MacMiller around 7am to look at the issue. Older buildings have issues when power is lost and reestablished as many of our systems are running 24/7.

PSE and Highline had to re-run the lines and this were completed and full power was restored around 6pm. Staff started to restart equipment and there were issues with restarting the air handling unit. At around 6:50pm, we were able to contact Sunbelt Controls, who sent a technician, who believe it or not made it to the pool by a little after 7pm, and the reason Quentin was unable to make his presentation.

At around 9pm, the technician was able to work around the issue (there are two repairs for broken fuses from the power surge that will need to be fixed). Staff went through checks to make sure the chemicals, and other systems were ready to ensure the pool could reopen at 6am. The only issue is the pool would be a little cold as it takes a day to get 230k gallons back up to the right temperature. Thanks to Amelia, Mason, and Quentin for staying late to ensure the pool would open onetime the next morning.

Highline has added security to the site, and the police are investigating this issue. We will notify you of any updates.



FRIDAY CLOSURE

The pool closed this morning. We are unsure of the repair at this time, but the pool water was pumping out at around 109 degrees. The pool temperature was up around 90 degrees and trending to be warmer. To be safe we decided to close until we could get control of the system. We will let you know more when we have more definitive information. Thanks to Emmitt and Chance for working on this

POOL CLOSED SUNDAY, NOVEMBER 2ND

We will be hosting a SMAC meet on Sunday, November 2nd. The pool will be closed. We will send an email notification out next Wednesday on the closure.

WEBSITE DOWN

The website went down for the first time on Saturday, October 18. The provider did a backup but did not notify us they would be down. It was back up on Sunday.

PTSA SWIMS FOR NOVEMBER

On Monday, October 20, we met with Des Moines Elementary (11/8) and Woodmont K-8 (11/15). We discussed their events, paperwork, and potential outreach opportunities at each school. One of the PTSA parents made a suggestion on our waivers that we implemented to add more children to each form. We will reach out to the rest of the schools with open dates next week. We may add some dates, if necessary.

SPOOKY SWIM

Below are some images from the Spooky Swim. The event went very well, and we hope to build on this for future events.



SWIM LESSON WEBSITE AND HANDBOOK UPDATES

We need another week to put out the swim date handbook updates. This is due to updating the scholarship process, updates to the registration portal, and complexities with the delayed closure after swim seasons. We are meeting next week to finalize this and post it. See below for updates on scholarship form and registration portal upgrades.

SCHOLARSHIP FORM

Emmitt has completed a DRAFT of the online scholarship form. We are reaching out to Commissioner Campbell to use her expertise to review the process. We hope to have this live right after the meeting on November 11. Our goal is to have the information go public on November 15 to give people time to apply before the December 9 registration for Winter 2025 swim lessons.

REGISTRATION PORTAL UPGRADES

Over the last couple of years, we have not pushed the limits of the registration portal, but Emmitt and a staff designee are going to reformat the section with images and more sections. We expect this to be updated sometime in December. For reference, below is the City of Kirkland's registration portal.

<https://secure.rec1.com/WA/city-of-kirkland/catalog>

Emmitt has already setup an account setup section and is working on reformatting the information including switching our job interest cards to be part of the system.

<https://secure.rec1.com/WA/des-moines-pool-metropolitan-park-district-wa/catalog>

Clear All Filters

Filter

Keyword or code...

Category

☐ Account Creation/S...

Age Group

☐ Youth

☐ Adult

☐ Senior

Days of the Week

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

☐ Sun

Activity Tags

☐ AM Lessons

☐ PM Lessons

Welcome & Account S...

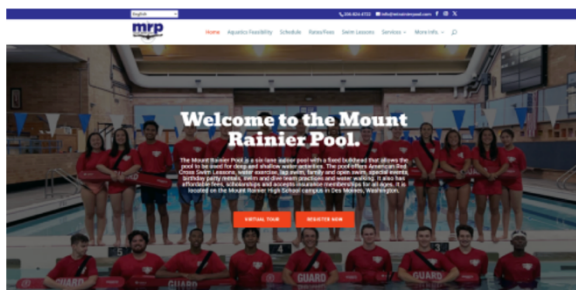
Classes and Programs

Memberships

Donations

Insurance (Medicare) ...

Welcome To The Mount Rainier Pool's Online Registration System



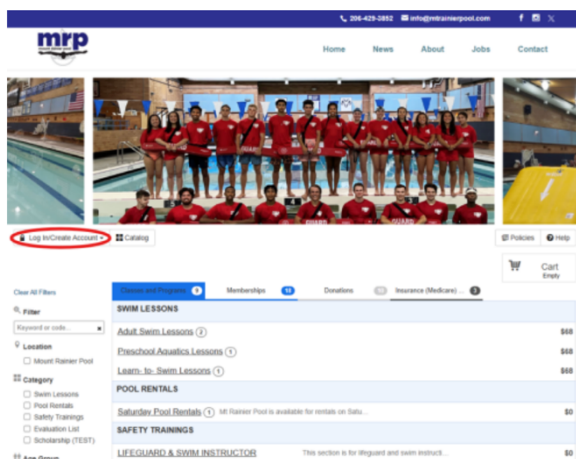
Please check out our [website](#) for additional information, including a virtual tour, of our facility.

ACCOUNT CREATION/SETUP

How To Create and Setup an Account

How To Create And Setup An Ac...	Location TBD	All Ages	TBD	Open	Time TBD	\$0
⚠ This program is not available for online registration.						

Step 1 - Select 'Log In/Create Account' to begin creating your CivicRec Account



CITY CURRENTS

- Meeting:** I met with City Management leadership on Thursday. We are looking at partnering on 2-3 pages of the next city newsletter. They are crunching some numbers and will get back to us. They are putting an agreement/ILA to look over at the November 9 meeting that they will take back to their council later that month. We should have a signable ILA at our December 9 meeting. This should be executable by 2026.
- Ad:** Gene and I are working on an ad for the City Currents. We are going to promote the new online scholarship process and \$2 Swim with Your Kids Rate.

STRENGTHS FINDER TRAINING 2.0 TEAM BUILDER

We will have our training with SAO for Team Building on Wednesday, October 29. We will share results on our next report.

PLAQUE

Quentin and I had SignPro make another plaque for the record board. I think it is good for people to see the donations, and hopefully it will spur others to donate. The district will pay for this, and we are working out billing for the donation.



MAINTENANCE

- Change Order for Electrical Repair- I was wrong at the last meeting. We received a late payment for the change order for \$17k from MacMiller. The project manager confirmed the work, and they are right. We will process the payment.
- AHU Repairs- Although staff and contractors were able to open the pool on Wednesday, there are a couple of smaller parts that were damaged due to the surge of the outage. We are awaiting a quote.

OUTREACH

- Des Moines Elementary Fair - We were invited to participate in Des Moines Elementary's PTSA Fair this Friday, but we did not have enough time to be staffed. Emmitt and staff are going to work with them on story times at the school and let them know we are interested in participating next year.

- Trunk or Treat Path - We will be at the Trunk or Treat Path on October 31 in the B&E Meats Parking Lot. If anyone wishes to work the booth, let me know.
- Light Rail Station Grand Opening - We will be at the Light Rail Station Opening on Saturday, December 6.
- Holiday Xmas Tree Lighting - We will also be at the Xmas Tree Lighting on December 6.
- Rental Stakeholder Meetings - We are going to start scheduling stakeholder meetings with some of our rental groups and other potential rentals in the area starting next week.

MRHS BOYS SWIM MEETS

The MRHS girls season saw a record 5 swim meets this last year, and the boys season will also see 5 swim meets. Boys season swim meet dates are December 4 and 11, and January 8, 20 and 22.

RESEARCH

- Shared spaces (NRPA Magazine) <https://www.nxtbook.com/nrpa/ParksRecreationMagazine/october-2025/index.php#/p/28>
- Swim lessons around Seattle (Seattle Child) <https://www.seattleschild.com/dive-in-a-complete-guide-to-swim-lessons-in-the-seattle-area/>
- Why does Canada have so many great waterslides (Seattle Met) <https://www.seattlemet.com/travel-and-outdoors/2025/05/canada-pools-waterslide-travel>
- Beloved swim club dodges closure over financial woes (Fox13) <https://www.fox13seattle.com/news/bellevue-samena-swim-club-closure>
- California passes every child a swimmer bill (Aquatics International) <https://www.aquaticsintl.com/news/california-hears-every-child-a-swimmer-bill>



Des Moines Pool Métropolitain Park District

October 21, 2025

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also, present were Commissioners Campbell, Dusenbury, Stender, District General Manager Deschenes, Clerk Melum, and Aquatic Coordinator Sevores. Commissioner Thorell was not present. Resident Achziger joined at 7.27 pm.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

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

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – District GM Deschenes announced the Mount Rainier Pool lost power at approximately 10pm on October 20th and that the Aquatic Manager was working with the local power company and our contracted maintenance vendors to get the pool's power and systems back up and running.

PUBLIC COMMENT – There was no public comment.

6a. CONSENT AGENDA

Commissioner Campbell moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in September 2025 totaling \$116,998.90 . Commissioner Dusenbury 2nd. The motion passed 4-0.

OLD BUSINESS

7a. Q3 Aquatic Manager Report

District GM Deschenes announced that, due to a power outage at the pool, Aquatic Manager Knox may not be able to present the full Quarter 3 report at this time. The meeting was turned over to Aquatic Coordinator Sevores, who provided an overview of swim lessons, including scheduling, staff availability, peak times, public needs, other programming, successes, and challenges. At the conclusion of the presentation, Aquatic Coordinator Sevores invited questions.

Commissioner Campbell asked whether Level 3 swim classes could be offered at a different time or day to allow more sessions. Aquatic Coordinator Sevores addressed the question. With no further questions, the meeting was returned to District GM Deschenes. He proposed postponing the remainder of the Quarter 3 Aquatic Manager report to the November 11th meeting due to Aquatic Manager Knox handling the pool power outage. The board agreed.

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 –10/21/2025**

7b. Policy 454, Drug and Alcohol – Free Workplace (second touch)

District GM Deschenes presented Policy 454 – Drug & Alcohol-Free Workplace to the board and indicated the policy was ready for approval. He shared information from the AWC testing session at the AWC Conference, noting that AWC-RMSA offers a scholarship program to help cover some training costs for members and that ten drug testing facilities are located within five miles of the pool. District GM Deschenes then presented the motion for approval. Commissioner Stender moved to approve Policy 454. Commissioner Campbell 2nd. The motion passed 4-0.

7c. Resolution 2025-10 Surplus Property

District GM Deschenes presented the board with Resolution 2025-10 Surplus Property to the Needs of the District and Authorizing the Disposition of Surplus Property. District GM Deschenes stated that some of the items listed are recycled items. The district will use Govdeals.com auction. District GM Deschenes asked the board to pass the resolution so the district can move forward with the auction process and come back with an update in December. Commissioner Campbell moved to approve Resolution 2025-10, Resolution Declaring Property Surplus. Commissioner Dusenbury 2nd. Motion passed 4-0.

7d. Parks Grand Update: Video Timestamp:

District GM Deschenes met with the King County Grants project manager to discuss the criticalness of getting grants passed and sourcing parts. The King County Grants Project Manager is scheduling a meeting with HSD to discuss lease/lien issues but has not heard back. District GM Deschenes is hopeful he will hear back when the project manager is back in the office next week.

7e. Engineer of Record

District GM Deschenes stated that before any future projects can be done at Mount Rainier Pool an Engineer of Record must be selected or at least brought before the board for selection. District GM Deschenes met with Mr. Geoff Anderson w/ Schemeta Workshops at the pool and think he is a good fit for the organization. District GM Deschenes plans to put an agreement together to present to the board at the November 11th meeting.

7f. Portable Research

District GM Deschenes shared his research on a portable for district administration staff which included an implemented plan, timeliness of the project, lifespan of the pool, estimated construction and maintenance costs, and PMI analysis. District GM Deschenes also discussed potential placement for the portable, possible parking issues, Application and permit applications from the city and a lease amendment with the school district. Scheduling a meeting with the school district was the first step suggested by President Young and Commissioner Stender. District GM Deschenes stated he would reach out to the school district.

NEW BUSINESS

8a. Emergency Repair, Pool Electric Fans

District GM Deschenes mentioned a change order he was unaware of until after the last meeting. The district's contracted maintenance vendor recommended replacing an exhaust fan in the back room of the facility for safety and air quality purposes. District GM Deschenes discussed the change order with the finance committee, and it was approved to move forward with the replacement of the exhausted fan. District GM Deschenes worked to get the replacement completed.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes –10/21/2025**

8b. Policy 515, Payroll Administration and Processing (first touch)

District GM Deschenes shared the draft for Policy 515, Payroll Administration and Processing. This policy was recommended by SAO to help the district improve its processes. District GM Deschenes also stated that the district is working with SAO's LEAN process team to help streamline the payroll process for everyone involved. District GM Deschenes noted that the team had their first LEAN process meeting on Friday last week, shared a photo of the progress and noted the plans for the next set of meetings. Clerk Melum commented on the success of the first LEAN process meeting and was looking forward to working with the team some more to improve this process.

8c. Policy 516, Overtime Pre-Approval and Pay Rate Documentation (first touch)

District GM Deschenes shared the draft of Policy 516: Overtime Pre-Approval and Pay Rate Documentation, noting it is a recommendation from SAO to improve payroll administration and processing. He stated that Policies 515 and 516 will be sent to the board for review and edits and will be presented for approval at the November 11th meeting. District GM Deschenes also provided a summary of upcoming policy updates, including new policies on fraud prevention, credit/purchasing cards, and small & attractive assets, which will be presented at the November 11th meeting. Finally, he reviewed AWC-RMSA requirements and the SafeSport curriculum, which all staff are required to complete by the end of November.

Commissioner Campbell stated that it was nice to see the district updating policies and working on the LEAN process. President Young commented that the district should look into any training requirements for elected officials. District GM Deschenes stated he would research it.

8d. Policy 340 Financial Aid/ Scholarship (first touch)

District GM Deschenes presented Policy 340: Financial Aid/Scholarship. This policy would revolve around the creation of an online scholarship application. He asked the board if offering a 50% scholarship to non-residents should be considered, potentially starting in 2027 if approved. He noted that limited scholarship funding has been provided in recent years, possibly due to city mapping affecting eligibility, and confirmed that a physical application will remain available. A draft is expected for board review at the November 11th meeting to allow rollout for December swim lesson registrations.

Commissioner Stender inquired whether the website could accommodate the online form, and District GM Deschenes confirmed it would be integrated into the registration portal, similar to account creation.

Commissioner Dusenbury commented that an agreement with City of Kent for scholarship eligibility would not be a bad idea. Commissioner Campbell commented the possibility of expanding the district. Resident Achziger commented the legality and complexity of combining metropolitan park districts. District GM Deschenes commented the concern for the local residents who serve the community vs. neighboring residents. District GM Deschenes stated researching other options for incentivizing neighboring residents without compromising loyalty with local residents.

8e. Resolution, 2025-11 Public Gifting of PTSA Swims

District GM Deschenes presented Resolution 2025-11: Public Gifting of PTSA Swims. He explained that, based on guidance from the AWC conference, any gifts to the community should be approved by board resolution for transparency. Resolution 2025-11 establishes that all future PTSA Swims will be authorized by board resolution. District GM Deschenes asked if any board members objected; no objections were raised. Commissioner Dusenbury inquired if the resolution would be passed today despite being a first touch. District GM Deschenes confirmed that approval was needed immediately, as PTSA Swims would be starting soon. Commissioner Campbell moved to approve Resolution 2025-11 Public Gifting of PTSA Swims to Des Moines Elementary Schools. Commissioner Dusenbury 2nd. Motion passed 4-0.

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Des Moines Pool Metropolitan Park District Meeting Minutes –10/21/2025

8f. City Currents Partnership

District GM Deschenes proposed that the District meet with the City of Des Moines Manager to discuss a partnership involving the *City Currents* magazine. This would allow for current pool advertising and the district's strategic business plans to reach a larger audience, replacing the postcards currently used while reducing overall costs. District GM Deschenes stated the intention to bring a proposed agreement back to the District at a future meeting.

President Young asked Resident Achziger to confirm the City's plans for the *City Currents* magazine. Resident Achziger provided information regarding the magazine's planned content. Commissioner Campbell inquired about the financial impact of the proposal. District GM Deschenes explained that funds would be consolidated from other unused advertising budgets and emphasized that the investment would be worthwhile due to the broader reach. Resident Achziger and Commissioner Dusenbury agreed with District GM Deschenes' assessment.

8g. 2026 Preliminary Annual Budget (first touch)

District GM Deschenes presented the 2026 budget proposal.

First, the Mount Rainier Pool rates, which included daily admissions, swim lessons, and facility rentals for 2026 that reflected Tukwila Pool's 2025 rates. The only changes proposed were the introduction of a private swim lesson bulk rate (when available) and updates related to the School District's resident rate agreement. He reviewed a rate chart outlining these adjustments.

GM Deschenes also presented the updated wage scale and potential changes, along with budgets for general operating items (e.g., office and computer supplies, scholarship and registration software), RFQ services (e.g., payroll, remote server, cleaning), and upcoming projects (non-capital, capital, and special projects).

District GM Deschenes highlighted new or revised budget lines to the proposed 2026 budget, including allocations for artificial intelligence tools, portable equipment, and management/part-time staff training. Finally, GM Deschenes discussed the 2026 levy, which requires board approval by November 30, and reviewed the details of the estimated levy rate.

9a. Executive Session: Review of a Public Employee

Board President Young announced the board would go into an executive session to discuss the performance of a public employee subject to RCW 42.30.140(4). The board began the executive session at 8:10 and ended at 8:20pm. Approximately 10 minutes. Upon exiting the executive session, the board stated that the District GM Deschenes would meet with the finance committee to finalize the terms for the District General Manager's wage increase. The results will be presented at the November 11th regular board meeting, and all actions will be made as motions by the board. No formal action was taken at this time.

10. Good of the Order

There were no comments for this section.

Adjournment

With no further business to discuss. The meeting adjourned at 8:23pm.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes –10/21/2025**

UPCOMING MEETINGS

- To Be Determined, Special Meeting**, N/A, Location: Hybrid (DMPMPD Offices and Online)
- November 11, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Angela Melum, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Thorell

District Clerk Melum

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/06/2025

Total Amount: \$1,116.93

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250930112030.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: <u>Scott Deschutes</u> 2E03B15071304B0...	<u>10/1/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

Signed by: <u>Joe Dusenbury</u> 5EBDDA9899F2474...	<u>10/2/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250930112030.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BISSELL, SEAN			20250930SB177	09/30/2025	\$160.87	PAYROLL PE 9.30.2025 S. BISSELL
GREY, VINCENT			20250930VG176	09/30/2025	\$401.98	PAYROLL PE 9.30.2025 V. GREY
JOE DUSENBURY			20250930JD8	09/30/2025	\$146.60	COMM. SUB. 9.30.2025 J. DUSENBURY AUG
NADIA CORTEZ			20250930NC143	09/30/2025	\$260.87	PAYROLL PE 9.30.2025 N. CORTES
THORELL, PATRICE			20250930PT167	09/30/2025	\$146.61	COMM. SUB. 9.30.2025 P. THORELL AUG

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JP



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KC v2.0

Scheduled Payment Date: 10/08/2025

Total Amount: \$4,625.14

Control Total: 12

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251002093801.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

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

Signed by:  SE8DDA8899F2474...	<u>10/2/2025</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by:  2E0288150F1204B0...	<u>10/2/2025</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251002093801.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES INT'L			285192	10/01/2025	\$2,206.87	WAVE 100 REPAIR, 2 VACS, Q2211BXAI
AQUATIC SPECIALTY SERVICES INT'L			284579	09/25/2025	\$1,417.67	SEPT 2025 PM MONTHLY SVC
CANON FINANCIAL SERVICES, INC.			37570464	01/12/2025	\$85.40	CONTRACT CHG FOR JAN 2025
CANON FINANCIAL SERVICES, INC.			38400066	02/09/2025	\$85.40	CONTRACT CHG FOR FEB 2025
CANON FINANCIAL SERVICES, INC.			39103928	03/12/2025	\$85.40	CONTRACT CHG FOR MAR 2025
CANON FINANCIAL SERVICES, INC.			39834383	04/11/2025	\$85.40	CONTRACT CHG FOR APRIL 2025
CANON FINANCIAL SERVICES, INC.			40532852	05/12/2025	\$85.40	CONTRACT CHG FOR MAY 2025
CANON FINANCIAL SERVICES, INC.			41209659	06/11/2025	\$85.40	CONTRACT CHG FOR JUNE 2025
CANON FINANCIAL SERVICES, INC.			41396835	07/12/2025	\$85.40	CONTRACT CHG FOR JULY 2025
CANON FINANCIAL SERVICES, INC.			41620257	08/12/2025	\$85.40	CONTRACT CHG FOR AUG 2025
CANON FINANCIAL SERVICES, INC.			41785474	09/11/2025	\$85.40	CONTRACT CHG FOR SEPT 2025
DATAQUEST, LLC			26166	09/30/2025	\$232.00	BKGD CKS, CAPRARA, WALTMAN, HETRICK, SHIRK

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js



Special District Voucher Approval Document

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Scheduled Payment Date: 10/08/2025

Total Amount: \$8,658.79

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251002120415.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschamps</u> 2E03815D71304B0...	<u>10/3/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

Signed by: <u>Joe Dusenbury</u> 5E8DDA0899F2474...	<u>10/2/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251002120415.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
MIDWAY SEWER DISTRICT			08252025MSD	08/25/2025	\$1,879.16	JUN-AUG 2025 SEWER UTILITY
NORTHWEST LANDSCAPING SERVICES			CD50589921	09/25/2025	\$3,149.90	WO# 341097 GRAVEL INSTALL
NORTHWEST LANDSCAPING SERVICES			CD50589950	09/25/2025	\$1,487.90	WO# 341100 POWER WASH
NORTHWEST LANDSCAPING SERVICES			CD50591166	10/01/2025	\$621.53	OCT 2025 MONTHLY MAINTENANCE BILLING
SIGN STOPNW			10232039-25	10/01/2025	\$716.30	50TH ANNIVERSARY PLAQUE
SNURE LAW OFFICE			10012025SLO	10/01/2025	\$504.00	OCT 2025 PROFESSIONAL SERVICES
U.S. CENTER FOR SAFESPORT			CI-001051	09/23/2025	\$300.00	SAFESPORT TRAINING & ADMIN ACCESS

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JD



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Scheduled Payment Date: 09/22/2025

Total Amount: \$938.06

Control Total: 4

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250911103845.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

DocuSigned by: <u>Scott Deschamps</u> 2E03B15D71304B0...	<u>9/16/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

Signed by: <u>Joe Dusenbury</u> 5E1CDA9899F2474...	<u>9/16/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20250911103845.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
NADIA CORTES			20250915NC143	09/15/2025	\$231.89	PAYROLL PE 9.15.2025 N. CORTES
SEAN BISSELL			20250915SB177	09/15/2025	\$431.56	PAYROLL PE 9.15.2025 S. BISSELL
SOREN SCHWAB			20250915SS178	09/15/2025	\$66.25	PAYROLL PE 9.15.2025 S. SCHWAB
VINCENT GREY			20250915VG176	09/15/2025	\$208.36	PAYROLL PE 9.15.2025 V. GREY

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JP



Special District Voucher Approval Document

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Scheduled Payment Date: 10/15/2025

Total Amount: \$1,209.08

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251009151302.csv

Fund #: 170950010

CONTACT INFORMATION

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

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DocuSigned by: <u>Scott Deschamps</u> 2E03B15D71304B0...	<u>10/9/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

Signed by: <u>Joe Desenberg</u> 5E8DDA8B99F2474...	<u>10/10/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

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Special District Voucher Approval Document

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251009151302.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CAPRARA, GEMMA			20251015GC180	10/15/2025	\$16.56	PAYROLL PE 10.15.2025
GREY, VINCENT			20251015VG176	10/15/2025	\$591.01	PAYROLL PE 10.15.2025
NADIA CORTEZ			20251015NC143	10/15/2025	\$401.64	PAYROLL PE 10.15.2025
SCHWAB, SOREN			20251015SS178	10/15/2025	\$183.11	PAYROLL PE 10.15.2025
SHIRK, KENNEDI			20151015KS181	10/15/2025	\$16.76	PAYROLL PE 10.15.2025

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JD



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/15/2025

Total Amount: \$10,175.51

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251009154759.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

DocuSigned by: <u>Scott Deschaves</u> 2E03815D7130480...	<u>10/9/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

Signed by: <u>Joe Dusenbury</u> 5E8DD7A3899F2474...	<u>10/10/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251009154759.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BILL'S LOCKSMITH SERVICE INC.			128965	10/07/2025	\$1,031.24	OCT 2025 ENTERANCE DOOR REPAIR
CENTRAL WELDING SUPPLY			0002424580	06/30/2025	\$105.27	CYLINDER RENT FAC&HAZ MAT JUN BILLING
CENTRAL WELDING SUPPLY			0002503341	09/30/2025	\$105.27	CYLINDER RENT FAC&HAZ MAT SEPT BILLING
CITY OF DES MOINES			821	10/01/2025	\$270.00	OCT 2025 DM DIST ADMIN SVC
CMIT SOLUTIONS EASTSIDE			14659	09/01/2025	\$2,164.57	SEPT 2025 WS SUPPORT
CMIT SOLUTIONS EASTSIDE			14715	09/24/2025	\$222.44	SEPT 2025 ELEVATE
COPIERS NORTHWEST			INV3074593	09/30/2025	\$218.52	SEPT 2025 CONTRACT CHRG
LINDA RAY			LR202510-01	10/02/2025	\$284.27	SEPT 2025 BOOKKEEPING/CONSULTING
MACDONALD-MILLER FACILITY SOLUTIONS			SVC356990	09/25/2025	\$596.18	SC#250911-0133 PUB RESTROOM REPAIR
MACDONALD-MILLER FACILITY SOLUTIONS			PM157279	10/01/2025	\$5,177.75	QRTLY MAINT BILLING

Initial



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/22/2025

Total Amount: \$53,165.16

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251016111135.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <i>Scott Deschamps</i> 2E03815D71304B0...	<u>10/16/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

Signed by: <i>Joe Dusenbury</i> 5EBDDA8B99F2474...	<u>10/17/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251016111135.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			0002510665	10/09/2025	\$404.55	OCT 2025 BILL C.D. DELIVERY
CENTRAL WELDING SUPPLY			0002513977	10/14/2025	\$1.58	OCT 2025 BILL FIN CHG LT PMT
GRAINGER			9673511185	10/13/2025	\$53.36	BLEACH
MACDONALD-MILLER FACILITY SOLUTIONS			JC104451	08/26/2025	\$42,149.30	JOB# 73257810 MRP LIGHTING REPL. 100%
SUNBELT CONTROLS			161975	10/01/2025	\$3,839.92	QTLY MAINT BILLING
US BANK			20251010USB	10/10/2025	\$5,998.95	US BANK CC PMT
ZEN 22015, LLC			20251101ZEN	10/01/2025	\$717.50	NOV 2025 DIST OFFICE RENT

Initial
JB



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/29/2025

Total Amount: \$11,575.60

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251023100256.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: 2E0381507130480...	<u>10/23/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

Signed by: 5E8DDA8B99F2474...	<u>10/23/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20251023100256.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES INT'L			277915	07/28/2025	\$1,917.25	POOL CHEMICALS DELIVERED
AQUATIC SPECIALTY SERVICES INT'L			279951	08/13/2025	\$1,161.25	8.12 SURGE PIT DRAIN
AQUATIC SPECIALTY SERVICES INT'L			280060	08/14/2025	\$181.84	CADDY REPAIR + LABOR
AQUATIC SPECIALTY SERVICES INT'L			280057	08/22/2025	\$232.02	TOP HANDLE DELIVERY + LABOR
AWC - VIMLY BENEFIT SOLUTIONS, INC			74253	09/17/2025	\$2,795.52	OCT 2025 BILLING EMP BENEFIT TRUST LATE
AWC - VIMLY BENEFIT SOLUTIONS, INC			75350	10/18/2025	\$2,795.52	NOV 2025 BILLING EMP BENEFIT TRUST
NORTHWEST LANDSCAPING SERVICES			CD50553781	07/01/2025	\$621.53	JUL 2025 LANDSCAPE SVC LATE
SIGN STOPNW			10232038-53	06/17/2025	\$636.41	MAGNETIC NUMBER PANELS
SIGN STOPNW			10232039-24	10/01/2025	\$72.73	PARKSIDE PANTHERS BANNER
SIGN STOPNW			10232039-48	10/22/2025	\$247.95	S. STENDER APPRECIATION SIGN
UNITED RENTALS			252793431-001	10/13/2025	\$913.58	SCISSOR LIFT RENTAL

Initial
JP

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 10/06/2025**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Retirement DCP Pmt							
2	Volume 2 (10/6/2025)							
3	EPP-20251001-0000236	170950010			24219			\$ 1,932.20
4								
5								
6								
7								
8								
9								
10								
Total								\$ 1,932.20

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District
 Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 10/9/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 10/15/2025**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 10/15/2025							
2								
3	Direct Deposits	170950010			24219			\$ 23,792.68
4								
5	Tax Liabilities	170950010			24219		\$0	\$ 7,928.16
6								
7	Payroll Billing	170950010			24219			\$ 364.00
8								
9								
10								
Total								\$ 32,084.84

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District
 Email scott.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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Signature  Title Clerk of the Board Date 10/10/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 10/17/2025**PAYMENT INFORMATION**

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Retirement DCP Pmt							
2	Volume 1 (10/17/2025)							
3	EPP-20251011-0000002	170950010			24219			\$ 1,792.91
4								
5								
6								
7								
8								
9								
10								
Total								\$ 1,792.91

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

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

Reference _____

CONTACT INFORMATION Typed or Printed

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

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

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Signature  Title Clerk of the Board Date 10/17/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 10/28/2025**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland							
2	2025 Tax Reconciliation Charge	170950010			24219		SD	\$ 1.19
3	(Trace# 091000013022188)							
4								
5								
6								
7								
8								
9								
10								
Total								\$ 1.19

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 # _____

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Signature  _____ Title Clerk of the Board Date 10/29/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 10/30/2025**PAYMENT INFORMATION**

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Washington Dept of Revenue							
2	Q3 Excise Tax (B&O)							
3	Confirmation# 0-049298-078	170950010			24219			\$ 11,208.16
4								
5								
6								
7								
8								
9								
10								
Total								\$ 11,208.16

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 # _____

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Signature  Title Clerk of the Board Date 10/31/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 10/31/2025**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 10/31/2025							
2								
3	Direct Deposits	170950010			24219			\$ 24,322.83
4								
5	Tax Liabilities	170950010			24219			\$ 8,373.22
6								
7	Payroll Billing	170950010			24219			\$ 351.22
8								
9								
10								
Total								\$ 33,047.27

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 # _____

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Signature  _____ Title Clerk of the Board Date 10/29/2025
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM


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

Payment Settlement Date 10/31/2025**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Dept of Retirement DCP Pmt							
2	Volume 2 (10.31.2025)							
3	EPP-20251027-0000184	170950010			24219			\$ 1,792.91
4								
5								
6								
7								
8								
9								
10								
Total								\$ 1,792.91

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District
 Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext _____ Fax # _____

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Signature  Title Clerk of the Board Date 10/29/2025
 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:** Aquatics Manager **Meeting Date:** 11/11/25

Under: Old Business **Attachment:** Yes

Subject: Aquatics Manager Report – Quarter 3 (July-September 2025)

Background/Summary:

The Aquatics Manager will be making the Third Quarter (Q3) Report. This report will contain a physical report from July-September (Q3), Q&A with the board and a short discussion on a potential tour of the facility. He will also discuss the current Fall 2025 fourth quarter (October-December).

New reports include attendance. Feedback from this meeting will be used to improve the reports.

We also have added a presentation on Schedule Realistic Usage and Best Practices for Public Safety with Aquatics Manager, Quentin Knox.

This report was originally supposed to occur at the October 21 board meeting, but was delayed due to an emergency repair.

Per earlier discussion, please relay any questions you have for the Aquatics Manager by noon on Monday, November 10 to quentin.knox@desmoinespool.org. This will help him research the answer before the meeting.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

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

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

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

Notes:

- Aquatics Manager Q3 (July-September) Physical Report
- Realistic Schedule and Best Practices for Aquatic Safety

Quarter 3 Aquatics Manager Report

July 1 to September 30, 2025

Section

A. TOTAL USAGE

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

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

B. USAGE BY MONTH PER PROGRAM (NAMING?)

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

*Admissions (POS + Members):

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

September	2023	2024	2025	
Deck/Spectators	517	864	778	
WX	577	438	500	
SMAC	443	680	647	
High School Swim Team	344	430	550	
Swim Meet	0	0	50	
Water Walking	183	249	206	
Family/Open Swim	160	380	251	
Lap Swim	592	406	565	
Lessons	104	16	90	
Summary: SMAC is an external group. Open swims were reduced to 1-2pm on Saturdays to accommodate PTSA swims, In-Services and Birthday Parties, thus numbers are lower.				
TOTAL SWIM LESSON USAGE (FOR QUARTER 3)				
June-August	2023	2024	2025	
REGISTERED	424	662	427	
OFFERED	524	1000	483	
SPOTS OPEN	74	371	61	
WAITLIST	63	41	130	
UNIQUE WAITLIST	N/A	N/A	N/A	
PERCENTAGE CAPACITY	80.9%	66.2%	88.4%	
SUMMARY: In 2025 swim lessons were only one session (two in 2024) due to 28-day August closure. There were also no daytime lessons, which were mostly cancelled in 2024 with people returning to work. There were also less Camp KHAOS lessons offered.				
*Includes last-minute cancellations				
<i>Events/ Outreach</i>				
- Waterland Parade - Rentals - Children's Festival - Farmer's Market - MRP 50th Anniversary Event				

Youth Swim Free Grant Number

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

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

Safety Data

Below is the safety data.

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

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

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

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

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

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

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

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

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

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

Maintenance

a. Maintenance Projects

i. August Closure

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

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



Schedule Realistic Usage + Best Practices for Safety

November 11, 2025, Regular Board Meeting

Part of Aquatics Manager Q3 Report

Quentin Knox, Aquatics Manager

Goal is to Balance Usage of All Groups

TOTAL HOURS: 95 hours (all per week)

- Lap Swimming: 46 hours
- Swim Lessons: 3 days with 12 hours of lessons
- Swim Teams: 27.5+ hours
 - HSD Teams: 12.5+ hours
 - Private Teams: 15+ hours
- Family and Open Swims: 21+ hours
- Water Exercise: 7 hours of classes
- Water Walking: 28 hours
- Staff Training: 3 hours/month + skills checks
- Rentals: 3 hours, 2/month + PTSA Swims (3 hrs)
- Cleaning: around 12+ hours
- Opening and Closing: 7+hours



REALISTIC (SAFE) POOL CAPACITY

FIRE MARSHALL: 93 Swimmers for Entire Pool

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

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

Examples of Breakdown of Pool Usage

Swim Lessons + Lap Swim

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

Swim Lessons + Swim Team

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

Examples of Breakdown of Pool Usage

Family Swim + Lap Swim

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

Open Swim and Special Events

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

Examples of Breakdown of Pool Usage

Water Walking + Lap Swim

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

Water Exercise + Lap Swim

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

Safety Staffing (Lifeguards)

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



Levels of Safety

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





Questions

November 11, 2025

Regular Board Meeting

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** District GM **Meeting Date:** November 11, 2025

Under: Old Business

Attachment: Yes

Subject: Policy 340 Financial Aid/Scholarship: Process Changes (2nd touch)

Background/Summary:

The Mount Rainier Pool has experienced low scholarship application numbers in recent years due to applicants needing to print forms and deliver them in person.

In 2025, the District General Manager negotiated a **free one-year license of CivicRec Document Manager**, enabling applicants to complete forms online and securely upload proof of eligibility as required by law.

Aquatics Coordinator Emmitt Sevores is integrating the scholarship form into CivicRec, which will allow applicants to:

- Apply online from home or mobile devices
- Use **Google Translate** to apply in more than 100 languages
- **Securely upload supporting documents** for verification

District management recommends implementing the scholarship cycle on a **school-year basis (September 1–August 31)** beginning after this year's launch on **November 15**. The program will initially focus on **resident scholarships**, with the goal of expanding to **non-resident applicants** for the 2026–2027 year. Physical application forms will continue to be available to ensure accessibility for all applicants.

Process Review and Board Input

Edits to Policy 340 were circulated on **Thursday, October 23**, and no board changes were received.

Commissioner Campbell met with Aquatics Coordinator Emmitt Sevores and the District General Manager to review the online process in CivicRec. Commissioner Campbell provided feedback to improve customer clarity, and those updates are reflected in **Attachment B** of the revised policy.

Next Steps

The updated **Policy 340 – Financial Aid/Scholarship Process**, including the scholarship forms and income eligibility table, is attached for review.

If approved, the policy will go live on **Saturday, November 15**, allowing applicants sufficient time to apply ahead of **Winter 2026 swim lesson registration in December**.

Fiscal Impact: Estimate more scholarships being processed in 2026.

Proposed Motion: I move to approve the updated Policy 340 Financial Aid/Scholarship Process.

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

Two Touch Rule:

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachment
- FINAL DRAFT Policy 340 Financial Aid/Scholarships
- [Link](#) to current policy

340 – Financial Aid/Scholarship Policy

1.0 PURPOSE

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

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

2.0 ELIGIBILITY

To qualify for assistance:

- **Residents** of Des Moines or Normandy Park may receive up to **90% off** eligible programs.

Applicants must:

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

3.0 SCOPE OF FINANCIAL AID

Scholarships may be applied to:

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

Scholarships do not apply to:

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

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

4.0 REQUIRED DOCUMENTATION

Applicants must submit the following proof of eligibility:

Proof of Residency

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

Proof of Financial Need (choose one or more):

- Participation in SNAP, TANF, SSI, DSHS Foster Care, or Medicaid
- Official foster child placement or care documentation

- SSA-1099 statement (if Social Security is sole income)
- Most recent IRS tax return (see attached City of Seattle Parks & Recreation income guidelines)
- Documentation of enrollment in a utility discount program

Income guidelines:

- Must fall within Scholarship Eligibility Guidelines (Attachment A1 Resident Only)

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

5.0 APPLICATION PROCEDURES

Step 1 – Access the Application

Applications can be completed either:

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

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

Step 2 – Complete and Submit

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

Step 3 – Staff Review

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

Step 4 – Notification & Credit Posting

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

6.0 AVAILABILITY OF FUNDS

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

7.0 ATTENDANCE AND PARTICIPATION

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

8.0 APPEALS AND EXCEPTIONS

The District General Manager may:

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

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

9.0 MONITORING AND REPORTING

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

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

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

10.0 NONDISCRIMINATORY AND PRIVACY

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

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

Dec 2025-Oct 2026

Please get pre-approved before registration for programs.

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

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

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

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

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

Attachment B

The screenshot displays the website interface for the Des Moines Pool Metropolitan Park District. The top navigation bar includes links for Catalog, Account, Connect, Internal, Policies, Help, and Log Out. A shopping cart icon shows \$0.00 with 1 item.

The main content area is titled "Prompts" and contains a "General Prompts" section. It includes a list of prompts and a "Submit Responses" button. The prompts are:

- I understand that 90% scholarships are only available for residents of Normandy Park and Des Moines. ☐ I Agree
- Please select which Need of Assistance option qualifies you for this scholarship (proof will be required on the 'Upload Documents' section of this application).
- Please select which program(s) you are requesting a scholarship for.

The "Need of Assistance" section provides detailed instructions for each option:

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

The bottom section of the screenshot shows the "2026 Scholarship Information" page. It includes a "Scholarship Application" form and a "2026 Scholarship Information" section. The "2026 Scholarship Information" section contains a table titled "Scholarship Eligibility Income Guidelines" (Dec 2025-Oct 2026) with columns for Number in Household, Eligibility %, and Max Income. The table lists income guidelines for households 1 through 10.

Number in Household	Household 1	Household 2	Household 3
Eligibility %	Max Income	Max Income	Max Income
90% Resident	monthly \$4,535.12 yearly \$54,421.36	monthly \$6,110.22 yearly \$73,322.70	monthly \$7,685.33 yearly \$92,244.02

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

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

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

Additional Information:

- Make sure you have a CivicRec Account set up to apply for the scholarship that includes all scholarship participants.
- Click on all family members who will use scholarship (swim Lessons, 10-Visit Pass, 3-Month Pass, Annual Pass)
- Click 'Add To Cart' and then 'Checkout' to proceed with scholarship application.
- Once all prompts are filled out and required documents are uploaded, please click 'Continue to Payment'.

Catalog Tabs - Recreation Man... x Prompts x +

secure.rec1.com/WA/des-moines-pool-metropolitan-park-district-wa/checkout/prompts/949cd114c8360a5b6387a82169e0646f

Shopping cart: \$0.00 (1 item)

Prompts

Prompt	Response
General Prompts	
1. I understand that 90% scholarships are only available for residents of Normandy Park and Des Moines.	☐ I Agree
2. Please select which Need of Assistance option qualifies you for this scholarship (proof will be required on the 'Upload Document' section of this application). Option #A: Utility Discount Program Qualification: On the 'Upload Documents' page, attach a copy of discount utility program verification Option #B: Social Security Benefits Documentation: On the 'Upload Documents' page please submit one of the accepted forms. Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition. Option #C: Public Assistance Programs: See options below: - Temporary Assistance for Needy Families (TANF) - Social Security Income for Disability (SSI) - Developmental Disability Administration (DDA) - Foster Child Applicant – DSHS Services Approval Letter.	Select an option...
3. Please select which program(s) you are requesting a scholarship for.	Select one or more...
4. I hereby agree to release, save and hold harmless the Mount Rainier Pool and the Des Moines Pool Metropolitan Park District and its respective officials, administrators, staff and volunteers from any and all liability and claims of any damage of injury brought on by me, my family, estate, heirs or assigns arising out of my enrollment or participation in this program except as may arise solely from gross negligence of the Mount Rainier Pool or the Des Moines Pool Metropolitan Park District or from the acts of third parties. My agreement below signifies that I voluntarily agree to all of the terms and conditions.	☐ I Agree

Submit Responses

Follow us on Social Media

Select Language

Breaking news: DC sandwich thr...

11:53 AM 11/6/2025

Catalog Tabs - Recreation Man... x Prompts x +

secure.rec1.com/WA/des-moines-pool-metropolitan-park-district-wa/checkout/prompts/949cd114c8360a5b6387a82169e0646f

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

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

5. Are you willing to be photographed or interviewed in support of the Mount Rainier Pool Scholarship Program? Yes ☐ No ☒

6. I understand that submitting a scholarship application does NOT guarantee admittance into the swim lessons program. ☐ I Agree

7. Requested start date for Scholarship activity

Mt. Rainier Pool

About Benefits

Governance
Employment
Projects
Contact

Select Language

Breaking news: DC sandwich thr...

11:53 AM 11/6/2025

Attachment C

	2026 Scholarship Information Packet 22722 19th Avenue South Des Moines, WA 98198 (206) 824-4722
GOAL OF PROGRAM	
The goal of this program is to remove financial barriers of members of our community. We value community and inclusiveness for ALL residents of Des Moines and Normandy Park. Our mission is to enhance our community's quality of life through aquatics. Scholarships helps us ensure everyone has access to our programs.	
OPTIONS NEW	
Patrons now can apply online, mail or in-person. The goal is to give patrons the ability to find what works best for them.	
• In-Person or Mail: Please complete this form and drop it off or mail it to the Mount Rainier Pool at 22722 19 Avenue S, Des Moines, Washington. • Online (New in 2026): The district now offers online scholarship applications online with Google Translation and Encrypted Document Download. Click here<ADD LINK> to view our registration portal to apply.	
REQUEST PROCESS	
Scholarships are available for 10-visit, 3-month and annual passes including water exercise, lifeguard and swim lesson certifications, and swim lessons.	
Important! Please request scholarships before you register for swim lessons! This can be done any time after November 15, 2025. Scholarships do not guarantee you a spot in lessons. These programs will follow the swim lesson registration process.	
ALL SWIM LESSON SCHOLARSHIPS SHOULD BE REQUESTED 5 BUSINESS DAYS BEFORE REGISTRATION.	
We have created a two-step process to ensure tax money and donations are being allocated correctly. Complete the Scholarship Request Form and supply the required documentation.	
ALL SCHOLARSHIPS ARE NOW 90%. RECIPIENTS WILL PAY 10% AT THE TIME OF REGISTRATION.	
Please complete the two steps of the application process to be eligible:	
• Step 1: Proof of Residency (<i>Scholarships are now resident only.</i>) • Step 2: Proof of Need of Assistance (See options below)	
Step 1. Registration Information: Please include your main contact information and registrant information for each scholarship. Please refer to the attached scholarship breakdown sheet for your request. All scholarship recipients must reside in either Des Moines or Normandy Park. Proof of Residency could be required at time of application.	
• Proof of Residency – Please provide a copy of identification or a utility bill or other form of documentation that shows you reside in Des Moines or Normandy Park.	
Step 2. Proof of Need of Assistance: Please provide one of the types of options below for proof of need.	
• Option #A: Utility Discount Program Qualification: Attach a copy of discount utility program verification. • Option #B: Social Security Benefits Documentation: Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition. • Option #C: Public Assistance Programs: Please provide documentation of one of the forms below. ○ Temporary Assistance for Needy Families (TANF) ○ Social Security Income for Disability (SSI) ○ Developmental Disability Administration (DDA) ○ Foster Child Applicant – DSHS services approval letter.	

ADDITIONAL INFORMATION

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

POLICY & PROCEDURES

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

PENALTIES

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

APPEALS/REQUESTS

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

APPLICATION PROCESS

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

SETTING UP A CIVICREC ACCOUNT

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

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

GRANTS/UPDATES

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

SWIM LESSON PAGE

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

QUESTIONS

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

**Scholarship Eligibility Income Guidelines**

Dec 2025-Oct 2026

Please get pre-approved before registration for programs.

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

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

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

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

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

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

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

Main Household Contact (Parent/Guardian):

Address:

City:

Zip Code:

Contact Phone #:

Contact Email:

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

1. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

2. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

3. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

4. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

5. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

STEP 2: PROOF OF NEEDS ASSISTANCE

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

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

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

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

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

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

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

Parent/Guardian Signature: _____ Date: _____

MORE INFORMATION

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

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

**STAFF USE ONLY**

Date Received: _____ Received By: _____

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

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

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

516 – Overtime Pre-Approval and Payroll Documentation

1.0 POLICY

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

2.0 PURPOSE

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

3.0 DEFINITIONS

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

4.0 OVERTIME PRE-APPROVAL

1. Requirement for Preapproval

All overtime must be approved in advance, except in emergency or unforeseen circumstances. Employees should submit a request to the Aquatics Manager or District General Manager as soon as they anticipate overtime. Any unauthorized overtime may result in disciplinary action.

2. Approval Authority

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

3. Documentation of Approved Overtime

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

5.0 OVERTIME PAY CALCULATION AND TIMING

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

6.0 PAY RATE DOCUMENTATION

1. Hiring & Salary Documentation

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

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

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

2. Pay Adjustments & Increases

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

3. Record Retention

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

7.0 POLICY COMPLIANCE AND OVERSIGHT

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

8.0 RELATION TO EMPLOYEE HANDBOOK

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

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District GM **Meeting Date:** November 11, 2025

Under: Old Business **Attachment:** Yes

Subject: Resolution 2025-09, Unclaimed Property

Background/Summary:

This year we had \$210.00 in unclaimed property that was transferred to the State of Washington. This information was processed on the deadline and was for credits on accounts that had exceeded three years.

Accounts are being updated to bring to zero and marked to note the transfer. The attached letter will also be sent to all people that had their balances transferred.

The attached resolution 2025-09 Unclaimed Property is to formalize this process.

Letters will be mailed this week to participants.

Fiscal Impact: Payment of \$210.00 was sent to Department of Revenue.

Proposed Motion: I move to approve Resolution 2025-09 Unclaimed Property.

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

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

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

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

Notes:

There were no other outstanding checks or credits over a couple of months old. Staff has worked with staff to cash checks or re-issue payments.

Attachments:

- Resolution 2025-09 Unclaimed Property Including List of Unclaimed Property to be Sent to State

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

RESOLUTION NUMBER 2025 - 09

UNCLAIMED PROPERTY RESOLUTION

WHEREAS the Des Moines Pool Metropolitan Park District (district) Board of Commissioners (Board) is the District's governing body and as such is responsible for following all state laws and statutes and;

WHEREAS, the State of Washington Department of Revenue requires all public agencies to report all unclaimed property on 1–3-year reporting schedules and;

WHEREAS, a copy of the reporting schedule is attached;

WHEREAS, the district is required to report all unclaimed property before October 31 of each calendar year;

WHEREAS, the District reported \$210.00 in 2025 to the Department of Revenue;

NOW THEREFORE BE IT RESOLVED that the Des Moines Pool Metropolitan Park District hereby resolve as follows:

The Board of Commissioners authorizes the transfer of property per attached reporting schedule, as detailed on the 2025 Unclaimed Property Report to the State of Washington, Department of Revenue Unclaimed Property Section.

Adoption: ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 11th of November 2025, the following Commissioner being present and voting.

President Young

Clerk of the Board Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Thorell

District Clerk

2025 UNCLAIMED PROPERTY REPORT

Des Moines Pool Metropolitan Park District

Check/Credit Dated	Payee		Amount	Retention Policy Years	Due Diligence Letter Sent	Response
	Last Name	First Name				
N/A	Cajiao	Maritza	\$9.00	3	N/A	N/A
N/A	Davis	Jacob	\$65.00	3	N/A	N/A
N/A	Fatland	Erin	\$64.00	3	N/A	N/A
N/A	Quinn	Rayna	\$16.00	3	N/A	N/A
N/A	Refuerzo	Sabina Mae	\$40.00	3	N/A	N/A
N/A	Scarsella	Matthew	\$16.00	3	N/A	N/A
TOTAL			\$210.00*			

**Note: Total was \$217.50 to DOR. There was a \$7.50 processing fee.*

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e **Assigned to:** District GM **Meeting Date:** November 11, 2025

Under: Old Business **Attachment:** No

Subject: City Currents Partnership Agreement (first touch)

Background/Summary:

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

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

The District General Manager met with the City Manager and Director of Administrative Services on Thursday, October 23 to discuss partnering on purchasing 3-4 pages. The City of Des Moines will be making the magazine internally and is will to partner with us for 3-4 pages of the total 12 pages of the magazine.

The city sent us the attached copy for their review and will discuss this item at their November 13 city council meeting. They will send us a final ILA to be approved at our December 9 meeting.

We are still awaiting the agreement for review. If available before the November 11 meeting, I will send it out and present it at the meeting.

Fiscal Impact: Budgeted \$14,000 for this to cover one quarter of the cost of the magazine.

Proposed Motion: Informational only.

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

<u>Two Touch Rule:</u>	<u>To Be Determined</u>	Committee Review
	<u>10/21/2025</u>	First Board Meeting (Informational)
	<u>12/09/2025.</u>	Second Board Meeting (Action)

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

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

Notes:

- No attachments.

Notes: Attachment:

- None.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

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

Meeting Date: November 11, 2025

Under: Old Business

Attachment: Yes

Subject: Resolution 2015-12 Emergency Repair, Backflow Preventer

Background/Summary:

During our annual backflow prevention inspection, it was discovered that two check valves needed to be replaced. This is a legal requirement to ensure our pool water does not get into the local drinking water.

The attached proposal #2025-458-LT is for \$16,368 + 10.2% tax, which should total \$18,037.54.

The repair will take around 10 hours and will require the pool to be shutdown. It will take about three weeks to source the parts and have a team mobilized. We estimate the repair to be done in late November or early December. We will try to get the repair scheduled on a Tuesday or Thursday to minimize impact to users of the facility.

The purpose of this is to inform the board that the project may go over the NTE of \$18,037.54, and the Finance Committee approved the change order. Even though the District General Manager has the ability to approve transactions of up to \$5,000, it is important that all changes over an NTE be communicated back to the full board. This is in accordance with [Policy 520 Procurement](#) to ensure full transparency. Once finalized, we will bring the total cost back to the board for the project.

Also, please be aware that there were change orders to the past electrical repairs (Resolution 2025-07). It is too early to produce final numbers for that project, but we hope to present a total at the December 9 regular board meeting.

Fiscal Impact: Up to \$20,000 from maintenance services, non-contracted.

Proposed Motion:

I move to approve Resolution 2025-12 Declaration of an Emergency and Authorizing Immediate Electrical Repairs at Mount Rainier Pool for Backflow Prevention, not to exceed \$19,000.00.

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

Three Touch Rule:

	Committee Review
<u>11.11.2025</u>	First Board Meeting (Informational)
<u>N/A.</u>	Second Board Meeting (Action)

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

Follow-up Needed:

Yes _____ No

_____ **x** _____

Report back date: _____

Notes: Attachment:

- Proposal #2025-458-LT
- Resolution 2025-12 Declaration of an Emergency and Authorizing Immediate Electrical Repairs at Mount Rainier Pool for Backflow Prevention
- Policy 520 Procurement ([click here](#))

October 30, 2025

Proposal # 2025 – 458 – LT

Scott Deschenes
Des Moines Pool Metropolitan Park District/Mount Rainier Pool
22722 19th Ave S
Des Moines, WA 98198

RE: Plumbing Status
Site: MT RAINIER POOL

Your regularly scheduled inspection has recently been completed. Listed below are items found on this maintenance that should be addressed. All work to be performed during normal working hours.

Domestic Main Backflow Preventer

This backflow prevention device has failed its recent test and needs to be rebuilt/replaced and retested to stay in compliance. Additionally, it was noted that there are some system water hammer issues that could be affecting this device that we recommend some additional repairs for. This will require a water system shutdown.

- Shut down failed backflow assembly
- Disassemble and rebuild with new check valves and gasket kit and reassemble
- While the system is drained furnish and install new check valves to the heating system boilers
- Furnish and install new check valve on the water main downstream of the backflow device
- Start and test for leaks, retest device and provide report
- Clean up and remove our debris

Price for all parts and labor is..... **\$16,368.00 + tax**

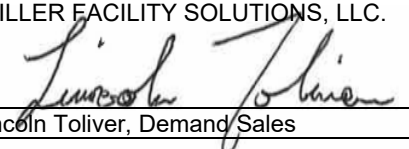
NOTE: Please note that repair of these devices is not always enough due to age or extreme/unusual wear on the internal surfaces, if that is the case it may need to be replaced, if necessary, this will be an additional charge to be quoted later.

If you have any questions regarding my proposed scope of work, please do not hesitate to call me on 206.793.1608. If you wish to approve this proposal sign, scan and send to my email at link.toliver@macmiller.com

Unless otherwise stated above, this proposal excludes the following: expedited shipment, afterhours or overtime, sales tax and/or any mechanical deficiencies that may be found during these repairs, any labor to date, permits or engineered drawings, performance bonding.

Upon which this proposal is based. This proposal does not include, unless so stated, any applicable state or federal taxes. This proposal is subject to acceptance by purchaser within 30 days and subject to the terms and conditions stated on the following page.

MACDONALD-MILLER FACILITY SOLUTIONS, LLC.

Submitted by: 

Lincoln Toliver, Demand Sales

Acceptance: I agree to the terms hereof and acceptance of this agreement.

Name and Phone _____

Signature _____ Date _____



Terms and Conditions

Acceptance	By authorizing MacDonald-Miller Facility Solutions, LLC ("MMFS") to provide the services contemplated by this Agreement, Customer agrees to the terms and conditions herein stated, which shall prevail over any terms or conditions provided by Customer, unless MMFS specifically agrees in writing that such terms or conditions provided by Customer prevail. No sales representative, agent or employee of MMFS is authorized to alter, vary or waive any of these terms and conditions. Such changes require the written approval of an authorized officer of MMFS.
Scope of Obligations	MMFS shall provide only those services selected by Customer. MMFS shall not be under any obligation to provide services beyond those selected by Customer.
Obligations of Customer	Customer shall operate and maintain the equipment in accordance with instructions given by MMFS and the manufacturer and agrees to extend all reasonable cooperation requested by MMFS, including but not limited to personnel; premises; available building maintenance material, tools, ladders, etc.; and movement of items blocking normal access to required work. Customer shall promptly notify MMFS of any unusual or unsafe operating condition. MMFS shall have full and free access to the equipment to provide service. Customer shall provide a safe working environment and shall promptly notify MMFS of any unsafe or dangerous conditions.
Service Availability	MMFS agrees to provide service availability during normal business hours, i.e., 8:00 to 4:30 pm, Monday through Friday, holidays excepted, and service during non-normal business hours, if contracted for, at the hourly rate and terms, including vehicle charges or special assessments, then in effect by MMFS. If any emergency service call is made at Customer's request and inspection does not reveal any defect for which MMFS is responsible, Customer will be liable for regular emergency charges prevailing for such service. Customer acknowledges that there is a minimum charge of one (1) hour.
	If persons other than MMFS perform maintenance of or repair a unit of equipment, and as a result further repair by MMFS is required, such repairs will be made at MMFS's applicable time and material rates and terms then in effect. Maintenance or repair by any person other than MMFS may invalidate any applicable warranty by MMFS and/or manufacturer.
Charges and Terms	All maintenance contract charges will be invoiced in advance of work performed. All service repair, special project, and extra work will be progress invoiced. Payment is due upon receipt of invoice. Any balance due after 30 days shall bear interest at the maximum legal rate permitted from the invoice date. The title and right of possession to any materials or equipment remains with MMFS until MMFS has been paid in full all principal amounts and interest charges. Customer agrees to perform all acts necessary to protect and maintain this title and right of possession.
Taxes	Any taxes or fees applicable to the services contemplated by this Agreement are to be paid by the Customer. There will be added to all charges the amount of any present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with respect to any services rendered or parts supplied.
Video Capture	MMFS utilizes photography and video (with audio) capture as part of its normal service routine. Customer, on behalf of itself and of its employees and agents, consents to, acknowledges and accepts this practice and understands such content is the property of MMFS and the customer.
Exclusions	Maintenance service does not include: (a) water supply and drain beyond the subject equipment; (b) equipment housing, casing or enclosure; (c) electrical service beyond the equipment disconnect switch, light fixture or service requirements due to power failure; (d) damage caused by freezing; (e) work required by government codes, building and union regulations; (f) repair of damage or increase in service time resulting from accident, transportation, relocation, neglect, misuse, or other than ordinary use; (g) repair to equipment located in an unsuitable place of installation or an unsafe or hazardous environment; (h) emergency calls resulting from system design problems; (i) plumbing (unless added by Contract Rider); (j) non-moving or non-maintainable parts, heat exchangers (all styles), coils, ductwork, and boiler vessels; (k) all glycol for hydronic systems. Comprehensive coverage excludes obsolete components and systems and factory software. Refrigerant recharging is limited to the industry standard for normal annual leakage during routine maintenance.
	Customer warrants that the systems covered have received required regular maintenance and are in good working condition, and chemical and glycol levels of hydronic systems are at proper levels, and chemical feed equipment in working order. If repairs are found necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval (unless added by Contract Rider). Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the monthly maintenance price adjusted accordingly.
	MMFS will not be required to make safety tests or to install new attachments, additional controls or equipment as recommended or directed by any insurance company or governmental authority, or to make replacements contracted for with parts or devices of a different design for any reason.
Limitation of Liability	THE CUSTOMER AGREES THAT MMFS SHALL NOT BE LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING LOSS OF PROFIT OR GOODWILL, OR ANY MATTER ARISING OUT OF OR RELATING TO THIS AGREEMENT AND/OR ITS SUBJECT MATTER WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. The customer agrees that MMFS's maximum liability for any acts or omissions arising from this Agreement shall not exceed \$15,000 or the amounts paid to MMFS under this Agreement in the 3 months prior to the date of the act or omission, whichever is less. MMFS shall not be responsible or liable for any loss, damages or delay in furnishing materials or failure to perform services when caused by fire, interruption of utility services, flood, acts of civil or military authorities, insurrection, terrorist act, riot, civil disorder, labor disturbances, or by any other cause which is unavoidable or beyond its control.
Warranty	MMFS warrants the parts and labor contemplated by this Agreement against defects in material and workmanship, under normal use and service, for a period of one (1) year. This warranty does not apply if Customer fails to immediately notify MMFS in writing of such defect or fails to take steps to prevent any defect from becoming more serious. EXCEPT AS EXPRESSLY PROVIDED IN THIS SECTION, MMFS DOES NOT MAKE ANY WARRANTIES OR REPRESENTATIONS OF ANY KIND OF NATURE, EXPRESS OR IMPLIED, AND DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER AGREES THAT ANY ORAL AGREEMENTS STATEMENTS AND REPRESENTATIONS MADE BY MMFS, ITS EMPLOYEES OR ITS AGENTS SHALL NOT CONSTITUTE A WARRANTY OF ANY KIND. FURTHER, CUSTOMER SPECIFICALLY AGREES THAT ALL WARRANTY RIGHTS, CLAIMS OR ACTIONS, AND ALL CLAIMS FOR DAMAGES OR REPAIRS, EXCEPT THOSE STATED HEREIN, ARE EXPRESSLY WAIVED AND ARE NOT APPLICABLE, AND THAT IT HAS NO CLAIMS FOR WARRANTIES, MISREPRESENTATIONS, BREACH OR DAMAGES EXCEPT AS EXPRESSLY SET FORTH HEREIN.
Restriction on Hiring	If within 180 days after this Agreement terminates or is no longer effective for any reason Customer employs or retains as an independent contractor any present or former employee of MMFS who performed any services under this Agreement, Customer agrees to pay MMFS a sum equal to 6 months service charge, as a reasonable reimbursement to MMFS for its expenses in training and familiarizing the employee with Customer's system.
Default	If Customer does not pay any amount due arising from this Agreement, or breaches any of the terms of this Agreement, MMFS may, in addition to any other legal remedies it may have, refuse to continue to service the equipment or terminate this Agreement.
Term	If this Agreement is an annual agreement, it shall remain in effect from year to year or until canceled by either party on 30 days written notice. Prices will be subject to periodic changes due to change in labor and material rates.
Indemnification	Customer agrees to defend, indemnify, and hold MMFS harmless from any and all claims, demands, losses, liabilities, and damages (including but not limited to attorney fees) alleged to arise out of and to the extent of Customer's acts or omissions.
General	This Agreement shall be governed by the laws of the State where the work was done. Either party may terminate this Agreement at any time for failure of the other to comply with any of its terms and conditions. Customer represents that they are the owner of the equipment or, if not the owner, they have authority to enter into this Agreement. In the event any party shall bring suit or action against the other for relief arising out of this Agreement, the prevailing party shall have and recover against the other party all court costs, disbursements, and a reasonable attorneys' fees, costs, and expenses. Customer consents and agrees to jurisdiction and venue of any proceeding in the District or Superior Court of the State of Washington for King County at MMFS's election . MMFS's rights and obligations under this Agreement may not be assigned without its written consent. This Agreement constitutes the final, complete, and exclusive agreement between MMFS and Customer and supersedes all prior or contemporaneous agreements, representations, understandings, and promises, oral or written, between the parties.
	Customer acknowledges and agrees prices will be subject to periodic changes due to changing labor and material rates. Customer also acknowledges and agrees any and all increased costs (whether in price or related to delays in availability) of materials and/or equipment associated with tariffs, levies, duties, taxes and similar charges shall be the sole responsibility of Customer. Whether purchase cost(s) associated with tariffs, levies, duties, taxes and similar charges have increased shall be determined based upon the cost as of the date of the quote or proposal. If Customer chooses different material(s) or equipment to avoid increased costs associated with tariffs, levies, duties, taxes and similar costs, Customer agrees to be solely responsible for all costs, delays and other consequences relating to such decision, including compensating MMFS additional amounts for the costs of adjusting the schedule, using different means, methods, material(s) and equipment, and all other reasonable costs stemming from such decision. Customer shall also be solely responsible for all costs and other consequences of delays associated with tariffs, levies, duties, taxes and similar charges, even if different material(s) or equipment are not chosen, and to compensate MMFS additional amounts for the costs of adjusting the schedule, using different means, methods, material(s) and equipment, and all other reasonable costs stemming from such delays.

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

RESOLUTION NUMBER 2025 – 12

**DECLARATION OF AN EMERGENCY AND AUTHORIZING IMMEDIATE ELECTRICAL
REPAIRS AT MOUNT RAINIER POOL FOR BACKFLOW PREVENTION**

WHEREAS, during the Mount Rainier Pool’s annual safety and cross-connection inspection in June 2025, conducted in coordination with the local water purveyor and a state-certified backflow assembly tester, two backflow prevention check valves were found to be nonfunctional and out of compliance with Washington State public health and plumbing standards; and

WHEREAS, backflow prevention assemblies are required under WAC 246-290-490 and RCW 70A.120.010, which mandate that all public water systems, including municipal pool facilities, maintain approved and operational cross-connection control devices to protect the public drinking water supply from contamination; and

WHEREAS, failure of these assemblies poses a significant threat to public health and safety, as untreated or chemically treated pool water could flow backward into the potable water system in the event of a pressure loss, potentially introducing chlorine, acids, or other contaminants into the public water supply; and

WHEREAS, such conditions constitute an emergency as defined under RCW 39.04.280(3), requiring immediate corrective action to prevent contamination, facility closure, or danger to life and property; and

WHEREAS, a proposal from a state-certified backflow repair contractor dated October 30, 2025, estimates the cost of replacement and testing of both assemblies at \$16,368 plus applicable sales tax (10.2%), for a total not-to-exceed amount of \$19,000.00, which will be funded through existing non-contracted maintenance reserves; and

WHEREAS, the Finance Committee was notified on November 3, 2025, and approved a change order to proceed with these emergency repairs; and

WHEREAS, the purpose of this resolution is to inform the Board that the project may go over the not-to-exceed (NTE) amount of \$19,000.00, and that while the District General Manager has authority to approve transactions up to \$5,000, it is important that all changes exceeding an NTE be communicated to the full Board in accordance with Policy 520 – Procurement, to ensure full transparency. Once finalized, the total project cost will be brought back to the Board for review and record; and

WHEREAS, the Board recognizes that maintaining a functional backflow prevention system is a continuing legal and public health obligation, and that timely repair of these assemblies is essential to ensuring ongoing water quality, safety, and compliance with Department of Health regulations;

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

1. **Declaration of Emergency:** That an emergency exists requiring immediate backflow prevention system repairs at the Mount Rainier Pool to ensure compliance with state law and public health standards, and to protect the safety of patrons, staff, and the community water supply.
2. **Authorization of Emergency Repair Contract:** That the General Manager is hereby authorized to enter into an agreement with a state-certified backflow repair contractor for a not-to-exceed amount of \$19,000.00, including sales tax, to complete the replacement and testing of defective assemblies, and to implement any additional minor modifications required to bring the system into full compliance.
3. **Waiver of Competitive Bidding:** That due to the emergency nature of this work, the formal bidding process is waived in accordance with RCW 39.04.280(3).
4. **Board Notification and Transparency:** That the Finance Committee's approval and the District's obligation under Policy 520 – Procurement are hereby acknowledged, and the full Board shall be informed of all final project costs upon completion.
5. **Effective Date:** This Resolution shall become effective immediately upon passage.

ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 11th day of November 2025, the following Commissioners being present and voting.

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

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7h **Assigned to:** Board President **Meeting Date:** November 11, 2025

Under: Old Business

Attachment: Yes

Subject: District General Manager Wage and Benefit

Background/Summary:

The Board of Commissioners will discuss the negotiations of the District General Manager wages and benefits.

At the October 21 board meeting, the board instructed the District General Manager to add raise, benefit and backpay change motions to the November 11 agenda.

The motions below are for the District General Manager's wage increase and including the spouse as part of their benefit package.

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

Board Motions:

- (1) Wages: I move to approve the District General Manager raise from \$94,280.76 to \$124,276.00 as of November 1, 2025.
- (2) Benefits: I move to cover District General Manager, employee + dependents health benefits.
- (3) Back Pay: Per August 12, 2024, review, I move to backpay the District General Manager, \$15,520.66 for out-of-pocket spouse benefits to June 1, 2024.

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

Two Touch Rule:

<u>N/A</u>	Committee Review
<u>10/21/2025</u>	First Board Meeting (Informational)
<u>11/11/2025</u>	Second Board Meeting (Action)

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

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

Notes:

- Breakdown of Financial for Proposed Motions.

DISTRICT GENERAL MANAGER

DES MOINES POOL METRO PARK DISTRICT

MOTIONS 1 and 2: WAGE AND BENEFITS

	2024	2026	
WAGES	\$ 94,280.76	\$ 124,276.00	← Motion 1
BENEFITS	\$ 10,817.68	\$ 21,894.00	← Motion 2
TOTAL COST OF POSITION	\$ 105,098.44	\$ 146,170.00	

MOTION 3: BACKPAY

BENEFITS (SPOUSE)	\$ 912.98	17 Months*	\$ 15,520.66
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**Backpay per August 12, 2024 contingency for good review.*

AGENDA ITEMS SUMMARY SHEET

Attachment: Yes

Notes: Attachment
- 2026 Proposed Rate Sheet

2026 RATE RECOMMENDATIONS

11-Nov-25

	2025 Rates		2026 Proposed		Percentage Increase	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
DAILY						
Adult	\$ 6.75	\$ 7.25	\$ 8.00	\$ 8.75	119%	121%
Senior/Youth	\$ 4.75	\$ 4.75	\$ 5.75	\$ 5.75	121%	121%
10-VISIT						
Adult	\$ 63.00	\$ 72.00	\$ 71.50	\$ 77.75	113%	108%
Senior/Youth	\$ 45.00	\$ 50.00	\$ 49.50	\$ 52.00	110%	104%
3-MONTH						
Adult	\$ 167.00	\$ 209.00	\$ 199.25	\$ 250.50	119%	120%
Senior/Youth	\$ 106.00	\$ 133.00	\$ 126.50	\$ 159.25	119%	120%
ANNUAL						
Adult	\$ 489.00	\$ 615.00	\$ 586.25	\$ 736.25	120%	120%
Senior/Youth	\$ 297.00	\$ 375.00	\$ 356.00	\$ 449.50	120%	120%
ONE-MONTH*	12-Month Commitment		12-Month Commitment			
Adult	\$ 45.00	\$ 55.00	\$ 54.00	\$ 67.00	120%	122%
Senior/Youth	\$ 29.00	\$ 35.00	\$ 33.00	\$ 41.00	114%	117%
Family	\$ 55.00	\$ 65.00	\$ 65.00	\$ 75.00	118%	115%

*One month fees are not recurring at other pools.

	2025 Rates		2026 Proposed		Percentage Increase	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
SPECIAL SWIMS						
\$2 First Sat	\$ 1.00	\$ 1.00	\$ 2.00	\$ 2.00	200%	200%
\$2 Swim with your Child	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	0%	0%
Shower	N/A	N/A	N/A	N/A	N/A	N/A
No School	\$ 4.00	\$ 4.00	\$ 4.25	\$ 4.25	106%	106%
Special Event	Daily Entry	Daily Entry	\$ 7.00	\$ 7.00	N/A	N/A
Practice Card	Free	Free	Free	Free	N/A	N/A

SWIM LESSONS

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

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

**10 % Discount on 4 or more packages.

Private swims are not offered at comparable pool. Used escalation of swim lessons to set pricing.

RENTALS

	2025 Comparable Pool Rates		Mt Rainier Pool		Percentage Lower	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
SWIM TEAMS						
Lane**	\$ 21.00	\$ 25.25	\$ 20.00	\$ 22.00	-5%	-15%
Facility (doesn't include guards)	\$ 150.00	\$ 230.00	\$ 200.00	\$ 250.00	25%	8%
Timing Equipment	N/A	N/A	\$ 200.00	\$ 250.00	N/A	N/A
Additional Guard	\$ 47.00	\$ 47.00	\$ 30.00	\$ 30.00	-57%	-57%
Closure (outside business hours)	\$ 150.00	\$ 150.00	\$ 100.00	\$ 100.00	-50%	-50%

*Tukwila has a larger breakdown for organizations depending on for profit status.

**Lane rental rates set at HSD agreed rate for resident, and \$22 for non-resident rentals.

	2025 Rates		2026 Rates		Percentage Lower	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
RENTALS/PARTIES						
1 to 25*	\$ 113.50	\$ 130.75	\$ 159.00	\$ 189.00	29%	31%
26 to 60*	\$ 174.00	\$ 204.00	\$ 189.00	\$ 225.00	8%	9%
61 to 90**	\$ 260.00	\$ 260.00	\$ 199.00	\$ 250.00	-31%	-4%
91 to 120***	\$ 260.00	\$ 260.00	\$ 250.00	\$ 315.00	-4%	17%
Lobby	N/A	N/A	\$ 59.00	\$ 79.00	N/A	N/A

*Tother pool charges \$30 booking fee that was included in price, plus additional dailt rates per swimmer that attends.

**Did not compare rental rates, as comparable pool limits rentals up to 50, where MRP can go up to 120.

CERTIFICATIONS (FREE WITH WORK COMMITMENT)

SWIM TEAMS	Averages for Pools		Mt Rainier Pool**		Percentage Lower
Lifeguard	\$80-\$400	\$80-\$400	\$ 350.00	\$ 350.00	
Lifeguard Recert	\$80-\$400	\$80-\$400	\$ 150.00	\$ 150.00	
WSI	\$80-\$400	\$80-\$400	\$ 300.00	\$ 300.00	
Other	Market	Market	Market	Market	

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

**2026 fees covered by King County Grant.

Set pricing to attract more local youth to work at our and other local pools.

AGENDA ITEMS SUMMARY SHEET

Notes: Attachments
- 2026 Proposed Wage/Salary Scale (DRAFT)

Des Moines Pool Metropolitan Park District

2026 Proposed Wage/Salary Matrix

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

District GM. - Negotiation with District Board.

Scale based on Washington State Minimum Wage of \$17.13 in 2026.

Salary Matrix Notes

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

Bonus/Incentives

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

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** November 11, 2025

Under: New Business

Attachment: Yes

Subject: Policy 520, Procurement (first touch)

Background/Summary:

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

Attached is a first-touch, Proposed DRAFT to update the Policy 520, Procurement. The policy includes section 15 on purchasing/credit card usage, and attachments including credit card application forms and credit card usage agreements. The section includes oversight requested by the State of Washington State Auditor's Office (SAO).

The document will be sent out to the board and legal for editing and a final document will be presented at the December 9 regular board meeting.

Originally we were going to separate the credit card policy from the procurement policy, but decided against it.

Fiscal Impact: To be determined.

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

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

Two Touch Rule:

<u>To Be Determined</u>	Committee Review
<u>11/21/2025</u>	First Board Meeting (Informational)
<u>12/09/2025</u>	Second Board Meeting (Action)

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

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

Notes: Attachment

- Proposed DRAFT Policy 520, Procurement
- Current Policy 520, Procurement ([click here](#))

520 -- Procurement Policy

1.0 PURPOSE

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

2.0 GENERAL RESPONSIBILITIES

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

3.0 DEFINITIONS

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

- 3.5.5. The previous and existing compliance of the bidder with laws relating to public works; and
- 3.5.6. Such other information related to the performance of the contract as the bid solicitation deems advisable.
- 3.6. **Public Work.** Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).
- 3.7. **Cooperative Purchase.** A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing from a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.

4.0 PURCHASING AUTHORITY

- 4.1. **Board of Commissioners.** The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall be required to approve individual expenditures in excess of \$20,000.00. The Board shall also review and approve all vouchers on at least a monthly basis.
- 4.2. **District General Manager or Board Designee.** The District General Manager or Board Designee shall have authority to make expenditures within the specified budgetary line-item limits adopted by the Board. Provided, however, the District General Manager or Board Designee shall obtain advance Finance Committee or Board approval prior to making any specific expenditure that exceeds \$5,000.00 in value.
- 4.3. **Finance Committee.** The Finance Committee shall have authority to approve expenditures within the specified budgetary line-item limits adopted by the Board with a total cost of over \$5,000.00 and under \$20,000.00.
- 4.4. **Purchases Made Using a Bid Exemption.** Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.
- 4.5. **Non-Budgeted Purchases.** Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.
- 4.6. **Emergency Purchases.** In the event of an emergency the District General Manager or Board Designee, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board of Commissioners or Finance Committee, but not in excess of \$20,000.00. The Finance Committee may authorize purchases in excess of \$20,000.00 when prior Board approval is not feasible. All emergency purchases shall be ratified by appropriate Board action within 30 days of the purchase.

5.0 PURCHASE OF MATERIALS, EQUIPMENT AND SUPPLIES

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

6.0 PUBLIC WORKS

- 6.1. **Public Works projects under \$20,000.** No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such limited public works projects (RCW 35.61.135).
- 6.2. **Public Works projects from \$20,000 - \$300,000.** The District shall establish and use the MRSC Rosters Small Works Roster or a Formal Sealed bidding procedure.
- 6.3. **Public Works projects over \$300,000.** Formal Sealed bidding shall be used except in case of an emergency.

7.0 SERVICES – Architect and Engineer.

The District shall use the RFQ process established under chapter 39.80 RCW prior to retaining the services of architects and engineers.

8.0 SERVICES – Telecommunications and Data Processing.

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

9.0 PURCHASING RECREATION SERVICES FROM INDEPENDENT CONTRACTORS.

Purchasing services from instructors, teachers, artists and other independent contractors engaged to teach classes, seminars, or programs as part of a District sponsored program have unique characteristics. Customer preference, teaching method, personality of the instructor, teacher or artist greatly influences the customer and their willingness to enroll in a class or seminar and pay the requisite fees. Consequently, in the acquisition of these and similar services, there is no requirement for bidding or quotation unless the purchase price/acquisition cost exceeds \$50,000 in a calendar year.

10.0 SERVICES – OTHER

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

11.0 FORMAL SEALED BIDDING PROCEDURES.

- 11.1. **Notice.** Written Notice for competitively bid contracts and purchases shall be published in a general circulation newspaper within the District at least 13 days in advance of the bid opening. Advertisements for bids should include the following minimum items:
 - 11.1.1. Title of the project.
 - 11.1.2. Nature and scope of the work.
 - 11.1.3. Where contract documents (plans, specifications) may be obtained.
 - 11.1.4. Cost to obtain a set of contract documents.
 - 11.1.5. Place, date, and time that bids are due.
 - 11.1.6. District contact information.
 - 11.1.7. Statements that the District retains the right to reject any or all bids, and to waive minor irregularities in the bidding process
- 11.2. **Instructions to Bidders.** Instructions to Bidders shall include a complete description of the legal requirements to submit a bid.
- 11.3. **Bid Specifications.** Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. Such descriptions should not contain features that unduly restrict competition but should be designed to meet the needs of the District.

11.4. Award. The contract should be awarded to the lowest responsive and Lowest Responsible Bidder whose bid meets the requirements and criteria included in the invitation for bids and bid specifications.

11.5. Cancellation. An invitation for bids may be cancelled. Additionally, the District (at its sole discretion) may choose to reject any or all bids, in whole or in part. An invitation for bids may be canceled at the discretion of the District General Manager or Board Designee.

12.0 WRITTEN CONTRACTS / WHEN REQUIRED

12.1. A written contract is required for the following types of purchases.

12.1.1. All lease or rental agreements for equipment or real property

12.1.2. All intergovernmental agreements

12.1.3. All services with the exception of minor services such as repairs, etc., where academic credentials or professional expertise are not required

12.1.4. Cooperative purchasing agreements

12.1.5. Maintenance and licensing agreements (except licenses and/or maintenance agreements for standardized, non-customized, software or hardware)

12.1.6. Written Contract Required for Purchase of Equipment, Materials and Supplies with a cost over \$20,000

12.1.7. Other contracts/agreements deemed necessary by the Board.

13.0 RECORDS MANAGEMENT.

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

14.0 UNAUTHORIZED PURCHASES.

14.1. No District employee should purchase or contract for any supplies, material, equipment or contractual service or make any contract within the purview of this policy other than through the District General Manager or Board Designee. Should a District employee violate this trust and the District experiences a financial loss, then the District shall be entitled to recover the full amount of such loss from the employee and may terminate employment.

15.0 ISSUANCE, USE AND CONTROL OF CREDIT CARDS

15.1. The District has the authority under RCW 42.24.115 and RCW 43.09.2855, to establish a credit card account and the issuance of credit cards. The credit limit per card shall be established by the issuing bank, and shall not exceed \$5,000 per card.

15.2. The District recognizes that the responsible use of credit cards is a customary and an efficient means of purchasing goods and services for official District business. Credit cards provide a convenient tool for timely purchases, especially for travel, training, emergency repairs, and online transactions where vendor billing is impractical.

15.3. Administration and Oversight

15.3.1. District General Manager (DGM): The District General Manager is responsible for implementing and enforcing this policy, approving the issuance of all credit cards, and authorizing purchasing limits.

15.3.2. District Clerk (Credit Card Administrator): The District Clerk shall serve as the Credit Card Administrator, responsible for:

- Maintaining account records and documentation for all cardholders.
- Reconciling statements and preparing monthly payment packets.
- Conducting annual card inventory and ensuring all active cards are accounted for.
- Providing an annual report to the General Manager and Board on card activity, limits, and compliance.

15.4. Issuance and Application Process - Employees requiring a District credit card must

- Complete a District Credit Card Application (Exhibit A) and User Agreement (Exhibit B)
- Obtain approval from their supervisor and the District General Manager
- Return the signed application to the District Clerk for processing with the issuing bank.
- Activate and safeguard the card upon receipt.

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

15.5. Authorized Uses – District credit cards may be used only for official District business, consistent with adopted budgets and purchasing policies. Authorized uses include, but are not limited to:

- Registration fees, training, or conference expenses.
- Lodging and travel expenses (consistent with the District's travel policy).
- Online or emergency purchases of supplies, parts, and materials.
- Equipment and service expenses related to pool operations.
- Utility, subscription, or membership payments approved by the General Manager.

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

15.6. Disallowed Uses – District credit cards shall not be used for:

- Personal or non-District expenditures.
- Cash advances or ATM withdrawals.
- Alcoholic beverages, gift cards, or gratuities unrelated to District business.
- Capital equipment purchases without prior District GM approval.
- Vendor charges lacking itemized receipts or sufficient documentation.

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

15.8. Credit Limits - Credit limits shall be set by the District General Manager (Is this legal or policy?) according to operational needs. Temporary limit increases for specific purchases or travel may be approved in writing by the General Manager and documented by the District Clerk. The District Clerk will maintain a current list of all cardholders and authorized limits.

15.9. Receipt and Reconciliation – Cardholders must:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15.14. References:

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

Exhibit A – Credit Card Application Form**Employee Information**

Name: _____

Position Title: _____

Department/Program Area: _____

Work Phone: _____

Email: _____

Card Request Information

Monthly Credit Limit: _____

Single Transaction Limit: _____

Purpose of Card Usage:

☐ Operational Purchases ☐ Travel/Training ☐ Supplies ☐ Emergency Use☐ Other (describe): _____**Acknowledgments**

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

Applicant Signature: _____ **Date:** _____**Supervisor Approval:** _____ **Date:** _____**General Manager Approval:** _____ **Date:** _____

For Administrative Use Only

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

Exhibit B – Credit Card User Agreement**Employee Responsibilities**

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

1. Official Use Only:

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

2. Accountability:

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

3. Documentation:

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

4. Security:

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

5. Unauthorized Charges:

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

6. Audit and Compliance:

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

7. Termination or Reassignment:

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

8. Policy Violations:

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

Acknowledgment and Agreement

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

Cardholder Name (Print): _____

Signature: _____ **Date:** _____

Card Number (Last 4 Digits): _____

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

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

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** November 11, 2025

Under: New Business

Attachment: Yes

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

Background/Summary:

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

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

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

The policy will be sent for review on Wednesday, November 12, and will have a due date of Wednesday, November 26.

Fiscal Impact: To be determined.

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

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

Two Touch Rule:

<u>To Be Determined</u>	<u>Committee Review</u>
<u>11/21/2025</u>	<u>First Board Meeting (Informational)</u>
<u>12/09/2025</u>	<u>Second Board Meeting (Action)</u>

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

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

Notes: Attachment

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

532 – FRAUD PREVENTION AND REPORTING POLICY

1.0 POLICY

This policy is to prevent theft or misuse public resources within the Des Moines Pool Metropolitan Park District (“the District”).

2.0 PURPOSE

The purpose of this policy is to establish clear standards and responsibilities for preventing, detecting, and reporting fraud, theft, and misuse of public resources within the Des Moines Pool Metropolitan Park District (“the District”).

This policy reinforces the District’s commitment to integrity, transparency, and accountability in managing public funds and property.

3.0 SCOPE

This policy applies to:

- All District employees, commissioners, volunteers, contractors, and vendors;
- All operations, programs, and financial activities of the District; and
- All funds, property, and assets owned, managed, or administered by the District.

4.0 DEFINITIONS

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

5.0 POLICY STATEMENT:

The District maintains a **zero-tolerance policy** toward Fraud, Theft and Misuse of Public Resources.

All employees and officials are responsible for:

- Acting ethically and in accordance with District policies, state law, and the public trust;

- Preventing, detecting, and reporting potential Fraud , Theft and Misuse of Public Resources; and
- Cooperating fully with investigations conducted by management, the State Auditor's Office (SAO), or law enforcement.

6.0 ROLES AND RESPONSIBILITIES

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

7.0 INTERNAL CONTROLS

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

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

8.0 APPROVAL CHAINS FOR VENDORS, EMPLOYEES AND SYSTEM CHANGES

8.1 Purpose

To prevent Fraud, Theft or Misuse of Public Resources in relation to vendors, employees, or financial systems, the District shall maintain the following internal controls:

8.1.1 Vendor Setup and Maintenance Controls

To protect against fictitious vendors, duplicate payments, or conflicts of interest:

- *Dual Authorization:* All new vendors or vendor information changes must be approved by two separate employees (which include District General Manager or Clerk of the Board if processed by District General Manager), one of whom must be a supervisor or manager not directly processing the payment.
- *Independent Verification:* District Clerk (or District General Manager, if covering position) must verify vendor legitimacy through an independent source (e.g., business license search or UBI lookup).
- *Change Documentation:* Each vendor addition or edit must include approval signatures, dates, and verification methods.
- *Restricted Access:* Only designated District Administration staff may enter or modify vendor records; system permissions shall reflect role-based access.

8.1.2 Employee and Payroll Change Controls

To prevent payroll fraud, ghost employees, or unauthorized pay changes:

- *Separate Duties:* The person entering payroll data may not authorize pay or employment changes.
- *Written Authorization:* All rate adjustments, new hires, and terminations require a Personnel Action Form (PAF) signed by both the District General Manager and District Clerk.
- *Verification of New Employees:* Human Resources must confirm identity and eligibility under I-9 requirements before adding employees to payroll.
- *Regular Payroll Audits:* The District General Manager shall conduct quarterly spot checks comparing payroll rosters to active employee lists.

8.1.3 Bank Account and Financial System Changes

To prevent unauthorized access or diversion of funds:

- *Dual Review for Bank Changes:* Any change to banking information or authorized signers must be approved by the District General Manager and Clerk of the Board (or Board President).
- *Multi-Factor Authentication (MFA):* All staff with online banking access must use MFA; shared logins are prohibited.
- *Vendor Payment Method Changes:* Requests to change vendor payment method must be confirmed via a call-back to a verified vendor contact.
- *System Change Logs:* Finance shall maintain audit trails of who made changes, when, and what was modified.

8.1.4. Other Sensitive Changes

- *Purchasing Thresholds:* Purchases require dual approval per the District’s Purchasing Policy.
- *Credit Card and P-Card Controls:* Card issuance or limit changes must be approved by the District General Manager and Clerk of the Board.
- *IT Access Reviews:* Access to financial and HR systems will be reviewed semi-annually to remove unneeded accounts.

8.1.5. Oversight and Audit

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

8.1.6. Enforcement

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

9.0 POLICY REVIEW

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

10.0 REFERENCES

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

2026 BUDGET AND LEVY CERTIFICATION

PUBLIC HEARING (November 11, 2025)

Section 9

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a Assigned to: District G.M. Meeting Date: November 11, 2025

Under: Public Hearing Attachment: Yes X No

Subject: 2026 Budget (Public Hearing)

Background/Summary:

The Budget and Levy Certification for 2026 are due on November 30, 2025.

Attached is the proposed budget for 2026. It is set to the maximum allowable levy. The largest change is a major increase in the Maintenance Services, Non-Contracted that was increased from \$88,000 to \$150,000. This is due to damage from the October 20, 2025, vandalism/power surge that will need to be repaired.

All other changes were presented at the October 21 regular board meeting.

Fiscal Impact: See attached documents.

Proposed Motion:

ALL MOTIONS MOVED TO 9d AFTER PUBLIC COMMENT.

Motion:

I move to approve the 2026 Budget of **\$2,074,037.27** in General Fund and **\$2,796,680.45*** in the Capital Reserve Fund for the calendar year 2026.

**\$1,764,216.72 in capital grants will be applied in 2026.*

Levy certifications will be made in item 9d Budget and Levy Certification Motions.

Reviewed by District Legal Counsel: Yes No Date:

Three Touch Rule:

Committee Review

10/21/25 First Board Meeting (Informational)

11/11/25 (PH) Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

Attachments:
- 2026 Proposed Budget

2026 BUDGET ACCOUNTS SUGGESTION (PROPOSED BY STAFF)

DRAFT

\$3,4730/1,0000 (CURRENT CAPACITY)

Account	YTD Expenses (as of 8/31/25)	% used as of August 31 (Target 66%)	2025	2026	% Change	DRAFT Notes
SALARIES & WAGES						
Commissioner Salaries (5)	\$ 10,789.55	53.95%	\$ 20,000.00	\$ 25,000.00	125.00%	Board will need more meetings with actions required to move forward (Adv Comm., Events. Etc)
11750	\$ 49,790.44	49.30%	\$ 101,000.00	\$ 115,000.00	113.86%	Based on October 21, 2025 discussion.
Front Desk Admin (1)(DC+Front Office)	\$ 34,614.51	53.25%	\$ 65,000.00	\$ 66,950.00	103.00%	3% Increase.
Aquatics Manager Salary (1)	\$ 51,032.51	49.34%	\$ 103,434.24	\$ 106,537.27	103.00%	3% Increase.
Aquatics Coordinator Salary (2)	\$ 41,998.42	27.45%	\$ 153,000.00	\$ 157,590.00	103.00%	3% Increase. Only one aquatics coordinator in 2025 to date.
Head Lifeguards (Increase)	\$ 24,209.71	34.59%	\$ 70,000.00	\$ 64,000.00	91.43%	Trending lower, but estimated remainder or year NTE in 2025 plus 3% increase.
Lifeguards (Ld, PPT,TPT & Instructors)	\$ 239,786.53	66.61%	\$ 360,000.00	\$ 371,000.00	103.06%	3% increase rounded off.
Water Exercise Instructor (Error)	\$ 5,661.04	56.61%	\$ 10,000.00	\$ 10,300.00	103.00%	3 % increase.
TAXES & MISC.						
Sick Pay	\$ 3,690.26	105.44%	\$ 3,500.00	\$ 4,800.00	137.14%	Increased 3% plus 2025 estimated. New program that staff started using this year.
Overtime (OT)	\$ 147.24	5.89%	\$ 2,500.00	\$ 500.00	20.00%	Working to continue to reduce overtime.
Payroll Taxes	\$ 144,659.55	61.56%	\$ 235,000.00	\$ 242,050.00	103.00%	On pace in 2025. Increased 3% to match wage inflation.
Family Medical Leave	\$ -	0.00%	\$ 1,000.00	\$ 1,000.00	100.00%	Placeholder for when needed.
PERSONNEL BENEFITS						
Benefits, Fringe (Auto)	\$ 4,389.27	Error	\$ 2,000.00	\$ 2,000.00	0.00%	DGM car allowance between pool and district offices. Mistracked and should only be \$1,800.
Incentive Pay	\$ -	0.00%	\$ 500.00	\$ -	0.00%	Use gift cards instead for youth.
Personal Benefits (AWC)	\$ 28,162.41	88.00%	\$ 55,000.00	\$ 72,000.00	130.91%	Based on 2025 data plus growth estimates.
Personal Benefits (DRS)	\$ 23,705.15	43.10%	\$ 32,000.00	\$ 45,000.00	140.63%	Based on 2025 data plus growth estimates.
OFFICE SUPPLIES - CLERICAL						
Office Supplies (Amazon/Staples)	\$ 714.42	28.58%	\$ 2,500.00	\$ 2,000.00	80.00%	Started using administrative offices again, + staff changeover.
Office Equipment	\$ 1,077.03	30.77%	\$ 3,500.00	\$ 2,500.00	71.43%	Trending plus higher when setting up office. Should be less with downsizing.
Computer & Supplies	\$ 2,323.93	92.96%	\$ 2,500.00	\$ 4,000.00	160.00%	Going more digital. Moved from office equipment and supplies.
MAINTENANCE & REPAIR SUPPLIES						
Cleaning and Janitorial Supplies	\$ 5,555.64	65.36%	\$ 8,500.00	\$ 9,500.00	111.76%	Services getting more expensive. Includes deep clean and roof cleaning.
Maintenance Supplies and Small Tools	\$ 523.57	52.36%	\$ 1,000.00	\$ 1,000.00	100.00%	May need to replace some tools in 2026.
POOL SUPPLIES						
Uniforms & Clothing**	\$ -	0.00%	\$ 3,000.00	\$ 6,000.00	200.00%	Lifeguard shirts are seven years old. Also looking at SWAG for recruitment and items to sell.
Employee Recognition	\$ 488.95	19.56%	\$ 2,500.00	\$ 2,500.00	100.00%	Employee party, giftcards, etc. Add swag for staff.
Lifeguard Supplies and Equipment	\$ 2,834.95	56.69%	\$ 5,000.00	\$ 5,250.00	105.00%	Good to have, if we need to add or replace training equipment.
Special Events	\$ 878.51	48.81%	\$ 1,800.00	\$ 2,000.00	111.11%	Plan more outreach in 2026.
First Aid Supplies	\$ 143.18	7.16%	\$ 2,000.00	\$ 2,000.00	100.00%	Good to have just in case.
Miscellaneous Pool Equipment (ER&R)	\$ 3,126.51	62.53%	\$ 5,000.00	\$ 5,000.00	100.00%	Budget plus trends should keep it flat.
PROFESSIONAL SERVICES - CLERICAL						
Financial Services - Bookkeeping Contingency	\$ 3,539.35	182.08%	\$ 5,000.00	\$ 10,000.00	200.00%	May need services for planning out levy projects. Up to \$10k, if you want to go with third party bookkeeper.
IT Server Hosting Costs - (CMIT)	\$ 1,800.00	72.00%	\$ 2,500.00	\$ 3,000.00	120.00%	Focus on trend. Should RFQ this service for remote in 2026.
IT Services Workstations + Routers (CMIT)	\$ 15,418.00	55.06%	\$ 28,000.00	\$ 28,000.00	100.00%	Billing behind but should be on track to keep same for 2026.
Registration Software (Rec1/CivicRec)	\$ -	0.00%	\$ 5,300.00	\$ 5,750.00	108.49%	Translatable software that now processed our payments.
Document Download for Scholarships (Free Now)	\$ -	0%	\$ -	\$ 4,000.00	N/A	Placeholder if we decide to keep software. Software donated for 2025-2026.
Credit Card Transactions (Authorize.net)	\$ 626.20	62.60%	\$ 1,000.00	\$ 2,500.00	250.00%	More revenue equals more transactions. Most by credit card.
Legal Services (Snure + External)	\$ 9,104.00	75.87%	\$ 12,000.00	\$ 12,000.00	100.00%	Estimate less legal use in 2026.
Financial Services (VisionMS)	\$ 1,328.00	40.24%	\$ 3,300.00	\$ 4,000.00	121.21%	Training and server migration in 2024. Will increase in 2026.
Printing/Copying (Canon)	\$ 1,005.24	40.21%	\$ 2,500.00	\$ 2,600.00	104.00%	Internal copying contracted usage.
Timekeeping (WhenIWork)	\$ 2,821.12	94.04%	\$ 3,000.00	\$ 3,000.00	100.00%	One time charge. This is being updated in 2026.

Payroll/HR (Heartland)	\$ 10,546.60	117.18%	\$ 9,000.00	\$ 14,500.00	161.11%	Payroll getting larger, but should RFQ in 2026 for new company. Also more change orders due to training.
PROFESSIONAL SERVICES - MAINTENANCE						
Maintenance Services Contract (MacMiller)	\$ 19,152.77	63.84%	\$ 30,000.00	\$ 31,000.00	103.33%	Contractual work not special projects
CO2 Services (Central Welding Services)	\$ 2,165.34	78.74%	\$ 2,750.00	\$ 3,250.00	118.18%	
Water Quality (Agtc Spec.)	\$ 5,284.61	48.04%	\$ 11,000.00	\$ 7,200.00	65.45%	
Roof and Gutter Maintenance (Sound)	\$ -	0.00%	\$ 3,000.00	\$ 4,500.00	150.00%	Fall gutter cleaning. Getting more expensive. Save pool from roof and gutter damage.
Landscaping (NLS)	\$ 4,350.71	69.61%	\$ 6,250.00	\$ 6,500.00	104.00%	
AHU/HVAC (Sunbelt)	\$ 7,679.84	113.78%	\$ 6,750.00	\$ 10,500.00	155.56%	Need to check line items. Seems too high. May include repairs.
Towing (Pete's Towing)	\$ -	0.00%	\$ 2,668.00	\$ 2,000.00	N/A	Placeholder if needed. Almost used once in last couple of years.
Custodial - MRP Qtrly Deep Clean (TBD)	\$ 4,115.97	102.90%	\$ 4,000.00	\$ 5,000.00	125.00%	Annual Deep Cleaning. Estimate higher. Need to RFQ.
Rekey Services	\$ -	0.00%	\$ 1,000.00	\$ 1,000.00	100.00%	Lost keys or changeover. Important to have as insurance for potential issue
Water Services (Mountain Mist)	\$ 514.17	41.13%	\$ 1,250.00	\$ 1,250.00	100.00%	Buy coffee ourselves to save money.
REPAIRS & MAINTENANCE						
Maintenance Services Non-Contracted (Various)	\$ 36,559.68	41.31%	\$ 88,500.00	\$ 150,000.00	169.49%	Need to have contingency money due to age, and overages on 2026 grant projects.
COMMUNICATIONS						
Internet (Comcast)	\$ 4,123.76	79.30%	\$ 5,200.00	\$ 5,500.00	105.77%	Might be cheaper to setup a service agreement. Could include hosting.
Elevate Phone System (Cellular (Line2))	\$ 1,780.13	59.34%	\$ 3,000.00	\$ 3,000.00	100.00%	Misbudgeted. Should be coming out of CMIT.
Desktop Licenses (Msoft + Misc Desktop)	\$ 2,495.47	77.98%	\$ 3,200.00	\$ 4,100.00	128.13%	Add Adobe Pro for Digital Licensing.
Work Email Accounts (Google Suite)	\$ 437.83	72.97%	\$ 600.00	\$ 750.00	125.00%	Reduced licenses in 2024.
Artificial Intelligence NEW	\$ -	0.00%	\$ -	\$ 1,500.00	NEW	
Remote Meeting Software (Zoom)	\$ -	0.00%	\$ 300.00	\$ 300.00	100.00%	Have not paid annual fee yet. 2025 fee was \$199.00.
Website Maintenance	\$ 3,142.34	104.74%	\$ 3,000.00	\$ 15,000.00	500.00%	Might save money in future by setting up maintenance agreements. Up to \$15K if you wish to replace website with new one.
Postage & Mailing	\$ 574.90	229.96%	\$ 250.00	\$ 500.00	200.00%	Use email for almost all receipts now. Also working to have checks mailed from KCT.
Warrant Currier Service NEW	\$ -	0.00%	\$ 750.00	\$ 750.00	NEW	Added currier service for 2025 to speed up mailing and ensure security of warrants.
Email Notification System (CampMon)	\$ 552.00	73.60%	\$ 750.00	\$ 960.00	128.00%	\$69/month + taxes in 2025.
TRAINING & TRAVEL						
Community Advisory Committee	\$ -	0.00%	\$ 5,000.00	\$ 2,500.00		Not used in 2025. Plan to start in 2026.
In-Service Supplies (Internal Training)	\$ 103.41	4.14%	\$ 2,500.00	\$ 2,000.00	80.00%	Usually buy supplies at EOY.
Certifications (nonWSI)	\$ 376.00	10.74%	\$ 3,500.00	\$ 2,500.00	71.43%	WSI Certification classes. Grant to cover in 2026.
Swim Lesson Licensing (Amrcn Red Cross)	\$ 2,320.00	132.57%	\$ 1,750.00	\$ 4,000.00	228.57%	Growing lessons
Management Staff Training	\$ 1,211.50	69.23%	\$ 1,750.00	\$ 2,500.00	142.86%	Second year in a row lower. Increase for more trainings in 2026.
Travel for Business (Mileage, Tolls)	\$ -	0.00%	\$ 1,250.00	\$ 2,000.00	160.00%	Misappropriated over \$2,000 in 2025 budget.
Misc. Travel (Lodging, Per Diem)	\$ -	0.00%	\$ 1,000.00	\$ 1,500.00	150.00%	Will have more in future with AWC-RMSA and new certifications needed for 2nd Aquatics Coordinator.
ADVERTISING						
Digital/Social Media Advertising	\$ 346.00	17.30%	\$ 2,000.00	\$ 2,000.00	NEW	Facebook ads, but adding more PeachJar in 2026.
Print Advertising	\$ 7,451.33	93.14%	\$ 8,000.00	\$ 15,000.00	187.50%	Will budget for Parade float items and giveaways were placed here in past. Created own line item in 2025 to see cost of Waterland events. Remaining to Normandy Park City Currents.
Ad Design	\$ 50.00	11.11%	\$ 450.00	\$ 450.00	100.00%	Just in case we need it.
Public Outreach Events	\$ -	0.00%	\$ 2,500.00	\$ 2,500.00	NEW	Waterland Parade, Farmers's Market, and other External Events for community building.
Bulk Printing - District Postcard	\$ -	0.00%	\$ 2,500.00	\$ -		Putting money towards City Currents Partnership. Will have annual report as part.
Bulk Mailing - District Postcard	\$ -	0.00%	\$ 4,000.00	\$ -		Putting money towards City Currents Partnership. Will have annual report as part.
Sponsorship Supported	\$ -	0.00%	\$ 200.00	\$ 200.00	100.00%	Placeholder. Not used in 2025.
RENTALS & LEASES						
District Offices	\$ 5,022.50	55.81%	\$ 9,000.00	\$ 6,500.00	72.22%	Move out of office no later than September 1, 2026.
Storage Rental (AAAA)	\$ 2,720.00	68.00%	\$ 4,000.00	\$ 4,500.00	112.50%	Able to surplus items that freed up onsite and storage capacity.
Misc. Rentals	\$ -	0.00%	\$ 2,500.00	\$ 15,000.00	600.00%	Portable rental + potential lift rental for closure.
Meeting Rentals	\$ -	0.00%	\$ 500.00	\$ 1,000.00	200.00%	Contingency for board meeting space.

UTILITIES						
Gas/Electricity (PSE)	\$ 88,755.24	52.21%	\$ 170,000.00	\$ 170,000.00	100.00%	
Water (Highline WD))	\$ 5,467.86	58.79%	\$ 9,300.00	\$ 9,000.00	96.77%	
Sewer (Midway)	\$ 4,214.32	88.72%	\$ 4,750.00	\$ 5,500.00	115.79%	
Trash/Recycling (Recology)	\$ 4,496.64	62.02%	\$ 7,250.00	\$ 7,500.00	103.45%	
INSURANCE						
Insurance, Liability (WCIA)	\$ 53,241.36	91.80%	\$ 58,000.00	\$ 49,000.00	84.48%	AWC-RMSA change. 2026 quote only 4% more than 2025, and cheaper than WCIA (Est 95K).
MISCELLANEOUS						
Printing & Copying Outside (Various)	\$ 218.47	17.48%	\$ 1,250.00	\$ 1,250.00	100.00%	Need to utilize this more in future to save internal copy costs.
Memberships, Dues & Subscriptions	\$ 4,707.20	94.14%	\$ 5,000.00	\$ 5,000.00	100.00%	Part of WRPA and NRPA as organizations.
Misc. Services/Discrepancies	\$ 4,955.93	991.19%	\$ 500.00	\$ 2,000.00	400.00%	Need to do better on this. This is due to ACH tracking issues. (Working with KCT).
Background Checks/Formely Fingerprinting (SSI)	\$ 522.00	41.76%	\$ 1,250.00	\$ 1,000.00	80.00%	Stopped fingerprinting six years ago. Staffing starting to level out at capacity.
Scholarships	\$ 1,198.10	34.23%	\$ 3,500.00	\$ 10,000.00	285.71%	New software and scholarship process should increase scholarship usage.
INTERGOVERNMENTAL SERVICES						
Elections (King County)	\$ -	#DIV/0!	\$ -	\$ 55,000.00	#DIV/0!	3 Election Seats to be paid in 2026.
Audits (SAO)	\$ 5,077.15	101.54%	\$ 5,000.00	\$ 5,000.00	100.00%	Shorter audit in 2026.
City Services (City of DM)	\$ 1,755.00	43.88%	\$ 4,000.00	\$ 3,750.00	93.75%	Less services in 2026.
Permits (KCHD, CoDM)	\$ 12,135.67	606.78%	\$ 2,000.00	\$ 5,000.00	250.00%	Not tracked right in 2025. This has emergency contracting. Bumped up for projects in 2026.
Inspections (Fire Extinguisher)	\$ 379.40	75.88%	\$ 500.00	\$ 500.00	100.00%	\$320 in 2024.
B&O Tax/Agency (DOR)	\$ 4,664.17	42.40%	\$ 11,000.00	\$ 11,000.00	100.00%	Still need to pay two quarters.
TOTAL FOR ADMINISTRATION & OPERATIONS			\$ 1,832,752.24	\$ 2,074,037.27		
CAPITAL/PROJECTS						
Miscellaneous						
Engineer (Architect) of Record	N/A	N/A	\$ -	\$ 50,000.00		Partially covered by grants.
Architect/Design/Inspections/Permitting			\$ 1,000.00	\$ 5,000.00	500.00%	
Advertising			\$ 500.00	\$ 500.00	100.00%	Posting of [Timesheet Template 2020.xlsx]Sheet55!\$D\$30:\$K\$139
Projects						
YASG (Strainer Basket, Piping & Boiler Tanks)			\$ 213,116.72	\$ 213,116.72	NEW	All covered by grants.
BS4K (Air Handling Unit)			\$ 1,438,100.00	\$ 1,438,100.00	NEW	All covered by grants.
Electric Repairs			\$ -	\$ 142,500.00		\$113K+ (75%) covered by grants.
Shower Piping Repairs			\$ 12,000.00	-	NEW	
Facility Staff Projects				\$ 4,000.00		Tile Repairs, Exterior Wood Refinishing, and Contingency.
Transfers						
Transfer to Capital Account			\$ 1,124,110.52	\$ 993,463.73		Being conservative with estimates, but there will also need to be money to support grants.
TOTAL CAPITAL SPENDING			\$ 2,788,827.24	\$ 2,796,680.45		
TOTAL EXPENSES 2025			\$ 4,621,579.48	\$ 4,870,717.72		

BUDGET LEVY AFFECTS (2026 A.V.)

LEVY REQUEST BREAKDOWN

	2025	2026
EXPENSES	\$ 4,621,579.48	\$ 4,870,717.72
BEG CASH BALANCE	\$ 975,000.00	\$ 975,000.00
EST. REVENUE MRP	\$ 200,000.00	\$ 225,000.00
OTHER REVENUE (NP)	\$ 25,000.00	\$ 25,000.00
INTEREST	\$ 30,000.00	\$ 58,000.00
GRANTS*	\$ 1,651,216.72	\$ 1,802,216.72
ENDING CASH	\$ 600,000.00	\$ 600,000.00

TARGETS

DRAFT

TOTAL TAX NEEDED	\$	2,340,362.76	\$	2,385,501.00
Est. Levy Rate 2026(10/31)	\$	0.355760	\$	0.347310

2,385,501
0.34593

*Most Grants carried over in 202

\$	2,340,362.76	\$	2,284,775.59
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CAPITAL RESERVE	\$	675,000.00	\$	1,799,110.52
Annual Allocation	\$	1,124,110.52	\$	993,463.73
ESTENDING TOTAL	\$	1,799,110.52	\$	2,792,574.25

*Unused Maintenance St *Unused Maintenance Service Non-Contracted may be added.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b Assigned to: District G.M. Meeting Date: November 11, 2025

Under: Public Hearing Attachments: Yes X No

Subject: *Budget and Levy Certification (Public Hearing)*

Background/Summary:

The Budget and Levy Certification for 2026 are due on November 30, 2025.

For **Resolution 2025-13 Certifying Property Tax Levy and Adopting an Operating Budget** for the Fiscal Year Beginning January 1, 2026, the \$2,457,669, \$1,415,037.27 is for operations, while \$993,463.27 is set for capital. The capital transfer will be done at the end of 2026. There is also \$9,454 in refunds that will cover the total.

Ordinance form 2152 is included with Resolution 2025-13 and will need to be signed by the President of the Board of Commissioners. It reflects the information that is included in the resolution but is required by King County. This ordinance will be completed at a later time to include the selected options.

For **Resolution 2025-14 Property Tax Increase** is for increases to the levy from one year to the next. The levy rate has increased around \$290 million from last year; the budget has been increased \$46,084 (1.97%) to ensure the district is at the \$.20/1,000 level. As of November 4th, the district's assessed value is being used to set the budget. This may change between now and when the final 2026 assessed value is set. This should have minimal effects on the levy certification.

Substantial Need: The IPD rate of inflation for property taxes due in 2026 is 2.44%. This means that all taxing districts may take the full 1% levy increase and that taxing districts with a population of 10,000 or more do *not* need to declare a substantial need to take the full 1% increase.

The math for the levy certification is from the Assessed Value provided by the county dated October 31. This information was sent out on Tuesday, November 4 and is the most recent update before the agenda packet was processed and finalized on Thursday, November 6th. Des Moines Pool MPD assessed values (AV) are based on the boundaries of the City of Des Moines and will change between now and the start of 2026.

I also spoke with the new Levy Administrator, and she recommended requesting more than what is listed, as the amount will increase between now and January 1, 2026 to ensure we are at the total available. The county will adjust the tax to the maximum amount, which will be below the request.

Finally, with levy degradation and increased capital needs due to the aging pool, the district is building up its capital reserves to ensure continued operation of the Mount Rainier Pool and planning on a future aquatics facility to meet the current and future needs of the community.

Fiscal Impact: See attached documents.

Proposed Motions *(Made after Public Comment – See Agenda Item Sheet 9d):*

Resolution 2025-13 Certifying Property Tax Levy and Adopting a Budget:

I move to approve Resolution 2025-13 “Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2026, of **\$1,415,037.27** into the General Fund and **\$993,463.27** into the Capital Reserve Fund”.

Resolution 2025-14 Property Tax Increase:

I move to approve Resolution 2025-14 “Resolution of Increase” for an increase of **\$46,084.00** between the 2025 and 2026 levy certifications.

Resolution Substantial Need:

Not needed this year. IDP over 1%.

All motions moved to 9d after public comment.

Reviewed by District Legal Counsel: Yes X No Date: 11/04/24

Three Touch Rule:

<u> N/A </u>	Committee Review
<u> 10/21/25 </u>	First Board Meeting (Informational)
<u> 11/11/25 (PH) </u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

Attachments:

- 2025-13 Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2026.
- Ordinance 2152 Levy Limit Worksheet (with Resolution 2025-13)
- 2025-14 Resolution of Increase

Other Attachments:

- ~~Resolution of Substantial: Not Needed~~
- Preliminary Levy Limit Worksheet – Tax Roll 2026 – Dated October 31, 2025

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

RESOLUTION NUMBER 2025-13

**CERTIFYING PROPERTY TAX LEVY AND
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2026**

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 2026 is \$6,868,510,884 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 2025, to be collected in 2026 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$2,457,669 which includes new construction, any increase in state-assessed property and refunds in the amount of \$9,454.
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 2026 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. \$ 1,415,037.27 to the Current Expense Fund of the District
 - B. \$ 993,463.73 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

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT,
King County, Washington at a Regular Meeting this 11th day of November 2025.

President Young

Clerk of the Board Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Thorell

District Clerk

By Ordinance 2152 of the Metropolitan King County Council, Taxing Districts are required annually to submit the following information regarding their tax levies for the ensuing year as part of a formal resolution of the District's governing body.

THE KING COUNTY ASSESSOR HAS NOTIFIED THE GOVERNING BODY OF
Des Moines Pool Metropolitan Park District THAT THE ASSESSED VALUATION OF PROPERTY
LYING WITHIN THE BOUNDARIES OF SAID DISTRICT FOR THE ASSESSMENT YEAR 2025 IS:

		\$	6,868,510,884
REGULAR (STATUTORY) LEVY (AS APPLICABLE):			
EXPENSE FUND		\$	2,448,215
- LID LIFT NAME		\$	
- LID LIFT NAME		\$	
- LID LIFT NAME			
- LID LIFT NAME			
- LTIF			
RESERVE FUND		\$	
NON-VOTED G.O. BOND (Limited)		\$	
REFUNDS (Noted on worksheet)		\$	9,454
TOTAL REGULAR LEVY		\$	2,457,669

EXCESS (VOTER APPROVED) LEVY:			
(Please list authorized bond levies separately.)			
G.O. BONDS FUND LEVY		\$	
G.O. BONDS FUND LEVY		\$	
G.O. BONDS FUND LEVY		\$	

SPECIAL LEVIES (INDICATE PURPOSE AND DATE OF ELECTION AT WHICH APPROVED, EXCEPT LID LIFTS):			
		\$	
		\$	
TOTAL TAXES REQUESTED:		\$	2,457,669

THE ABOVE IS A TRUE AND COMPLETE LISTING OF LEVIES FOR SAID DISTRICT FOR TAX YEAR 2026 AND THEY ARE WITHIN THE MAXIMUMS ESTABLISHED BY LAW.

(AUTHORIZED SIGNATURE) (DATE)

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

**RESOLUTION NUMBER 2025-14
PROPERTY TAX INCREASE RESOLUTION
RCW 84.55.120**

WHEREAS, the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT has properly given notice of the public hearing held on November 11, 2025 to consider the department's current expense budget for the 2026 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the District does not require an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the department and in its best interest; now therefore, be it

RESOLVED, that the regular property tax levy for the Des Moines Pool Metropolitan Park District for the 2026 calendar year is hereby authorized to be collected. The dollar amount of the increase over the prior year's levy shall be \$46,084, representing a 1.97% increase from the previous year. This increase is exclusive of any additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, increases in the value of state-assessed property, annexations, and refunds made.

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 11th day of November 2025.

President Young

Clerk of the Board Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Thorell

District Clerk

Preliminary Worksheet 10.30.2025

TAXING DISTRICT

Des Moines Pool Metropolitan Park

2025 Levy for 2026 Taxes

IPD: 1.02440

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).				
Year	2025	2,339,836	x	1.01000 = 2,363,234
		Highest Lawful Levy Since 1985		Limit Factor/Max Increase 101%
B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).				
	37,228,729	*	0.34415	÷ 1,000 = 12,812
	A.V.		Last Year's Levy Rate	
C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)€) (value included in B & D cannot be included in C)				
	0	*	0.34415	÷ 1,000 = 0
	A.V.		Last Year's Levy Rate	
D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).				
	48,130,934	-	48,130,934	= 0
	Current Year's A.V.		Previous Year's A.V.	
	0	*	0.34415	÷ 1,000 = 0
	Remainder from Line D		Last Year's Levy Rate	
E. 1 st Year Lid Lift & Limit Factor>1%				
F. Regular property tax limit:			A+B+C+D+E	= 2,376,047
Parts G through I are used in calculating the additional levy limit due to annexation.				
G. To find the rate to be used in H, take the levy limit as shown in Line F above and divide it by the current assessed value of the district, excluding the annexed area.				
	2,376,047	÷	6,868,510,884	* 1,000 = 0.34593
	Total in Line F		Assessed Value Less Annexed AV	
H. Annexed area's current assessed value including new construction and improvements, times the rate in Line G.				
	0	*	0.34593	÷ 1,000 = 0
	Annexed Area's A.V.		Annexation Rate	
I. Regular property tax limit including annexation			F+H	= 2,376,047
J. Statutory maximum calculation				
Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library or has a firefighter pension fund.				
	0.75000	-		+ 0.00000 = 0.75000
	District base levy rate		Fire Rate	Library Rate
	6,868,510,884	*	0.75000	÷ 1,000 = 5,151,383
	Regular Levy AV		Reg Statutory Rate Limit	Statutory Amount
K. Highest Lawful Levy For This Tax Year (Lesser of I and J)			=	2,376,047
L. New highest lawful levy since 1985 (Lesser of I minus C and J, unless A (before limit factor increase) is greater, then A)				2,376,047
M. Lesser of J and K				2,376,047
N. Refunds				9,454
O. Total: M+N (unless stat max)				2,385,501
P. Levy Corrections Year of Error: _____ Did the district cause the error?				
1. Minus amount over levied (if applicable)				0
2. Plus amount under levied (if applicable)				0
Q. Total Allowable Levy				2,385,501
R. Tax Base For Regular Levy				
1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy)				6,868,510,884
S. Tax Base for Excess, Voted Bond Levies and Sr Exempt Lid Lifts				
2. Excess AV				6,745,079,100
3. Plus Timber Assessed Value (TAV)				526
4. Tax base for excess and voted bond levies (2+3)				6,745,079,626
T. Increase Information				
1. Levy rate based on allowable levy				0.34730
2. Last year's ACTUAL regular levy				2,339,313
3. Dollar Increase over last year other than New Construction (-) Annexation				23,921
4. Percent Increase over last year other than New Construction (-) Annexation				1.02258%

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9c Assigned to: District G.M. Meeting Date: November 11, 2025

Under: Public Hearing Attachment: Yes X No

Subject: Public Comment (Budget and Levy Hearing)

Background/Summary:

Members of the public may comment on items relating to the Public Hearing. In-person comments are limited to three (3) minutes per person. If you cannot attend the meeting or attend remotely. You can send your comments by email to info@mtrainierpool.com. All emailed comments are due by noon on November 11. This allows staff to prepare the information to be read at the meeting. Exceptions may be made to the time restrictions of persons speaking at the discretion of the Chair, when warranted.

If you wish to make public comment in-person, you can visit the district offices at 22015 Marine View Dr. #2B. The office is on the Marine View Drive side of the office building.

Motions for the budget and levy will be made after public comment.

Fiscal Impact: N/A

Proposed Motion:

No motion.

Reviewed by District Legal Counsel: Yes X No Date: 11/??/25

Three Touch Rule:

	Committee Review
<u>10/21/25</u>	First Board Meeting (Informational)
<u>11/11/25 (PH)</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9d Assigned to: District G.M. Meeting Date: November 11, 2025

Under: Public Hearing Attachment: Yes X No

Subject: Budget and Levy Motions (Budget and Levy Hearing)

Background/Summary:

The District GM has moved all of the motions to their own AIS. The process was setup to better utilize the screens of remote users.

Below are the motions for first the budget and then the levy.

Paperwork is due to King County by November 30, 2025. These forms will need signatures from each board member. Please sign the forms as soon as you can.

Proposed Motion:

BUDGET MOTION

Motion: Certifying Budget

Option A: I move to approve the 2026 Budget of **\$2,074,037.27** in General Fund and **\$2,796,680.45** in the Capital Reserve Fund for the calendar year 2026.

LEVY MOTIONS

Motion 1: I move to approve **Resolution 2025-12** "Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2026, of **\$1,415,037.27** into the General Fund and **\$993,463.73** into the Capital Reserve Fund".

Motion 2: I move to approve **Resolution 2025-13** "Resolution of Increase" for an increase of **\$46,084.00** between the 2025 and 2026 levy certifications.

Motion 3: Substantial Need: **Motion not needed.** Implicit Price Deflator (IPD) exceeded 1%.

Reviewed by District Legal Counsel: Yes No Date:

Three Touch Rule:

<u>N/A</u>	<u>Committee Review</u>
<u>10/21/25</u>	<u>First Board Meeting (Informational)</u>
<u>11/11/25 (PH)</u>	<u>Second Board Meeting (Action)</u>

Action Taken: Adopted Rejected Postponed

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

Notes:

No attachments. Reference attachments from 9a and 9b for information on budget and levy data.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10 **Assigned to:** President Young **Meeting Date:** November 11, 2025

Under: Meeting End **Attachment:** None

Subject: Good of the Order

Background/Summary:

1. Good of the Order: Around the table for board and staff to share any updates outside of the regular business on the agenda.
2. Next board meeting (unless special meeting scheduled):
 - December 9, 2025, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
 - (If needed) Budget Special Meeting for Budget Issues: Determined by Board.
3. Important Future Dates:
 - November 25 Election Certified
 - November 27 & 28 Pool Closed for Thanksgiving
4. End of Meeting:

Fiscal Impact: _____

Proposed Motion: No motion necessary.

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- No attachment.