



## Des Moines Pool Metropolitan Park District

April 22, 2025

7:00 p.m.

Regular "Hybrid" Meeting

*Meetings are hybrid: being held remotely using Zoom and in-person at the Des Moines Pool MPD District Office (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468; Meeting ID: 860 3747 2766; Passcode: 785023. 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](mailto:scott.deschenes@desmoinespool.org). Public comment for those who cannot physically attend will be due by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.*

### AGENDA

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

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

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

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

4a. Proclamation: May is Water Safety Month

7:05 **5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)**

*Hybrid Meeting: If you are unable to physically attend and wish to make public comment, please submit in writing via email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by Noon on Tuesday, April 22, 2025. Please include your name, address, and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting*

7:08 **6. CONSENT AGENDA**

a. EXPENDITURE/REVENUE FOR MARCH

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

March 25, Regular Board Meeting

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$23,664.80 was processed in March 2025 for warrant requests.

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$77,426.21 was processed in March 2025 for payroll and payments.

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

**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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

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

## 7. OLD BUSINESS

- 7:10 a. Q1 Aquatics Manager Report
- 7:20 b. Insurance Changeover
- 7:25 c. Land Acquisition Process
- 7:30 d. Policy 535 Electronic Funds Transfer (second touch)
- 7:35 e. Employee Handbook (second touch)

## 8. NEW BUSINESS

- 7:48 a. 2025 Financial Report Letter (first touch)
- 7:51 b. Policy 353 Facility Access (first touch)
- 7:54 c. Format of Future Meetings/Consent Agenda
- 7:57 d. Retreat

## 8:02 9. EXECUTIVE SESSION #1

Highline School District Lease Update

*Under Washington State's Open Public Meetings Act (OPMA), RCW 42.30.110(1)(c) permits governing bodies to hold executive sessions to consider the minimum price at which real estate will be offered for sale or lease if public knowledge of such consideration would likely decrease the price. However, final actions, such as approving or ratifying a lease agreement, must occur in a meeting open to the public.*

## 8:32 10. EXECUTIVE SESSION #2

District GM Review

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

## 11. GOOD OF THE ORDER

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## 12. UPCOMING MEETINGS

- To Be Determined, SAO Exit Meeting, ???, Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- May 27, 2025 (Fourth Tuesday), Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

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

## ADJOURNMENT

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

**MAY IS WATER SAFETY MONTH  
PROCLAMATION 2025-02**

**WHEREAS**, the City of Des Moines and surrounding South King County communities are surrounded by aquatic environments, including Puget Sound, lakes, rivers, and pools that offer recreation, health benefits, and community connection; and

**WHEREAS**, swimming and water-related activities become increasingly popular during the summer months, especially among children and families seeking relief, fun, and fitness; and

**WHEREAS**, drowning remains a **leading cause of accidental death** among children and teens, both statewide and nationally, and youth who are **low-income, non-swimmers, or youth of color** are at significantly **higher risk** for drowning; and

**WHEREAS**, national statistics show that **Black youth are 5.5 times more likely to drown** than their white peers, and **79% of youth in families earning less than \$50,000 annually** have little to no swim ability, creating critical barriers to both safety and access to recreation; and

**WHEREAS**, the Des Moines Pool Metropolitan Park District is committed to reducing these risks by offering **free and low-cost swim instruction, free lifeguard training for teens, and inclusive water safety programs** that help bridge racial, economic, and generational gaps in aquatic access and education; and

**WHEREAS**, through partnerships with local schools, families, and King County Parks grant programs, the Mount Rainier Pool has become a trusted, inclusive, and life-saving community hub that prepares youth for safe summers and long-term wellness; and

**WHEREAS**, May is the ideal month to raise awareness about the importance of learning to swim, wearing life jackets in open water, and ensuring all members of our community—regardless of background—have access to water safety education;

**NOW, THEREFORE**, the **Des Moines Pool Metropolitan Park District** hereby proclaims **May 2025 as Water Safety Month** throughout the City of Des Moines and surrounding areas, and encourages all residents, families, and local organizations to join in promoting water safety, preventing drowning, and preparing every child and adult for a safer summer in and around the water.

**Adoption:** ADOPTED by the **Board of Commissioners** of the **Des Moines Pool Metropolitan Park District** at an open meeting of such Board on the **22<sup>nd</sup> of April 2025**, the following Commissioners being present and voting.

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President Young

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Commissioner Dusenbury

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Commissioner Campbell

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Commissioner Stender

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Commissioner Thorell

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District Clerk

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: District GM

Meeting Date: 04/22/2025

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

- March Expenses and Revenue

Item 6b: Staff/Committee Reports

- District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- March 25, 2025, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$23,664.80** were approved for payment.

- \$1,203.03 was processed on March 10, 2025
- \$14,676.79 was processed on March 10, 2025
- \$597.49 was processed on March 24, 2025
- \$5,291.05 was processed on March 24, 2025
- \$1,896.44 was processed on March 31, 2025

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$77,426.21** were processed for payment.

- \$31,669.56 was approved for payroll on March 15, 2025
- \$34,192.16 was approved for payroll on March 31, 2025
- \$11,564.49 was approved for PSE on March 24, 2025.

A total of **\$101,091.01** was processed in March 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 March 2025 totaling **\$101,091.01**.

**Reviewed by District Legal Counsel:** Yes  No  Date: \_\_\_\_\_

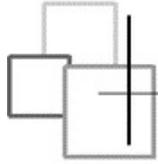
**Two Touch Rule:** N/A First Board Meeting (Informational)  
N/A Second Board Meeting (Action)

**Action Taken:** Adopted Rejected Postponed

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

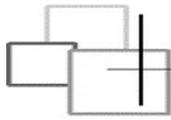
### Notes:

- Attachments: Various



## March 2025 REVENUES

Account Number	Reference	Mar 2025	YTD Balance	2025 Budget	Budget Balance
<b>General Fund Taxes</b>					
001-000-000-311-11-00-00	Property Taxes	\$82,800.43	\$109,693.03	\$2,339,312.76	\$2,229,619.73
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$514.09	\$3,143.26	\$0.00	(\$3,143.26)
	<b>Total General Fund</b>	<b>\$83,314.52</b>	<b>\$112,836.29</b>	<b>\$2,339,312.76</b>	<b>\$2,226,476.47</b>
<b>Charges for Goods and Services</b>					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
	<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
<b>Miscellaneous Revenues</b>					
001-000-000-361-11-00-00	Investment Interest	\$6,157.28	\$20,048.83	\$30,000.00	\$9,951.17
001-000-000-367-00-00-01	Contributions/Donations ( to Scholarships)	\$0.00	\$31,300.00	\$0.00	(\$31,300.00)
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$0.00	\$1,651,216.72	\$1,651,216.72
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,411.00	\$4,007.47	\$50,000.00	\$45,992.53
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$23,084.48	\$34,440.97	\$147,500.00	\$113,059.03
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$788.00	\$2,500.00	\$1,712.00
	<b>Total Revenue</b>	<b>\$30,652.76</b>	<b>\$90,585.27</b>	<b>\$1,881,216.72</b>	<b>\$1,790,631.45</b>
<b>Capital Projects/Reserve</b>					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$1,124,110.52	\$1,124,110.52
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$125,814.24</b>	<b>\$1,124,110.52</b>	<b>\$1,124,110.52</b>
	<b>Grand Total Revenue</b>	<b>\$113,967.28</b>	<b>\$329,235.80</b>	<b>\$4,245,529.48</b>	<b>\$3,916,293.68</b>



# March 2025 EXPENDITURES

Beginning Monthly Balance = \$1,704,981.88  
 Ending Monthly Balance = \$1,701,630.70

Category/ Acct #	Reference	Mar 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners Subsidies	\$2,627.70	\$4,365.06	\$20,000.00	\$15,634.94	21.83%
001-000-000-576-20-10-01	District Manager Salary	\$6,736.83	\$16,832.20	\$101,000.00	\$84,167.80	16.67%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$6,393.32	\$19,068.73	\$103,434.24	\$84,365.51	18.44%
001-000-000-576-21-25-01	Aquatic Coordinators	\$4,720.99	\$18,390.29	\$153,000.00	\$134,609.71	12.02%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$25,227.71	\$67,393.56	\$360,000.00	\$292,606.44	18.72%
001-000-000-576-21-30-05	Water Exercise Instructor	\$748.54	\$2,178.22	\$10,000.00	\$7,821.78	21.78%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,144.55	\$12,597.51	\$65,000.00	\$52,402.49	19.38%
001-000-000-576-21-32-02	Head Lifeguards	\$1,911.97	\$10,838.95	\$70,000.00	\$59,161.05	15.48%
	<b>Total Salaries &amp; Wages</b>	<b>\$52,511.61</b>	<b>\$151,664.52</b>	<b>\$882,434.24</b>	<b>\$730,769.72</b>	<b>17.19%</b>
<b>Taxes &amp; Misc</b>						
001-000-000-576-21-21-19	Payroll Taxes	\$15,757.99	\$49,653.87	\$235,000.00	\$185,346.13	21.13%
001-000-000-576-21-33-00	Sick Pay	\$779.18	\$2,316.09	\$3,500.00	\$1,183.91	66.17%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$147.24	\$2,500.00	\$2,352.76	5.89%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	<b>Total Taxes &amp; Misc</b>	<b>\$16,537.17</b>	<b>\$52,117.20</b>	<b>\$242,000.00</b>	<b>\$189,882.80</b>	<b>21.54%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	\$5,356.31	\$10,613.64	\$32,000.00	\$21,386.36	33.17%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$127.50	\$3,755.50	\$2,000.00	(\$1,755.50)	187.78%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)	\$2,795.52	\$9,727.55	\$55,000.00	\$45,272.45	17.69%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	<b>Total Personal Benefits</b>	<b>\$8,279.33</b>	<b>\$24,096.69</b>	<b>\$89,500.00</b>	<b>\$65,403.31</b>	<b>26.92%</b>
<b>Office Supplies</b>						
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$47.87	\$3,500.00	\$3,452.13	1.37%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-capitalized)	\$119.02	\$119.02	\$2,500.00	\$2,380.98	4.76%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$201.89	\$326.57	\$2,500.00	\$2,173.43	13.06%
	<b>Total Office Supplies</b>	<b>\$320.91</b>	<b>\$493.46</b>	<b>\$8,500.00</b>	<b>\$8,006.54</b>	<b>5.81%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$15.42	\$96.49	\$1,000.00	\$903.51	9.65%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$1,039.86	\$2,524.28	\$8,500.00	\$5,975.72	29.70%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$1,055.28</b>	<b>\$2,620.77</b>	<b>\$9,500.00</b>	<b>\$6,879.23</b>	<b>27.59%</b>
<b>Pool Supplies</b>						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$7.45	\$5,000.00	\$4,992.55	0.15%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$129.84	\$1,800.00	\$1,670.16	7.21%
001-000-000-576-21-40-00	Employee Recognition	\$63.95	\$138.95	\$2,500.00	\$2,361.05	5.56%
001-000-000-576-21-42-06	Uniforms & Clothing	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$143.18	\$2,000.00	\$1,856.82	7.16%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$124.86	\$1,651.25	\$5,000.00	\$3,348.75	33.03%
	<b>Total Pool Supplies</b>	<b>\$63.95</b>	<b>\$2,070.67</b>	<b>\$19,300.00</b>	<b>\$17,229.33</b>	<b>10.73%</b>
<b>Professional Svcs - Clerical</b>						
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$562.52	\$1,517.27	\$5,000.00	\$1,944.00	61.12%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$900.00	\$3,056.00	\$12,000.00	\$10,672.00	11.07%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$1,328.00	\$3,300.00	\$1,782.73	45.98%
001-000-000-576-20-41-14	IT Server Hosting (CMIT)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT)	\$1,826.00	\$3,652.00	\$28,000.00	\$24,348.00	13.04%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$253.39	\$363.91	\$2,500.00	\$2,136.09	14.56%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$0.00	\$5,300.00	\$5,300.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$137.60	\$279.60	\$1,000.00	\$720.40	27.96%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$3,470.42	\$8,151.58	\$9,000.00	\$848.42	90.57%
001-000-000-576-21-42-09	Scheduling Software	\$705.28	\$1,410.56	\$3,000.00	\$1,589.44	47.02%
	<b>Total Prof Services-Front Offc</b>	<b>\$7,292.69</b>	<b>\$19,758.92</b>	<b>\$71,600.00</b>	<b>\$51,841.08</b>	<b>27.60%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-21-31-01	Custodial Qlty Deep Clean (MRP)	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$400.37	\$1,014.36	\$2,750.00	\$1,735.64	36.89%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$0.00	\$0.00	\$6,750.00	\$6,750.00	0.00%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$0.00	\$1,243.06	\$6,250.00	\$5,006.94	19.89%

Category/ Acct #	Reference	Mar 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
001-000-000-576-21-42-04	Towing (Pete's Towing)	\$0.00	\$0.00	\$2,668.00	\$2,668.00	0.00%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$36.62	\$190.87	\$1,250.00	\$1,059.13	15.27%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$8,797.27	\$30,000.00	\$21,202.73	29.32%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$2,143.41	\$3,852.32	\$11,000.00	\$7,147.68	35.02%
	<b>Total Prof Services-Maintenance</b>	<b>\$2,580.40</b>	<b>\$15,097.88</b>	<b>\$68,668.00</b>	<b>\$53,570.12</b>	<b>16.21%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$8,623.32	\$12,701.20	\$88,500.00	\$75,798.80	14.35%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$8,623.32</b>	<b>\$12,701.20</b>	<b>\$88,500.00</b>	<b>\$75,798.80</b>	<b>14.35%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$169.84	\$169.84	\$3,000.00	\$2,830.16	5.66%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$1,127.63	\$2,068.76	\$5,200.00	\$3,131.24	39.78%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$138.00	\$276.00	\$750.00	\$474.00	36.80%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$641.36	\$1,295.93	\$3,200.00	\$1,904.07	40.50%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
001-000-000-576-21-42-07	Postage and Mailing	\$48.75	\$265.17	\$250.00	(\$15.17)	106.07%
001-000-000-576-21-42-14	Elevate Phone System	\$222.54	\$445.07	\$3,000.00	\$2,554.93	14.84%
001-000-000-576-21-42-03	Work Email Accounts (Google Suite)	\$113.81	\$240.75	\$600.00	\$359.25	40.13%
	<b>Total Communications</b>	<b>\$2,461.93</b>	<b>\$4,761.52</b>	<b>\$16,300.00</b>	<b>\$11,538.48</b>	<b>29.21%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-20-43-08	Community Advisory Committee	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$22.98	\$45.96	\$2,500.00	\$2,454.04	1.84%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$517.00	\$846.00	\$1,750.00	\$904.00	48.34%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.00%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
	<b>Total Training &amp; Travel</b>	<b>\$539.98</b>	<b>\$891.96</b>	<b>\$16,750.00</b>	<b>\$15,858.04</b>	<b>5.33%</b>
<b>Advertising</b>						
001-000-000-576-20-41-00	Public Outreach Events	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-07	District Advertising	\$1,858.00	\$3,780.50	\$8,000.00	\$4,219.50	47.26%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
001-000-000-576-20-41-20	Social Media Advertising	\$0.00	\$28.97	\$2,000.00	\$1,971.03	1.45%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$25.00	\$450.00	\$425.00	5.56%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	<b>Total Advertising</b>	<b>\$1,858.00</b>	<b>\$3,834.47</b>	<b>\$19,650.00</b>	<b>\$15,815.53</b>	<b>19.51%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$1,435.00	\$2,152.50	\$9,000.00	\$6,847.50	23.92%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$600.00	\$1,520.00	\$4,000.00	\$2,480.00	38.00%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	<b>Total Rentals &amp; Leases</b>	<b>\$2,035.00</b>	<b>\$3,672.50</b>	<b>\$16,000.00</b>	<b>\$12,327.50</b>	<b>22.95%</b>
<b>Utilities</b>						
001-000-000-576-21-47-00	Electricity (PSE)	\$12,766.31	\$37,866.75	\$170,000.00	\$132,133.25	22.27%
001-000-000-576-21-47-02	Water (Highline)	\$754.86	\$1,423.58	\$9,000.00	\$7,576.42	15.82%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$569.75	\$1,647.89	\$7,250.00	\$5,602.11	22.73%
001-000-000-576-21-47-04	Sewer (Midway)	1036.72	\$1,984.15	\$4,750.00	\$2,765.85	41.77%
	<b>Total Utilities</b>	<b>\$15,127.64</b>	<b>\$42,922.37</b>	<b>\$191,000.00</b>	<b>\$148,077.63</b>	<b>22.47%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$34,278.36	\$58,000.00	\$23,721.64	59.10%
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$34,278.36</b>	<b>\$58,000.00</b>	<b>\$23,721.64</b>	<b>59.10%</b>
<b>Miscellaneous</b>						
001-000-000-576-20-49-07	Misc. Services/Discrepancies	(\$8,217.15)	(\$2,169.96)	\$500.00	\$2,669.96	-433.99%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$73.83	\$218.47	\$1,250.00	\$1,031.53	17.48%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$1,224.00	\$1,595.03	\$5,000.00	\$3,404.97	31.90%
001-000-000-576-20-51-50	Background checks	\$0.00	\$116.00	\$1,250.00	\$1,134.00	9.28%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$357.00	\$357.00	\$3,500.00	\$3,143.00	10.20%
	<b>Total Miscellaneous</b>	<b>(\$6,562.32)</b>	<b>\$116.54</b>	<b>\$11,500.00</b>	<b>\$11,383.46</b>	<b>1.01%</b>
<b>Intergovernmental Services</b>						
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-20-51-03	B&O Taxi/Agency (DOR)	\$2,222.13	\$2,222.13	\$11,000.00	\$8,777.87	20.20%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$0.00	\$90.00	\$4,000.00	\$3,910.00	2.25%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
	<b>Total Intergov Services</b>	<b>\$2,222.13</b>	<b>\$2,312.13</b>	<b>\$22,500.00</b>	<b>\$20,187.87</b>	<b>10.28%</b>

Category/ Acct #	Reference	Mar 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
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**Capitals**

001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)	\$0.00	\$0.00	\$213,116.72	\$213,116.72	0.00%
001-000-000-594-76-41-05	BS4K (Air Handling Unit)	\$0.00	\$0.00	\$1,438,100.00	\$1,438,100.00	0.00%
001-000-000-594-76-41-07	Shower Piping Repairs	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$1,124,110.50	\$1,124,110.50	0.00%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,788,827.22</b>	<b>\$2,788,827.22</b>	<b>0.00%</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$19,781.91</b>	<b>\$93,318.00</b>	<b>\$353,600.00</b>	<b>\$260,282.00</b>	<b>26.39%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$95,852.49</b>	<b>\$280,093.16</b>	<b>\$1,478,102.24</b>	<b>\$1,198,009.08</b>	<b>18.95%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,788,827.22</b>	<b>\$2,788,827.22</b>	<b>0.00%</b>

**GRAND TOTALS**

		<b>\$115,634.40</b>	<b>\$373,411.16</b>	<b>\$4,620,529.46</b>	<b>\$4,247,118.30</b>	<b>12.37%</b>
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Target 25%

# DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, April 17, 2025

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Weekly Reports - Week ending March 28-April 18, 2025

## WEEK ENDING March 28:

### BOARD MEETING FOLLOW UP

- **F-1 Forms:** As Gene stated last night, all elected officials are required to submit their F-1 Forms through the PDC. Please use the link below for more information.  
<https://www.pdc.wa.gov/learn/forms/f-1-personal-financial-affairs-statement>
- **Filing Information:** Here is a link to MRSC's filing week information with links. I also have a section further down with a message from KC elections including filing workshops.
  - <https://mrsc.org/stay-informed/mrsc-insight/march-2025/running-for-office>
- **Minutes:** I will have the minutes out for edits early next week.
- **Signatures:** Angela sent the March 25 meeting for signatures. You will need to sign each of three board meetings and the proclamation. Let us know if you have any questions, or need the link resent.
- **Edits:** I sent the Employee Handbook and Electronic Funds Transfer Policy out for edits on Wednesday. Please have all edits back to me by Monday, April 14 at noon.
- **Question on Bitwarden:** "The Bitwarden cloud database stores your encrypted vault and is hosted within the secure Microsoft Azure cloud infrastructure. It is configured with an encryption-at-rest technology provided by Azure called Transparent Data Encryption (TDE). TDE performs real-time encryption and decryption of the entire Bitwarden cloud database, associated backup data, and transaction log files when they're not in-use. Azure handles the encryption keys for TDE, which only authorized Bitwarden server components are able to access. Read more about Azure's Transparent Data Encryption here."
  - Here is another link that goes over there process of 3<sup>rd</sup> party auditing of BitWarden: <https://bitwarden.com/blog/third-party-security-audit/>
- We are going to have orientation on the software next week, but haven't decided on a date yet.
- **King County Parks Levy:** At the City Council Meeting on Thursday, March 27, there were two discussions about the King County Parks Levy. King County Councilmember, De'Sean Quinn spoke at the beginning of the meeting with Q&A at 0:06 (6-minute) mark. Then there was a council discussion at around the 2:37 mark (after executive session). They are requesting a letter for more clarification after the meeting, and will discuss it at next week's council meeting.
  - **MRP Discussion in Public Comment:** There was also a discussion about ordinances for outdoor private pools in the community where our pool was mentioned a few times. This is right after Councilmember Quinn's presentation.
  - **Link to March 27 DM City Council Meeting:** <https://www.youtube.com/live/05bZvCLUpbE?feature=shared>

### MRSC FUNDING THREATENED

The Municipal Research and Services Center (MRSC) is threatened to get its funding. This service offers a multitude of services including the MRSC Rosters, free legal services and guides to all sorts of processes and procedures. Cutting funding to this agency would increase costs for public works projects and legal services.

<https://mrsc.org/stay-informed/mrsc-insight/march-2025/house-budget-threatens-mrsc-funding>

### SCHEDULE UPDATE

On Thursday, we sent out a schedule update to start Monday, March 31 that will include being open Tuesday and Thursday mornings at 6am. We may add other programming in the future to these days with the expanded schedule, but want to hold off until we have a strong program to fill the openings. We sent updated the website including translatable schedules, an email blast and will send out a social media post later today.

<https://createsend.com/t/d-9AB6EC321D0B31352540EF23F30FEDED>

I will also post the updated schedule with an extension of the Kids Swim Free program to local schools.

### **FIRST THURSDAY SENIOR DAY**

We historically had free senior first Thursdays, and stopped offering them during Covid-19. We are going to bring it back to offer \$1 to match the \$1 First Saturday Open Swims. We created a Facebook event, and hope this will help increase our senior usage.

**First  
Thursday  
\$1 Senior  
Day**

**April  
3RD**

- ✓ All-Day
- ✓ Includes Lap, Swim and Water Exercise
- ✓ \$1 is for first Thursday of each month

www.mtrainierpool.com  
22722 19 Ave S, Des Moines WA  
206.824.4722

### **APRIL POOL'S DAY**

Usually our events fill up pretty quickly, but we only have about 20% of the spots filled for the April Pool's Day with social media, PeachJar and our email blasts, so I added it to local children's and family calendars including Seattle Child's, ParentMap, City of Seattle and Visit Seattle Calendars.

### **SHOWER REPAIRS**

The showers are being repaired this morning. The women's showers should be repaired in time for water exercise, which is our largest group of users. Even with the repairs, we had a lot of people come in Friday morning. People reported that people were aware the showers were not available. I will report more next week, but the showers should be back up well before our evening hours.

### **STORM WEDNESDAY**

We had inclement weather Wednesday evening. We decided to keep the pool open and give the staff the ability to close if weather conditions worsened. We ended up being open the entire evening, but we did give the swim teams the opportunity to cancel without charging them.

In the Midwest, we had a lot of thunderstorms. We would shut down the outdoor pools, but rarely the indoor pools. Our director had extensive pool experience, so I trust her. See first link below.

- [https://www.aquaticsintl.com/facilities/5-reasons-lightning-shouldnt-close-your-indoor-pool\\_o](https://www.aquaticsintl.com/facilities/5-reasons-lightning-shouldnt-close-your-indoor-pool_o)

### **BUILDING TAGGED BY GANG**

Our building was tagged on Monday by a gang. We filed a police report with Valleycom and Des Moines. They followed up with an email. We also shared the information with HSD. HSD came out Wednesday and cleaned the building before we had a chance to clean it.

### **OTHER PREVENTITIVE MAINTENANCE THIS WEEK**

- **Pool Chemical Systems:** Aquatic Specialties was out Tuesday working on the system, and gave us some very interesting pointers.
- **Sunbelt Controls:** Sunbelt Controls came out Wednesday and did their preventative maintenance.
- **Gutters:** We normally only clean the gutters out in Fall, but due to storms and tree damage, we will do this again soon. The estimate is for around \$4k.

### **RECORDS BOARD DELIVERED**

The record board was delivered on Tuesday. We are working to get it installed and awaiting the school district on the donation ceremony. Once everything is finalized, we will work on the donation process.

### **WATER SAFETY INSTRUCTOR (WSI) COURSE**

The WSI course taught by Emmitt and Quentin was completed this week with six participants. This should help with our continual improvement of swim lessons.

### **LIFEGUARD COURSE**

We are a little slow on the lifeguard class registration, so we are going to put an update out early next week. The deadline is April 4<sup>th</sup> and the class is during Highline School District Spring Break, April 7-11.

### **ANNUAL FINANCIAL REPORTING WEBINAR**

I will be attending a webinar/training on the annual financial report next Tuesday and Wednesday from 9am-Noon.

### **BOISE IDAHO CENTRAL AQUATIC FACILITY**

Commissioner Stender mentioned at the board meeting recently that he visited a pool in Boise that he wanted to share.

I'm at this new facility in Boise.

Interesting structure. Great water space with 3 pools (low depth 6 lane pool and 2 8 lane pools or 50 meter pool and shallow pool). Bleachers that can also retract. Garage doors on 2 sides that open to the outside.

Some photos attached.



<https://www.sprung.com/>

More Pics of Idaho Central Aquatic Center

<https://www.sprung.com/projects/idaho-central-aquatic-center/>

## MESSAGE FROM KING COUNTY ELECTIONS ON FILING WORKSHOPS

Dear Jurisdiction Administrator,

With candidate filing week quickly approaching, we want to make sure that you have the information and tools you need.

Jurisdiction administrators are not active participants in the candidate filing process. All candidates are responsible for submitting their own declaration of candidacy. Jurisdiction resources should not be used to assist an elected official or candidate to file for office.

We will be hosting two virtual workshops via Zoom for prospective and potential candidates that will cover important dates and deadlines, how a candidate can submit their local voters' pamphlet statement, basic campaign finance information from the PDC, and more. The workshops will be:

- **Tuesday, April 1**, 6 p.m. - 8 p.m. [Registration link](#).
- **Monday, April 7**, 6 p.m. - 8 p.m. [Registration link](#). *This session will include topics specific to anyone interested in running for office in Seattle and include speakers from the City of Seattle and Seattle Ethics & Elections Commission.*

**Candidate filing week is from Monday, May 5 to Friday, May 9.** Candidates can find more resources, including our [Candidate Manual](#), on the [Running for Office](#) page of our website.

Additionally, they can call us at 206-296-1565 or email us at [election.services@kingcounty.gov](mailto:election.services@kingcounty.gov) with

any questions regarding filing for office. We will send questions about what duties an office has, qualifications beyond residency requirements, and similar questions to the jurisdiction.

Please let us know if you have any questions.

### **FEATURED RESEARCH – SPLASH FORWARD REGIONAL AQUATIC CENTER STUDY**

Below is a link to Splash Forward's Regional Aquatic Study for Bellevue, Redmond and Kirkland to replace their Forward Thrust Pools. There is some good information in the report.

[https://splashforward.org/wp-content/uploads/2020/07/King-County-Regional-Aquatic-Report-2-1-20.pdf?utm\\_source=chatgpt.com](https://splashforward.org/wp-content/uploads/2020/07/King-County-Regional-Aquatic-Report-2-1-20.pdf?utm_source=chatgpt.com)

### **RESEARCH**

- Highline School District fills seats 4 and 5 of board (Newsbreak) <https://www.newsbreak.com/b-town-burien-blog-560853/3864824423291-highline-school-board-appoints-dr-damarys-espinoza-and-blaine-holien-as-new-directors>
- Government websites are littered with accessibility issues, research finds (MRSC Insight Blog) <https://www.route-fifty.com/digital-government/2025/03/government-websites-are-littered-accessibility-issues-research-finds/404026/>
- Starting a Successful Adaptive Aquatics Program (NRPA Magazine) [https://read.nxtbook.com/nrpa/parksrec/march2025/page\\_38.html](https://read.nxtbook.com/nrpa/parksrec/march2025/page_38.html)
- Creating Space for Support (NRPA Magazine) [https://read.nxtbook.com/nrpa/parksrec/march2025/page\\_20.html](https://read.nxtbook.com/nrpa/parksrec/march2025/page_20.html)
- Social search is Gen Z's Google (NRPA Smartbrief) <https://searchengineland.com/social-search-gen-z-visibility-453502>
- Des Moines Legacy Foundation adds three new board members (Waterland Blog) <https://waterlandblog.com/des-moines-legacy-foundation-adds-three-new-board-members/>

### **WEEK ENDING April 4:**

#### **HSD MEETING**

Joe and I met with the Highline School District on Thursday. We have decided to discuss this at the next board meeting.

#### **GRANT APPLICATIONS**

We applied for two grants this week before the KC Parks Grant Deadline of April 3.

- Healthy Communities, Tier 1: We applied for \$14,999 to cover future lifeguarding (including recertifications).
- Aquatic Facilities: We applied for \$112, 569 to cover electrical upgrades at MRP. HSD wrote a letter of support for this grant.

I will share both applications in the next board meeting agenda packet.

#### **GET ACTIVE, STAY ACTIVE GRANT UPDATE**

As of 3/31/25, we have used about 26% of the granted money for free youth daily entry. We have the grant set to end on August 31, 2025. Usage is picking up, and we should be pretty close to the total by the deadline.

#### **MAINTENANCE UPDATES**

- Shower Repairs: The shower repairs were completed on Friday, but we had to have MacMiller come out the following week to repair the timing in some of the showers that would turn off in 15 seconds or less. The issue has been resolved.

- Gutter Cleaning: We are working to have gutter cleaning scheduled in the next two weeks due to storm damage.

## **PATRON MESSAGE ABOUT EXPANDED SCHEDULE**

Below is a message Quentin received from one of the patrons.

MRP Team - I cannot say how GRATEFUL I am that you have not only offered M/W/F 6am swim opportunities, but now offer it DAILY. WOW!!!

Please ensure your staff knows how much a difference it makes on those of us with 9-5p jobs to have the opportunity to lap swim in the mornings before work. The AM staff is awesome, so please thank them for getting up early for us. The Mt Rainier Pool is such an important resource and I am so grateful to have you all and the programs you offer as part of our community.

If I can ever offer any support or input to keep the 6ams on the schedule, I would be happy to do so.

Thank you again!!

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XXXXXXXXXXXXXXXX

## **NEW SCHEDULE PEACHJAR**

I expanded the reach of the schedule and free swim program to southern Burien, the Kent Valley and Northern Federal Way. I wanted to see if it had much of an impact. The information should be posted on Thursday to each of the 19 schools. We included the schedule, kids swim free information and upcoming events.

<https://share.peachjar.com/flyers/2847465/schools/32638>

## **STAFF CERTIFICATION TRAININGS**

- Water Safety Certifications: All six participants passed the class last week.
- Lifeguard Class: We are still 1 or 2 people short for the lifeguard class for Spring Break (April 7-11). Quentin will be leading this class. We sent out an update this week. <https://createsend.com/t/d-EE5F0A1881DD2C9B2540EF23F30FEDED>
- Lifeguard Recertification Class: Emmitt will be leading this class, which will include our staff and lifeguards from Olympic View. We will advertise any open spots that are not filled from the first two agencies.

## **CHURCH OUTREACH**

I will be mailing the church outreach packets next week, and hopefully scheduling some meetings with local churches. I was going to send them out today, but I wanted to go through the letters for the packets one more time. I am including some flyers with the letter.

## **WEBSITE UPDATES**

- March 25 Board Meeting Signatures: The signed docs from the March 25 board meeting have now been posted on the Governance Page, but Angela sent me an updated list with all signatures. This will be posted tomorrow morning. I also created a section for the proclamations.
- Main Page Picture: We are going to update the website with a picture that was taken at training a couple of months ago. I have already updated it to X and Facebook.



### EMPLOYEE HANDBOOK EDITS

Commissioner Campbell was the first to get edits for the employee handbook. Just a reminder the deadline is April 15 at noon.

### ANNUAL REPORT TRAINING

Angela and I attended this year's training for the annual report. I have started the letter and we will start filing the report online soon.

**Required Statements & Schedules**

Statements	Reporting Requirements			
	Cities/Towns & Counties > \$2 million	Cities/Towns & Counties < \$2 million	Special Purpose Districts > \$2 million	Special Purpose Districts > \$2 million
C-4 Financial Statement	X	see BARS Cash Manual	X	see BARS Cash Manual
C-5 Financial Statement	X	see BARS Cash Manual	X	see BARS Cash Manual
Notes to Financials	X	X	X	X
<b>Schedules</b>				
01 Revenues/Expenditures	X	X	X	X
06 Summary of Bank Recon	X	X		
09 Liabilities	X	X	X	X
15 Expenditures of State Financial Assistance	X	X	X	X
16 Expenditures of Federal Awards	X	X	X	X
17 Public Works	Counties & 1st Class Cities	Counties & 1st Class Cities		
20 Sales and Use Tax for Public Facilities	Rural Counties	Rural Counties		
21 Risk Management	X	X	X	X
22 Assessment Questionnaire		see BARS Cash Manual	see BARS Cash Manual	see BARS Cash Manual

## PHISHING SCHEMES

I get a lot of phishing emails, social media messages and other messages forwarded to me that are scams. I cannot tell you how many times I have been told our Facebook page or website would be disabled. But one of the scammers decided to directly message the board too.

A board member was nice enough to make me aware of the following message.

Hey,

I came across this review about Mount Rainier Pool mentioning "crowded, unhelpful, and disappointing"- I've attached the whole review below.

I know how frustrating this can be. Negative reviews hurt your online rep, and get noticed by potential customers.

At ReviewGate, we specialize in fixing online reputations - fast. In fact, if parts of this review are fake or untrue, we'll fix your review within 90 days guaranteed.

Would you be interested in taking this review down?

Thanks,

XXXXXXXXXX

XXXXXXXXXX

PS: Here's the full review by XXXXXX:

"We went to the pool on Saturday for the open swim session with our 1 year old. My husband took the orange flotation mat (in one of the photos) out and put our baby on it at the corner of the pool. This staff who saw it since the beginning (I sat close to him) waited until my husband put our baby on it and yelled across the pool saying we can't use it because the pool was too crowded (see the photo). My husband put it away and saw that the other end of the pool was not crowded so he went to ask that guy. Guess what? He still said no. This time he said because his supervisor said so. So we are not sure what is the real reason. We wanted to ask his supervisor but it was 8 minutes left in the session so we let it go. It was unfortunate because the mat was perfect for my baby to play in the water.

Overall - not baby/toddler friendly. We were considering buying the annual pass but this definitely makes me hesitant.

Small pool. No showers next to the pool like the one in Federal way.

You can't use everything they put out near the pool ( eg, flotation mat) so when you see pictures in the review of kids playing with them and thought that your kids might like it and decided to come, you might be disappointed."

Below is my original response to the review on Google, which was share with the board in a past report.

12 weeks ago

Thank you for taking the time to share your experience at the pool during the open swim session. I'm sorry to hear that you encountered issues with using the flotation mat for your baby.

It sounds like there was some miscommunication or inconsistency regarding our policies on using flotation devices, especially given the different reasons provided by the staff. It's understandable that you were disappointed, particularly as the mat seemed to be a great solution for your baby to enjoy the water.

We have followed up with staff to ensure there is better communication and more consistency in rules regarding flotation mats.

If you or anyone reading this review has an issue during your visit feel free to follow up with our onsite lead staff, as they are there to help you enjoy your visit and interpret any rules. The lifeguards are focused on monitoring the water for safety for you and your family members.

Feel free to reach out our aquatics management at [info@mtrainierpool.com](mailto:info@mtrainierpool.com) to directly to express your concerns. This feedback is valuable as it can help them improve communication between staff and visitors and ensure that guests have a more enjoyable experience.

Thank you again for your feedback, and I hope your next visit to the pool is a more positive one.

Below is the message that I shared with the board member. As each of you were probably sent this message.

I think this is a scam, but I appreciate you sharing this with me.

First, I did respond to this review a month or so ago. This is the industry practice for Google Reviews. Below is a link to the review and my response.

[https://www.google.com/maps/contrib/109508705911347124086/reviews/@47.5040995,-122.2564994,38632m/data=!3m2!1e3!4b1!4m3!8m2!3m1!1e1?hl=en&entry=ttu&g\\_ep=EgoyMDI1MDMzM C4wIKXMDSoASAFQAw%3D%3D](https://www.google.com/maps/contrib/109508705911347124086/reviews/@47.5040995,-122.2564994,38632m/data=!3m2!1e3!4b1!4m3!8m2!3m1!1e1?hl=en&entry=ttu&g_ep=EgoyMDI1MDMzM C4wIKXMDSoASAFQAw%3D%3D)

Second, I put this email through ChatGPT and asked it for its feedback. Below is the response.

Thanks for sharing that—yes, the email is concerning. Here's the deal:

**No one can “guarantee” the removal of a Google review** unless it clearly violates Google's policies (e.g., spam, hate speech, fake content). Google does **not** allow third parties to take down reviews just because they're negative, and **any service that promises guaranteed removals is often shady or misleading.**

This email raises a few red flags:

- **“We'll fix your review within 90 days guaranteed”** – implies manipulation, which violates Google's Terms of Service.

- **“If parts of this review are fake or untrue”** – that’s a very gray area, and determining that is up to Google, not a third party.

- **Unsolicited email** – reaching out like this based on a single review suggests they’re mass-scraping review data to pitch services.

### **What You Can Do:**

- **Don’t engage** with the sender.

- If you believe a review is truly fake or inappropriate, **flag it through your Google Business profile.**

- Focus on encouraging satisfied customers to leave **authentic positive reviews**, which naturally push down the impact of any negative ones.

Third, we are one of the highest rated pools in King County on Google in starts out of 5.

- Auburn Pool – 4.2
- Evergreen Pool – 4.3
- Federal Way CC – 4.1
- Kent Y – 3.4
- King County Aquatic Center – 4.6
- Matt Griffin Y – 4.1
- Mount Rainier Pool – 4.6
- Tukwila Pool – 4.2

Finally, the reviewer was right about the employees behavior, and was coached by Quentin on how to better handle the situation in the future. We believe safety is the foundation of everything we do, but we also need to make it a fun and inviting environment. This has been coached by managers to staff before and since this situation.

Let me know if you have any questions, or wish to discuss this further.

Thank you,

### **RESEARCH**

- NYC Mayor Eric Adams \$5.5M Expansion of Free Swim Lessons (Swim Swam) <https://swimswam.com/nyc-mayor-eric-adams-announces-5-5-million-expansion-of-free-swim-lessons-program/>
- Seattle’s record minimum wage has and hasn’t paid off (PBS Cascades) <https://www.cascadepbs.org/politics/2025/03/how-seattles-record-high-minimum-wage-has-and-hasnt-paid>
- Election season tips and reminders (MRSC Insight Blog) <https://mrsc.org/stay-informed/mrsc-insight/march-2025/election-season-tips>
- Advancing aquatics recreation play in and on the water in Minneapolis (NRPA Magazine) <https://ezine.nrpa.org/nrpa/ParksRecreationMagazine/april-2025/index.php#/p/16>
- Balen Jesuit student-athlete dies during water polo match (Athletic Business) [https://www.athleticbusiness.com/home/article/15741627/belen-jesuit-studentathlete-dies-at-water-polo-invitational?utm\\_source=Newsletter&utm\\_medium=email&utm\\_campaign=ATHLCD250328004&utm\\_term=&oly\\_enc\\_id=6799J8374967F8A](https://www.athleticbusiness.com/home/article/15741627/belen-jesuit-studentathlete-dies-at-water-polo-invitational?utm_source=Newsletter&utm_medium=email&utm_campaign=ATHLCD250328004&utm_term=&oly_enc_id=6799J8374967F8A)

## **WEEK ENDING April 11:**

### **LOCKED OUT OF COMPUTER**

I got locked out of my computer last Tuesday and finally got full access back this morning. I had to send the report from last week today. I will update items that happened over the weekend in this week's report that will come out Friday.

### **APRIL POOL'S DAY**

The April Pool's Day event is this Saturday from 1-3pm. We are about half full with preregistrations. We are hoping to get some day of participants to attend. I will update the attendance on this event in Friday's report.

### **HSD MEETING**

On Monday, April 7, I sent out a summary email of the meeting with our original outline and Joe and my notes. If you need me to resend this email, please let me know.

### **POLICY AND PROCEDURES COMMITTEE**

We met on Thursday and went over the insurance even though I did not have computer access. President Young also asked to add my evaluation to the April 22 agenda.

### **SENIOR FIRST THURSDAY SWIM**

We had one person that used the \$1 fee for bringing back our First Thursday Senior Swims. We will continue to find ways to get people to try the pool.

### **SWIM TEAM BILLING**

Quentin is working up swim team billing for the swim teams. This should show up in our second quarter revenues.

### **BITWARDEN SETUP MEETING**

On Wednesday, April 9, we had our Bitwarden password setup for all FT employees. It not only included storage of software, but other important information. This should also help with transitioning of staff in the future.

### **FEATURED RESEARCH #1**

Jefferson County is proposing the start of a Public Facilities District to support building a new aquatic center. The new facility would replace the Port Townsend swimming pool and provide regional services for the county. Below is a summary of a survey they sent out earlier this year.

<https://www.ptleader.com/stories/county-survey-sees-support-for-new-aquatic-facility,204247>

### **FEATURED RESEARCH #2**

From the FCS Group Survey last year, it was shown that our district's levy capacity was degrading and would be under by 2030. Hopefully the legislation below will help buy us some time.

[https://www.axios.com/local/seattle/2025/04/07/washington-property-tax-cap?utm\\_source=flipboard&utm\\_content=user/AxiosNews](https://www.axios.com/local/seattle/2025/04/07/washington-property-tax-cap?utm_source=flipboard&utm_content=user/AxiosNews)

### **RESEARCH**

- Kent city leaders want larger portion of King County Parks Levy (Kent Reporter) <https://www.kentreporter.com/news/kent-city-leaders-want-bigger-piece-of-county-parks-levy/>
- The lifeguarding shortage: myth vs reality (Aquatics International) [https://www.aquaticsintl.com/lifeguards/the-lifeguard-crisis-myth-vs-reality\\_o](https://www.aquaticsintl.com/lifeguards/the-lifeguard-crisis-myth-vs-reality_o)

## **WEEK ENDING April 18:**

## BOARD MEETING

Just a reminder that our board meeting is Tuesday, April 22. I sent the agenda packet and Zoom login information on Thursday.

- Engineer of Record- I am still awaiting a response from HSD. Their Director of Capital Planning and Construction is on vacation.

## APRIL POOL'S DAY

We had 58 pre-registered with 72 total registrations. Since the event was free, we only had about 52 people attend, which is about 60% capacity. Emmitt reported that the class went great, and everyone reported having a good time.

## LIFEGUARD CLASSES

The week of April 7<sup>th</sup>, we hosted a lifeguard certification, and lifeguard recertification.

- Lifeguard Certification: Quentin led this class, which had five pre-registered with one person cancelling out the night before the training. All four participants passed the class.
- Lifeguard Recertification: Emmitt led this class, which was a mix of Mt Rainier Pool employees and staff of outdoor pools. Four out of five participants passed this class.
- Next Set of Classes: Our next set of classes will be in June. If you know of anyone interested, have them sign up for one of our interest lists. <https://mtrainierpool.com/employment/>

## PARKING

Each Spring and Summer is the worst time for parking around weekday evenings and Saturdays. Below are times that we do not have adequate parking.

- Monday, Wednesday and Friday mornings, 8:45am-10:15am: Our aquatic exercise program averages over 30 people, plus lap swimmers. This takes up most to all of our parking.
- Monday and Wednesday evenings, 4:30-7:15pm: Swim lessons with swim team usage takes up all of our parking.
- Saturdays, 8:30-11:30am, first Saturday 1-2pm open swims and special events 1-3pm: This again takes up most of our parking.

Past Issues: Although we have not had any issues in the last nine years, the pool did have a period where neighbors were upset with parking.

Baseball Games: We do have issues with people parking and watching the games. We have worked with the school district to make sure they notify their parents, but we still have occasional issues with parents of visiting teams.

Messaging: We put the following message out on Facebook for overflow parking.

<https://www.facebook.com/photo/?fbid=1242943897834331&set=a.518226516972743>



## **ROOF AND GUTTER CLEANING**

Sound Cleaning came out and cleaned the gutters on April 15. The cost was around \$4.1k.

We are still awaiting Tremco to come out and repair the damage to the

## **SHOWER REPAIRS**

The final shower repair to fix one of the buttons on a shower stall in the men's room is delayed until the parts can arrive. We estimate on having the repair completed in the next two weeks.

## **FEATURED RESEARCH**

Many pool projects in area are due to citizens' groups or coalitions. Below are information/sites on different groups.

- JEFFCO AQUATIC COALITION (<https://www.jeffcoaquaticcoalition.org/>) Pushing for regional pool in Port Townsend area.
- SNOQUALMIE VALLEY AQUATIC COALITION (<https://www.valleypooltogether.org/>) Community led organization in North Bend area.
- SOUTH WHIDBEY PARKS AND AQUATICS FOUNDATION (<https://www.swpaf.org/about/who-we-are>) Helped support movement for a new swimming pool in the South Whidbey Parks and Recreation District.

I am putting these together for future discussions. If you know of any other citizen groups, please let me know.

## **RESEARCH**

- King County Parks Levy goes on August ballot (Everett Post) <https://www.everettpost.com/state-news/king-county-parks-levy-renewal-heads-to-august-ballot-after-council-approval>
- Facilities district for pool paused (PT Leader) <https://www.peninsuladailynews.com/news/facilities-district-for-pool-paused/>



# Des Moines Pool Metropolitan Park District

March 25, 2025

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

Commissioner Dusenbury called the meeting to order at 7:00 p.m. Also, present were Commissioners Campbell, Dusenbury, Thorell and Young; District General Manager Deschenes, District Clerk Melum and Resident Gene Achziger. Commissioner Stender logged in at 7:19 p.m.

**PLEDGE OF ALLEGIANCE** – Commissioner Dusenbury led the flag salute.

**ADOPTION/MODIFICATIONS OF AGENDA** –There were no changes to the presented agenda. Commissioner Campbell moved to approve the agenda. Commissioner Thorell 2<sup>nd</sup>. Motion passed 4-0.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – The District General Manager notified the board of a proclamation for April is Adult Learn-to-Swim Month, and an announcement, May 5-9 is filing for office week.

#### 4a. Proclamation, “April is Adult Learn-to-Swim Month”

The District GM presented a proclamation for April is Adult Learn-to-Swim Month. Commissioner Campbell moved that the Board of Commissioners of the Des Moines Pool Metropolitan Park District proclaim the month of April 2025 as “Adult Learn to Swim Month” to raise awareness about the importance of water safety, encourage adult swim education, and support efforts to reduce drowning risks among adults in our community. Commissioner Thorell 2<sup>nd</sup>. Motion passed 4-0.

Commissioner Dusenbury directed the District General Manager to post the proclamation publicly to help better inform the Mount Rainier Pool users and community.

#### 4b. Announcement, “May 5-9 Running for Local Office, Filing Week”

The District General Manager informed the board that board seats 3, 4 and 5 will be up for election in 2025. The announcement is to inform the public that there are elections this year, and that filing week will be May 5-9. An article from Municipal Research and Services Corporation (MRSC) is included in the agenda packet.

**PUBLIC COMMENT** – Resident, Gene Achziger reminded the board that the Public Disclosure F-1 forms are due on April 15, 2025.

### 6a. CONSENT AGENDA

Commissioner Thorell moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in March 2025 totaling \$96,208.06. Commissioner Campbell 2<sup>nd</sup>. The motion passed 4-0.

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

**22722 19<sup>th</sup> 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 –03/25/2025**

**OLD BUSINESS**

**7a. Insurance Changeover**

The District General Manager notified the board that they had received the third of three estimates for insurance, and gave a presentation on the insurance changeover. The goal is to switch insurance companies by August 1, 2025. Tentatively the idea is to work with the Policy and Procedure Committee (Commissioners Campbell and Young) and develop a breakdown for the April 22 meeting for commissioners to review. A discussion will take place at the May 27 meeting, before a final decision will be made at the June 24 meeting. The goal is to have the selection made and allow a month for the transition to a new insurance provider.

**7b. Land Acquisition Process**

The District General Manager met with representatives with Washington State Department of Transportation (WSDOT) on March 12<sup>th</sup>. The meeting discussion was on land acquisition process and potential future sites in the area. WSDOT is preparing materials to share with the pool district that were not completed by the time of this meeting. The information will be shared at a future board meeting.

**7c. Highline School District Meeting Update**

The District General Manager met with the Capital and Contracts Committee to discuss the current grants and securing an engineer of record. The recommendation from that meeting was to not move forward on the grants or engineer of record until the school district signs the lease. It was suggested to move forward with scheduling a meeting with Highline's Superintendent. The meeting is scheduled for April 3<sup>rd</sup> at 2:15 p.m. President Young was unavailable to attend the meeting, so after discussion, Commissioner Dusenbury was selected to attend the meeting in President Young's place..

**7d. 575 Current Grants Update**

The District General Manager requested to move this to the March 25 agenda. They notified the board that Enduris came and toured the pool, and called to state they would have a quote in before the March 25 meeting. The District General Manager stated they were not sure when they would have information to review before the March 25 meeting. The Best Starts Grant is on hold due to engineer of record and Highline School District meeting. The goal is to have both projects overseen by the engineer of records and combined into one closure.

For the Get Active, Stay Active Grant, the District General Manager announced since the grant began, youth daily usage is up 229% and adult daily usage is up 164%. They mentioned that it might be good to explore affordable pricing after the grant is completed for parents and children to swim together.

**7e. 2025 Grant Applications**

The District General Manager notified the board that grant monies for pools would potentially be less for the 2026-2031 King County Parks Levy Grant Cycle, and that a resident shared the City of Des Moines agenda item on the Sound Cities Association (SCA) letter to King County requesting more funding from the Park Levy go directly to cities. This will limit the special district's future grant funding for capital projects.

District staff is working with MacDonald Miller, the City of Des Moines Project Manager to get a quote for electrical work. They will also work with the Highline School District for approval on the grant. This was the third of three critical

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## **Des Moines Pool Metropolitan Park District Meeting Minutes –03/25/2025**

areas for the Mount Rainier Pool that were listed in the Conditions Assessment Report in 2023. The grant application is due on Friday, April 3.

The District General Manager also mentioned they are applying for a grant to cover lifeguard training and certifications through King County Parks that is due in May. He mentioned that the pool district obtained some great staff members that helped the pool expand its capacity the last time he applied for a grant for these trainings and certifications.

There was discussion about the upcoming 2026-2031 King County Park Levy and SCA's position. The District General Manager discussed potentially working with legal and other special purpose districts on a letter to support more equitable distribution to the King County Council.

### **7f. Engineer of Record Update**

The District General Manager notified the board that the Capital and Contracts Committee recommends pursuing Highline School District provide an engineer of record. The engineer of record is needed to develop a bid packet for the two grants projects, and those project are on hold until this position can be secured. If the school district declines, the District General Manage has an RFQ process through MRSC Rosters ready to move forward. The goal is to have both grant projects completed before Mount Rainier High School has its swim team practices start in late August.

Commissioner Dusenbury stated that we don't have a lease with Highline School District, and we are pursuing millions of dollars in grant monies. After discussion the board directed the District General Manager and Commissioner Dusenbury to focus on getting a lease before moving forward with the engineer of record or any grants.

### **7g. Employee Handbook Edits (first touch)**

The District General Manager presented an updated employee handbook, and was not able to make changes before the agenda packet was sent out on Thursday, March 20. He included attachments of the recommended PFMLA and Labor and Industries, Minor Work Regulations. The District General Manager stated that an updated version has been completed since the agenda packet was sent out, and that document would be sent out for edits on Wednesday, March 26 morning. All edits are due back to the District General Manager, no later than noon on Monday, April 14. The Policy and Procedures Committee will review all edits for a draft to be presented at the April 22 Regular Board Meeting.

## **NEW BUSINESS**

### **8a. Policy 531 Electronic Funds Transfer (first touch)**

The District General Manager notified the board that during the State Auditor's Office audit, it was recommended that the pool district have a policy for electronic funds transfers. The pool district since its last audit uses electronic transfers for payroll, some payments, and deposits from service providers. The document will be sent out for edits on Wednesday, March 26 morning. All edits are due back to the District General Manager, no later than noon on Monday, April 14. The Policy and Procedures Committee will review all edits for a draft to be presented at the April 22 Regular Board Meeting.

### **8b. Bitwarden Password Software**

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**Des Moines Pool Metropolitan Park District  
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The District General Manager presented a new password software for full-time users at the pool for better software password security and better continuity of access for staff changeover.

There was no motion, as the addition of the password software was within budget forecasting.

Commissioner Stender requested the District General Manager look into insurance in case the system is hacked, and the pool district experiences any financial losses.

**8c. 50<sup>th</sup> Anniversary Event**

The District General Manager notified the board that the Mount Rainier Pool's 50<sup>th</sup> Anniversary would be on September 15, 2025. The purpose of this agenda item is to notify the board that the Public Outreach Committee will start working on this event, and promotion of a future replacement facility.

**GOOD OF THE ORDER**

Commissioner Stender mentioned he was in Boise Idaho at a swim the Cental Idaho Aquatics Center. He thought the pool is a great alternative for the pool district to explore, especially for cost saving. He mentioned that Ken Spencer, President of Seattle Metropolitan Aquatic Club, knew the person that helped establish it. He mentioned that he would send the contact information to the District General Manager.

Resident Gene Achziger notified the board that the Highline School District had two new board members. He recommended reaching out to both about the importance of aquatics in the community.

Commissioner Thorell asked the District General Manager for an update on the church outreach listing he was working on. He mentioned that he was getting ready to send it out.

**ADJOURNMENT**

With no further business the meeting was adjourned at 7:57 p.m.

**UPCOMING MEETINGS**

- To Be Determined, SAO Exit Interview, N/A, Location: Hybrid (DMPMPD Offices and Online)
- April 22, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes –03/25/2025**

Des Moines Pool Metropolitan Park District Board of Commissioners

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Commissioner Young

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Commissioner Dusenbury

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Commissioner Campbell

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Commissioner Stender

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Commissioner Thorell

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District Clerk Melum

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# Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250305115135.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			25395	01/09/2025	\$1,126.32	REASSIGNING RELAYS & CNRL CHEM-FEED OPT
AQUATIC SPECIALTY SERVICES			25334	12/17/2024	\$5,490.73	HEATER FLANGE REPAIR LEAK REPAIR
AQUATIC SPECIALTY SERVICES			25597	02/25/2025	\$159.86	TRBSHT & RPR WAVE 100
AQUATIC SPECIALTY SERVICES			25607	02/25/2025	\$2,143.41	FEB 2025 MONTHLY SERVICE
CENTRAL WELDING SUPPLY			0002317844	02/28/2025	\$105.27	CYLINDER RENTAL BILLED IN FEB 2025
COPIERS NORTHWEST			INV2969336	02/28/2025	\$69.73	FEB 2025 COPIER USAGE
CRYSTAL SPRINGS			24714034 022625	02/26/2025	\$36.62	MAR 2025 WATER DELIVERY & COOLER RENTAL
DEPARTMENT OF RETIREMENT SYSTEMS			DRS202502V2	02/01/2025	\$1,753.51	FEB 2025 DCP PAYMENT VOL 2
LINDA RAY			LR20250303-01	03/03/2025	\$562.52	FEB 2025 CONSULTING FEES
MACDONALD-MILLER FACILITY SOLUTIONS			SVC332326	02/24/2025	\$1,292.10	WMNS SHWR NOT WORKING SC 250213-0168
MIDWAY SEWER DISTRICT			02252025MSD	02/25/2025	\$1,036.72	JAN & FEB 2025 SEWER UTILITY
SNURE LAW OFFICE			03012025SLO	03/01/2025	\$900.00	FEB 2025 ATTORNEY FEES



# Special District Voucher Approval Document

**Scheduled Payment Date:** 03/10/2025

**Total Amount:** \$1,203.03

**Control Total:** 7

**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20250305105113.csv

**Fund #:** 170950010

### CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<small>DocuSigned by:</small> <u>Scott Deschenev</u> <small>2E03815D71304B0...</small>	<u>3/5/2025</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

<small>Signed by:</small> <u>[Signature]</u> <small>0D00E227C8C1457...</small>	<u>3/6/2025</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: \_\_\_\_\_



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**File Name:** AP\_DMPOLPRK\_APSUPINV\_20250305105113.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JACK P COCHRAN			20250228JC164	02/28/2025	\$82.80	PAYROLL PE 2.28.2025 C. COCHRAN
JOE DUSENBURY			20250228JD8	02/28/2025	\$439.80	COMM. SUB FOR JAN. MEETINGS
NADIA CORTES			20250228NC143	02/28/2025	\$33.12	PAYROLL PE 2.28.2025 N. CORTES
PATRICE THORELL			20250228PT167	02/28/2025	\$287.67	COMM. SUB FOR JAN. MEETINGS
SHANE STENDER			20250228SS77	02/28/2025	\$293.20	COMM. SUB FOR JAN. MEETINGS
SHOU BLANK			20250228SB162	02/28/2025	\$49.68	PAYROLL PE 2.28.2025 S. BLANK
XIAO-MING DENG			20250228XMD171	02/28/2025	\$16.76	PAYROLL PE 2.28.2025 X.M. DENG

Initial





## Special District Voucher Approval Document

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20250319143229.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			0002321238	03/05/2025	\$295.10	MAR 2025 CARBON DIOXIDE BILLING
COPIERS NORTHWEST			INV2943449	12/31/2024	\$102.61	LATE PMT FOR DEC 2024 COPIER USAGE
DEPARTMENT OF RETIREMENT SYSTEMS			DRS202503V1	03/01/2025	\$1,728.27	MAR 2025 DCP PMT VOL 1
GRAINGER			9430617846	03/06/2025	\$122.42	PAPER TOWELS & GLOVES
GRAINGER			9442990488	03/18/2025	\$356.69	TRASH BAGS
MACDONALD-MILLER FACILITY SOLUTIONS			SVC333912	03/07/2025	\$554.31	BOILER ALARM NOISE
PRINT PLACE			35441	03/19/2025	\$73.83	WTR SFTY INSTUCTOR TRAINER GUIDE/ BINDER
US BANK			03102025USB	03/10/2025	\$1,340.32	MAR 2025 CC STATEMENT
ZEN 22015, LLC			20250401ZEN	04/01/2025	\$717.50	APRIL RENT FOR DISTRICT OFFICE

Initial  






# Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250319135742.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JACK P COCHRAN			20250315JC164	03/15/2025	\$256.74	PAYROLL PE 3.15.2025 J. COCHRAN
NADIA CORTES			20250315NC143	03/15/2025	\$140.79	PAYROLL PE 3.15.2025 N. CORTES
SHOU BLANK			20250315SB162	03/15/2025	\$99.38	PAYROLL PE 3.15.2025 S. BLANK
XIAO-MING DENG			20250315XMD171	03/15/2025	\$100.58	PAYROLL PE 3.15.2025 XM. DENG

<sup>Initial</sup>  
*MD*





# Special District Voucher Approval Document

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20250325143601.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JACK P COCHRAN			20250331JC164	03/31/2025	\$272.79	PAYROLL PE 3.31.2025 J. COCHRAN
JOE DUSENBURY			20250331JD8	03/31/2025	\$439.79	COMM SUB 3.31.2025 J. DUSENBURY FEB
NADIA CORTES			20250331NC143	03/31/2025	\$219.46	PAYROLL PE 3.31.2025 N. CORTES
PATRICE THORELL			20250331PT167	03/31/2025	\$287.66	COMM SUB 3.31.2025 P. THORELL FEB
SHANE STENDER			20250331SS77	03/31/2025	\$439.79	COMM SUB 3.31.2025 S. STENDER FEB
SHOU BLANK			20250331SB162	03/31/2025	\$161.50	PAYROLL PE 3.31.2025 S. BLANK
XIAO-MING DENG			20250331XMD171	03/31/2025	\$75.45	PAYROLL PE 3.31.2025 X.M. DENG

Initial

# ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 03/14/2025

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 03/14/2025	170950010			24219			31,669.56
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 31,669.56

<b>PAYEE INFORMATION</b>				
Company _____	Address _____	City _____	State _____	Zip _____

<b>BANK INFORMATION FOR WIRE PAYMENTS</b>				
Bank Name _____	Name on Bank Account _____			
Bank Routing # _____	Bank Account # _____	City _____	State _____	Zip _____
Reference _____				

<b>CONTACT INFORMATION</b> Typed or Printed				
Contact Name	<u>Scott Deschenes, District Manager</u>	Organization	<u>Des Moines Pool Metropolitan Park District</u>	
Email	<u>scitt.deschenes@desmoinespool.org</u>	Phone #	<u>(206) 429-3852</u>	Ext _____ Fax # _____

<b>AUTHORIZATION</b> Certification for Payment (By Authorized Signer) RCW 42.24.080					
I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable, and that the payment is just, due, and unpaid obligation, and that I am authorized to authenticate and certify to said payment.					
Signature		Title	<u>Board President</u>	Date	<u>3/11/2025</u>
Print Name	<u>Shane Young</u>	Phone #	<u>(206) 429-3852</u>	Email	<u>shaneyoung44@yahoo.com</u>

# ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 03/31/2025

**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 03-31-2025	170950010			24219			34,192.16
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 34,192.16

**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 # \_\_\_\_\_

**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 3/25/2025  
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

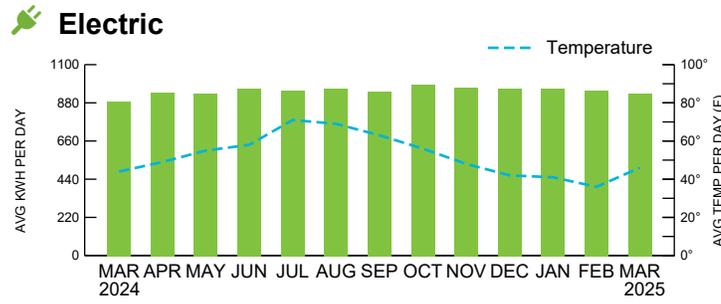


Important Information | pse.com |

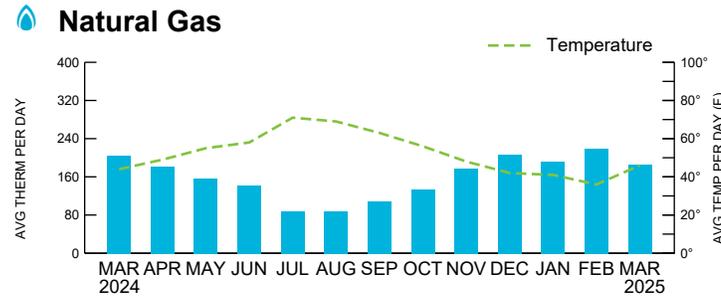
Issued: March 24, 2025  
**Account Number:**  
**DUE DATE** April 11, 2025  
**TOTAL DUE** \$11,564.49

**DES MOINES POOL METRO PARK DISTRICT**  
 Serving: 22722 19TH AVE S, Des Moines

**Your Usage Information**



	Last Year	This Year
Average daily kilowatt hours	885.00	<b>926.90</b>
Average daily cost	\$119.78	<b>\$134.09</b>
Days in billing cycle	32	<b>29</b>
Average temperature	44°F	<b>46°F</b>



	Last Year	This Year
Average daily therms	202.77	<b>183.55</b>
Average daily cost	\$275.48	<b>\$264.69</b>
Days in billing cycle	32	<b>29</b>
Average temperature	44°F	<b>46°F</b>

**Your Account Summary**

**Previous Charges:**  
 Amount of Your Last Bill (dated 2/21/2025) \$ 12,766.31  
 Payment received 3/10/2025 – Thank you! -12,766.31  
**Total Previous Charges \$ 0.00**

**Current Charges:**  
 Electric Charges \$ 3,888.49  
 Natural Gas Charges 7,676.00  
**Total Current Charges \$ 11,564.49**

*Total includes current and past due charges* **Total \$ 11,564.49**

Late Payments | A late payment fee of 1% per month will apply to past due charges, if any, and amounts unpaid more than 10 business days after the statement due date. Amounts will be considered delinquent if payment is not received on or before the due date.

**Get help with your energy bill**  
 Depending on income and household size, you may be eligible for free weatherization assistance as well as payment assistance.  
[pse.com/assistance](https://pse.com/assistance)

**How to reach us**

- For self-service options visit our website at **pse.com**.
- Email: [customer@pse.com](mailto:customer@pse.com)
- Customer Service: 1-888-225-5773 | TTY: 1-800-962-9498  
 Hours: 7:30 a.m. – 6:30 p.m. M – F | TRS: 1-866-831-5161  
 Puget Sound Energy: P.O. Box 91269, Bellevue, WA 98009  
**24 Hour Emergency and Outage line: 1-888-225-5773**



- I want to donate \$ \_\_\_\_\_ to the Warm Home Fund
- To pay or find pay station locations go to **pse.com** or call **1-888-225-5773**
- Mail this coupon and make check payable to Puget Sound Energy

**Account Number:**  
**DUE DATE** April 11, 2025  
**TOTAL DUE** \$11,564.49

**Serving:**  
 22722 19TH AVE S, Des Moines

**Puget Sound Energy**  
 P.O. BOX 91269  
 Bellevue, WA 98009-9269

020947



DES MOINES POOL METRO PARK DISTRICT  
 22722 19TH AVE S  
 DES MOINES WA 98198



Your bill includes charges for electricity and/or natural gas, delivery services, general administration and overhead, metering, taxes, conservation expenses and other items.

**Electric Detail Information: 22722 19TH AVE S, Des Moines**

Rate Schedule	Meter #	Start Date	End Date	Multiplier	Kilowatt Hours (kWh)	Electric Demand (kW)	Reactive Power (kVAR)	Meter Read Type
		Read	Read					
Commercial 25	XXXXXXXX	2/19	3/20	80	26,880	—	—	Actual Read
		21613	21949					
Commercial 25	XXXXXXXX	—	3/20	80	—	50.88	—	Actual Read
		—	—					

Your Electric Charge Details (29 days)	Rate x Unit	=	Charge
26,880 kWh used for service 2/20/2025 - 3/20/2025			
Basic Charge	\$70.14 per month	\$	70.14
Electricity			
Tier 1 (First 20000 kWh Used)	0.129000 20,000 kWh		2,580.00
Tier 2 (Above 20000 kWh Used)	0.102983 6,880 kWh		708.52
Electric Cons. Program Charge	0.005365 26,880 kWh		144.21
Power Cost Adjustment	0.002965 26,880 kWh		79.70
Electric Demand Charge (First 50 KW Used)	1.250000 50 kW		62.50
Electric Demand Charge (Above 50 KW Used)	15.040000 0.88 kW		13.24
Other Electric Charges & Credits			
Merger Credit	0.000000 26,880 kWh		0.00
Federal Wind Power Credit	0.000000 26,880 kWh		0.00
Renewable Energy Credit	0.000000 26,880 kWh		0.00
Subtotal of Electric Charges			3,658.31
Taxes			
State Utility Tax (\$150.60 included in above charges)	3.873%		
Effect of Des Moines City Tax	6.292% \$3,658.31		230.18
<b>Current Electric Charges</b>		<b>\$</b>	<b>3,888.49</b>

**Definitions**

**Basic Charge** — Covers the costs for meters, meter reading, billing and other costs that do not vary with energy use or the number of days covered by the bill.  
**Multiplier** — Converts the amount of electricity used as measured by your meter into kWh.  
**kWh** — Your use of electricity is billed in units called kilowatt hours. It is a unit of energy that equals 1,000 watts of electricity consumed in one hour.  
**Energy Exchange Credit** — Federal Columbia River Benefits supplied by Bonneville Power Administration from low-cost power generated by federal hydroelectric dams.  
**Other Electric Charges and Credits** — Includes the Merger, Federal Wind Power, and Renewable Energy Credits.

**Natural Gas Detail Information: 22722 19TH AVE S, Des Moines**

Rate Schedule	Meter #	Start Date	End Date	Turnup	Pressure	FPV	CCF	Meter Read Type
		Read	Read		Temp	BTU Factor	Therms	
Commercial 31	XXXX	2/19	3/20	4266	2	1	4,800.805	Actual Read
		23639	27905		60	1.108759	5,322.936	

**Emergency or Power Outage  
Dial 1-888-225-5773**

To report a natural gas or electric emergency or a power outage, 24 hours a day, call **1-888-225-5773**

Para informar sobre emergencias eléctricas, de gas o apagones 24 horas al día, llame al **1-888-225-5773**

若欲報告天然氣或電氣突發事件，或停電事故，每天 24 小時均可致電 **1-888-225-5773**

Чтобы сообщить об аварии, связанной с природным газом или электроэнергией, или о перерыве в подаче электроэнергии, звоните в любое время суток по номеру **1-888-225-5773**

We can translate for other languages. Call **1-888-225-5773**.

**Keeping our word.**

You will receive a \$50 credit on your PSE bill if we do not keep a set appointment to install new or reconnect existing service or inspect natural gas equipment. Exceptions apply during major storms or significant events beyond our control.

**You deserve excellent service.**

Every day we aim to give you clear, understandable answers to your questions about bills, credits, deposits, tariffs and your energy service. If you have a complaint or dispute with your bill or service, please call us at **1-888-225-5773**. If you are not satisfied with the response, ask to speak with a supervisor. If you are still not satisfied, you may contact the Consumer Affairs section of the Utilities and Transportation Commission at **1-888-333-WUTC (9882)** or complete an online complaint form at **www.utc.wa.gov**.



Your Natural Gas Charge Details (29 days)	Rate x Unit	=	Charge
5,322.936 therms used for service 2/20/2025 - 3/20/2025			
Basic Charge	\$50.56 per month	\$	50.56
Natural Gas Delivery Charges			
Delivery Charge	0.835650 5,322.936 Therms		4,448.11
Gas Cost	0.488080 5,322.936 Therms		2,598.02
Gas Cons. Program Charge	0.036560 5,322.936 Therms		194.61
Other Natural Gas Charges & Credits			
Merger Credit	0.000000 5,322.936 Therms		0.00
State Carbon Reduction Credit (2/20/2025 - 2/28/2025)	-75.120000 1		-23.31
State Carbon Reduction Credit (3/1/2025 - 3/20/2025)	-67.050000 1		-46.24
Subtotal of Natural Gas Charges			7,221.75
Taxes			
Effect of Des Moines City Tax	6.290% \$7,221.75		454.25
State Utility Tax (\$295.68 included in above charges)	3.852%		
<b>Current Natural Gas Charges</b>		<b>\$</b>	<b>7,676.00</b>

**Definitions**

**Basic Charge** — Covers the costs for meters, meter reading, billing and other costs that do not vary with energy use or the number of days covered by the bill.

**CCF** — Your meter measures the volume of natural gas used in hundreds of cubic feet.

**Btu Factor** — Converts your CCF energy usage into therms by adjusting it for actual heat content. Btu stands for British Thermal Unit.

**Therm** — Your use of natural gas is billed in units called therms. It is a unit of heat that equals 100,000 Btu.

**Other Natural Gas Charges and Credits** — Includes the State Carbon Reduction charge and the Merger credit.

**State Carbon Reduction Credit** — Available proceeds from the state greenhouse gas emission allowances sold at auction through the Washington's Climate Commitment Act Cap-and-Invest Program.

A rate change became effective during this billing period. The listed rate item(s) that changed shows the dates, prices and charges for each portion of the bill period when they were in effect. Copies of the rate schedules are available upon request.



## Payment Receipt

1 of 1 payment(s) have been scheduled.

---

<b>Payment 1 of 1</b>	
<b>Confirmation #</b>	4192372382
<b>Payment Type</b>	Utility
<b>Account #</b>	XXXXXXXXXX
<b>Status</b>	Scheduled
<b>Payment Date</b>	Apr 7, 2025
<b>Payment Method</b>	Checking Account
<b>Payment Amount</b>	*****XXXX\$11,564.49
<b>Warm Home Fund (optional)</b>	\$0.00
<hr/>	
<b>Combined Payment Amount Charged</b>	\$11,564.49
<hr/>	

# Des Moines Pool Métropolitain Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: Aquatics Manager Meeting Date: 04/22/2025

Under: Old Business Attachment: Yes

Subject: Q1 Aquatics Manager Report

### Background/Summary:

The Aquatics Manager will present the Quarter 1 (January 1 – March 31).

He will then discuss upcoming programs and services.

The report will include a customer service survey that was completed online, and a summary of the last swim lesson evaluations. There was one more response that was received after tabulating the results, which is included. We also broke down the comments into subject areas in a separate section.

Finally, the Aquatics Manager will be present to answer any questions about current and future programming.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

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

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

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

### Notes:

- Aquatics Manager Sample\* for Feedback – Q1 Report (attached)

*\*Now includes safety data.*

- Swim Lesson Evaluation Results

# Quarter 1 Aquatics Manager Report

## January 1 to March 31, 2025

Section				Comments
A. TOTAL USAGE				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	
January	N/A	4284	4735	
February	N/A	2682	3548	
March	N/A	2715	4548	
<b>Q1 TOTALS</b>	<b>N/A</b>	<b>9,681</b>	<b>12,831</b>	
Summary:				
B. USAGE BY MONTH PER PROGRAM (NAMING?)				
<b>January</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	
	<b>3</b>	<b>4</b>	<b>5</b>	
Deck	N/A	696	881	
Spectators	N/A	815	640	
WX	N/A	571	544	
SMAC	N/A	948	894	
HS Swim Team	N/A	237	321	
Meet	N/A	6	117	
Water Walking	N/A	199	197	
Family Swim	N/A	111	376	
Lap Swim	N/A	445	490	
Open Swim	N/A	13	89	
Lessons	N/A	216	263	
<b>February</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	
	<b>3</b>	<b>4</b>	<b>5</b>	
Deck	N/A	283	513	
Spectators	N/A	405	534	
WX	N/A	525	292	
SMAC	N/A	400	679	
HS Swim Team	N/A	151	91	
Meet	N/A	0	0	
Water Walking	N/A	99	175	
Family Swim	N/A	168	369	
Lap Swim	N/A	347	391	
Open Swim	N/A	44	132	
Lessons	N/A	260	372	
*Admissions (POS + Members):				

<b>March</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Deck	N/A	243	541
Spectators	N/A	296	679
WX	N/A	718	751
SMAC	N/A	400	772
HS Swim Team	N/A	0	0
Meet	N/A	0	0
Water Walking	N/A	165	236
Family Swim	N/A	150	710
Lap Swim	N/A	484	536
Open Swim	N/A	27	126
Lessons	N/A	232	197

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. Lessons are attendance counts, not registered participants.

**TOTAL SWIM LESSON USAGE (FOR QUARTER 4)**

**Saturday AM, January 11<sup>th</sup> – March 8<sup>th</sup>, 2025**

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Capacity (No Privates)*
Parent/Child	3	3	30/30	2	100%
Adult	2	1	10/10	5	100%
8:00am	1	1	4/5	0	80%
8:30am	5	5	23/25	8	92%
9:00am	4	4	19/20	1	95%
9:30am	5	5	25/25	8	100%
10:00am	4	3	14/15	1	93.3%

10:30am	5	5	23/25	6	92%
11:00am	4	4	19/20	1	95%
<b>Totals</b>	<b>5 (avg)</b>	<b>31</b>	<b>167/175</b>	<b>32</b>	<b>95.4%</b>

**Mon/Wed PM, February 5<sup>th</sup> – March 5<sup>th</sup>, 2025**

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Capacity (No Privates)*
Parent/Child	1	1	10/10	3	100%
Adult	2	1	9/10	0	90%
4:00pm	4	4	21/20	5	105%
4:30pm	3	3	16/15	3	106.7%
5:00pm	4	4	20/20	9	100%
5:30pm	4	4	20/20	4	100%
<b>Totals</b>	<b>4 (avg)</b>	<b>17</b>	<b>96/95</b>	<b>24</b>	<b>101%</b>

Winter 2025:  
 SAT AM 1/11-3/8/25  
 M/W PM 2/5-3/6

Jan-Mar	2022	2023	2024	2025
REGISTERED	139	184	216	263
OFFERED	160	185	230	270
SPOTS OPEN	21	2	19	10
WAITLIST	14	53	44	56
PERCENTAGE CAPACITY	86.8%	99.4%	93.9%	97.4%

**SATURDAY AM: 1/11/2025-3/8/2025**

**7:45am**

*Adult –*

- Out of 80 possible attendance data points: (10 students, 8 classes)
  - 60 presents
  - 3 excused absences
  - 17 unexcused absences

**8:00am**

*Learn-to-Swim 6–*

- 0/4 students passed.
- Out of 32 possible attendance data points: (4 students, 8 classes)
  - 27 presents
  - 3 excused absences
  - 2 unexcused absences

**8:30am**

*Preschool Aquatics 1 –*

- 1/5 students passed.

- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 32 presents
  - 8 unexcused absences

*Preschool Aquatics 2 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 38 presents
  - 2 unexcused absences

*Learn-to-Swim 1 –*

- 2/3 students passed.
- Out of 24 possible attendance data points: (3 students, 8 classes)
  - 18 presents
  - 6 unexcused absences

*Learn-to-Swim 2 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 31 presents
  - 5 excused absences
  - 4 unexcused absences

*Learn-to-Swim 3 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 36 presents
  - 4 unexcused absences

**9:00am**

*Parent & Child 1 –*

- 0/10 students passed.
- Out of 80 possible attendance data points: (10 students, 8 classes)
  - 60 presents
  - 7 excused absences
  - 13 unexcused absences

*Preschool Aquatics 2 –*

- 0/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 32 presents

- 8 excused absences

*Preschool Aquatics 3 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 34 presents
  - 5 excused absences
  - 1 unexcused absence

*Learn-to-Swim 1 –*

- 3/4 students passed.
- Out of 32 possible attendance data points: (4 students, 8 classes)
  - 24 presents
  - 1 excused absence
  - 7 unexcused absences

*Learn-to-Swim 5 –*

- 5/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 34 presents
  - 2 excused absences
  - 4 unexcused absences

**9:30am**

*Preschool Aquatics 1 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 36 presents
  - 4 unexcused absences

*Learn-to-Swim 1 –*

- 4/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 37 presents
  - 3 unexcused absences

*Learn-to-Swim 2 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 38 presents
  - 2 excused absences

*Learn-to-Swim 3 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 31 presents
  - 4 excused absences
  - 5 unexcused absences

*Learn-to-Swim 4 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 38 presents
  - 1 excused absence
  - 1 unexcused absence

**10:00am**

*Parent & Child 1/2 –*

- 2/10 students passed.
- Out of 80 possible attendance data points: (10 students, 8 classes)
  - 61 presents
  - 7 excused absences
  - 12 unexcused absences

*Preschool Aquatics 1 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 26 presents
  - 1 excused absence
  - 13 unexcused absences

*Learn-to-Swim 1/2 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 36 presents
  - 4 unexcused absences

*Learn-to-Swim 6 –*

- 0/4 students passed.
- Out of 32 possible attendance data points: (4 students, 8 classes)
  - 29 presents
  - 1 excused absence
  - 2 unexcused absences

**10:30am**

*Preschool Aquatics 2 –*

- 0/6 students passed.
- Out of 48 possible attendance data points: (6 students, 8 classes)
  - 44 presents
  - 4 unexcused absences

*Preschool Aquatics 3 –*

- 2/4 students passed.
- Out of 32 possible attendance data points: (4 students, 8 classes)
  - 28 presents
  - 6 unexcused absences

*Learn-to-Swim 2 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 34 presents
  - 2 excused absences
  - 4 unexcused absences

*Learn-to-Swim 3 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 35 presents
  - 3 excused absences
  - 2 unexcused absences

*Learn-to-Swim 4 –*

- 1/3 students passed.
- Out of 24 possible attendance data points: (3 students, 8 classes)
  - 22 presents
  - 2 unexcused absences

**11:00am**

*Parent & Child 1 –*

2/10 students passed.

- Out of 80 possible attendance data points: (10 students, 8 classes)
  - 63 presents
  - 1 excused absence
  - 16 unexcused absences

*Preschool Aquatics 1 –*

- 0/4 students passed.
- Out of 32 possible attendance data points: (4 students, 8 classes)
  - 24 presents
  - 8 unexcused absences

*Learn-to-Swim 1 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 36 presents
  - 4 unexcused absences

*Learn-to-Swim 2 –*

2/5 students passed.

- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 38 presents
  - 1 excused absence
  - 1 unexcused absence

*Learn-to-Swim 4/5 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 30 presents
  - 4 excused absences
  - 6 unexcused absences

**MON/WED PM: 2/5/2025-3/5/2025**

**4:00pm**

*Preschool Aquatics 1 –*

- 4/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 31 presents
  - 5 excused absences
  - 4 unexcused absences

*Preschool Aquatics 3/Learn-to-Swim 1 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 30 presents
  - 5 excused absences
  - 5 unexcused absences

*Learn-to-Swim 2 –*

- 4/6 students passed.
- Out of 48 possible attendance data points: (6 students, 8 classes)
  - 33 presents
  - 6 excused absences
  - 9 unexcused absences

*Learn-to-Swim 3 –*

- 0/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 33 presents
  - 5 excused absences
  - 2 unexcused absences

**4:30pm**

*Parent & Child 1/2 –*

- 2/10 students passed.
- Out of 80 possible attendance data points: (10 students, 8 classes)
  - 48 presents
  - 19 excused absences
  - 13 unexcused absences

*Preschool Aquatics 2 –*

- 4/6 students passed.

- Out of 48 possible attendance data points: (6 students, 8 classes)
  - 36 presents
  - 7 excused absences
  - 5 unexcused absences

*Learn-to-Swim 1 –*

- 5/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 32 presents
  - 5 excused absences
  - 3 unexcused absences

*Learn-to-Swim 4 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 27 presents
  - 6 excused absences
  - 7 unexcused absences

**5:00pm**

*Preschool Aquatics 1 –*

- 4/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 33 presents
  - 5 excused absences
  - 2 unexcused absences

*Preschool Aquatics 3 –*

- 5/6 students passed.
- Out of 48 possible attendance data points: (6 students, 8 classes)
  - 31 presents
  - 7 excused absences
  - 10 unexcused absences

*Learn-to-Swim 2 –*

- 3/4 students passed.
- Out of 32 possible attendance data points: (6 students, 8 classes)
  - 25 presents
  - 5 excused absences
  - 2 unexcused absences

*Learn-to-Swim 5 –*

- 1/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 32 presents
  - 5 excused absences
  - 3 unexcused absences

**5:30pm**

*Preschool Aquatics 2 –*

- 3/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 31 presents
  - 5 excused absences
  - 4 unexcused absences

*Learn-to-Swim 1 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 30 presents
  - 5 excused absences
  - 5 unexcused absences

*Learn-to-Swim 2 –*

- 2/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 34 presents
  - 5 excused absences
  - 1 unexcused absence

*Learn-to-Swim 3 –*

- 0/5 students passed.
- Out of 40 possible attendance data points: (5 students, 8 classes)
  - 33 presents
  - 5 excused absences
  - 2 unexcused absences

**6:00pm**

*Adult –*

- Out of 72 possible attendance data points: (9 students, 8 classes)

- 49 presents
- 10 excused absences
- 13 unexcused absences

**Swim Lesson Evaluation**

	Excellent (4)	Good (3)	Fair (2)	Poor (1)
1. My child's progress was.....				
2. The class organization and use of time was.....				
3. Class started and ended on time.....				
4. The instructor kept the class under control.....				
5. The instructor showed enthusiasm.....				
6. The instructor motivated the students.....				
7. The instructor made positive corrections.....				
8. The instructor gave clear, concise instructions.....				
9. The instructor demonstrated all new skills.....				
10. Students were given appropriate practice time.....				
11. Would you recommend our swim lesson program to others?				

<b>M/W EVENINGS 2/5 - 3/5</b>	<b>Excellent (4)</b>	<b>Good (3)</b>	<b>Fair (2)</b>	<b>Poor (1)</b>	<b>Total</b>
Parent and Child 1					
Parent and Child 2					
Parent and Child 1/2	41	26	2	1	
Pre-School Aquatics Level 1					
Pre-School Aquatics Level 2	46	40	4	0	
Pre-School Aquatics Level 3	34	26	10	0	
Pre-School Aquatics Level 3/Learn to Swim Level 1	77	10	3	0	
Learn to Swim Level 1					
Learn to Swim Level 2	98	30	2	0	
Learn to Swim Level 3	47	3	0	0	
Learn to Swim Level 4	48	2	0	0	
Learn to Swim Level 5	39	1	0	0	
Learn to Swim Level 6					
Adult	63	6	1	0	
<b>Total Overall</b>	<b>493</b>	<b>144</b>	<b>22</b>	<b>1</b>	<b>660</b>
<b>Total Overall %</b>	<b>74.70%</b>	<b>21.82%</b>	<b>3.33%</b>	<b>0.15%</b>	

11. Would you recommend our swim lesson program to others?	Yes	No	Left Blank	Total
<b>Total Overall</b>	<b>64</b>	<b>1</b>	<b>1</b>	<b>66</b>
<b>Total Overall %</b>	<b>96.97%</b>	<b>1.52%</b>	<b>1.52%</b>	

<b>SAT MORNINGS 1/11 - 3/8</b>	<b>Excellent (4)</b>	<b>Good (3)</b>	<b>Fair (2)</b>	<b>Poor (1)</b>	<b>Total</b>
Parent and Child 1	22	7	1	0	
Parent and Child 2					
Parent and Child 1/2	10	0	0	0	
Pre-School Aquatics Level 1	74	26	0	0	
Pre-School Aquatics Level 2	57	11	2	0	
Pre-School Aquatics Level 3	52	8	0	0	
Learn to Swim Level Level 1	78	1	1	0	
Learn to Swim Level 1/2	10	0	0	0	
Learn to Swim Level 2	112	7	1	0	
Learn to Swim Level 3	54	26	0	0	
Learn to Swim Level 4	33	7	0	0	
Learn to Swim Level 4/5	17	13	0	0	
Learn to Swim Level 5	42	17	0	0	
Learn to Swim Level 6	36	14	0	0	
Adult	39	0	0	0	
<b>Total Overall</b>	<b>636</b>	<b>137</b>	<b>5</b>	<b>0</b>	<b>778</b>
<b>Total Overall %</b>	<b>81.75%</b>	<b>17.61%</b>	<b>0.64%</b>	<b>0.00%</b>	

11. Would you recommend our swim lesson program to others?	Yes	No	Left Blank	Total
<b>Total Overall</b>	<b>73</b>	<b>0</b>	<b>7</b>	<b>80</b>
<b>Total Overall %</b>	<b>91.25%</b>	<b>0.00%</b>	<b>8.75%</b>	

**Lesson Residency*****M/W Lessons***

Lesson Dates:	Lesson:	Resident		
		Des Moines	Normandy Park	Kent
February 5th - March 5th, 2025	Parent & Child 1/2	8	0	0
February 5th - March 5th, 2025	Preschool Aquatics 1	2	1	1
February 5th - March 5th, 2025	Preschool Aquatics 1	3	0	0
February 5th - March 5th, 2025	Preschool Aquatics 2	4	1	1
February 5th - March 5th, 2025	Preschool Aquatics 2	2	0	1
February 5th - March 5th, 2025	Preschool Aquatics 3	3	0	2
February 5th - March 5th, 2025	Learn to Swim 1	4	0	0
February 5th - March 5th, 2025	Learn to Swim 1	3	1	0
February 5th - March 5th, 2025	Learn to Swim 1	3	0	0
February 5th - March 5th, 2025	Learn to Swim 2	6	0	0
February 5th - March 5th, 2025	Learn to Swim 2	3	0	1
February 5th - March 5th, 2025	Learn to Swim 2	1	0	3
February 5th - March 5th, 2025	Learn to Swim 3	2	0	0
February 5th - March 5th, 2025	Learn to Swim 3	4	0	1
February 5th - March 5th, 2025	Learn to Swim 4	4	1	0
February 5th - March 5th, 2025	Learn to Swim 5	5	0	0
February 5th - March 5th, 2025	Adult	5	0	0
<b>Total Number of Lessons: 17</b>		<b>62</b>	<b>4</b>	<b>10</b>

***Saturday Lessons***

Lesson Dates:	Lesson:	Resident		
		Des Moines	Normandy Park	Kent
January 11th - March 8th, 2025	Parent & Child 1	7	3	0
January 11th - March 8th, 2025	Parent & Child 1	9	0	0
January 11th - March 8th, 2025	Parent & Child 1/2	7	1	0
January 11th - March 8th, 2025	Preschool Aquatics 1	3	1	1
January 11th - March 8th, 2025	Preschool Aquatics 1	3	1	0
January 11th - March 8th, 2025	Preschool Aquatics 1	4	1	0

January 11th - March 8th, 2025	Preschool Aquatics 1	2	0	1	0
January 11th - March 8th, 2025	Preschool Aquatics 2	2	3	0	0
January 11th - March 8th, 2025	Preschool Aquatics 2	3	1	1	0
January 11th - March 8th, 2025	Preschool Aquatics 2	5	1	0	0
January 11th - March 8th, 2025	Preschool Aquatics 3	4	0	1	0
January 11th - March 8th, 2025	Preschool Aquatics 3	2	0	2	0
January 11th - March 8th, 2025	Learn to Swim 1	3	0	0	0
January 11th - March 8th, 2025	Learn to Swim 1	0	1	1	0
January 11th - March 8th, 2025	Learn to Swim 1	1	0	1	0
January 11th - March 8th, 2025	Learn to Swim 1	5	0	0	0
January 11th - March 8th, 2025	Learn to Swim 2	4	0	1	0
January 11th - March 8th, 2025	Learn to Swim 2	2	2	1	0
January 11th - March 8th, 2025	Learn to Swim 1/2	1	0	2	1
January 11th - March 8th, 2025	Learn to Swim 2	3	1	1	0
January 11th - March 8th, 2025	Learn to Swim 2	4	0	1	0
January 11th - March 8th, 2025	Learn to Swim 3	5	0	0	0
January 11th - March 8th, 2025	Learn to Swim 3	2	0	2	1
January 11th - March 8th, 2025	Learn to Swim 3	2	0	3	0
January 11th - March 8th, 2025	Learn to Swim 4	2	0	2	1
January 11th - March 8th, 2025	Learn to Swim 4	2	0	1	0
January 11th - March 8th, 2025	Learn to Swim 5	4	1	0	0
January 11th - March 8th, 2025	Learn to Swim 4/5	1	0	3	0
January 11th - March 8th, 2025	Learn to Swim 6	3	1	0	0
January 11th - March 8th, 2025	Learn to Swim 6	3	0	1	0
January 11th - March 8th, 2025	Adult	6	2	1	0
<b>Total Number of Lessons: 31</b>		<b>104</b>	<b>20</b>	<b>27</b>	<b>3</b>

**SUMMARY:**

74% Des Moines & Normandy Park (Residents) for both Saturday and weekday lessons.

**Events/ Outreach**

- PTSA Swim
- SMAC Mini Meets
- Rentals
- Wibit (1 every quarter)

**Youth Swim Free Grant Number**

Between Feb 1 and March 31.

- Non-Resident: 180
- Resident: 360
- Total: 540
  
- Pool district will be reimbursed \$4.75/visit or \$2,565 this Fall

**Safety Data**

Below is the safety data.

- Number of rescues: 0 (preventive guarding)
- Number of injuries/care:
  - o Water-based: 0
  - o Non-water: 1 (During a swim meet a swimmer had a medical emergency.)

**SALES REVENUE**

See Attached Form from Q1 2025 Financial Report

Over-the-Counter Revenue Breakdown Q1 FINANCIAL REPORT January 1 to March 31, 2025

January 1 – March 31

GL/CODE	2023	2024	2025
Product Sales	\$1,390.74	\$1,034.52	\$766.71
Passes	\$8,745.59	\$7,372.04	\$11,585.61
General Admission	\$3,349.86	\$2,528.60	\$4,941.46
Swim Instruction	\$16,040.22	\$18,666.35	\$20,271.57
Aquatic Fitness*	\$1,690.02	\$847.92	\$210.00
Special Events	\$5,509.40	\$177.26	\$74.00
Single Event	\$769.09	\$2,687.31	\$2,069.95
Rental Equipment	\$0.75	\$11.25	\$8.50
Scholarship Donation: Faith Callahan	N/A	N/A	N/A
Sales Tax	N/A	N/A	N/A
Credit on Account	N/A	N/A	N/A
Payment Account	N/A	N/A	N/A
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

*SUMMARY: Special Events include rental fees. Awaiting late Fall billing will show up in next quarters report.*

Daily Admission Sales	2023	2024	2025
Adult (Non-Resident)	154	90	198
Adult (Resident)	254	228	294
First Day Saturday Open Swim \$1	121	78	N/A
First Saturday Open Swim \$1 (Non-Resident)	N/A	N/A	41
First Saturday Open Swim \$1 (Resident)	N/A	N/A	24
Disabled Individual Swim (Resident)	N/A	N/A	2
Disabled Individual Swim (Non-Resident)	1	N/A	19
Senior Swim (Non-Resident)	15	7	0
Senior Swim (Resident)	38	11	81
Under 3 (Non-Resident)	4	7	10
Under 3 (Resident)	16	14	15
Youth Swim (Non-Resident)	109	56	64
Youth Swim (Resident)	238	220	131
Youth Free Swim 2025 (Non-Resident)	N/A	N/A	180
Youth Free Swim 2025 (Resident)	N/A	N/A	360

Water Exercise Daily (Non-Resident)*** *Combined with Individual Daily Swim 2025	21	18	N/A
Water Exercise Daily (Resident)*** *Combined with Individual Daily Swim 2025	86	41	N/A
Practice Card	N/A	N/A	N/A
AM Parent Free Use – Current Swim Lesson Only	N/A	N/A	N/A
AM Parent Free Use – Current Swim Lesson Only	N/A	N/A	N/A
PM Parent Free Use – Current Swim Lesson Only	N/A	N/A	N/A
PM Parent Free Use – Current Swim Lesson Only	N/A	N/A	N/A
<b>TOTALS</b>	<b>1,057</b>	<b>763</b>	<b>1,419</b>

Insurance Visits (by carrier)	2023	2024	2025
ASH Network	434	369	431
Healthy Contributions	213	320	535
Tivity	222	389	769
<b>TOTALS</b>	<b>869</b>	<b>1,078</b>	<b>1,735</b>

Pass Sales	2023	2024	2025
<u>10-Visit</u>			
Adult	93	82	103
Disabled	0	6	5
Senior	51	51	54
Youth	7	5	5*
Water Exercise***	32	14	5
<b>SUB-TOTAL</b>	<b>183</b>	<b>158</b>	<b>176</b>
*Youth Swim Free Grant 2025.			
<u>3 Month</u>			
Adult	3	5	12
Disabled	0	0	0
Family	3	1	0
Senior	6	0	10

Youth	0	0	0*
Water Exercise***	5	2	0
<b>SUB-TOTAL</b>	<b>17</b>	<b>8</b>	<b>10</b>
*Youth Swim Free Grant 2025.			
<u>Annual</u>			
Adult	8	1	42
Disabled	0	0	0
Family	0	1	0
Senior	14	7	10
Youth	0	0	0*
Water Exercise***	0	9	0
<b>SUB-TOTAL</b>	<b>22</b>	<b>18</b>	<b>6</b>
*Youth Swim Free Grant 2025.			
<u>New Insurance Members **</u>			
ASH Network	20	26	28
Healthy Contributions	13	25	39
Tivity	6	23	12
<b>SUB-TOTAL</b>	<b>39</b>	<b>74</b>	<b>79</b>
<b>TOTALS</b>	<b>261</b>	<b>258</b>	<b>271</b>

\*\*New memberships sold during Q1 of 2025.

\*\*\*Stopped selling water exercise passes in 2024.



# Mount Rainier Pool

February 3 – March 9, 2025  
Winter Schedule



Shallow End (83°F – 85°F)						
Water Walking	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10a – Noon	9a -Noon	10a – Noon	9a -Noon	10a – Noon	11:30a - 1p
Family Swim	Noon – 1p	Noon - 1p	Noon – 1p	Noon – 1p	Noon – 1p	11:30a – 1p
	7p-8p****	5p-7p	7p-8p****	5p-7p	5p-8p	N/A
Water Exercise (Shallow Water)	9a -10a	7p-8p	9a -10a	7p-8p	9a -10a	N/A
Deep End (83°F – 85°F)						
Water Exercise (Deep Water)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	N/A	N/A	N/A	N/A	10:15a-11a (2 lanes)	N/A
Lap Swim	9a-1p (6 lanes)	9a-1p (6 lanes)	9a-1p (6 lanes)	9a-1p (6 lanes)	9a-10:15a (6 lanes)	10:30a – 11a (4 lanes)
					10:15a – 11a (4 lanes)	11a-11:30a (5 lanes)
					11a-1p (6 lanes)	11:30a-1p (6 lanes)
	N/A	7p-8p (2 Lanes)	N/A	7p-8p (2 Lanes)	N/A	N/A
Entire Pool (83°F – 85°F)						
Open Swim	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	N/A	N/A	N/A	N/A	N/A	1p – 2p

\*Family Swim: Shallow end only.    \*\* Open Swim: Include family swim in the shallow end  
 \*\*\*Daily Rate: Access to all swims except for Water Exercise and Swim Lessons.  
 \*\*\*\* Reduced family swim hours because swim lessons will be from 4-6:45pm on Monday and Wednesday's.



**FRONT OFFICE HOURS:** Please feel free to stop by the front desk or call us at the hours below.

- Monday-Friday: 9a – 1p and 4-7:30p
- Saturday: 9a – 1:30p

**WEBSITE:** Check out our updated website with new schedule page including tentative future schedules, fees, insurance membership programs, scholarships, swim lessons and more. Use QR Code below for more information.



**SATURDAY OPEN SWIM INFORMATION**

1<sup>st</sup> Saturday of the Month (\$1 Swim)  
 2<sup>nd</sup> - 4<sup>th</sup> Saturday of the Month (Regular Fees)



# Mount Rainier Pool



March 31 – May 4, 2025

Late Winter Schedule

KIDS SWIM FREE (See below for more info)

Shallow End (83°F – 85°F)							
Water Walking	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	6a-9a 10a- Noon	6a- Noon	6a-9a 10a- Noon	6a- Noon	6a-9a 10a- Noon	11:30a – 1p	9a-11:30a
Family Swim	Noon – 1p 7p-8p	Noon – 1p 5p-6p 6p-7p	Noon – 1p 7p-8p	Noon – 1p 5p-7p 6p-7p	Noon – 1p 5p-8p	11:30a – 1p *****	11:30a-1p N/A
Water Exercise (Shallow Water)	9a -10a	7p-8p	9a -10a	7p-8p	9a -10a	N/A	N/A
Deep End (83°F – 85°F)							
Water Exercise (Deep Water)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	N/A	N/A	N/A	N/A	10:15a-11a (2 lanes)	N/A	N/A
Lap Swim	6a-1p (6 lanes) N/A	6a-1p (6 lanes) 7p-8p (2 Lanes)	6a-1p (6 lanes) N/A	6a-1p (6 lanes) 7p-8p (2 Lanes)	6a-10:15a (6 lanes) 10:15a – 11a (4 lanes) 11a-1p (6 lanes) N/A	10:30a – 11a (4 lanes) 11a-11:30a (5 lanes) 11:30a-1p (6 lanes) N/A	9a-1p (6 lanes) N/A
Entire Pool (83°F – 85°F)							
Open Swim	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	N/A	N/A	N/A	N/A	N/A	1p – 2p	N/A

\*Family Swim: Shallow end only. -----\*\* Open Swim: Include family swim in the shallow end  
 \*\*\*Daily Rate: Access to all swims except for Water Exercise and Swim Lessons.  
 \*\*\*\* Reduced family swim hours because swim lessons will be from 4-6:45pm on Monday and Wednesday's.  
 \*\*\*\*\*Free practice swim times for swim lesson participants and 1 parent.

**FRONT OFFICE HOURS:** Please feel free to stop by the front desk or call us at the hours below.

- Monday-Friday: 9a – 1p and 4-7:30p
- Saturday: 9a – 1:30p
- Sunday: 9a-1p

**WEBSITE:** Check out our updated website with new schedule page including tentative future schedules, fees, insurance membership programs, scholarships, swim lessons and more. Use QR Code below for more information.

**KIDS SWIM FREE:** All children, ages 0-18 can swim. This covers Family and Open Swim, Lap Swimming, and Water Exercise. There is no other commitments. This program will run through the end of Summer or until the grant runs out.

↓

**SATURDAY OPEN SWIM INFORMATION**

1<sup>st</sup> Saturday of the Month  
(\$1 Swim)

All Other Saturdays of the Month  
(Regular Fees)

<p>Maintenance</p> <ul style="list-style-type: none"><li>a. Maintenance Projects<ul style="list-style-type: none"><li>i. Shower tree repairs</li></ul></li></ul>	
<p>Other (Please list any other sections you wish to see to in the comments and add a sheet if necessary).</p>	
<p>Frequency: The board that were present stated they would like to have a report quarterly. If you disagree, please use the comments section.</p>	

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b Assigned to: District G.M.

Meeting Date: April 22, 2025

Under: Old Business

Attachment: No

Subject: Insurance Changeover Update

### Background/Summary:

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

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

All three companies have stated they will be able to provide the coverage that is outlined in the Highline School District lease for Mount Rainier Pool. I have attached full year estimates for all three. I will provide more detailed information at the April 22 board meeting, while we have all board commissioners present. This presentation will include a more detailed breakdown.

I will work with the Policy and Procedure Committee to develop a presentation on the options to be presented.

The pool district is pushing the evaluation meeting back one month. AWC-RMSA has a meeting with their board on April 23, and we should have a better idea, if they can commit to their original estimate. The District General Manager will discuss steps moving forward with the Policy and Procedures Committee once AWC-RMSA's update.

At the May 27 meeting, we will make the presentation with the three estimates.

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

### Proposed Motion:

No motion. Informational only.

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

### Three Touch Rule:

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

**Action Taken:** Adopted Rejected Postponed

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

**Notes:**

- Attachments:
  - None

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c Assigned to: District G.M.

Meeting Date: April 22, 2025

Under: Old Business

Attachment: Yes

**Subject:** Land Acquisition Process Update

### Background/Summary:

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

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

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

The District General Manager met with representatives of WSDOT on the 216<sup>th</sup> property. Also discussed was providing the pool district with an updated list of available properties in the area, and a formal process for working with them to obtain land. At the time of distributing this agenda, the information had not yet been delivered, but if it is made before the meeting, it will be introduced to be added to the agenda. If not, it will be added to a future regular meeting agenda.

(Update) WSDOT sent a summary email and attachments of available property in the area. The information has been attached to this agenda item sheet (see below).

**Fiscal Impact:** None at this time.

### Proposed Motion:

No motion. Informational only.

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

### Three Touch Rule:

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

**Action Taken:** Adopted Rejected Postponed

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

**Notes:****- Attachments:**

- Email from WSDOT on Land Acquisition Process
- Two attachments from WSDOT of available property in Des Moines Area

**Subject:** Follow-up: Scott Deschenes Des Moines Pool District  
**Date:** Monday, April 14, 2025 at 9:07:31 AM Pacific Daylight Time  
**From:** Danberg, Amy (Consultant)  
**To:** Scott Deschenes  
**CC:** White, John, Motland, Jason (Consultant)  
**Attachments:** 509\_I5\_Surplus\_Property\_Tracking-Stage1-20241023.pdf, 509\_I5\_Surplus\_Property\_Tracking-Stage2-20241023.pdf

Hi Scott,

Thanks for your patience while we gathered the information. I've got part one of two here, the process for purchasing land and maps showing available parcels. I will follow up later today with another document that provides some details for the properties in the attached exhibits.

Process for purchasing surplus property:

WSDOT always works with its governmental partners and provides them the first option to purchase before sales to abutters or open market sales (auction). WSDOT understands the additional costs and complexities of acquiring property for public works projects. If any of our properties can support these projects, we are happy to partner and sell these properties as allowed by law, typically at market value.

Surplus process includes the following steps:

1. Determine that the property is surplus to highway needs. This often requires input from subject matter experts and the Federal Highway Administration.
2. Set fair market value by working with qualified staff/consultants.
3. Complete the necessary internal steps to document the surplus action.
4. Collect payment and record the document of conveyance.

Please contact any of the WSDOT Team shown below. We will assist with any questions you may have regarding the purchase of WSDOT land.

Contact any of the following people for information regarding the purchase of WSDOT real property:

Tex Widmer, [tex.widmer@wsdott.wa.gov](mailto:tex.widmer@wsdott.wa.gov)

Andrey Chepel, [andrey.chepel@wsdot.wa.gov](mailto:andrey.chepel@wsdot.wa.gov)

Jason Motland, [Jason.Motland@consultant.wsdot.wa.gov](mailto:Jason.Motland@consultant.wsdot.wa.gov)

Randy Johnson, [randy.johnson@consultant.wsdot.wa.gov](mailto:randy.johnson@consultant.wsdot.wa.gov)

Cindy Tremblay, [Cindy.Tremblay@consultant.wsdot.wa.gov](mailto:Cindy.Tremblay@consultant.wsdot.wa.gov)

Greg Snelson, [greg.snelson@wsdot.wa.gov](mailto:greg.snelson@wsdot.wa.gov)

Any of these people will facilitate getting a surplus request to the appropriate Team for review.

**Amy Danberg (she/her/hers)**

[DanberA@consultant.wsdot.wa.gov](mailto:DanberA@consultant.wsdot.wa.gov)

206-962-9635 cell

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**From:** Danberg, Amy (Consultant) <[Amy.Danberg@consultant.wsdot.wa.gov](mailto:Amy.Danberg@consultant.wsdot.wa.gov)>

**Sent:** Friday, April 4, 2025 1:16 PM

**To:** Scott Deschenes <[scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org)>; White, John <[john.white@wsdot.wa.gov](mailto:john.white@wsdot.wa.gov)>

**Subject:** Re: [EXTERNAL] Re: Scott Deschenes Des Moines Pool District

Hi Scott,

Thank you for the follow-up. We should still be able to make that deadline. We will aim to provide the information by the end of next week, which gives us a little wiggle room into the following week. What I'm tracking we will provide includes the following:

- A map showing potential properties that meet the needs you outlined in the meeting
- High-level description of the properties and when we would plan to surplus them

Please let me know if there is anything else you were hoping to receive.

Thank you,

Amy

**Amy Danberg (she/her/hers)**

Puget Sound Gateway Program

Communications and Government Relations

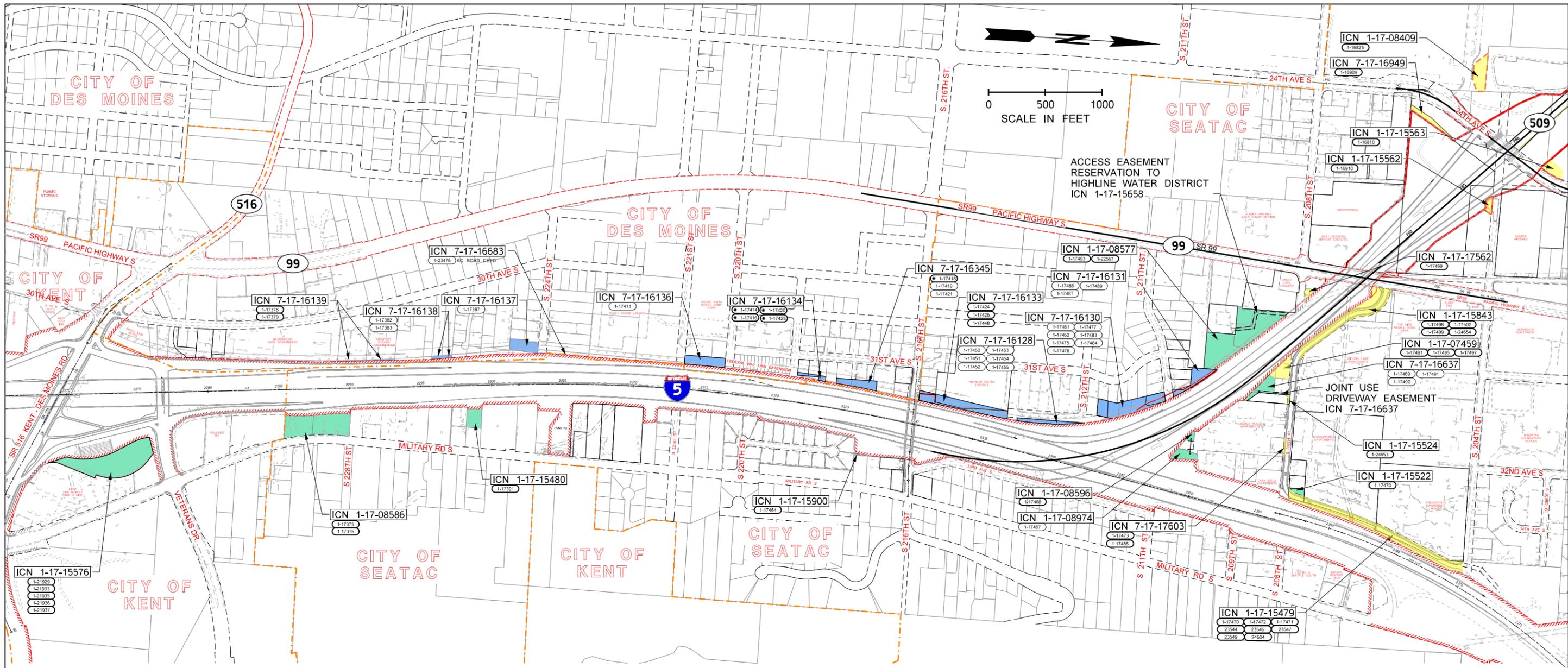
[DanberA@consultant.wsdot.wa.gov](mailto:DanberA@consultant.wsdot.wa.gov)

206-962-9635 cell

[www.wsdot.wa.gov/Projects/Gateway](http://www.wsdot.wa.gov/Projects/Gateway)

WSDOT on the Web: [Newsroom](#), [Twitter](#), [Flickr](#), [YouTube](#), [Blog](#)

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INVENTORY CONTROL NUMBER	SIZE (SF)	ZONING
ICN 1-17-08577	105712	C-UH-1800
ICN 1-17-08586	67868	C-CB
ICN 1-17-15576	96860	C-MCR
ICN 1-17-07459	xxxx	STREET R/W
ICN 1-17-08409	19589	C-AVC
ICN 1-17-08596	17371	R-UL-7200
ICN 1-17-08974		
ICN 1-17-15479	xxxx	STREET R/W
ICN 1-17-15480	13738	R-UL-9600
ICN 1-17-15522	3441	R-UM-2400
ICN 1-17-15524	976	STREET R/W
ICN 1-17-15562	4283	STREET R/W
ICN 1-17-15563	17815	STREET R/W
ICN 1-17-15843	xxxx	STREET R/W
ICN 1-17-15900	906	R-UL-9600
ICN 7-17-16128	9641	R-UL-7200
ICN 7-17-16130	46071	R-UL-7200
ICN 7-17-16131	16451	R-UL-7200
ICN 7-17-16133	39508	R-UL-7200/UH-1800
ICN 7-17-16134	4165	R-PR-R
ICN 7-17-16136	18498	R-PR-C
ICN 7-17-16137	15624	R-PR-R
ICN 7-17-16138	1419	R-PR-R
ICN 7-17-16139	4022	K-PR-R
ICN 7-17-16345	14423	R-PR-R
ICN 7-17-16637	15677	R-UM-2400
ICN 7-17-16683	1483	C-PR-R
ICN 7-17-16949	8764	STREET R/W
ICN 7-17-17603	1971	STREET R/W
ICN 7-17-17641	3114	STREET R/W

- LEGEND**
- CONVEYANCE TO CITY OF SEATAC
  - CONVEYANCE TO SOUND TRANSIT
  - AVAILABLE TO ABUTTERS AND PUBLIC

**FOR DISCUSSION PURPOSES ONLY**

**SURPLUS PROPERTY STAGE 1**

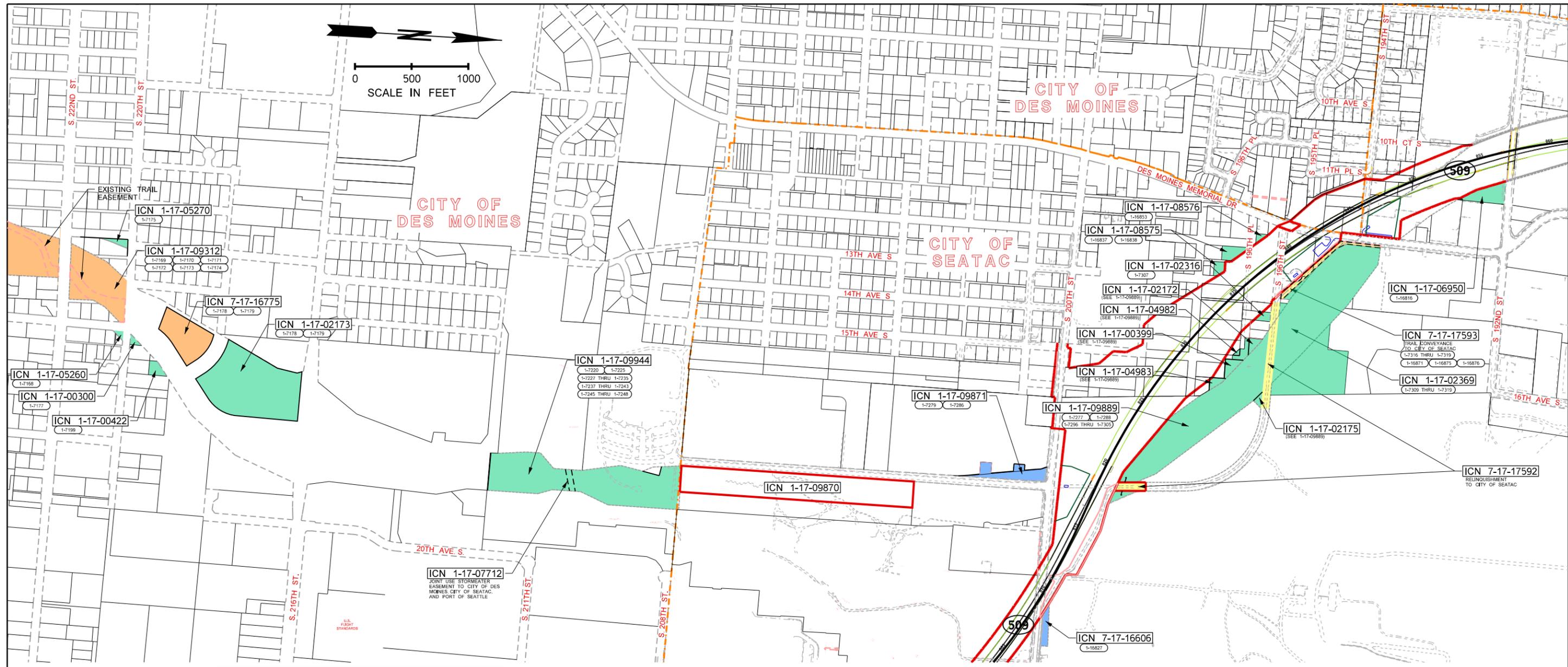
**Puget Sound GATEWAY** Program



**SR 509 COMPLETION**

DATE: 10/23/2024  
 PRINTED BY: haupte  
 FILE NAME: c:\users\haupte\pw\_wsdat\0704026\509\_15\_Surplus\_Property\_Tracking.dgn  
 MODEL NAME: Stage 1 Surplus

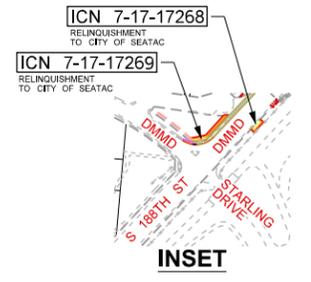
DATE: 10/23/2024  
 PRINTED BY: haupte  
 FILE NAME: c:\users\haupte\pw\_wsdat\0704026\509\_15\_Surplus\_Property\_Tracking.dgn  
 MODEL NAME: \$MODELNAME\$



INVENTORY CONTROL NUMBER	SIZE (SF)	ZONING
ICN 1-17-00300	2,470	R-RS-8400
ICN 1-17-00399	(SEE 1-17-09889)	
ICN 1-17-00422	8,900	R-RS-8400
ICN 1-17-02172	(SEE 1-17-09889)	
ICN 1-17-02173	267,969	C-RM-2400
ICN 1-17-02175	(SEE 1-17-09889)	
ICN 1-17-02316	8,952	C-AVC
ICN 1-17-02369	461,594	C-I
ICN 1-17-04983	(SEE 1-17-09889)	
ICN 1-17-05260	2,625	R-RS-8400
ICN 1-17-05270	5,900	R-RS-8400
ICN 1-17-06950	30,048	C-I
ICN 1-17-07712	(SEE 1-17-09944)	
ICN 1-17-08575	19,755	C-I
ICN 1-17-08576	3,040	R-UL-7200
ICN 1-17-09871	38,950	C-AVC
ICN 1-17-09889	336,021	C-AVC
ICN 1-17-09944	326,666	R-R-SE
ICN 7-17-09312	BARNES CREEK CONSERVATION AREA	
ICN 7-17-16606	12,400	C-AVO
ICN 7-17-17268	750	
ICN 7-17-17269	1,873	
ICN 7-17-17592	57,229	TRAIL R/W
ICN 7-17-17593	21,215	TRAIL R/W
ICN 7-17-16775	81,584	R-RS-8400
ICN 7-17-XXXXX	1,873	STREET R/W

Areas shown in CYAN are approximate. They are measured from the CAD shapes but have not been calculated in COGO

- LEGEND**
- CONVEYANCE TO CITY OF SEATAC
  - CONVEYANCE TO PORT OF SEATTLE
  - CONVEYANCE TO CITY OF DES MOINES
  - AVAILABLE TO ABUTTERS AND PUBLIC



**FOR DISCUSSION PURPOSES ONLY**

## SURPLUS PROPERTY STAGE 2

**Puget Sound GATEWAY** Program



**SR 509 COMPLETION**



## **531 – ELECTRONIC FUNDS TRANSFERS POLICY**

### **1.0 PURPOSE.**

The primary goal of this policy is to ensure that Electronic Funds Transfers (EFTs) are initiated, executed and approved in a secure manner. This policy establishes general guidelines for using EFTs including wire transfers for payables and receivables. The procedures outline what electronic funds transactions the Des Moines Pool Metropolitan Park District (District) may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors' requirements.

### **2.0 POLICY**

The District recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements. The District is committed to establishing controls and procedures for the utilization of EFTs. This policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

### **3.0 DEFINITIONS**

- 3.1. Electronic Funds Transfer (EFT) -- The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.
- 3.2. Automated Clearing House (ACH) -- This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using the American Bankers Association (ABA) number. These should be set up in the vendor master file that denotes this payment method.
- 3.3. Banking Information -- Information from the payee or their bank regarding their account. This information includes bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.
- 3.4. Wire Transfer -- This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly compared to transactions involving checks or ACH.

### **4.0 GENERAL GUIDELINES**

The District utilizes EFTs for receipt of intergovernmental payments, grant payments, and other revenues where practical, and the transmittal of payroll, credit card processing fees, banking fees, and other disbursements where practical or required. All EFT transactions will utilize the same procedures.

All EFT payments will be coordinated and submitted through the District office. The District General Manager will approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, that all required documentation is provided and appropriately approved by the District General Manager and the Clerk of the Board of Commissioners, and that the request and banking account information is accurate and valid, and that a hard copy of the transaction is accurately filed in the District office. All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

Except as noted above, wire transfers should only be used in payment of an obligation of the District on an emergency basis when the situation requires immediate funds to settle a transaction. If a more inexpensive mechanism can be used to effect payment of the obligation (i.e., Electronic Funds Transfer or paper check), the District shall reserve the right to effect payment with the more inexpensive mechanism. Exceptions to this must be pre-approved by the District General Manager. This policy will be reviewed on an annual basis for accuracy and process verification. The District General Manager and the Board of Commissioners are authorized to make minor administrative changes to this policy, provided such changes are consistent with state and federal requirements.

## **5.0 PROCEDURES**

The District General Manager, the District Administrative Clerk, and the Clerk of the Board of Commissioners or Board designee are the only individuals authorized to initiate EFTs. The District General Manager shall be responsible for the review of EFT requests in order to ensure compliance, completeness, and proper recording. This method of payment will be used only when authorized by the District General Manager and the Clerk of the Board of Commissioners or Board designee. To promote the safety of District funds in the EFT environment, the following procedures will be used by the District employee(s) involved in processing payments via EFTs:

- 5.1.** The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursement by any other payment method. All invoices for labor or materials will be reviewed and initialed by the employee or contractor responsible for overseeing the specific job/project.
- 5.2.** EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State statutes and accepted business practices.
- 5.3.** The District Administrative Clerk or the District General Manager will submit an Electronic Payment Request Form (EPRF) (See Attachment A) along with a verified invoice for approval and signature through DocuSign to the Clerk of the Board of Commissioners or Board designee.
- 5.4.** Authentication of new EFT requests and changes to existing EFTs are required prior to the transactions being input in the computer-based finance system and includes the following steps:
  - **Validate:** All new electronic payment instruction requests received, even if the request is internal.
  - **Contact:** The supplier or requestor must be contacted directly by phone to confirm any requests for payment method or payment instruction changes. Contact information known to be genuine must be used, such as the contact information in the master file or information collected from the original contact. The contact must confirm existing payment instructions on file prior to making changes to those instructions (i.e., current bank account name, number, and routing information)
  - **Verify:** The new information provided on the payment instructions must be verified with the known contact (i.e., contact bank to confirm the correct account name, number, and routing information).
  - **Document:** The verification process that was followed must be documented to validate payment instructions. The person responsible for entering/updating instructions and the person approving the new/updated wire instructions must approve the record of verification.
- 5.5** All invoices will be approved by the District General Manager and the Clerk of the Board of Commissioners or Board designee and entered into the financial accounting software by the District Administrative Clerk

- 5.6** Bank balances and King County Cash Management reports will be monitored daily for unusual or unexpected transactions.
- 5.7** Reconciliation of banking activity through daily and monthly reporting by King County Cash Management will be accomplished in a timely manner with investigation and resolution of reconciling items.

The District will ensure the State Auditor has access to files, records and documentation of all EFT transactions involving the District when required for the conduct of the statutory audit. Such information will also be supplied if the District changes banks.

## **6.0 WIRE TRANSFERS**

- 6.1.** The District General Manager is the only individual authorized to initiate wire transfers. The District General Manager and the Clerk of the Board of Commissioners or Board designee shall be responsible for the review of wire requests in order to assure compliance, completeness, and proper recording. This method of payment will be used only when authorized by the District General Manager.
- 6.2.** The District will utilize security measures offered by US Bank to prevent unauthorized individuals from initiating or modifying a wire transfer. Online banking systems should only be used by employees with proper system credentials and separate banking user IDs. Only the District General Manager and the District Administrative Clerk will have access to create or approve wire transfers and their authorized wire amounts. In addition, US Bank controls require two separate users to complete a wire. The District General Manager or the District Administrative Clerk will initiate the wire transfer process and the Clerk of the Board of Directors or other authorized signor will approve the wire transfer.
- 6.3.** All wire transfer requests, including back-up wire information, invoice or other supporting documents will be forwarded through DocuSign for authorization by the District General Manager and the Clerk of the Board of Commissioners or Board designee in order to initiate wires. The wire transfer request must include the name and address of the payee, and full payment instructions including banking information. The bank and invoice information must be verified and if there is an inconsistency with the information provided, the wire initiator will contact the proper party to obtain additional or corrected information. If all information agrees with the documentation, the wire will be requested with the District's financial institution by the authorized District employee.
- 6.4.** The pending wire information is reviewed online against the back-up documentation. If there is an error, the wire will be rejected online, and the wire initiator will make any necessary corrections to the data. If all information is correct, the wire will be approved. The payment approval confirmation should be attached to the documentation for future reference. Upon completion of the wire transfer, the entry will be recorded in the financial accounting system by the District Administrative Clerk. A hard copy of the transaction will be filed in the District office.

## **7.0 ACH PAYMENTS TO VENDORS**

- 7.1.** The procedure to initiate an ACH payment is subject to the same procedures and controls that govern disbursement by any other payment mechanism including a check payment. ACH transactions will not be made without proper authorization of affected parties. This same process will be followed should the District pay vendors in the future through an ACH process. Currently, with limited exceptions, vendors are paid through a check process.
- 7.2.** Prior to a vendor receiving ACH payments for submitted invoices, a completed King County ACH Form (See Attachment B) must be approved by the District General Manager. The District General Manager will review the ABA number, bank account number, and name as shown on the supporting documentation. If all information on the form and the supporting documentation is correct the data is then recorded in the Vendor Record in the financial accounting system. The supporting documentation is then filed and stored in a secure District office location. Any subsequent requests to change vendor banking information require a new King County ACH Form and will be confirmed directly via phone with the vendor by the District.
- 7.3.** The ACH form and all supporting documents will be approved and signed by the District General Manager and the Clerk of the Board of Commissioners. The ACH transmission form along with any supporting documents required will then be sent to the King County Accounts Payable Fiscal Specialist for processing.
- 7.4.** The District General Manager or District Administrative Clerk who initiate and complete EFT transactions are responsible for ensuring the financial internal controls are maintained, the activity is posted timely, and operational procedures are in place to reduce the risk of loss of District funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by District employees. The District will monitor bank balances daily for unusual or unexpected transactions, reconcile bank activity to the general ledger in a timely manner, and investigate and resolve reconciling items.

## **8.0 PAYROLL DIRECT DEPOSIT**

For the processing of disbursements for payroll through Heartland Payroll Systems, each employee is required to complete a Direct Deposit Authorization Form. This form must contain bank information documentation in order to assure proper setup. Account documentation may include a voided check or a bank notification stating the bank's transit and routing number in addition to the employee's account number. The form is signed by the employee and provided to the District Administrative Clerk who will file it in a secure place within the employee's file at District offices.

Account documentation is reviewed to ensure the information does not appear altered or manipulated in any way. If evidence of such is present, the employee will be contacted to verify the information. In addition, if a void check which does not contain the employee's name is submitted, the employee will be contacted to verify the information. The outcome of these communications will be documented on the direct deposit form.

Suspicious or fraudulent situations should be routed to the District General Manager. After the form has been reviewed for accuracy, the form will be given to the District Administrative Clerk. Information is entered from the form into the employee record within the payroll system. If an employee wishes to change direct deposit information, a new form must be completed and signed. This information is limited to the District General Manager, the District Administrative Clerk, and the Aquatic Manager.

## 9.0 INTERNAL CONTROLS

The following internal controls have been adopted to validate that all available safety precautions are utilized

- 9.1. Implementation of bank offered security measures to prevent unauthorized individuals from initiating or modifying a transfer.
- 9.2. Each user initiating or approving wire transfers must have a separate banking user id.
- 9.3. Only setting up wire transfers for debt service payments, and other transactions as required, and only with approval of the District General Manager and the Clerk of the Board of Commissioners.
- 9.4. Utilization of computer standards, policies and procedures to protect the computers and computing processes used for EFTs from computer malware.
- 9.5. Ensuring a secure process for creating, securing, sending and authenticating direct deposit transmittal files to prevent unauthorized modification or submission.
- 9.6. If banking fraud is discovered in the EFT process, the fraud must be reported to the District General Manager and the Clerk of the Board of Commissioners immediately. In the absence of District General Manager, the Clerk of the Board of Directors or President of the Board must be notified. Steps will be taken with US Bank and King County Cash Management to mitigate the fraud and the appropriate entities will be notified as necessary.

## Attachment A Electronic Payment Request Form (EPRF)

### ELECTRONIC PAYMENT REQUEST FORM



**King County**

Department of Executive Services  
Treasury Operations Section  
KSC-ES-0710  
201 S Jackson St., Ste 710  
Seattle, WA 98104-3854  
[cash.management@kingcounty.gov](mailto:cash.management@kingcounty.gov)

Payment Date  CLEAR ALL FIELDS

**PAYMENT INFORMATION**

ACH Credit - Pay Code (BENXX, GENXX, PAYXX) 
 ACH Debit - Pay Code (COLXX) 
 Automatic Withdrawal

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

**DISTRIBUTION INFORMATION**

#	Explanation / Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	BARS (7 digits)	Future (5 digits)	Amount
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**BANK INFORMATION FOR WIRE PAYMENTS (for non-repetitive wires only)**

Total

Payee  Address  City  State  Zip

Bank Name  Routing Number  Account Number

Reference

**CONTACT & AUTHORIZATION (Certification of Payment - RCW 42.24.080)**

Agency/Special Purpose District

Contact Name  Title  Phone Number  Email

Signer Name  Title  Phone Number  Email

Signature  Date

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

02102023

## Attachment B King County ACH Form



**King County**  
Department of Executive Services  
Finance & Business Operations Division  
(206) 263-0400

### Automated Clearing House (ACH) Authorization Agreement

---

**Instructions for Suppliers**

**All fields are mandatory.**

Scheduling this form authorizes King County to deposit electronic payments directly into your bank account.

Suppliers must sign and complete sections 1-3 and return the form to their King County agency contact.

Forms are typically processed in 10 business days after receipt by King County FSD.

Incorrect / incomplete forms will be destroyed, unprocessed, in a secure manner. The submitting King County agency will be notified.

**Please print clearly.** Illegible forms will not be processed.

**Return this form** to your designated King County agency contact.

**1 Supplier Remit To Information**

payee name (must match King County Supplier Record)		federal tax ID number (SSN or EIN)	
other organization or DBA (if applicable)			
street address (PO)		suite / apartment (if applicable)	
city	state	zip	
email (for remittance advice / payment notifications)			

**2 Depository Institution Information**

account owner name										
depository institution										
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>									bank account number	<input type="radio"/> checking <input type="radio"/> savings
routing number	bank account number	account type								

**3 Supplier Authorization Acknowledgement**

I, the undersigned Supplier, hereby authorize King County (hereinafter referred to as the County) to make payment for goods and services covered by an agreement by using, at the County's option, Automated Clearing House (ACH). I agree to provide the County with written notification of any change in my depository institution, payment instructions, or remittance data instructions by submitting this form with revisions at least ten (10) business days (2 calendar weeks) in advance of changes. In the event of duplicate or fraudulent payment, overpayment or any payment made in error, I agree to return payment to the County upon discovery or after the County provides sufficient information to support its claim. I accept that payment made to an incorrect account as listed above are timely and complete for any invoiced goods and services.

name and title	
signature	date

**4 FOR KING COUNTY USE ONLY**

I, the undersigned King County employee, do attest that I have completed ACH verification testing prior to providing the form to the supplier and personally called the supplier to verify the supplier's banking information and tax ID at a phone number known to be valid independent of the ACH form submission path.

signature of King County employee	date verified
King County employee (printed name)	agency
name of supplier representative I spoke with	phone number used

**Instructions for King County Agencies**

King County agencies must sign and complete section 4 after verifying supplier information.

Incomplete forms will not be processed and will be destroyed in a secure manner.

Please select one or more of the uses available for the account:

- Regular ACH to used for general payment
- E-Giving ACH are restricted for use by the Employee Giving Program
- ETR ACH must have prior permission before selection

DRAFT: 4/22/2025  
Revised:

531-7



**Notes:**

- \*No attachments at this time. A copy of the handbook will be mailed and introduced at the start of the meeting, if received before the April 22 meeting.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: April 22, 2025

Under: New Business Attachment: Yes

Subject: 2024 Annual Financial Report - Letter

**Background/Summary:** The annual financial report is to update the board on the financial status of the district and to give a brief analysis of the 2024 financial conditions. Attached is the letter to be attached to the report.

This letter contains a summary of good and bad issues from 2024, and items that will affect budgeting 2025.

This is the financial report contains a report made to the state, and a physical report available for inspection by the public on the website. Staff is also working to send in the final report to the State Auditor's Office, which is an annual requirement. The report is due on May 30, 2025.

A first draft of the full report (including the attached letter) will be made at the April 22 regular board meeting, and a final draft will be made at the May 27 meeting. The report will be sent to SAO and posted on the website by May 30, 2025 (as long as we get signatures in a timely manner).

Please have all edits to the District GM by May 6, 2025, so edits can be compiled and entered into the full report before putting the packet out for the following meeting.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

<b>Three Touch Rule:</b>	<u> N/A </u>	Committee Review
	<u> 4/22/25 </u>	First Board Meeting (Informational)
	<u> 5/27/25 </u>	Second Board Meeting (Action)

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

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

**Notes:** Attachments:  
- 2024 Annual Financial Report Letter

# Budget Message – 2024 Annual Financial Report

It is my pleasure to present the Des Moines Pool Metropolitan Park District’s budget for the 2024 fiscal year.

This budget continues to reflect the district’s commitment to delivering accessible, inclusive, and high-quality aquatic services for residents of all ages. It also serves three essential functions:

- It helps shape public policy,
- It provides fiscal control and oversight,
- And it outlines a forward-looking financial plan that ensures long-term sustainability for our community pool.

## Looking Back: 2024 in Review

2024 marked a year of **continued recovery and progress**, as the Mount Rainier Pool worked to rebuild programming, strengthen operations, and serve a growing population in a post-pandemic environment.

## Key Challenges We Are Addressing:

### 1. Financial Sustainability and Levy Degradation

In 2024, the Board proactively commissioned a Property Tax Levy Analysis and Sustainability Report by FCS Group. The findings underscored the need for long-term planning: projections show that our levy rate will fall below the original \$0.20 per \$1,000 promise by 2030. To sustain operations and invest in critical infrastructure, the district will strategically utilize available bonding capacity while preparing for a future levy lid lift.

### 2. Programming Demand vs. Facility Limitations

The Mount Rainier Pool is in high demand—especially for swim lessons. However, existing scheduling agreements, such as the Highline School District’s exclusive use during peak hours, continue to limit program expansion. We are working collaboratively to explore solutions that benefit both students, pool users and the broader community.

### 3. Aging Infrastructure

We’ve made progress—upgraded plumbing systems have significantly reduced emergency closures. However, key areas such as the locker room and shower plumbing are now showing signs of failure. While full system replacement is ideal, the age and limitations of the facility make future investment a strategic balancing act.

## Celebrating 2024 Successes

Despite these challenges, the district achieved several major milestones:

### 1. Capital Grant Funding

We secured over \$1.65 million in King County grants for critical system upgrades:

- \$1.438 million to replace a 30+ year-old HVAC system
- Additional funding for a new water tank, filtration system, and plumbing upgrades

We're coordinating with Highline School District to minimize disruption during future construction.

### 2. Swim Lesson Expansion

For the third consecutive year, our swim lesson program grew in both size and quality. Staff were certified as American Red Cross Water Safety Instructors, allowing for in-house training and consistent, high-quality instruction.

### 3. Operational Reliability

The second half of 2024 was our most stable year in terms of facility uptime, with only four days of emergency closure thanks to proactive maintenance, trained staff, and infrastructure improvements.

### 4. Strategic Financial Planning

The district continues to build reserves for capital repairs and long-term planning—critical steps toward the eventual transition to a modern aquatic facility.

## Looking Ahead: 2025 Outlook

2025 marks a pivotal year for the district. With growing demand, aging infrastructure, and shifting financial resources, we are committed to balancing progress with responsible stewardship.

### 1. Facility Age and Community Growth

Mount Rainier Pool will celebrate its 50th anniversary on September 15, 2025. The facility's longevity is a testament to the community's support. However, like most public pools built in the 1970s, it has now exceeded its functional, economic, and physical lifespan.

Industry best practices from USA Swimming, the National Recreation and Park Association (NRPA), and multiple feasibility studies suggest that indoor public swimming pools generally have an effective lifespan of 40 to 50 years, with major renovations or replacement required around that time. While proper maintenance can extend the life of some components, core systems like HVAC, plumbing, and the pool structure often become cost-prohibitive to repair beyond that point.

Meanwhile, the population of Des Moines and surrounding communities has grown significantly, and current demand—especially for swim lessons—has outpaced the capacity of our existing facility. The district will begin community outreach in late 2025, including the formation of a citizen advisory group, expansion of community partnerships, and informational meetings to explore next steps.

## 2. Facility Lease Resolution

Our lease with the Highline School District expired in 2022, and negotiations remain ongoing. Resolving this is essential for securing grants and making informed long-term investments. We're hopeful that 2025 will bring closure and clarity.

## 3. Navigating Declining Grant Opportunities

Funding from King County and other major sources is shifting toward broader municipal distribution. Like most other remaining Forward Thrust Pool, we anticipate more competition in grant applications for fewer dollars and will need to prioritize projects strategically.

## 4. Inflation and Revenue Gaps

Since 2020, regional inflation has risen by over 24%, while levy increases have been limited to just 5% due to state law. This gap affects every facet of our operations—from labor to utilities. Planning for a levy lid lift will be essential to preserve service levels and affordability.

## 5. Expanded Programming and Impact

Despite constraints, 2025 is a year of growth. Mount Rainier Pool is now open seven days a week, including early weekday mornings. Thanks to recent grant support, we're offering free youth swim programs through August 31. Participation in swim lessons, lap swim, and water fitness continues to grow. The district is maximizing every inch of water space to serve as many residents as possible.

## Conclusion

This budget represents our continued commitment to providing essential aquatic services while planning responsibly for the future. With your support and engagement, the Mount Rainier Pool will remain a valued community resource—not just for today, but for generations to come.

**Respectfully,**

Scott Deschenes

*Scott Deschenes*

District General Manager

Des Moines Pool Metropolitan Park District

## **NOT IN REPORT, BUT FOR REFERENCE**

*\*Breakdown of Inflation since 2020:*

*The Consumer Price Index for All Urban Consumers (CPI-U) in the Seattle-Tacoma-Bellevue area, which includes King County, has experienced the following annual inflation rates over the past five years:*

- **April 2020 to April 2021: 3.4%**
- **April 2021 to April 2022: 9.1%**
- **April 2022 to April 2023: 6.9%**
- **April 2023 to April 2024: 4.4%**
- **April 2024 to February 2025: 2.5%** (noting that this figure represents a 10-month period).

# Des Moines Pool Métropolitain Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM Meeting Date: April 22, 2025

Under: Old Business Attachment: None

Subject: Policy 353, Facility Access (first touch)

### Background/Summary:

In 2016, the district adopted Policy 353, Transgender which covered restroom access for locker rooms at the Mount Rainier Pool.

Earlier this year, there was a discussion as part of the WRPA Aquatic Group revolving around access to the locker and restrooms. After reviewing our policy, the district general manager with help from legal decided to update the policy.

Attached is the proposed policy that will rescind the current policy. The object of this with any policy is to provide a more inclusive environment, and the hopes of this policy update.

### Rationale:

This updated policy broadens the focus to provide inclusive and equitable access to restrooms, locker rooms, and other gendered facilities for all individuals, in alignment with Washington State law (RCW 49.60 and WAC 162-32) and best practices. The name and content change reflect the district's commitment to dignity, privacy, and access for all patrons and staff—without singling out any one group—while still maintaining strong protections for transgender and nonbinary individuals.

Fiscal Impact: N/A

Proposed Motion: First touch, but if board chooses to approve today, motion is below.

I move that the Board of Commissioners of the Des Moines Pool Metropolitan Park District approve the replacement of **Policy 353: Transgender** with the updated and renamed **Policy 353: Facility Access**, as presented.

Reviewed by District Legal Counsel: Yes  No  Date: \_\_\_\_\_

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

Action Taken: Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

Follow-up Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ Report back date: \_\_\_\_\_

**Notes:**

Attachments:

- (Proposed) Policy 353, Facility Access
- (Current) Policy 353, Transgender

## **353: Facility Access Policy**

### **1.0 Purpose**

The Mount Rainier Pool and Des Moines Pool Metropolitan Park District is committed to fostering an inclusive and welcoming environment for all individuals, regardless of ability, gender identity, nationality, language, socioeconomic status, religion, or any other factor. This policy ensures equitable access to all district-operated facilities, programs, and services while actively removing barriers to participation, in compliance with applicable Washington State laws.

### **2.0 Policy**

The Des Moines Pool Metropolitan Park District is committed to operating a discrimination free facility in compliance with state and federal laws against discrimination. The District shall, in compliance with state law, allow individuals the use of the District's facilities without regard to an individual's race, creed, color, national origin, citizenship or immigration status, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as such terms are defined, modified, restricted or expanded in chapter 49.60 RCW.

### **3.0 Procedures**

#### *Restroom, Locker Room and Dressing Room Accessibility*

Individuals using the District's pool facilities will be allowed to use the restroom, locker room and dressing room that corresponds to the individual's gender identity and gender expression. No individual will be required to use a restroom, locker room or dressing room that conflicts with his or her gender identity or gender expression. The District also provides single occupant restrooms that can be used by any gender.

If an individual expresses concern or discomfort about a person who uses a restroom, locker room or dressing room that is consistent with the person's gender expression or gender identity, the person expressing discomfort shall be directed to a separate or gender neutral facility.

#### *Participation in District programs*

The District will provide all program participants the opportunity to participate in District programs in a manner consistent with this policy.

## 353: Transgender Policy

### 1.0 Purpose

To establish policy and procedure to provide equal access to public community athletic programs and sports facilities.

### 2.0 Policy

The Des Moines Pool Metropolitan Park District is committed to operating a discrimination free facility in compliance with state and federal laws against discrimination. The District shall, in compliance with state law, allow individuals the use of the District's gender-segregated restrooms, locker rooms and dressing rooms, consistent with the individual's gender expression or gender identity.

### 3.0 Definitions

*Gender Expression and Gender Identity:* Means having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

### 4.0 Procedures

#### *Restroom, Locker Room and Dressing Room Accessibility*

Individuals using the District's pool facilities will be allowed to use the restroom, locker room and dressing room that corresponds to the individual's gender identity and gender expression. No individual will be required to use a restroom, locker room or dressing room that conflicts with his or her gender identity or gender expression.

The District also provides single occupant restrooms that can be used by any gender.

If an individual expresses concern or discomfort about a person who uses a restroom, locker room or dressing room that is consistent with the person's gender expression or gender identity, the person expressing discomfort shall be directed to a separate or gender neutral facility.

#### *Participation in District programs*

The District will provide all program participants the opportunity to participate in District programs in a manner that is consistent with their gender expression and gender identity.

### 5.0 Staff Responsibility

This policy does not protect behavior that is criminal or inappropriate. If Pool District staff have legitimate concerns about the safety or privacy of individuals as related to other individual's use of the restroom, locker room or dressing room, staff shall immediately bring these concerns to Ken Spencer, Aquatics Management Group President, shall communicate with the individuals involved to determine the appropriate course of action. Such privacy or safety issues should be immediate and reasonably foreseeable, not speculative. Anyone, regardless of their transgender status, who is behaving inappropriately in a restroom or locker room, can be required to leave. Additionally, law enforcement should be called whenever criminal behavior is observed or suspected.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District G.M.

Meeting Date: April 22, 2025

Under: New Business

Attachment: Yes

Subject: Format of Future Meetings Discussion

### Background/Summary:

The board of commissioners has suggested that board meetings focus more on larger issues and less on mundane routine issues, and also getting rid of the weekly reports.

### EXPANDED CONSENT AGENDA

The District General Manager is recommending adding routine business items to the consent agenda to help the meetings focus more on larger issues.

Board members will still have the power to pull items from the agenda, and have the board vote to add the item to the agenda. This is already a process with the current consent agenda.

Attached is an outline to describe the process and a sample agenda using this format.

### WEEKLY REPORTS

The District General Manager uses the weekly reports as a method of communicating items, transparency and a way for them to better record items occurring at the pool.

The District General Manager would like to explore sending these monthly, bi-monthly or eliminating the process.

Other emails that are sent may be more difficult for board members to respond to. The goal of this recommendation is to be more efficient with staff time, and to have better lines of communication.

Fiscal Impact: N/A

### Proposed Motion:

No motion. This is currently a process that needs no motion to expand, and a dialogue on these processes.

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

### Three Touch Rule:

_____	Committee Review
<u>Continuous</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:**

- Proposed Outline
- Sample Agenda Utilizing this Format

# Consent Agenda Expansion

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Like most government agencies, the Mount Rainier Pool utilizes a Consent Agenda to remove monthly processes to reduce meeting times and focus on larger issues. The following would extend this to routine points of business that may take the board away from focusing on its main goals and objectives.

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## 1. Current Consent Agenda Items

The board chair, executive director, or staff (e.g., city clerk or district manager) will identify routine or previously discussed items that don't require further debate. Common examples include:

- Previous month's expenses
- Approval of minutes
- Weekly reports
- Financial reports or standard payments
- Vouchers/EPRFs approved by the Clerk of the Board
- Informational reports
- Approval of minutes
- Routine contracts or renewals
- Financial reports or standard payments
- Previously approved purchases under a threshold
- Informational reports
- 

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## 2. Expanded Scope of Consent Agenda Items

The Board President and District General Manager will identify routine items that are estimated to be rubber stamped by the Board including, but not limited to.

- Routine contracts or renewals
  - Financial reports or standard payments
  - Previously approved purchases under a threshold
  - Informational reports (grants)
  - Policy or procedure updates to meet legal requirements
  - Items that may arise that are routine
-

## 2. Consent Agenda Preparation

The District General Manager will send a proposed agenda. The Board President will direct the District General Manager, if there are any items he wants added or removed from the Consent Agenda.

When preparing the meeting agenda:

- A separate “**Consent Agenda**” section is created.
- Each item is briefly listed with a title, agenda item sheet (AIS) and supporting materials.
- The monthly will be under the (A)General Monthly Packet, and all items will be under their own letter to better identify, if a board member were to elect to motion to pull the item from the Consent Agenda.

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## 3. Distribution to Board Members

Board members receive the agenda packet in advance of the meeting. This allows them time to:

- Review each consent item
- Ask questions of staff beforehand
- Decide if they want any item pulled for separate discussion

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## 4. Motion and Vote

During the meeting (current process):

- The chair introduces the consent agenda.
- Any board member may **request an item be pulled** for separate discussion—no debate is required, and the item is moved to the regular agenda.
- A single motion is made to **approve all remaining items**.
- The board votes once to approve all items together.

---

## 5. Minutes and Documentation

The meeting minutes reflect that the consent agenda was approved, listing each item it included. Pulled items are recorded as handled individually. This is also a current process.

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## Des Moines Pool Metropolitan Park District

April 22, 2025 **(SAMPLE W/ EXPANDED CONSENT AGENDA)**

7:00 p.m.

Regular “Hybrid” Meeting

*Meetings are hybrid: being held remotely using Zoom and in-person at the Des Moines Pool MPD District Office (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468; Meeting ID: 860 3747 2766; Passcode: 785023. 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](mailto:scott.deschenes@desmoinespool.org). Public comment for those who cannot physically attend will be due by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.*

### AGENDA

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

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

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

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

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

*Hybrid Meeting: If you are unable to physically attend and wish to make public comment, please submit in writing via email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by Noon on Tuesday, April 22, 2025. Please include your name, address, and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting*

7:08 **6. CONSENT AGENDA**

**A. GENERAL (MONTHLY PACKET)**

a. EXPENDITURE/REVENUE FOR MARCH

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

*District General Manager Report*

c. ADOPTION OF MINUTES

*March 25, Regular Board Meeting*

d. CORRESPONDENCE

*None*

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

*\$23,664.80 was processed in March 2025 for warrant requests.*

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

*\$77,426.21 was processed in March 2025 for payroll and payments.*

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

**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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

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

**B. Proclamation: May is Water Safety Month**

**C. Employee Handbook (2<sup>nd</sup> touch)**

**D. Policy 535 Electronic Funds Transfers (2<sup>nd</sup> Touch)**

**E. 2025 Financial Letter for Annual Financial Report (1<sup>st</sup> Touch)**

**F. Policy 353 Facility Access (1<sup>st</sup> Touch)**

**7. OLD BUSINESS**

7:10 a. Q1 Aquatics Manager Report

7:20 b. Insurance Changeover

7:25 c. Land Acquisition Process

**8. NEW BUSINESS**

7:40 a. 2025 Financial Report Letter (first touch)

7:51 b. Format of Future Meetings

7:54 c. Retreat

**9. EXECUTIVE SESSION #1**

Highline School District Lease Update

*Under Washington State's Open Public Meetings Act (OPMA), RCW 42.30.110(1)(c) permits governing bodies to hold executive sessions to consider the minimum price at which real estate will be offered for sale or lease if public knowledge of such consideration would likely decrease the price. However, final actions, such as approving or ratifying a lease agreement, must occur in a meeting open to the public.*

**10. EXECUTIVE SESSION #2**

District GM Review

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

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

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## 11. GOOD OF THE ORDER

## 12. UPCOMING MEETINGS

- To Be Determined, SAO Exit Meeting, ???, Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- May 27, 2025 (Fourth Tuesday), Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

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

## ADJOURNMENT

SAMPLE

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

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Des Moines Pool Métropolitain Park District

**AGENDA ITEMS SUMMARY SHEET**

Agenda Item #: 8d Assigned to: District GM Meeting Date: April 22, 2025

Under: Old Business Attachment: None

**Subject:** Retreat Polling to Board

**Background/Summary:**

Since the start of the year the board has received information on a couple of options moving forward. This has helped better find clarity towards a direction the board might move in the future.

The addition of this AIS is to poll the board on a retreat/special meeting to discuss how the board would like to move forward in the future with the pool project including goals and objectives, a potential working timeline, and any other steps to help the project move forward.

**Fiscal Impact:** N/A

**Proposed Motion:** I move to schedule the Spring Board Retreat on DATE at     pm.

If no board retreat requested, then no motion will be made.

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:**

- No attachments.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9 Assigned to: District GM/Legal Meeting Date: April 22, 2025

Under: Executive Session Attachment: Yes \_\_\_\_\_ No X

Subject: Executive Session #1: Real Estate Purchase and Sales

### Background/Summary:

On April 3, 2025, the District General Manager and Commissioner Dusenbury met with the Highline School District. The session is to update the board about the lease negotiations.

The current lease was signed in 2012 on a ten-year lease. An intent to renegotiate the lease was sent to the Highline School District in 2021, and the agreement has been negotiated since that point.

District representatives met with the school district and the purpose of this item is to discuss the conversation's impact on lease negotiations.

Fiscal Impact: To Be Determined.

### Proposed Motion:

*Language to Call Session:* The board will be going into Executive Session pursuant to RCW 42.30.110(1) to consider the selection of a site for acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. The executive session will be for \_\_\_\_\_ minutes until \_\_\_\_\_.

Any direction given by the board will be made in open session and noted in the minutes.

Reviewed by District Legal Counsel: Yes X No \_\_\_\_\_ Date: On-going

**Three Touch Rule:** N/A Committee Review  
2021 First Board Meeting (Informational)  
To Be Determined Second Board Meeting (Action)

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

**Follow-up Needed:** Yes X No \_\_\_\_\_ Report back date: N/A

### Notes:

- No Attachments

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10 Assigned to: Board President

Meeting Date: April 22, 2025

Under: Executive Session

Attachment: None

Subject: Executive Session #2: District General Manager Review

Background/Summary:

The Board of Commissioners will meet to discuss evaluation of the District General Manager.

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

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

Fiscal Impact: N/A

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

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

Reviewed by District Legal Counsel: Yes X No \_\_\_\_\_ Date: Various

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

Action Taken: Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

Follow-up Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ Report back date: \_\_\_\_\_

Notes:
-No attachments.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 11      **Assigned to:** District GM      **Meeting Date:** April 22, 2025

**Under:** Meeting End      **Attachment:** None

**Subject:** Good of the Order

### Background/Summary:

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

2. Next board meeting (unless special meeting scheduled):

- SAO Exit Interview, Special Meeting (to be determined)
- Proposed Retreat, Special Meeting (to be determined)
- May 27, 2025, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

3. End of Meeting:

**Fiscal Impact:** \_\_\_\_\_

**Proposed Motion:** No motion necessary.

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

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

**Action Taken:**      **Adopted** \_\_\_\_\_      **Rejected** \_\_\_\_\_      **Postponed** \_\_\_\_\_

**Follow-up Needed:**      **Yes** \_\_\_\_\_      **No** \_\_\_\_\_      **Reporting Back Date:** \_\_\_\_\_

### Notes:

- No attachments.