



Des Moines Pool Metropolitan Park District

May 17, 2022
7:00 p.m.
Regular Meeting

District meetings are also held remotely. If you wish to listen in, please do so at [1-253-215-8782](tel:1-253-215-8782) Meeting ID: [987 1621 8853](tel:98716218853) Passcode: [751254](tel:751254). Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Lauryne Thurmond at lauryne.thurmond@desmoinespool.org or call us at (206) 429-3852.

AGENDA

- 7:00 1. **CALL TO ORDER ROLL CALL**
- 7:03 2. **PLEDGE OF ALLEGIANCE**
- 7:04 3. **ADOPTION/MODIFICATIONS OF AGENDA**
4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**
- 7:05 5. **PUBLIC COMMENT (Please Limit to Three [3] Minutes)**
Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, May 17th. 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.
- 7:10 6. **CONSENT AGENDA**
- a. **EXPENDITURE/REVENUE SUMMARY**
 - b. **STAFF/CONTRACTOR/COMMITTEE REPORTS**
District General Manager Administration Report
 - c. **ADOPTION OF MINUTES**
April 19, 2022
 - d. **CORRESPONDENCE**
None
 - e. **BANK TRANSFERS (MRP REVENUE)**
\$106,406.42 was received in the month of April
 - f. **VOUCHER APPROVAL**
\$58,832.54 was processed in April for warrant requests
 - g. **KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES) (March 30, April 15, April 30)**
\$71,398.95, was processed in April for payroll

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Lauryne Thurmond, District Clerk, 206.429.3852.

7. Executive Session

- 7:15 a. HSD Lease/Overpayment (Tentative)

8. OLD BUSINESS

- 7:30 a. Q1 Aquatics Manager Report
- 7:40 b. Q1 Financial Report
- 7:50 c. Annual Financial Report
- 7:55 d. Policy 272 Telecommuting
- 8:00 e. Retreat Update

9. NEW BUSINESS

- 8:05 a. Backflow Preventer
- 8:10 b. Filter Media
- 8:15 c. Parking Lot Gate
- 8:20 d. KCYAS Grant Paperwork
- 8:25 e. Future Board Meetings

10. UPCOMING MEETINGS

- a. June 1, 2022, Board Retreat, 7:00pm, Location T.B.D.
- b. June 8, 2022, Board Retreat, 7:00pm, Location T.B.D.
- c. June 21, Regular Board Meeting, 7:00pm, Location T.B.D.
- d. July 19, 2022, Regular Board Meeting, 7:00pm, Location T.B.D.

ADJOURNMENT

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

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AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** Clerk of the Board **Meeting Date:** May 17, 2022

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

Expenditures April 2022: Total **\$106,406.42**

Admin Expenditures = \$39,789.49 Ops Expenditures = \$66,616.93 Capital Expenditures = \$0.00

Revenue April 2022: Total **\$426,944.78**

Property Tax & Int = \$421,838.54 Misc Revenue = \$0.00 MRP Revenue = \$5106.24 Transfer to Cap = \$0.00

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- April 19, Regular Meeting Minutes

Item 6d: Correspondence – None

Item 6e: Bank Transfers (MRP Revenue) reported above

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$58,832.54** were approved for payment

- \$15,631.37 was processed on April 6, 2022
- \$8,718.26 was processed on April 20, 2022
- \$19,086.98 was processed on April 27, 2022
- \$15,395.93 was processed on April 27, 2022

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$71,398.95** were processed for payment

- \$22,818.01 was approved for payroll on March 25, 2022
- \$24,307.81 was approved for payroll on April 11, 2022
- \$24,273.13 was approved for payroll on April 25, 2022

A total of **\$130,231.49** was processed in April 2022 under the oversight of the Clerk of the Board.

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

Fiscal Impact: Detailed above

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in April 2022 totaling \$130,231.49.

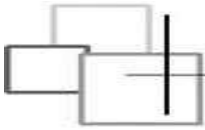
Reviewed by District Legal Counsel: Yes ☐ No ☒ Date: _____

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:



2022 April EXPENDITURES

Beginning Monthly Balance = \$1,434,625.07

Ending Monthly Balance = \$1,729,840.63

Category/ Acct #	Reference	Apr 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	705.39	\$3,871.36	\$21,000.00	17,128.64	18%
001-000-000-576-20-10-01	District Manager - Wage	\$6,268.99	\$27,341.32	\$95,500.00	68,158.68	29%
001-000-000-576-20-10-02	District Clerk -Wage	\$2,522.85	\$12,139.32	\$32,168.14	20,028.82	38%
001-000-000-576-21-10-01	Aquatics Mgr -Wage		\$7,411.86	\$84,000.00	76,588.14	9%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$9,127.47	\$29,162.88	\$126,000.00	96,837.12	23%
001-000-000-576-21-30-01	Lifeguards	\$12,885.67	\$41,007.46	\$217,360.00	176,352.54	19%
001-000-000-576-21-30-02	Instructors	\$3,544.92	\$15,512.89	\$95,000.00	79,487.11	16%
001-000-000-576-21-32-02	Head Lifeguards	\$882.73	\$7,723.07	\$38,601.76	30,878.69	20%
001-000-000-576-21-25-05	Incentive Pay			\$7,500.00	7,500.00	0%
001-000-000-576-20-21-19	Payroll Taxes	\$11,253.26	\$30,843.78	\$41,995.79	11,152.01	73%
001-000-000-576-21-42-05			\$7,820.66	\$140,784.61	132,963.95	6%
001-000-000-576-21-33-04	Overtime (OT)		\$387.17	\$13,999.57	13,612.40	3%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)		\$0.00	\$1,308.30	1,308.30	0%
001-000-000-576-21-33-00	Sick Pay		\$255.61	\$1,622.40	1,366.79	16%
	Total Salaries & Wages	\$47,191.28	\$183,477.38	\$916,840.57	\$733,363.19	20%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$7,923.51	\$11,937.82	\$12,799.13	861.31	93%
001-000-000-576-21-22-30			\$650.50	\$42,849.25	42,198.75	2%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$522.00	\$2,000.00	1,478.00	26%
	Total Personal Benefits	\$8,058.51	\$13,110.32	\$57,648.38	\$44,538.06	23%
Grants						
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)		\$0.00	\$3,910.00	3,910.00	0%
001-000-000-337-20-00-01	King County Youth Athletic Sports		\$0.00	\$10,000.00	10,000.00	0%
	Total Grants	\$0.00	\$0.00	\$13,910.00	\$13,910.00	\$0.00
Office Supplies						
001-000-000-576-20-31-00	Office Supplies	\$452.63	\$452.63	\$230.00	(222.63)	197%
001-000-000-576-21-35-03		\$109.02	\$109.02	\$770.00	660.98	14%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$16.46	\$16.46	\$2,000.00	1,983.54	1%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$2,143.34	\$2,143.34	\$4,000.00	1,856.66	54%
	Total Office Supplies	\$2,721.45	\$2,721.45	\$7,000.00	4,278.55	39%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$352.33	\$531.23	\$3,000.00	2,468.77	18%
001-000-000-576-21-35-02	Janitorial Supplies & Services		\$628.46	\$7,000.00	6,371.54	9%
	Total Maintenance & Repair Supplies	\$352.33	\$1,159.69	\$10,000.00	8,840.31	12%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$182.86	\$315.72	\$1,000.00	684.28	32%
001-000-000-576-21-35-01	Pool Chemicals		\$0.00	\$12,500.00	12,500.00	0%
001-000-000-576-21-35-15	Special Pool Events		\$2.44	\$2,000.00	1,997.56	0%
001-000-000-576-21-42-06	Uniforms &Clothing		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)		\$477.78	\$2,000.00	1,522.22	24%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$2,854.98	\$3,035.45	\$3,500.00	464.55	87%
	Total Pool Supplies	\$3,037.84	\$3,831.39	\$26,000.00	22,168.61	15%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)		\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)		\$0.00	\$5,000.00	5,000.00	0%
	Total Pool Equipment	\$0.00	\$0.00	\$6,100.00	6,100.00	0%
Professional Svcs - Front Offc						
001-000-000-576-20-41-01	Consulting Contracts		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$577.50	\$3,221.25	\$14,000.00	10,778.75	23%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)		\$0.00	\$2,500.00	2,500.00	0%

Category/ Acct #	Reference	Apr 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,642.45	\$6,760.21	\$22,000.00	15,239.79	31%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$115.14	\$156.87	\$460.00	303.13	34%
001-000-000-576-21-49-10			\$62.88	\$1,540.00	1,477.12	4%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)		\$0.00	\$5,500.00	5,500.00	0%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$99.90	\$144.80	\$1,500.00	1,355.20	10%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$519.66	\$1,525.28	\$7,700.00	6,174.72	20%
001-000-000-576-21-42-09	Timekeeping	\$528.48	\$792.72	\$2,500.00	1,707.28	32%
	Total Prof Services-Front Offc	\$3,483.13	\$12,664.01	\$62,700.00	62,700.00	20%

Professional Svcs - Maintenance

001-000-000-576-21-41-09	District Janitorial Services	\$90.00	\$270.00	\$0.00	(270.00)	#DIV/0!
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (See COVID)		\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$300.19	\$1,014.05	\$5,000.00	3,985.95	20%
001-000-000-576-21-41-20	Gutter and Roof Management		\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)		\$945.96	\$500.00	(445.96)	189%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$1,648.23	\$2,197.64	\$7,200.00	5,002.36	31%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$122.90	\$254.12	\$1,750.00	1,495.88	15%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)		\$4,782.74	\$22,000.00	17,217.26	22%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,048.19	\$2,769.58	\$6,000.00	3,230.42	46%
	Total Prof Services-Maintenance	\$3,209.51	\$11,964.09	\$49,450.00	37,485.91	24%

Repairs & Maintenance

001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$6,377.18	\$14,795.68	\$100,000.00	85,204.32	15%
001-000-000-576-21-48-01	Office/IT Equipment Repairs		\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-48-03	Budget Contingency (Backup to Maint Svcs)		\$0.00	\$34,700.00	34,700.00	0%
	Total Repairs & Maintenance	\$6,377.18	\$14,795.68	\$136,700.00	\$121,904.32	11%

Communications

001-000-000-576-20-41-02	Web Design & Maintenance		\$3,802.50	\$2,000.00	(1,802.50)	190%
001-000-000-576-20-41-10	MS Subscription MS Office 365	\$35.24	\$323.71	\$920.00	596.29	35%
001-000-000-576-21-42-01		\$482.24	\$702.44	\$3,080.00	2,377.56	23%
001-000-000-576-21-42-07	Postage and Mailing	\$62.33	\$89.86	\$1,000.00	910.14	9%
001-000-000-576-21-42-13	Scheduling (Omnify)		\$0.00	\$1,300.00	1,300.00	0%
001-000-000-576-21-42-20	Telephone/Internet (Comcast)	1858.79	\$2,572.92	\$3,500.00	927.08	74%
001-000-000-576-21-42-14	Elevate Phone System		\$0.00	\$4,600.00	4,600.00	0%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$92.48	\$92.48	\$69.00	(23.48)	134%
001-000-000-576-21-42-30			\$46.24	\$231.00	184.76	20%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$80.34	\$107.12	\$400.00	292.88	27%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$118.00	\$236.00	\$800.00	564.00	30%
	Total Communications	\$2,729.42	\$7,973.27	\$17,900.00	9,926.73	45%

Training & Travel

001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)		\$0.00	\$750.00	750.00	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)		\$0.00	\$750.00	750.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$205.00	\$369.00	\$3,000.00	2,631.00	12%
001-000-000-576-21-43-03	Certifications (non WSI)		\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)		\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)		\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-07	Management Staff Training	\$729.00	\$764.00	\$3,120.00	2,356.00	24%
001-000-000-576-20-43-07			\$0.00	\$880.00	880.00	0%
	Total Training & Travel	\$934.00	\$1,133.00	\$15,000.00	13,867.00	8%

Advertising

001-000-000-576-20-41-07	District Advertising	\$2,009.18	\$2,517.42	\$10,000.00	7,482.58	25%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard		\$0.00	\$4,499.04	4,499.04	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard		\$0.00	\$2,474.47	2,474.47	0%
001-000-000-576-20-41-40	Ad Design		\$285.72	\$500.00	214.28	57%
	Total Advertising	\$2,009.18	\$2,803.14	\$17,473.51	14,670.37	16%

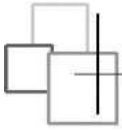
Rentals & Leases

001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$2,870.00	\$2,500.00	(370.00)	115%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$550.00	\$1,100.00	\$4,000.00	2,900.00	28%
001-000-000-576-20-45-02	Miscellaneous Rentals		\$0.00	\$5,000.00	5,000.00	0%
001-000-00-576-20-45-05	Meeting Room Rental (HSD)		\$0.00	\$6,000.00	6,000.00	0%
	Total Rentals & Leases	\$1,267.50	\$3,970.00	\$17,500.00	7,530.00	23%

Utilities

001-000-000-576-21-47-00	Electricity (PSE)	\$22,078.86	\$44,606.42	\$99,000.00	54,393.58	45%
001-000-000-576-21-47-02	Water (Highline)		\$2,177.95	\$9,000.00	6,822.05	24%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)		\$1,192.82	\$2,500.00	1,307.18	48%

Category/ Acct #	Reference	Apr 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
001-000-000-576-21-47-04	Sewer (Midway)		\$1,502.73	\$4,000.00	2,497.27	38%
	Total Utilities	\$22,078.86	\$49,479.92	\$114,500.00	65,020.08	43%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC		\$21,614.00	\$23,000.00	1,386.00	94%
	Total Insurance	\$0.00	\$21,614.00	\$23,000.00	1,386.00	94%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships		\$1,136.00	\$18,000.00	16,864.00	6%
001-000-000-576-20-41-12	AMG Liabilities		\$0.00	\$250.00	250.00	0%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$35.04	\$320.72	\$4,000.00	3,679.28	8%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)		\$145.33	\$2,000.00	1,854.67	7%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$2,211.53	\$3,054.56	\$4,000.00	945.44	76%
001-000-000-334-05-10-01	SEEK Grant	\$526.00	\$9,712.00			
001-000-000-576-20-51-50	Background checks	\$174.00	\$232.00	\$2,000.00	1,768.00	12%
	Total Miscellaneous	\$2,946.57	\$14,600.61	\$30,250.00	8,497.39	48%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)		\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-41-11	SAO Audit		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-51-00	King Cty Election costs		\$0.00	\$45,000.00	45,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)		\$2,190.91	\$2,000.00	(190.91)	110%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)		\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)		\$0.00	\$2,000.00	2,000.00	0%
	Total Intergov Services	\$0.00	\$2,190.91	\$58,000.00	55,809.09	4%
COVID-19						
001-000-000-576-20-31-00	Office Supplies				0.00	0%
001-000-000-576-20-43-00	Training/Conferences				0.00	0%
001-000-000-576-21-31-01	Custodial				0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies				0.00	0%
001-000-000-576-21-43-06	First Aid Supplies				0.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies				0.00	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies				0.00	0%
	Total COVID-19	\$0.00	\$0.00	\$0.00	0.00	0%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections		\$0.00	\$1,000.00	1,000.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices		\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers		\$0.00	\$75,000.00	75,000.00	0%
001-000-000-594-76-41-06	Plumbing Upgrade (Aquatic Spec)			\$10,000.00	10,000.00	0%
301-000-000-397-00-00-00	Transfer From General Fund to Capital		\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$0.00	\$0.00	\$161,500.00	\$161,500.00	
*Reserve balance \$214,079.00						
	TOTAL ADMINISTRATION	\$39,789.49	\$138,461.71	\$399,655.57	\$261,699.86	35%
	TOTAL OPERATIONS	\$66,616.93	\$199,918.03	\$1,179,516.89	\$979,931.74	17%
	TOTAL CAPITAL	\$0.00	\$0.00	\$161,500.00	161,500.00	0%
GRAND TOTALS		\$106,406.42	\$338,379.74	\$1,740,672.46	\$1,403,131.60	19%



2022 REVENUE

Account #	Reference	Apr 2021	YTD Balance	2022 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$421,725.29	\$482,091.35	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.06	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$113.25	\$0.00	\$0.00	\$0.00
	Total General Fund	\$421,838.54	\$482,091.41	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$622.11	\$2,559.66	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,084.25	\$3,146.96	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$3,394.88	\$18,080.85	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$5.00	\$5.00	\$0.00	\$0.00
	Total Revenue	\$5,106.24	\$23,792.47	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$0.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$175,000.00	\$0.00
	Grand Total Revenue	\$426,944.78	\$505,883.88	\$200,000.00	\$175,000.00

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, May 12, 2022

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: April 15, to May 6, 2022, District General Manager Report

Week Ending April 15th

Dear Board,

Please see this week's report.

BOARD MEETING CHANGES

Our first board meeting since the latest update in regulations will be Tuesday, April 19 at 7pm. Just a reminder that board does not need to be present and can meet remotely.

- **IMPORTANT: Goto Meeting App** – An email will be sent out on Monday for board members to register and download the Goto (formerly GoToMeeting) app to your phone or desktop. You will need this participate in future executive sessions including the sessions on Tuesday (April 19). See below for videos of the instructions on the process. I will send the invitations to your board email(s) on Monday that will come from GoToMeeting. If you wish to use another email, let me know before I send out the invitations. Please use this to access all future board meetings.
 - **Desktop App** – https://www.youtube.com/watch?v=maHzbSP_Ms0&list=PL1cRWWlpjGaMWWQAT4k3_pLwedJAtLTVk
 - **Mobile App** - https://www.youtube.com/watch?v=O9gB-iS16m0&list=PL1cRWWlpjGaMWWQAT4k3_pLwedJAtLTVk&index=2
- **Agenda Packet and Login:** You should've received this from Lauryne. If you have not, please contact me. The meeting will be hybrid, so we had to change the instructions to members of the public. Here is a link to the packet.
 - **Packet Link**- <https://mtrainierpool.com/wp-content/uploads/Update-April-19-Agenda-SVD-04152022.pdf>
- **In-Person Element:** I will be at the MRHS library for the in-person requirement. I will be ready to hook into their projector, in case someone attends the meeting.
- **Public Comment:** Even with us having a person at the Mt Rainier HS library, we will not change public comment and there will still be a deadline at noon the day of each meeting. The in-person element will be to view the meeting only.
- **Meeting Posting:** The rules state you have to post at the entry of the building. We will continue to post at the pool as there is no place to post at the high school. Also for the requirement both buildings are on high school property.
- **New Location:** On Monday, I visited our new location at MRHS. I will be there for the in-person requirement. To start with we will utilize the drop down screen. They have a new piece of equipment, but the librarian suggested we not use it at first as they are still learning to use it. There are three sections to the room. The area we will use can host about twenty people, but there is an open general area that we could utilize for larger meetings. We will be required to setup, teardown and clean up afterwards. Finally, it is on the second story of the building, but there is also an elevator.

- WIFI: The site will have free WIFI for everyone to use including members of the public.

MRHS LIBRARY

At one time, I thought this was going to be free, but as we move forward, the meeting space will be about \$60/hour. Also just a heads up that the space is not available in July. The school will be shut down the entire month. We will also have free WIFI and a screen to project meeting content on. I am going to reach out to the school district about the pricing.



SCHEDULE UPDATE

With swim lessons starting Saturday. We will be setting a new schedule. We also updated the printable schedule.

- Email Notification: http://createsend.com/t/d-E95F8686E8FD0E4B2540EF23F30FEDED?fbclid=IwAR36SBnf3uN6fhqGHZn9-Iick3cU2VcXjwSZyJO7n6e0AdS1_27_QLTqkr0
- New Schedule Format: <https://mtrainierpool.com/wp-content/uploads/FINAL-MT-RAINIER-POOL-SCHEDULE-SPRING-2022-04132022.pdf>
- Wibit Swim: Just a reminder that we moved the Wibit Swim to the fourth Saturday to not compete with Egg Hunts and to be utilized by Woodmont for their PTSA event.

- Closure: We have a reminder that we will be closed Sunday, April 17. This was also posted on social media on Monday.

SWIM LESSON UPDATE

Swim lessons start this Saturday.

- Numbers – We have around 170-175 in both sets of classes (Saturdays and Mondays/Wednesdays).
- Overflow Parking – I have notified the school district that we will probably need overflow parking on Mondays, Wednesdays and Saturdays starting this Saturday, April 16 and going through the end of school. HSD is providing us with a key. All participants that provided emails will be sent information on overflow parking and we will put out the sandwich board with information in the parking lot.
- SEEK Equipment Packet – We will put this out the week after next. We are still researching the equipment, and there will be a lot of first-time people in lessons. We want to make sure we have everyone comfortable with processes, before collecting emails.
- Email Reminder – We will be sending an email reminder out through CivicRec that will remind people to complete their surveys, info on overflow parking and other pertinent information.

TRAININGS

- Headguard Meeting – Staff has a headguard meeting on Friday at 1pm.
- In-Service – Staff will have their in-service after Open Swim on Saturday.

MAINTENANCE

- Graffiti: We are awaiting response by HSD if they are going to add us to their graffiti removal program. I spoke with them and we are still awaiting a verdict.
- Pressure Washer: The graffiti situation has made us realize that we need to replace our pressure washer for not only those situations but others. We purchased a replacement pressure washer.
- Backflow Preventer: We were hoping to have a bid for a backflow preventer on the April 19th agenda, but we were not able to get a bid in time to put the packet out. We will move this item to May 17th.
- Filter Media: We are also moving this item to May 17th to do some more research on the item. The media should be replaced every 5 to 7 years, and it has been about 5 years since it was replaced.
- Benches: Beyond all Jared's other work, he was able to work with our volunteer to get another bench in the men's refinished. They also looked at the benches in the women's room and those are in much better shape.

INCIDENTS

- Suspicious Character: Jared reported a suspicious character onsite on Tuesday afternoon. MRHS security was called and the person was asked to leave as they were removed from their property earlier in the day.

GRANT UPDATES

- Aquatic Facilities Grant: We were notified the grant would be in front of the King County Council on April 19. This may be the final meeting before we find out about approval. This is the \$100k for the site condition analysis for the Mount Rainier Pool.
- Revive and Thrive: Commissioner Achziger contacted me about the Revive and Thrive grant. We are going to pursue getting a grant for next year to continue to get funding to cover the costs of

trainings and certifications for future lifeguard and swim instructor trainings.

<https://kingcounty.gov/services/parks-recreation/parks/get-involved/partnerships-and-grants/yasg.aspx>

RESEARCH

- Highline Public Schools Advisory Committee to Recommend 2022 School Bond (Btown Blog) - <https://b-townblog.com/2022/04/12/highline-public-schools-advisory-committee-to-recommend-2022-school-bond/>
- Fred Swanson Named New Executive Director of Highline Schools Foundation (Waterland Blog) - <https://b-townblog.com/2022/04/11/fred-swanson-named-new-executive-director-of-highline-schools-foundation/>
- In the Know: Discovering Aquatic Maintenance Best Practices (Rec Mgmt) - https://recmanagement.com/feature_print.php?fid=202204FE03
- Clint Eastwood's Memories of Being a Lifeguard at Fort Ord Pool (NRPA Aquatics Facebook Group/Monterey Herald) - <https://www.montereyherald.com/2022/02/26/clint-eastwoods-memories-of-being-a-lifeguard-at-fort-ord-pool/>

Week Ending April 22nd

Dear Board,

A short report since we had a meeting this week. Let me know if you have any questions.

AQUATICS COORDINATOR RECRUITMENT

We had two of the three applicants attend their interviews on Thursday. We are working to setup interviews soon and will let you know how they turn out once everything is final.

BOARD MEETING WRAP UP

- Budget Message – I sent the budget message out on Wednesday. Please have all edits by May 1, 2022. Commissioner Achziger was the first to have his edits in.
- Retreat – We have moved the retreats to being virtual on June 8 and 15. This should help us save thousands of dollars. We will share more information at our May 17 regular board meeting.
- KCYAS Aquatic Facilities Grant – As stated at the meeting, here is the press release put out by King County that was placed in the Waterland Blog. <https://waterlandblog.com/2022/04/20/king-county-council-committee-approves-100000-for-des-moines-pool-metropolitan-park-district/>
- Zoom – We are looking to transfer over next month's meeting to Zoom. We will send more information in the future.

SPRING NORMANDY PARK CITY SCENE

Here is a link to the Spring 22 Normandy Park City Scene.

<https://normandyparkwa.gov/wp-content/uploads/Normandy-Park-City-Scene-Spring-2022.pdf>

SEEK GRANT

- Monday/Wednesday Second Session: We will be putting an email notification with registration information out next week for the second Monday/Wednesday sessions, which begins May 16.

- Registration Process Change Discussion: We are going to work on a summer update for the SEEK packet. We will reach out to the Policy and Procedure Committee after this to discuss changes for the summer registration packet. This will create less confusion as the summer dates have not been listed as of yet.
- SEEK Equipment Form: We are working on finalizing the SEEK equipment form and will need to make sure we will have the capacity of suits to cover the program. We are estimating between 200-300 suits. I have put together a preliminary form, but we are awaiting to hear from Kohl's. Commissioner Achziger had a good idea of seeing if we could work with them on swimsuit vouchers we could include in the packets that would allow for participants to go to a store, try on the suit and get it there. Our Plan B is to work through a company and make a bulk order from the registration forms. We will update you when we have a final decision. This package is to reduce barriers for swimming and includes a suit, goggles, towel and mesh bag.
- Camp KHAOS Summer Estimate: We got an estimate back for Camp KHAOS of up to 80 swimmers. This will take a bulk of our afternoon lesson times, but would ensure we are serving a good number of community members.
- Survey Translation: Commissioner Campbell and I met this week and discussed the survey and the potential of translation. It is great that she has this expertise that will help us in the future.

MARITIME

Maritime High School has been using our pool for underwater robotics during closure times over the last couple of weeks. Their next time will be April 25 from 3-4:15pm. We are also going to work with them on getting their kids into the summer programs. I will see if we can get some pictures to share in future reports.

SUMMER PLANNING

We are getting ready to put the swim club, lifeguard training and other programming. We are hoping to have some discussions with our future aquatics coordinator since they will be working directly with these programs. We should have this information ready in early-to-mid May.

TRAINING

- WSIT – Quentin got approved to take a WSIT course in June, which will be during our closure. We are hoping to have the second aquatics coordinator by then to help with the closure training and projects.

RESEARCH

- Normandy Park Civic Center Bond – City Manager Report (Normandy Park Bond) - <https://www.normandyparkblog.com/2022/04/09/normandy-park-city-managers-report-for-week-ending-april-8-2022-civic-center-bond/>
- Successful Strategies for Attracting and Retaining Public Employees (MRSC/Route Fifty) - <https://www.route-fifty.com/finance/2022/03/states-dole-out-signing-bonuses-and-pay-raise-attract-and-retain-employees/363822/>
- USA Swimming Partners with Diversity in Aquatics (Recreation Management) - <https://recmanagement.com/rm-industry-news-item.php?id=6854>
- How a Lifeguard Instructor Can Make or Break Your Pool Season (American Pool) - <https://americanpool.com/2022/01/11/how-a-lifeguard-instructor-can-make-or-break-your-pool-season/>

- Special Olympics Washington Seeking Volunteers for Upcoming Aquatics Competitions (Federal Way Mirror) - <https://www.federalwaymirror.com/sports/special-olympics-washington-seeks-volunteers-for-upcoming-aquatic-competitions/>

Week Ending April 29th

Dear Board,

Please accept this week's report.

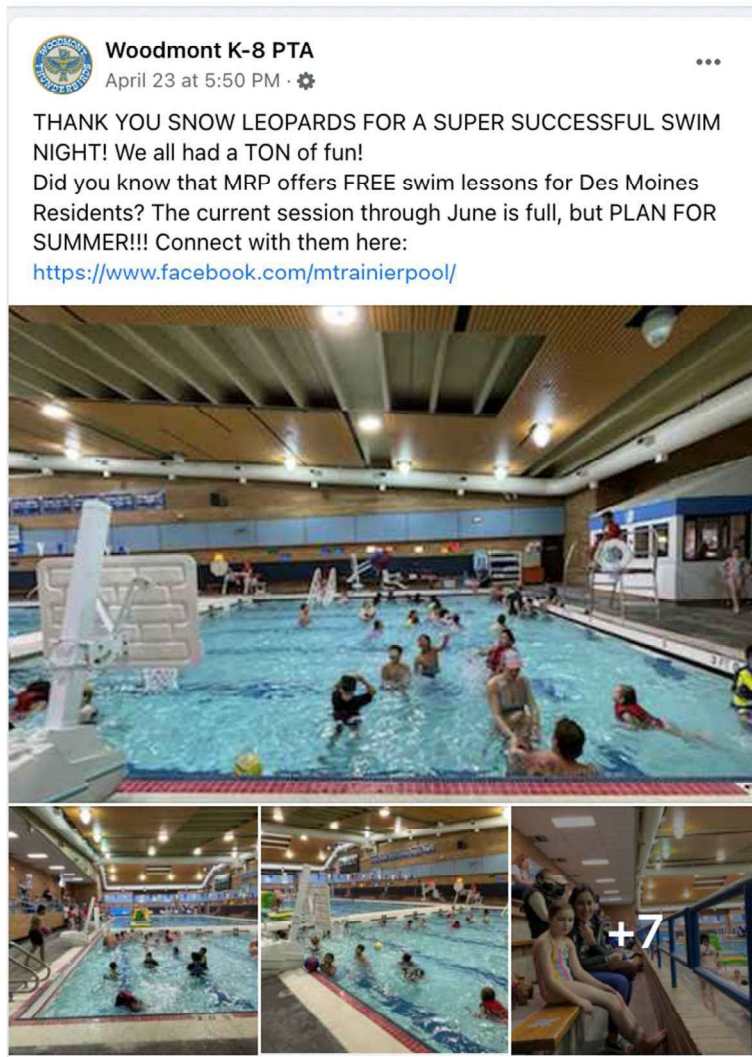
SWIM LESSON REGISTRATION

Swim lesson registration for Monday & Wednesday classes will start next week. We put the following messaging out on email notification. With the large interest we had last time we are not going to promote the lessons beyond this email blast, website news feed and the Mt. Rainier Pool social media webpage. See email notification below.

<https://createsend.com/t/d-BCF679A17B57F8092540EF23F30FEDED>

PTSA EVENT

We had our first PTSA event on Saturday, April 22 for Woodmont K-8. It seems like they had a good event from their Facebook post below. We were contacted by Des Moines Elementary and Midway Elementary on Sunday. Quentin was able to open up June 18th for Des Moines Elementary (first request) and we are offering Midway Elementary first choice for the 2022-2023 school year. With the SEEK swim lessons and reduced operational hours, we are only focusing on one event per month.



- Parkside – We have sent a reminder to Parkside to get their paperwork and have their banner ready for pickup at the pool. We will discuss how to properly post the agenda with staff to ensure we are following OSHA standards.
- Des Moines – Des Moines has requested a meeting to discuss a potential swim in June (June 18). We have a meeting scheduled with them for next Tuesday.
- Midway – Midway’s principal reached out. I emailed her a brief description of the event, a form that outlines the event and gave her the option to schedule a meeting if she wished to go into more detail on the event.

SWIM CLUB/LIFEGUARD PREP

We are meeting next week to discuss the summer programming and hopefully get some information together for marketing. These programs offer recreational swimmers and non-traditional swimmers opportunities outside of participating on competitive swim teams and working on their skills to potentially work as swim instructors and lifeguards in the future.

FINANCIAL

- Election Costs – We were notified by King County Finance that they would be withdrawing \$19,260.23 to cover election costs for the 2021 election. I received an NTE of \$15,000 per election. Since we had three seats voted on in 2021, I budgeted \$45,000.
- Financial Software/Server – Our financial software company was bought out by another company. Recently we have had issues with the software and this has slowed Lauryne down. We are working to resolve the process.
- Budget Message Reminder – Just a reminder that the edits to the budget message are due no later than Sunday, May 1st. The only edits I have are from Commissioner Achziger.

POTENTIAL OTHER GRANT

We are trying to find a way to extend the free swim lessons through the SEEK Grant into 2023. We will give a more detailed update in the next report.

AQUATICS COORDINATOR RECRUITMENT

We did an in-person interview on Thursday. We are sending out a job offer letter to one of the applicants.

VALLEY VIEW/MT RAINIER PRESCHOOL FAIR

We thought we were going to have to skip this event due to being short on staff, but Commissioner Achziger has agreed to represent the District. I had approved vacation for two of the four management team for that date and Quentin and I may need to cover the pool. Thanks to Commissioner Achziger, we will be able to be represented that day.

FARMERS MARKET

We also ordered some promotional rubber duckies for the preschool event and to be handed out at the Farmers Market as a promotional item for a bag. We are ordering 1,000 ducks to be placed in their bags. We also ordered 300 ducks for the preschool event.



SUMMER CITY CURRENTS MAGAZINE

Commissioner Achziger is putting together ads for the Summer City Currents magazine. The ads will be for the summer swim lessons and summer programming. The deadline will be May 6th.

REAR WINDOW STICKER DECALS

We find that it is just as important to market to the parents as the kids when it comes to getting their children to work at the pool. Commissioner Achziger created these window decals for cars to be placed to show their child works at the pool.



CLOSURE

We are planning the closure for June 20th closure. We will have an update at the May 17 board meeting. We should have our trainings, internal cleaning and maintenance projects and contacted projects set by this meeting. We are finalizing the training outline and should have an update out next week when we have had meetings.

INSURANCE PROGRAMS

Our insurance programs have been picking up. Currently, we have 87 people that are in our system. Not all of them are current users as we still have the reduced hours, but we have had a recent uptick in registrations in the last month.

SWIM LESSON BONUSES

Last year the board passed bonuses for staff teaching swim lessons as a way to incentive them to teach lessons. I am happy to report that we had six staff members that received the bonus after the first session of lessons. Note- we had a meeting last week with a person from the Arizona area that notified us that the Phoenix area pools are offering up to \$2,000 bonus to work for their pools during the summer. It is good that a smaller bonus is working for us.

WEBSITE RFQ

This summer I am going to start putting together an RFQ (with the board's oversight) for updating the website. The original website was setup back in 2016 and it is about time to take the next step. I am developing a list of options including companies to reach out to and sites that have pages we like. If you come across a website or a page on a site that you like, please forward it to me.

SENIOR CENTER EXPANDED INTO COMMUNITY CENTER POOL

While I was researching what other special districts were using for website providers, I saw this video on the Larkspur Center, which is a senior center that was converted into a full community center. They have a video tour with some cool pool elements I thought you might be interested in.

<https://www.bendparksandrec.org/facility/larkspur-community-center/#additional>

TRAININGS

- American Red Cross Certified Site – Quentin found that it would be cheaper to sign up as an American Certified Training Site (\$300) than paying for the WSIT course (\$375). The fee is waived for all sites. His class will be in June and allow him to train staff onsite to train swim lesson classes.
- AFO – I have signed up for the NRPA Splash Pad certification to recertify my AFO, which is a health department requirement. I also feel the Splash Pad certification may come in handy, if we upgrade the pool. I just finished the first of four components. I need to have this completed with my AFO application before the end of May.

RESEARCH

- 6 Ways to Pandemic Proof Ways to Engage Youth in Comprehensive Planning (MRSC/APA) - <https://planning.org/planning/2022/spring/6-pandemic-proof-ways-to-engage-youth-in-comprehensive-planning/>
- Hiring Mindset, Not Talent (LinkedIn) - <https://www.linkedin.com/pulse/hiring-mindset-talent-stefanie-littau>
- Parks and Recreation Departments Address Seasonal Staffing Shortages (NRPA SmartBrief/GMToday) - https://www.gmtoday.com/the_freeman/news/park-and-rec-departments-address-seasonal-staffing-shortages/article_0a4d219a-c42b-11ec-b8e7-63313fe7b268.html
- Recognizing Water Safety Month (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/may/recognizing-water-safety-month/>
- Kent YMCA to feature Free Healthy Kids Day April 30 (Kent Reporter) - <https://www.kentreporter.com/life/kent-ymca-to-feature-free-healthy-kids-day-april-30/>

Week Ending May 6th

Dear Board,

Please accept this week's report.

BOARD MEETING UPDATE

- Signatures and Minutes (from Lauryne) – Just a reminder to sign the March minutes and send Lauryne any comments you have from the April minutes.
- In-Person Meeting – Effective June 1, 2022, we will be required to have an in-person element to our board meetings. I have gone ahead and reserved the MRHS Library for June 1, 8 and 21. Just a reminder that they are not available in July, since they will be closed, so we will have to use the District offices that day. We will discuss this more at the May 17 Board Meeting.

- From MRSC: <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2022/OPMA-PRA-Emergency-Proclamation-Expire-June-1.aspx>
- Zoom Meeting – Just a reminder that the online part of the hybrid meetings will be on Zoom. We are working to changeover to the new system. We will hold onto Goto for a month, until we are able to safely move all the meeting video recordings to the server.
- Financial Report (District GM Budget Message) – The only comments I received were from Commissioner Achziger. I have completed the letter and added it to the report.

SWIM LESSON UPDATE

- Limited New Classes – We had an instructor that pulled out of teaching right before registration, so we could not add any new classes for the next session. Quentin added a class after we sent out the email below. He will be in the water to teach an additional class.
- Registration – For current (returning) student registration for Monday/Wednesday lessons we filled most of the current lessons. To avoid a situation with too many people, we sent a registration update on Tuesday, May 3, 2022. See message below. We still ended up filling all classes. We will have filled 76/75 spots. Quentin also was able to secure another instructor who is coming back from college, so he will be adding classes and contacting people from the waiting lists next week.
 - 5/3/22 Email Blast - <http://createsend.com/t/d-5CE13F170B132D932540EF23F30FEDED?fbclid=IwAR0OIfhk09EyTFYX9w6uPLGxsrdigOW5T5wvp8NZBvK396ZxxfC3Tf9JMYo>
- Swim Packet Forms – We put out equipment forms on Saturday and Monday. Participants have until the next class to complete the forms. We will use the totals from these forms to make our larger order and should help us have a better estimate.
- Percentage Used: We have used just over 25% of the grant's scholarships available. We will have the bulk of the lessons during the summer.

COVID-19 CASE (SUMMARY)

I sent an email out to board earlier this week that a positive Covid-19 case was reported in one of our classes. Luckily, it was the last class of the day on Monday. Per the rules anyone that had 15 minutes of exposure within six feet should be quarantined for up to five days without symptoms. Following this rule, we cancelled the Wednesday class and the instructor is on leave until next week.

SEEK GRANT UPDATE

- Additional Grant Money Application – The SEEK Grant organization is putting out an additional \$300k in funding for agencies due to inflation. We are putting requests out for additional training and equipment funding. We hope to have this out next week.

KCYAS AQUATICS FACILITIES GRANT UPDATE

I received the following message from King County about the Aquatic Facilities Grant.

Dear Scott,

Thank you for applying to the Aquatics Facility grant program.

We are pleased to inform you that based upon careful review, and recommendations by the Advisory Committee and alignment with the program's priorities, Des Moines Pool Metropolitan Park District has been awarded a grant in the amount of \$100,000.00 for MRP Aquatic Feasibility Study.

MRP Aquatic Feasibility Study is one of 18 projects receiving a total nearly \$13 million in local aquatic investments. Use this recently issued [press release](#) in sharing the news with your stakeholders.

The voter-approved [2020-2025 Parks, Recreation, Trails and Open Space Levy](#) will generate about \$110 million over six years for grants for aquatics, parks, recreation, trails, and open space throughout King County.

The King County Parks Capital and Open Space, and Aquatic Facilities Grant Programs Advisory committee assisted in the development of the applications, participated in the review process, and recommended the funding for the 22 applications for the Parks Capital and Open Space program and 18 applications for the Aquatic Facilities program.

Staff will share additional information in the coming week related to beginning the grant agreement process. King County Parks is looking forward to celebrating milestones with you as you complete this important project. Thank you for your support in investing in our region's park system.

Sincerely,

Warren Jimenez, Director
King County Parks

OUTREACH

- Preschool Event – Gene is attending the Pre-School event for us, as Quentin is working as a lifeguard and I am backup for the front desk as we have staff on vacation. Gene put together schedules and flyers in Spanish from a person he knows who helped him translate them. He also gave out the rubber ducks that we ordered. I have attached these flyers to the email. I will include more information about this project in next week's report.
- Car Stickers and Letter – We put together a letter to parents thanking them for their kids working and the effects of that work on the community. This will accompany the car stickers they will receive. We should have this in about a week or so. We will share a copy when the letter gets closer to going out.

RECRUITMENT

- Lifeguard/Swim Instructor Recruitment – Last fall we changed the way we approached hiring staff. It seems to be gaining momentum, as we have had seven job interest cards completed over the last week (around 30 total in six months). Jared has been doing a great job in working with the applicants and pushing to get them to improve their skills afterwork.
- Aquatics Coordinator Update – We had one come in for a tour/interview last week. They were from Arizona and chose not to take the position. Quentin and I met and decided to work on ramping up more head guards to cover the workload during the summer and look again in the Fall. We feel this might be better long-term as it might be better to build towards training head guards for Fall when some will go back to college or move on. We will be messaging the rest of the applicants on Monday.
- June Closure Trainings – Staff is working on the details for the trainings. We hope to have a flyer out for the trainings in a couple of weeks.

MAINTENANCE

- Vacuums – The second vacuum was finally repaired and picked up. It was missing a part, so we have to wait on that.

- Cleaning Quote – We got a cleaning quote for the last two days of closure. There are two sets of cleaning: high dusting and facility cleaning. I am also working on a bid option for the tile around the deck that are showing their age.
- Landscape Contract – Fuel surcharge. We were alerted there is a fuel surcharge for our landscaping. The first bill it came out to \$8.
- Closure Meeting – We had a meeting with the project manager on Thursday to go over potential projects at the pool. We are working to finalize the projects to make sure all are critical and lined up for the June 20 closure. We should have more information in the future.
- Gate Project – We are working to resurrect the gate project from before the pandemic. We are working on getting vaccination and cement companies to install the gate that was paid for under the WCIA grant.

RESEARCH

- Half of Phoenix pools to stay closed this summer (Fox 10) - <https://www.fox10phoenix.com/news/half-phoenix-pools-stay-closed-summer-2022-lifeguard-shortage>
 - And... <https://www.azfamily.com/2022/04/14/valley-families-waiting-weeks-life-saving-swimming-lessons/>
- More than half of Boston's free public pools are closed (Boston Globe) - <https://www.bostonglobe.com/2022/04/08/metro/more-than-half-bostons-free-public-pools-are-currently-closed/>
- With swim lessons scarce in Quebec, worries rise about summer drowning risks (CBC) - <https://www.cbc.ca/news/canada/montreal/swim-lessons-quebec-montreal-1.6430583>
- Chicago launches "I am a lifeguard" program (Chicago Park District) - <https://www.chicagoparkdistrict.com/about-us/news/chicago-park-district-launches-i-am-chicago-lifeguard-campaign>
- Families left high and dry as B.C. cities struggle to meet demand for swim lessons (CBC) - <https://www.cbc.ca/news/canada/british-columbia/swimming-lessons-bc-1.6387371>
- Swimming lessons dry up for Surrey kids as growing population, Covid-19 issues fill facilities fast (CBC) - <https://www.cbc.ca/news/canada/british-columbia/surrey-swimming-pool-1.6327321>



Des Moines Pool Metropolitan Park District

April 19, 2022

7:00 p.m.

Remote Online

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Present were Commissioners Dusenbury, Stender, Achziger and Campbell; District General Manager Deschenes; Aquatic's Manager Knox; Legal Counsel Brian Snure; District Clerk and Coordinator Thurmond.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – None. With no further discussion the agenda was adopted unanimously.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None.

PUBLIC COMMENT - None

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in March totaling \$78,258.04. Commissioner Dusenbury 2nd. The motion passed 5-0.

Executive Session Business

7a. Executive Session

President Young moved to go into Executive Session pursuant to RCW 42.30.110 (1)(i) to meet with legal counsel to discuss potential litigation and RCW 42.30.111 (1)(b) to consider the lease of real property. The Executive Session will be for 10 minutes until 7:16pm. The executive session was extended by 20 minutes and reconvened at 7:46pm.

Commissioner Campbell moved to instruct Legal Counsel to draft a letter for collections on over payment to previous employee. Commissioner Stender 2nd. The motion passed 5-0.

OLD BUSINESS

8a. Stemper Quote for Retreat

After the March 15th retreat, it was discovered that Stemper's original quote was for an online meeting. It did not include costs for staff traveling to the meeting site, produced materials and other costs associated with an in-person meeting. The proposed quote can be found in the meeting packet, Commissioners decided to move forward with a completely online retreat to skip additional costs. No motion needed; District General Manager instructed to move forward with a fully remote retreat.

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

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Lauryne Thurmond, District Clerk, 206.429.3852.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 4/19/2022**

8b. Retreat Scheduling

Commissioner's Retreat Scheduling tentative June 8 and June 15 from 7-9pm. No motion was needed.

8c. Summer Planning

The Mount Rainier Pool is planning its first summer of programming outside of Covid-19 regulations. This will be the first time since 2019 the pool has been able to offer a full complement of programming. Aquatics Manager Knox's presentation can be found in the board packet. No motion needed, informational only.

8d. Proposed June Closure

The District is planning on moving the annual pool closure to June 20-July 4. The Mount Rainier Pool annually closes its pool for two weeks in mid-August to complete deep cleaning of the facility and maintenance projects. Closures are important for critical maintenance items to prevent unplanned, emergency closures. With a growing staff at Mount Rainier Pool management also needs more pool space to perform yearly staff in-service as well as training. Presentation from District General Manager can be found in the board packet.

8e. Policy 272 Telecommuting

At the February 15 board meeting, the Board of Commissioners recommended the board look at a remote working policy. Legal has recommended the attached change to Policy 272 Telecommuting. A section has been added to address the issue of responsibility regarding District General Manager. The board came to the unanimous decision that the District General Manager should be responsible for himself, any major decisions are made by the board. Motion pushed to May 17th Board meeting with proposed changes.

NEW BUSINESS

9a. 2022 Financial Report (Letter)

This Letter is to update the board on the financial status of the District and to give a brief analysis of the 2021 financial conditions. The letter needs to be reviewed by the board; changes should be sent to District General Manager by May 2nd to be placed on the May 17th meeting. A full report will be presented to the board at the May 17th meeting.

ADJOURNMENT

With no further business the meeting was adjourned at 8:27pm.

UPCOMING MEETINGS

- May 17, 2022, Regular Board Meeting, 7:00pm, Location T.B.D.
- June 1, 2022, Board Retreat, 7:00pm, Location T.B.D.
- June 8, 2022, Board Retreat, 7:00pm, Location T.B.D.
- June 15, 2022, Regular Board Meeting, 7:00pm, Location T.B.D.

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

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

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The Des Moines Pool Metropolitan Park District is following COVID-19 guidelines and Proclamation 20-28 and will hold meetings remotely until further notice. The public may join meetings through the GoToMeeting app. Logon information is published in each Meeting Agenda. Contact Lauryne Thurmond, District Clerk at lauryne.thurmond@desmoinespool.org if you have questions.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 4/19/2022**

Respectfully submitted by Lauryne Thurmond, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Achziger

Lauryne Thurmond, District Clerk

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

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

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/06/2022

Total Amount: \$15,631.37

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220330135835.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03815371304B0...	<u>3/30/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusebury</u> 5E8DDA9899F2474...	<u>4/2/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220330135835.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			21926	02/23/2022	\$701.89	AQUATICS SPECIALTY TRAINING AND WAGES FEB 2022
AQUATIC SPECIALTY SERVICES			22072	03/22/2022	\$175.79	AQUATICS SPECIALTY MARCH MONTHLY SERVICES
AQUATIC SPECIALTY SERVICES			21950	02/24/2022	\$170.51	AQUATICS SPECIALTY FEB 2022 MONTHLY SERVICES
COPIERS NORTHWEST			INV2422785	02/23/2022	\$57.62	COPIERS NW FEB 2022
COPIERS NORTHWEST			INV2437353	03/23/2022	\$57.52	COPIERS NW MARCH 2022
DEPARTMENT OF RETIREMENT SYSTEMS			20220330-DRS	03/31/2022	\$7,923.51	DRS JAN R2-MARCH R1 2022
MACDONALD-MILLER FACILITY SOLUTIONS			SVC226954	03/24/2022	\$502.06	MAC MILLER FEB 2022 PLUMPING
MOUNTAIN MIST			004655131	03/24/2022	\$122.90	MOUNTAIN MIST MARCH 2022
US BANK			20220310-USB	03/10/2022	\$5,919.57	US BANK MARCH 2022



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/20/2022

Total Amount: \$8,718.26

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220413164111.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: Lauryne.thurmond@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschene</u> 2E0381571304B0...	<u>4/13/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusebury</u> 5E83DA9899F2474...	<u>4/13/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

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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:

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220413164111.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG110775	04/11/2022	\$226.62	CHEMS MARCH 2022
CENTRAL WELDING SUPPLY			RNO3222500	03/31/2022	\$73.57	CHEMS MARCH 2022
CMIT SOLUTIONS EASTSIDE			10336	03/31/2022	\$1,416.00	CMIT MARCH 1 2022
CMIT SOLUTIONS EASTSIDE			10386	03/31/2022	\$226.45	CONTRACT MARCH 2022
COLIBRI NORTHWEST, LLC			76NP	04/11/2022	\$450.00	SPRING 2022 AD
EMPLOYMENT SECURITY DEPARTMENT			20220331-ESD	03/31/2022	\$27.32	MARCH BILLING ESD
FERNANDO CORTEZ			2022041089-FC	04/10/2022	\$633.06	PAYROLL PE 4/10/2022
LINDA RAY			202204-01	04/01/2022	\$165.00	LINDA MARCH INV
MACDONALD-MILLER FACILITY SOLUTIONS			PM119228	04/01/2022	\$4,782.74	MARCH HVAC MAINTENANCE
ZEN 22015, LLC			20220501ZEN	04/13/2022	\$717.50	DISTRICT RENT MAY 2022



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/27/2022

Total Amount: \$19,086.98

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220420130031.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03815D71304B0...	<u>4/20/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusebury</u> 5E8DDA9899F2474...	<u>4/21/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

SUBMIT SIGNED DOCUMENT TO:

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

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

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220420130031.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			22140	04/06/2022	\$1,092.38	MARCH VACUUM REPAIR - AQUATIC SPECIALTY
COMCAST			20220420-MRPCom	04/13/2022	\$361.14	APRIL MRP BILLING
COMCAST			20220420-DISCom	04/18/2022	\$343.82	APRIL DISTRICT BILLING
JARED WOLD			20220419-JW	04/14/2022	\$17.38	REIMBURSEMENT, SECOND LINE BILLED HIS PERSONAL ACCOUNT INSTEAD OF CC.
NORTHWEST LANDSCAPING SERVICES			CD50196340	03/01/2022	\$549.41	MARCH NW LANDSCAPING
PUGET SOUND ENERGY			20220419-PSE	04/19/2022	\$11,039.43	APRIL PSE BILLING
US BANK			20220420-USB	04/11/2022	\$5,683.42	APRIL US BANK



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/13/2022

Total Amount: \$15,395.93

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220406115330.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

DocuSigned by: <u>Scott Deschenes</u> 2E03815D71304B0...	<u>4/6/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusebury</u> 9E8DDA9899F2474...	<u>4/6/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220406115330.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			17808	04/01/2022	\$90.00	REG MONTHLY JANITORIAL APRIL 2022
COLIBRI NORTHWEST, LLC			150DM	04/04/2022	\$595.00	AD IN SPRING 2022 CITY CURRENTS
COLIBRI NORTHWEST, LLC			149DM	04/04/2022	\$896.75	AD IN SPRING 2022 CITY CURRENTS
COMCAST			20220406-DC	03/08/2022	\$333.82	COMCAST - DISTRICT MARCH-APRIL 2022
COMCAST			20220406-MRPC	03/12/2022	\$590.61	COMCAST - MRP MARCH-APRIL 2022
DATAQUEST, LLC			17883	03/31/2022	\$174.00	DATAQUEST MARCH 2022
NORTHWEST LANDSCAPING SERVICES			CD50189885	02/01/2022	\$549.41	LANDSCAPING FEB 2022
NORTHWEST LANDSCAPING SERVICES			CD50202748	04/01/2022	\$549.41	LANDSCAPING APRIL 2022
PUGET SOUND ENERGY			20220406-PSE	03/30/2022	\$11,039.43	PSE MARCH 2022
SNURE LAW OFFICE			20220406-SLO	04/01/2022	\$577.50	SNURE LAW - MARCH 2022

ELECTRONIC PAYMENT REQUEST FORM



King County

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

201 S Jackson ST Ste 710
Seattle, WA 98104

Email: cash.management@kingcounty.govPayment Settlement Date 03/30/2022

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 3/25/2022	170950010			24219			22,818.01
2								SD
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 22,818.01

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

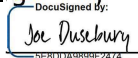
Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____
 Reference _____

CONTACT INFORMATION Typed or Printed

Contact Name _____ Organization _____
 Email _____ Phone # _____ 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 4/11/2022
 Print Name _____ Phone # _____ Email _____

ELECTRONIC PAYMENT REQUEST FORM



King County

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

Payment Settlement Date 04/15/2022

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 4/10/2022	170950010			24219			24,307.81
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 24,307.81

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 _____ Organization _____
 Email _____ Phone # _____ Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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Signature  Title Clerk of the Board Date 4/11/2022
 Print Name _____ Phone # _____ Email _____

ELECTRONIC PAYMENT REQUEST FORM



King County

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

Payment Settlement Date 04/30/2022

PAYMENT INFORMATION

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 4/25/2022	170950010			24219			DS 24,273.13
2								SD
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 24,273.13

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 _____ Organization _____
 Email _____ Phone # _____ 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 4/26/2022
 Print Name Joe Dusebury Phone # _____ Email _____

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District G.M./Legal **Meeting Date:** 05/17/22

Under: Executive Session Business **Attachment:** Yes

Subject: TENTATIVE - "Executive Session" Overpayment Agreement

Background/Summary:

The meeting will start with the Board of Commissioners going into an Executive Session pursuant to RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation. This will be done after the Consent Agenda (Items 6a-g). Item 7b HSD Lease (next page) will also be included in the executive session and the motion is listed below in the proposed motion.

This will require the board to utilize a breakout room outside of the normal Goto (online) meeting. Instructions will be sent to board members in a separate email (as all of them will be meeting remotely). Any member of the public that attends in-person will have to wait outside the MRHS library, or if listening online will have to wait in the original Goto (online) meeting.

Any formal decisions made will be announced after the executive session during the regular board meeting and will be mentioned in the board meeting's minutes.

Hold for Potential Executive Session.

Fiscal Impact: N/A

<p>Chair Announcement: We will now go into executive session pursuant to RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation.</p>

- 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:** N/A

Two Touch Rule:	<u>N/A</u> <u>1/4/2022</u> <u>To Be Determined</u>	Committee Review First Board Meeting (Informational) Second Board Meeting (Action)
------------------------	--	---

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

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

Notes:

- | |
|---|
| - Any materials are part of the Executive Session are not attached. |
|---|

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District G.M. **Meeting Date:** 05/17/22

Under: Old Business **Attachment:** Yes

Subject: Q1 Aquatic Manager Report

Background/Summary:

The Aquatics Manager (AM) makes a quarterly report about the operations of the pool and upcoming programming.

The report is the first quarter (Q1) of 2022, which is January 1 through March 31. The district gives staff a month to put reports together.

Since this report Covid-19 restrictions have lessened, and we are offering the SEEK Grant swim lessons. This information will be in the Q2 Report, which will be given at the August 16 board meeting.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only.
--

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

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

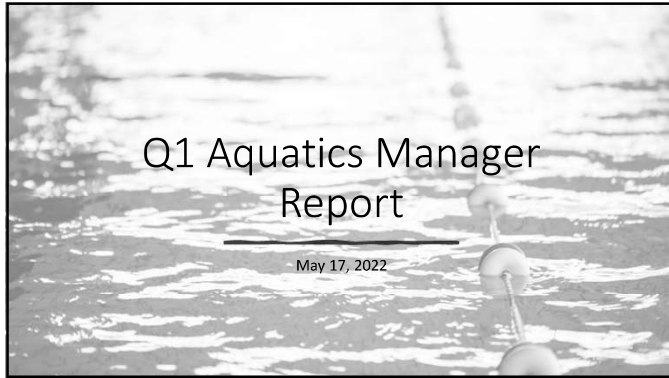
Action Taken: **Adopted** _____ **Rejected** _____ **Postponed** _____

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


Notes:

Attached:

- Q1 Aquatics Manager PowerPoint Report
- Q1 Aquatics Manager Paper Report




1



- Q1 Swim Lessons:
 - Before Grant-
 - Limited due to Omicron/Staffing issues
 - Monday & Saturday
- Scholarship –
 - \$660.70 (1/1-3/31)
 - 2021 - \$115.20
 - Now w/ SEEK (5/12) - \$15.923

Swim Lessons

2



Other Programming

- Water Exercise
 - Mornings (M/W/F) – Average – 18
 - Evenings (T/TH) – Average – 10
- Spring Break Lifeguard Class
 - At one point were full (parents pulled kids out)
 - Ended with 5, including 3 new employees
- Special Events
 - None, due to Covid-19
- Swim Teams
 - Hosted HS Season + SMAC
 - Alpha Dive swimming at other pool

3

June 20 – July 4 Closure

- Staff Classes and Trainings
 - Swim Instructor training class
 - Lifeguard class
 - Staff Orientation/In-Service
- Potential Contracted Projects:
 - Gate
 - Power Box
 - Filter Media
 - Backflow Prevention
 - Lights (IR)
 - Stomper (IR)
 - Deep Cleaning (IR)

- Staff Cleaning and Maintenance Projects:
 - Locker Cleaning
 - Bench Resurfacing
 - Graffiti Removal
 - AHU Area Cleaning
 - Roof Access Weed Removal
 - Parking Lot Crack Repair

4

Questions

Q1 AQUATICS MANAGER REPORT
May 17, 2022

5

AQUATICS MANAGER'S QUARTERLY REPORT – WINTER 2022**OVERALL VISITATION REPORT (QUARTER 1 MONTHLY REPORT 2022)**

January	February	March
1753	1530	2226

DAILY AND MONTHLY BREAKDOWN

In the future, we plan to break water exercise out on admissions and reports.

JANUARY

	Admissions (POS + Members)	Swim Teams	HSD/Meets	Swim Lessons	Special Event	Total Daily
1	0			N/A	N/A	0
2	11			N/A	N/A	11
3	20	35		N/A	N/A	55
4	27	35		N/A	N/A	62
5	20	35		N/A	N/A	55
6	22		120	N/A	N/A	142
7	26	35		N/A	N/A	61
8	20	35		N/A	N/A	55
9	26			N/A	N/A	26
10	16	35		N/A	N/A	51
11	24		120	N/A	N/A	144
12	18	35		N/A	N/A	53
13	21			N/A	N/A	21
14	20	35		N/A	N/A	55
15	24	35		110	N/A	49
16	13			N/A	N/A	13
17	23	35		N/A	N/A	58
18	29		120	N/A	N/A	149
19	22	35		N/A	N/A	57
20	27			N/A	N/A	27
21	27	35		N/A	N/A	62
22	23	35		110	N/A	58
23	25			N/A	N/A	25
24	19			N/A	N/A	19
25	26			N/A	N/A	26
26	20		40	N/A	N/A	60
27	35	35		N/A	N/A	70
28	24		60	N/A	N/A	84

29	19	10		110	N/A	139
30	34			N/A	N/A	34
31	22	10		N/A	N/A	32
Total:						1753

FEBRUARY

	Admissions (POS + Members)	Swim Teams	HSD/Meets	Swim Lessons	Special Events	Total Daily
1	31		N/A		N/A	31
2	20	10	N/A		N/A	30
3	41		N/A		N/A	41
4	23	10	N/A		N/A	33
5	38		N/A	110	N/A	148
6	21		N/A		N/A	21
7	34	10	N/A	40	N/A	84
8	35	10	N/A		N/A	45
9	24	10	N/A		N/A	34
10	31	10	N/A		N/A	41
11	32	10	N/A		N/A	42
12	22		N/A	110	N/A	132
13	34		N/A		N/A	34
14	26	10	N/A	40	N/A	76
15	32	10	N/A		N/A	42
16	41	10	N/A		N/A	51
17	17	10	N/A		N/A	27
18	32		N/A		N/A	32
19	43		N/A	110	N/A	153
20	23		N/A		N/A	23
21	36		N/A	40	N/A	76
22	37		N/A		N/A	37
23	30		N/A		N/A	30
24	1		N/A		N/A	1
25	30		N/A		N/A	30
26	23		N/A	110	N/A	133
27	30		N/A		N/A	30
28	33		N/A	40	N/A	73
Total						1530

MARCH

	Admissions (POS + Members)	Swim Teams	HSD/Meets	Swim Lessons	Special Events	Total Daily
1	31	54	N/A		N/A	85
2	44	15	N/A		N/A	59
3	34	34	N/A		N/A	68
4	44	34	N/A		N/A	78
5	80		N/A	110	N/A	190
6	27		N/A		N/A	27
7	31	14	N/A	40	N/A	85
8	50	32	N/A		N/A	82
9	37	29	N/A		N/A	66
10	41		N/A		N/A	41
11	44		N/A		N/A	44
12	37		N/A	110	N/A	147
13	42		N/A		N/A	42
14	37	25	N/A	40	N/A	102
15	74	45	N/A		N/A	119
16	50	13	N/A		N/A	63
17	54	40	N/A		N/A	94
18	69	38	N/A		N/A	107
19	50		N/A		N/A	50
20	26		N/A		N/A	0
21	35		N/A	40	N/A	75
22	24	22	N/A		N/A	46
23	139	37	N/A		N/A	176
24	44		N/A		N/A	44
25	38	28	N/A		N/A	66
26	45		N/A		N/A	45
27	21		N/A		N/A	21
28	15		N/A	40	N/A	55
29	57		N/A		N/A	57
30	46		N/A		N/A	46
31	46		N/A		N/A	46
Totals						2226

SWIM LESSON PARTICIPATION

This report is for January 1 – March 31 2022. At this time we offered Monday Afternoons (4:30-7pm) and Saturday Mornings (8-11:15am): All 30 minutes with 10 minutes in-between for cleaning, communication and social distancing.

– A reminder that these classes were set during the peak of the Covid-19 Omicron phase. The Saturday classes had registration before the peak, while the Monday classes peaked during registration.

Saturdays, January 15-March 12

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Ideal Capacity (No Privates)*
Parent/Child	1	1	10/10	0	100%
8:00am	4	4	20	6	100%
8:40am	4	4	16	0	80%
9:20am	3	3	14	0	93.33%
10:00am	4	4	19	0	95%
10:40am	5	5	21	4	100%
Totals	4 (avg)	21	100/115	10	87%

Monday, February 7 - March 28 (Held to one day and limited to a class due to high Covid-19 numbers)

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 3 Per Class*)	Waitlist Participants	% of Ideal Capacity - Out of 25 (Doesn't Include Privates)*
Parent/Child	1	1	3/5	0	60%
4:30pm*	2	2	8/6*	1	133.33%
5:05pm	3	3	9	0	100%
5:40pm	2	2	6	0	100%
6:15pm	3	3	9	1	100%
Totals	3 (avg)	16	35/35	13	100%

*Class overfilled due to registration error.

SPECIAL EVENTS- NO SPECIAL EVENTS TO REPORT

PROMOTIONAL DAYS: None during this time.

Overview of Pool Operations:

Highschool Boys season ended Mid-February (timing system was used for all meets). SMAC continued usage of pool space Monday-Saturday, times ranged from 10am-8pm. Sat swim lessons began on January 15th and ended March 12th. Monday swim lessons began on February 7th and ended March 28th. Lessons were social distanced for Monday lessons due to the omicron variant, having a max capacity of 3 students per class instead of 5. Programming is beginning to increase as COVID-19 restrictions have been lifted and more staff

are being hired and trained. We are also, partnering with the local outdoor pools to do joint lifeguard certification trainings for the summer.

Staffing:

Our staff numbers have changed since from the last report. We have had over 33 job interest cards and 11 new staff on boarded since January. We have 25+ currently active working employees. This number will increase as summer approaches and the college students come back. Linda our former District Clerk, has left the organization. Lauryne has stepped down from her position as Aquatics Manager and transitioned to the position of Aquatics Coordinator/District clerk. Quentin has taken the position of Aquatics Manager and Jared has taken the position of Aquatics Coordinator. Head lifeguards have been conducting monthly and daily skills checks that have helped tremendously with polishing staff's skills. We are currently interviewing and testing lifeguards for the open Headguard positions. During the fall we plan on re-opening the second position for Aquatics Coordinator.

Programming Notes:

- **General:** We have seen consistency with staying open and general growth in our numbers since restrictions have been lifted. We have been planning and preparing for program packed Summer. Camp Chaos will be returning this summer for afternoon lessons so our primary weekly lessons will be in the mornings from Monday-Thursday and Saturdays. SMAC has been in the water, and we have partnered with Maritime High School to use the pool in March after Boys High Swim and Dive ended mid-February. We have added more spots for WX and now allow instructors to teach from in the water.
- **Swim Lessons:** Swim Lessons re-introduced in January and March with limited capacity limits during the omicron outbreak.
- **Scholarship Information:** \$660.70 of the Faith Callahan Scholarship and \$10,258 of the SEEK Grant for a total of \$10,918.7 used during the first quarter.
- **Private Party Rentals:** Reinstate after community parties
- **PTSA Swims:** Will be in Q2 report
- **Maintenance**
 1. Aquatic Specialty Services- Monthly service (ongoing), continued bi-weekly backwashing and weekly strainer basket cleaning.
- **Repairs/ Installs:**
 - Sunbelt Controls replaced HVAC sensor.
 - Gate project is still in progress.
 - Moving electrical panel from downstairs to upstairs during Fall.

Marketing Update

- City Scene: Ad currently running for Spring.
- City Currents: Summer ads in progress.
- No School Swims: On hold due to COVID-19 related staffing issues.

Marketing Objectives to enhance our Mission:

- Promote swimming as a lifelong and lifesaving skill, along with the importance of knowledge of how to be safe in, on and around the water through programming.
- Increasing opportunities for all community members to utilize Mt. Rainier Pool, regardless of age, swimming skill, and economic status.

- Creating and promoting programming that will enable public to use Mt. Rainier Pool from a young child through adulthood.
- Ensuring opportunities for teens/ young adults as a safe place to socialize and better their skills and knowledge of the water.
- Creating partnerships with other agencies in our community to offer opportunities for better access to our facility.

Article Explaining the Importance of Guarding during Swim Lessons and Swim Team:

https://www.aquaticsintl.com/lifeguards/why-swim-coaches-and-instructors-should-never-also-serve-simultaneously-as-lifeguards_o

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District G.M. **Meeting Date:** 05/17/22

Under: Old Business **Attachment:** Yes

Subject: Q1 Financial Report

Background/Summary:

The District General Manager makes a quarterly report about the financial status of the District and how it is trending throughout the year towards budgeted numbers.

The report is the first quarter (Q1) of 2022, which is January 1 through March 31. The district gives staff a month to put reports together. Board Commissioners also receive a monthly update on finances as part of the consent agenda for each month's regular meeting.

Since this report Covid-19 restrictions have lessened, and we are offering the SEEK Grant swim lessons. We also are awaiting billings from the school district and private swim teams.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only.
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Reviewed by District Legal Counsel: **Yes** _____ **No** _____ **Date:** N/A

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

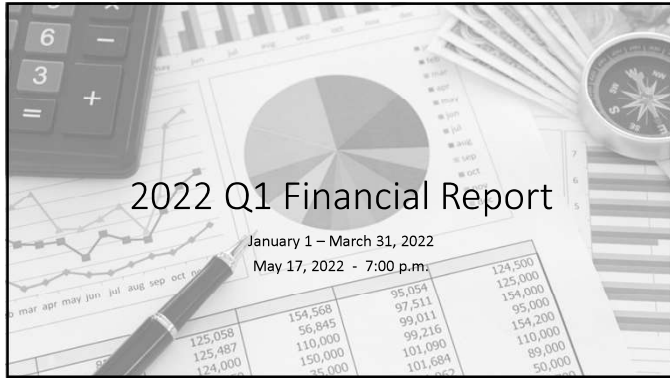
Action Taken: **Adopted** _____ **Rejected** _____ **Postponed** _____

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

Notes:

Attached:

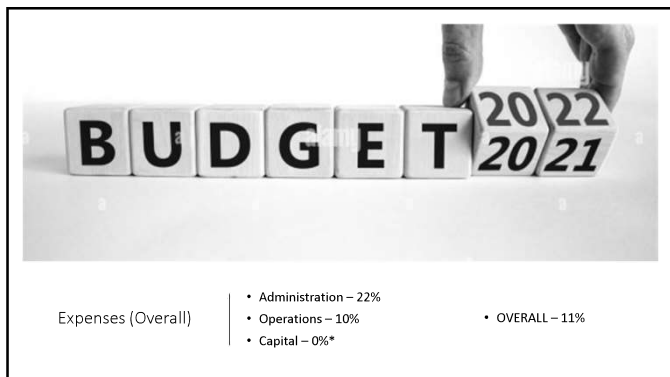
- Q1 Financial PowerPoint Report
- Q1 (January – March) Financial Paper Report



1

<p>Expenses (Per Section)</p> <p>1/1-3/31</p> <p>Goal = 25%</p>	<ul style="list-style-type: none"> • Salaries and Wages – 15% • Personnel Benefits – 9% • Office Supplies – 0% • Maint. & Repair Supplies – 8% • Pool Supplies – 1% • Pool Equipment – 0% • Pro Services Off – 15% • Pro Services Maint – 18% • Repairs & Maint – 2% 	<ul style="list-style-type: none"> • Communications – 29% • Training & Travel – 1% • Advertising – 5% • Rentals & Leases – 15% • Utilities – 24% • Insurance – 94% <ul style="list-style-type: none"> • One-time fee • Miscellaneous – 4% • Intergov'tal Svcs – 4% • Capital – 0%*
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2



3

Revenues

Actual

- Taxes - \$60,366.12
- Interest- \$1,937.55
- OTC - \$16,748.68

Upcoming and Awaiting

- Swim Team Billing –
 - Oct-Dec - \$8,040.45 (Overdue)
 - Jan-Feb - \$5,980.43 (Overdue)
- HSD 2021 – 2022 - \$5,162.30

**Normandy Park Fee was paid late in 2020, so it was entered in 2021.*

*** Capital Reserve Transfer includes \$75,000 plus unused Maintenance Service, Non-Contracted.*

4

Cash Flow Analysis -2022

Will present at Q2 presentation.

5

2022 Upcoming Non-Monthly Expenses/Revenue

Expenses

- WCIA - \$21,614
- Stemper – Master Plan – Up to \$11k
- Stemper Study – Up to \$130k
- August Closure – To Be Determined
 - Deep Cleaning – Up to \$6k
- Projects –
 - Filter Media – Up to \$31k
 - Backflow – Up to \$10k
 - Gate – Up to \$15k
 - Power Box – Up to \$9k
- SEEK Grant Equipment (mostly paid by grant)

Revenue

- SEEK Grant - \$79,795 (Lessons) - Dec
- KCVAS Grant - \$5,000 (Club) - April
- KCVAS Grant - \$100,000 (Study) – Fall
- KCVAS Grant for Lessons - ???
- Normandy Park - \$25,000 (ILA) – July
- Swim Teams – \$14,020.88 (Up to Feb 22)
- MRHS – \$5,162.30

6

- Add benefits? (difficult since required)
- Or is board okay with reduced morning hours?

Questions

3

Beginning Quarter Balance = \$1,634,439.48
Ending Quarter Balance = \$1,499,992.31

Professional Svcs - Maintenance

Category/ Acct #	Reference	Jan 2022	Feb 2022	Mar 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
001-000-000-576-21-41-09	District Janitorial Services	\$90.00	\$90.00		\$180.00	\$0.00	(180.00)	100%
001-000-000-576-21-31-01	Custodial Qlty Deep Clean (See COVID)	\$0.00			\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$364.41	\$73.57	\$275.88	\$713.86	\$5,000.00	4,286.14	14%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00			\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$780.00		\$165.96	\$945.96	\$500.00	(445.96)	189%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$549.41			\$549.41	\$7,200.00	6,650.59	8%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$3.29		\$127.93	\$131.22	\$1,750.00	1,618.78	7%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,782.74			\$4,782.74	\$22,000.00	17,217.26	22%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$170.50	\$1,255.38	\$295.51	\$1,721.39	\$6,000.00	4,278.61	29%
	Total Prof Services-Maintenance	\$0.00	\$1,418.95	\$865.28	\$8,844.58	\$49,450.00	40,605.42	18%
Repairs & Maintenance								
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$3,256.30	\$2,997.08	\$2,165.12	\$8,418.50	\$100,000.00	91,581.50	8%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00			\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-48-03	Budget Contingency (Backup to Maint Svcs)	\$0.00			\$0.00	\$34,700.00	34,700.00	0%
	Total Repairs & Maintenance	\$3,256.30	\$2,997.08	\$2,165.12	\$8,418.50	\$136,700.00	\$128,281.50	6%
Communications								
001-000-000-576-20-41-02	Web Design & Maintenance	\$1,657.50		\$2,145.00	\$3,802.50	\$2,000.00	(1,802.50)	190%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$33.03			\$33.03	\$920.00	886.97	4%
001-000-000-576-21-42-01		\$220.20		\$255.44	\$475.64	\$3,080.00	2,604.36	15%
001-000-000-576-21-42-07	Postage and Mailing	\$0.00		\$27.53	\$27.53	\$1,000.00	972.47	3%
001-000-000-576-21-42-13	Scheduling (Omnify)	\$0.00			\$0.00	\$1,300.00	1,300.00	0%
001-000-000-576-21-42-20	Telephone/Internet (Comcast)	\$190.01		\$524.12	\$714.13	\$3,500.00	2,785.87	20%
001-000-000-576-21-42-14	Elevate Phone System	\$0.00			\$0.00	\$4,600.00	4,600.00	0%
001-000-000-576-20-42-03		\$0.00			\$0.00	\$69.00	69.00	0%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$46.24			\$46.24	\$231.00	184.76	20%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$0.00		\$26.78	\$26.78	\$400.00	373.22	7%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00		\$59.00	\$118.00	\$800.00	682.00	15%
	Total Communications	\$2,205.98	\$0.00	\$3,037.87	\$5,243.85	\$17,900.00	12,656.15	29%
Training & Travel								
001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)	\$0.00			\$0.00	\$750.00	750.00	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00			\$0.00	\$750.00	750.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00		\$164.00	\$164.00	\$3,000.00	2,836.00	5%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00			\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00			\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00			\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-07		\$0.00			\$0.00	\$3,120.00	3,120.00	0%
001-000-000-576-20-43-07	Management Staff Training	\$0.00		\$35.00	\$35.00	\$880.00	845.00	4%
	Total Training & Travel	\$0.00	\$0.00	\$199.00	\$164.00	\$15,000.00	14,801.00	1%
Advertising								
001-000-000-576-20-41-07	District Advertising	\$450.00		\$58.24	\$508.24	\$10,000.00	9,491.76	5%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00			\$0.00	\$4,499.04	4,499.04	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00			\$0.00	\$2,474.47	2,474.47	0%
001-000-000-576-20-41-40	Ad Design	\$120.57	\$165.15		\$285.72	\$500.00	214.28	57%
	Total Advertising	\$570.57	\$165.15	\$58.24	\$793.96	\$17,473.51	16,679.55	5%
Rentals & Leases								
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50		\$1,435.00	\$2,152.50	\$2,500.00	347.50	86%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00		\$275.00	\$550.00	\$4,000.00	3,450.00	14%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00			\$0.00	\$5,000.00	5,000.00	0%
001-000-00-576-20-45-05	Meeting Room Rental (HSD)	\$0.00			\$0.00	\$6,000.00	6,000.00	0%
	Total Rentals & Leases	\$992.50	\$0.00	\$1,710.00	\$2,702.50	\$17,500.00	8,797.50	15%
Utilities								
001-000-000-576-21-47-00	Electricity (PSE)	\$7,544.53	\$7,829.71	\$7,153.32	\$22,527.56	\$99,000.00	76,472.44	23%
001-000-000-576-21-47-02	Water (Highline)	\$503.49	\$614.28	\$1,060.18	\$2,177.95	\$9,000.00	6,822.05	24%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00		\$1,192.82	\$1,192.82	\$2,500.00	1,307.18	48%
001-000-000-576-21-47-04	Sewer (Midway)	\$572.99		\$929.74	\$1,502.73	\$4,000.00	2,497.27	38%
	Total Utilities	\$8,621.01	\$8,443.99	\$10,336.06	\$27,401.06	\$114,500.00	87,098.94	24%
Insurance								
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$21,614.00			\$21,614.00	\$23,000.00	1,386.00	94%
	Total Insurance	\$21,614.00	\$0.00	\$0.00	\$21,614.00	\$23,000.00	1,386.00	94%
Miscellaneous								
001-000-000-576-21-40-20	Scholarships	\$0.00			\$0.00	\$18,000.00	18,000.00	0%
001-000-000-576-20-41-12	AMG Liabilities	\$0.00			\$0.00	\$250.00	250.00	0%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$86.73	\$68.87	\$130.08	\$285.68	\$4,000.00	3,714.32	7%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$145.33		\$145.33	\$2,000.00	1,854.67	7%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$356.48		\$486.55	\$843.03	\$4,000.00	3,156.97	21%
001-000-000-576-20-51-50	Background checks	\$58.00			\$58.00	\$2,000.00	1,942.00	3%
	Total Miscellaneous	\$501.21	\$214.20	\$616.63	\$1,332.04	\$30,250.00	10,917.96	4%
Intergovernmental Services								
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00			\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-41-11	SAO Audit	\$0.00			\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-51-00	King Cty Election costs	\$0.00			\$0.00	\$45,000.00	45,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00		\$2,190.91	\$2,190.91	\$2,000.00	(190.91)	110%

Category/ Acct #	Reference	Jan 2022	Feb 2022	Mar 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$0.00			\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00			\$0.00	\$2,000.00	2,000.00	0%
	Total Intergov Services	\$0.00	\$0.00	\$2,190.91	\$2,190.91	\$58,000.00	55,809.09	4%
COVID-19								
001-000-000-576-20-31-00	Office Supplies						0.00	0%
001-000-000-576-20-43-00	Training/Conferences						0.00	0%
001-000-000-576-21-31-01	Custodial						0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies						0.00	0%
001-000-000-576-21-43-06	First Aid Supplies			\$297.26			0.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies			\$180.47			0.00	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies						0.00	0%
	Total COVID-19	\$0.00	\$0.00	\$477.73	\$0.00	\$0.00	0.00	0%
Capital *								
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00			\$0.00	\$1,000.00	1,000.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00			\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00		\$2,152.50	\$2,152.50	\$75,000.00	72,847.50	3%
001-000-000-594-76-41-06	Plumbing Upgrade (Aquatic Spec)	\$0.00				\$10,000.00	10,000.00	0%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00			\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$0.00	\$0.00	\$2,152.50	\$2,152.50	\$161,500.00	\$159,347.50	1%
*Reserve balance \$214,079.00								
	TOTAL ADMINISTRATION	\$40,402.63	\$21,626.19	\$25,865.28	\$87,894.10	\$399,655.57	\$312,059.47	22%
	TOTAL OPERATIONS	\$52,047.52	\$40,687.20	\$50,564.16	\$142,731.15	\$1,179,516.89	\$1,036,848.62	12%
	TOTAL CAPITAL	\$0.00	\$0.00	\$2,152.50	\$2,152.50	\$161,500.00	159,347.50	1%
GRAND TOTALS								
		\$92,450.15	\$62,313.39	\$78,581.94	\$232,777.75	\$1,740,672.46	\$1,508,255.59	13%

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District GM **Meeting Date:** May 17, 2022

Under: Old Business **Attachment:** Yes X No _____

Subject: 2021 Annual Financial Report
--

Background/Summary: The annual financial report is to update the board on the financial status of the District and to give a brief analysis of the 2021 financial conditions. Attached is the full public report.

This is the financial report. 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, 2022.

The Budget Message was presented to the board for edits at the April 19th regular board meeting.

Fiscal Impact: N/A

Proposed Motion: I move to approve (as amended) the 2021 Annual Financial Report.
--

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

<u>Three Touch Rule:</u>	<u>N/A</u>	Committee Review
	<u>4/19/22</u>	First Board Meeting (Informational)
	<u>5/17/22</u>	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments: - 2021 Annual Financial Report (Public Version)



DES MOINES POOL METROPOLITAN PARK DISTRICT

2021 BUDGET

Prepared by:

Scott Deschenes

District General Manager

and

Lauryne Thurmond

District Clerk

Board of Commissioners

Shane Young, president

Joe Dusenbury, clerk of the Board

Gene Achziger

Holly Campbell

Shane Stender

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BUDGET

Statement of Significant Event (COVID-19)

In February 2020, Washington Gov. Jay Inslee declared a state of emergency in response to the spread of the deadly new COVID-19 virus. Since then, precautionary measures to slow the spread of the virus have been ordered and frequently updated. These measures have included closing schools, colleges, and universities; canceling public events; prohibiting public and private gatherings; and requiring people to stay home except for essential functions.

Mount Rainier Pool and the Des Moines Pool Metropolitan Park District administration office were initially closed as a result. The pool has reopened, the district office has not.

On March 23, 2020, the governor issued Proclamation 20-25 "Stay Home, Stay Healthy" (extended by 20-25.1, 20-25.2 and 20-25.3 until Phase 3 of the Safe Start Plan, which requires all non-essential service personnel to stay home. The District Commissioners issued a declaration of emergency on April 21, 2020, closed its facilities and only staffed essential services until directed by the governor's proclamation.

Mount Rainier Pool re-opened on Aug. 2, 2020 with limited services and additional staff for cleaning and a state-required social distancing officer. The District ran limited services including lap swims with one-person per lane, water walking and water exercise. All swims were appointment-only with breaks in-between for cleaning and disinfection for user safety.

During this time, many municipal pools around the state remained closed. For community safety, the District delayed services including swim lessons, open and family swims, swim teams (restarted December 2020) and other programming that did not allow for social distancing.

On January 4, 2021, the district had to go back to appointment only usage due to another outbreak. Both swim lessons and the high school swim team were delayed until the Spring. Private swim teams were allowed to use the pool under strict safety regulations, as this was seen as a way to provide youth programming with good supervision.

On March 2, 2021, the district reintroduced swim lessons with strict Covid-19 guidelines, including low instructor/student ratios (1:3), parents in the water with their children and masked instructors teaching from the deck.

On March 8, 2021, the school district started abbreviated six-week seasons that went through May.

On March 29, 2021, the district removed appointment only usage as Covid-19 cases dropped in King County.

On June 21, 2021, the district added a community swim club and lifeguard preparatory class for youth outside of swim lessons. These programs were developed to cover open spaces left by day camps and daycares that were not being operated due to Covid-19 protocols.

BUDGET

In September 2021, schools went back into session for the first-time since the pandemic began (a year and a half). Many parents held their children out of working at the pool due to wanting them to focus on their academics. This caused the District to reduce services including limited operational hours and no swim lessons. The staff dropped to only six lifeguards, which was dramatically lower than previous years.

On October 25, 2021, vaccine verification was required for all patrons and workers. For workers this made it difficult as some staff were unable to be accommodated and ended up leaving the organization. As the vaccine verification was dropped in 2022 for patrons and employees for most businesses, the Mount Rainier Pool continues to require staff to be vaccine verified. This is due to the pool being located on school district property. Although the staff is growing back to previous levels, this caveat does turn away some potential employees, which makes it more difficult to offer the capacity of programming our community requests and lowers potential revenues.

At this time, the pool is growing its capacity after Covid-19, and actively recruiting and training staff to support this. The projected budget numbers on this report reflect a full year of uninterrupted services, but reality will prove otherwise. Any updated projections will be included in budget packets for planning for the 2022 Budget and Levy Certification.

Sincerely,

Scott Deschenes

Scott Deschenes, District General Manager
Des Moines Pool Metropolitan Park District

BUDGET

DES MOINES POOL METROPOLITAN PARK DISTRICT KING COUNTY, WASHINGTON

RESOLUTION NUMBER 2020-12

CERTIFYING PROPERTY TAX LEVY AND ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021

WHEREAS, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2020 is \$4,655,062,375.00 and;

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

1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2020, to be collected in 2021 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$1,008,202 which includes new construction, any increase in state-assessed property and refunds in the amount of \$8,855.
2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT
3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2021 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:
 - A. \$ 933,202.00 to the Current Expense Fund of the District
 - B. \$ 75,000.00 to the Capital Reserve Fund of the District
4. That certified copies of this resolution, together with exhibits, shall be delivered to:

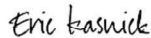
Clerk's Office
Metropolitan King County Council
516 Third Avenue
Room W-1025
Seattle, WA 98104

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

BUDGET

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 17th day of November 2020.

DocuSigned by:

AB3A851D7860478
Commissioner

DocuSigned by:

0D00E227C9C4457
Commissioner

DocuSigned by:

94C69539CE3B943
Commissioner

DocuSigned by:

69BA2573B4E48C
Commissioner

DocuSigned by:

5E8DDA9889FE2474
Commissioner

DocuSigned by:

1194C72904B42
District Clerk

DRAFT

BUDGET

Budget Message

It is my pleasure to present the district budget for the 2022 fiscal year.

The district's budget serves three primary purposes:

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

2021 Issues/Accomplishments

The continued effects of COVID-19 caused 2021 to be a challenging year with COVID-19. The district dealt with several issues but still was able to serve the community.

First, the district had a goal to reinstitute programming with proper safety measures. I am proud to report that the Mount Rainier Pool experienced no public outbreaks of COVID-19 while offering programming throughout the pandemic. The diligence of our staff and public cooperation enabled us to provide a safe environment.

Second, even as many public facilities were closed due to staffing issues caused by the pandemic, Mount Rainier Pool was able to stay open year-round. One of our most significant challenges was being unable to hire and train new staff due to strict guidelines. During Fall 2021, we had to reduce our hours of operation due to staffing issues. Since that low point, our team has done a great job increasing staff. We more than tripled lifeguard staff from our lowest point (six to 25).

Third, in late Spring 2021, we realized that there were almost no community programs for families due to increased COVID-19 in our area. With a King County Youth and Amateur Sports grant, the district developed a free community swim program that included a swim club and a lifeguard preparatory class. Combined, 55 underserved patrons remained active, and some even became employees at Mount Rainier Pool. We hope these programs promote lifelong swimming skills and help youth gain experience working in aquatics or other first-responder careers.

Fourth, the district offered a record number of free-swimming opportunities thanks to the swim club grant and scholarships. The district provided more than \$10,000 in free programming in 2021, the district's most significant allocation of free programming.

Finally, the district continued to lower its levy rate to .2094/1,000, representing the lowest rate since its formation in 2009. Our goal is to get the levy back to .2000/1,000 in 2023.

2022 Outlook

The start of 2022 saw record numbers of COVID-19 cases, but by April 2022, case numbers had decreased. We continued to be diligent as restrictions were lifted, updating our safety plans, monitoring staff vaccination rates, and keeping an eye on updates from state and federal agencies.

BUDGET

In 2022, the district lowered its levy rate for the fourth straight year to \$.2000. The rate was down from its highest level of \$.3438 in 2018, which was due to unforeseen repairs. The district continues to work to find value for the services it provides.

Second, the district has received two grants to help with community programming. A Summer Enrichment and Experience for Kids grant of \$79,735 from the state Office of the Superintendent of Public Instruction allowed us to provide free swim lessons for youth ages 4 to 14 between April and October. The district has been working to increase its swim lesson offerings. At this time, we have around 175 children actively taking swim lessons. The grant also provides swim attire, goggles, a bag, and a towel to help reduce economic barriers for swimmers. The district will also bring back the swim club and lifeguard preparatory classes thanks to another \$5,000 grant provided by King County Youth Amateur Sports program. This 10-week program will help children move beyond swim lessons and have a positive activity to keep them active and engaged during the summer months.

Fourth, the district continues to face staffing challenges. Due to staffing issues, approximately 1/3 of pools around the country are scheduled not to open during the summer of 2022. With the help of a \$10,000 grant from the Des Moines Legacy Foundation, we will be offering free lifeguard and swim instructor training programs through the end of summer. The district wants to provide as many swim lessons, operational hours, and other aquatics programming as possible, which requires additional staff. Beyond the increased programming for the Mount Rainier Pool, these trainings offer teens and young adults an opportunity to gain on-the-job skills to help them later in life, a safe place to spend outside of school hours, and great experiences to place on their resumes and college applications. District staff is working with other pools and service providers to help as many youths as possible participate in aquatic experiences at Mount Rainier Pool and other pools in the area.

Fifth, the district received a \$100,000 grant to perform a site and conditions assessment on the Mount Rainier Pool as it enters its 46th year of operation. The district has contracted with Stemper Architects of Seattle as its Engineer of Record. Stemper has an extensive background that includes a comprehensive study of the City of Seattle's seven Forward Thrust pools and an Americans with Disabilities Act study of their community centers. The district hopes to work with them to modernize Mount Rainier Pool or develop alternatives for the future of aquatics in the Des Moines area. Updates will be available on the district's website and our email notification system.

Sixth, the district will also bring back public meetings and update its website for continued transparency and ease of use. The new format will be for a hybrid component that will allow users to view meetings from the comfort of their homes. The website will be updated to meet best practices, including remote viewing of Board of Commissioners meetings. We estimate launching both in 2022.

Finally, the district continues to work toward enhancing pre-pandemic service levels of service. In March, the district reinstituted public swim events. In April, it is reintroducing Parent-Teacher-Student Association swims. This summer, the pool will be the busiest it has been in years, and in the Fall, we hope to bring back special events and broader operational hours. It will be a challenge, but our staff is up to it!

Respectfully,

BUDGET

Scott Deschenes

Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District

DRAFT

Vision, Mission, Core Objectives and Cultural Values

Vision Statement

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

Mission Statement

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

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

Core Objectives

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

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

Cultural Values Operational Principles

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

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

District Contact Information

Des Moines Pool Metropolitan Park District (Administration)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-429-3852

Email: scott.deschenes@desmoinespool.org

website: www.mtrainierpool.com

Mount Rainier Pool (Operations)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-824-4722

Email: info@mtrainierpool.com

website: www.mtrainierpool.com

Organizational Chart

DISTRICT ADMINISTRATION OFFICES

22015 Marine View Dr. S. #2B

Des Moines, WA 98198

(206) 429-3852

BOARD OF COMMISSIONERS

Shane Young
President

Joe Dusenbury
Clerk of the Board

Gene Achziger
Commissioner

Holly Campbell
Commissioner

Shane Stender
Commissioner

DISTRICT ADMINISTRATION STAFF

Scott Deschenes
District G.M.

Lauryne Thurmond
District Clerk

Brian Snure
Legal Counsel

MOUNT RAINIER POOL STAFF

22722 19th Ave S.

Des Moines, WA 98198

(206) 824-4722

Quentin Knox
Aquatics Manager

Jared Wold
Aquatics Coordinator

BUDGET

District Funds

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

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

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

Fund	2018	2019*	2020*	2021*	2022***** Budget Projections
GENERAL FUND					
Beginning Cash	\$336,467	\$491,811	\$915,890	\$1,336,489	\$1,000,000
Revenues	\$1,437,823	\$1,473,355	\$1,157,288	\$1,415,614	\$1,402,572
Interfund Loan**	\$182,718	-	-	-	-
Expenditures	\$1,477,951	\$936,549	\$780,804	\$1,025,414	\$1,727,572
Ending Cash	\$614,205	\$853,697	\$1,336,489	\$949,064	\$600,000
CAPITAL FUND					
Beginning Cash	\$145,000	\$0	\$175,000	\$297,500	\$420,000
Revenues	\$0	\$0	\$0		0
Transfer from General Fund	\$0**	\$175,000	\$122,500***	\$175,000***	\$75,000***
Expenditures	\$145,000**	\$0	\$52,500****	\$0	
Ending Cash	\$0	\$175,000	\$297,500	\$420,000	\$495,000***

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

**The District had an interfund loan from 2017-2018 project. Capital Fund was used to payoff project with no transfers.

***The District has allocated \$150k in emergency maintenance for 2021 and \$100k in 2022 due to age of facility. Unused budgeted monies from this account will be transferred to capital at the end of 2021.

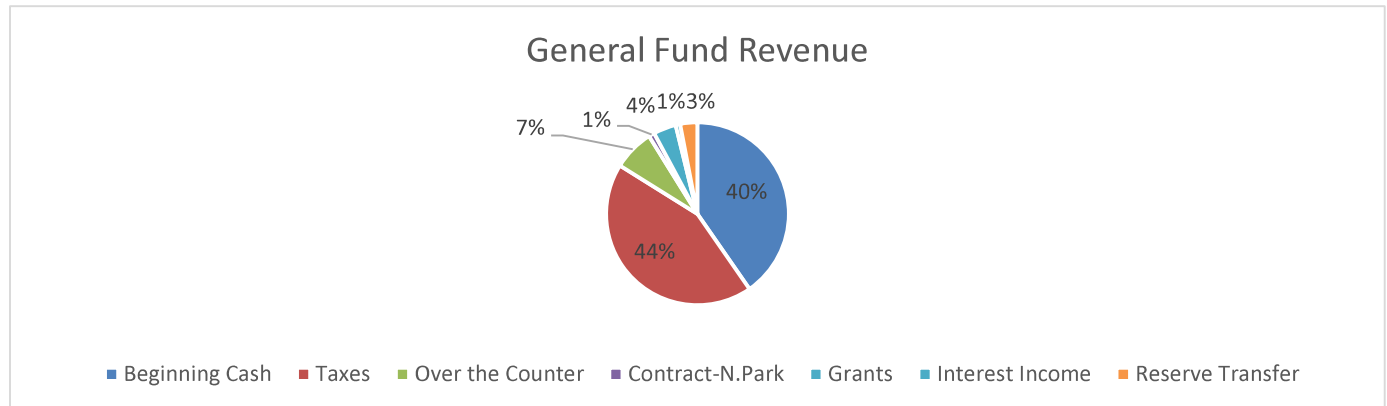
*****Retainage from the 2017-2018 project was paid in 2020. \$52,500 from the capital reserve fund was allocated towards these projects.

*****2022 Budget Projections were passed in November 2021 before the end-of-the-year, which will cause differences between the 2021 end-of-year balance and the 2022 beginning balance.

BUDGET

General Fund Revenue

General fund revenues consist of property taxes, intergovernmental grants, charges for services through interlocal agreement and interest income from investments. Due to the COVID-19 pandemic, revenues will be lower than forecasted due to closures and lower participation due to COVID-19.



Beginning Cash - represents the carry forward amount from the previous fiscal year.

Property Taxes – the primary revenue source for the district.

Intergovernmental Revenues (grants) – the 2022 budget does not include \$5,000 KCYAS Grant (Community Programming), \$79,575 SEEK Grant and \$10,000 DMLF Grant. (All grants were announced in 2022 and \$94,575 is not accounted for). Only a \$100,000 KCYAS Grant (Aquatic Facilities), was accounted for.

Charges for Services – reflects a contractual agreement between DMPMPD and the Normandy Park Metropolitan Park District for aquatic facility access.

Interest and Miscellaneous Income – interest earnings from King County Treasurer’s office. Some fees 2018-2021 are from Over the Counter. (Fixed in 2022).

Transfer from Reserves – transfer from capital reserves for capital projects of the District in 2021.

Over the Counter (Revenues) – in 2018 the District took over operations of the pool and it was the first time it received revenues for usage of Mount Rainier Pool.

Revenue by Classification	2018*	2019	2020**	2021**	2022 Budget Projections
Beginning Cash	\$336,467	\$481,467	\$915,890	\$1,336,489	\$1,000,000
Taxes	\$1,296,237	\$1,299,184	\$1,003,785	\$1,415,614	\$1,077,572
Over the Counter	\$8,893 *	\$14,408	\$64,028**	\$87,754**	\$180,000**
Grants/Intergov't	\$82,500	\$82,500	\$0	\$5,000	\$100,000
Contract-NPMPD	\$25,000	\$25,000	\$0***	\$50,000****	\$25,000
Interest Income	\$5,641	\$6,594	\$17,320	\$9,508	\$20,000
Miscellaneous Income	\$92,062	\$9,562	\$24,171	\$57,306	\$0
Donations	-	-	-	\$1,072	
Reserve Transfer	\$0	\$175,000	\$122,500***	\$175,000***	\$75,000***

*Pool facility was closed for 266 of the 365 days in 2018.

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

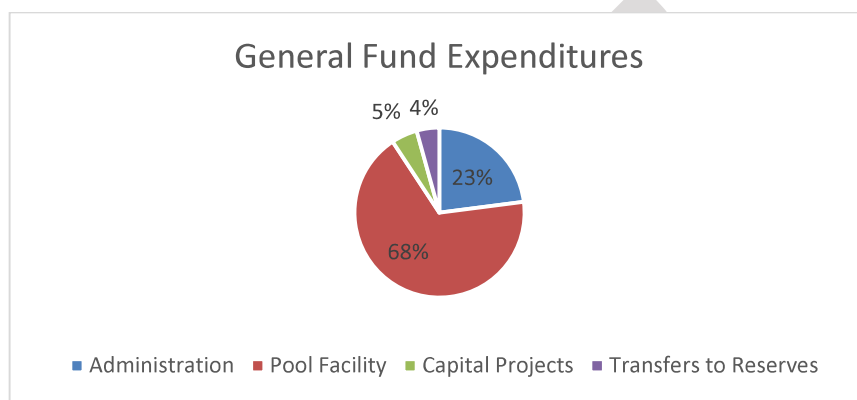
***For the 2020 and 2021 Budgets, the District allocated \$75,000 to go directly to the capital reserve fund and any unused monies budget of the \$150,000 for emergency maintenance due to the age of the facility. In 2022 this was adjust to \$100,000 for emergency maintenance.

****The Normandy Park fee was billed late in 2020 due to Covid-19 that pushed the payment into 2021. This caused there to be two payments in 2021.

BUDGET

General Fund Expenditures

General Fund expenditures are used to support the ordinary operations of the District including aquatic programs, facility maintenance and all other central operations and services. The years 2018 and 2019 included start-up expenses and indirect expenses with the pool closures. Fiscal year 2020 was supposed to be the District's first full-year of operations, but due to the COVID-19 pandemic, the District will have lower staffing expenses, higher COVID-19 safety measure expenses and a lower cost-recovery than projected for 2020 and 2021. Fiscal year 2022 will see the District reintroducing services that are anticipated be back to full-service by Summer 2022.



Expenditures by Category	2018*	2019	2020	2021	2022
Administration	\$276,331	\$396,000	\$338,121	\$284,782	\$399,656
Pool Facility	\$128,336*	\$752,077	\$431,844****	\$730,526****	\$1,179,517
Capital Projects	\$521,637	\$126,600**	\$166,841**	\$102,000	\$86,500
Transfers to Reserves	\$0***	\$175,000	\$122,500*****	\$175,000*****	\$75,000*****
Total General Fund	\$926,304*	\$1,449,677***	\$928,103	\$923,414	\$1,000,000

*Pool facility was closed for 266 of the 365 days in 2018.

**Due to the delay of the project. Some project overages were paid in 2018, while the retainage was paid in 2020 and architecture fees are not known at this time for the 2017 project. This also includes non-project critical repairs including the sewer line, heat exchanger and circulation pump.

***The General Fund Balance is low due to the 2017-2018 projects. The District held off on forwarding cash to reserves until the end of 2019.

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

*****Due to age of Mount Rainier Pool and end of HSD lease, \$150,000 for emergency maintenance has been set aside. This money is allocated to operations, but some of it may be transferred to capital projects, while the remaining balance will be transferred to the Capital Projects/ Reserves Fund. This was reduced to \$100,000 in 2022 to allow for money to be allocated for overages for an aquatic feasibility study for the remaining life of the Mount Rainier Pool.

BUDGET

Capital Projects and Expenditures for 2022

Due to the facility age and the looming renegotiation of the lease for Mount Rainier Pool, the District is putting all capital projects on hold. The District is finalizing steps with an Engineer of Record to develop longer-term plans that will better utilize expenses toward a long-term solution. A sum of \$100,000 was placed in an emergency maintenance fund to cover any emergency repairs during 2022.

The 10-year lease with the Highline School District was expected to be renewed in 2022, but both agencies have agreed to a one-year extension to get past the COVID-19 pandemic and have a deeper discussion about the long-term future of Mount Rainier Pool. This lease is in negotiations.

In 2022, the District was approved for an aquatic study grant through King County Youth and Amateur Sports. This grant will cover \$100,000 of the estimated NTE study of \$130,000.

Project Name	Project #	Project Budget	Funding Source
MRP Site Feasibility Study	2022-A	\$130,000	Up to \$30k Capital \$100k from KCYAS Grant
No Other Projects Listed*			
Total Projects - 2022		\$0	\$130,000

The District also has allocated \$25,000 for architecture and \$1,500 for permits that if unused will be added to the Capital Projects/Reserves Fund.

BUDGET

Capital Projects/Reserves Fund

The District had established and committed to increasing its Capital Projects/Reserves Fund to meet the future capital needs of the district's aquatic facility. Annual contributions were made from the general fund to a separate reserve fund. This annual commitment to reserves was set at \$70,000.

In 2018, all Capital Fund monies were used to cover repairs, which brought the fund's balance to \$0. This was done to pay off critical repairs in 2017, which included repaying an interfund loan for the project.

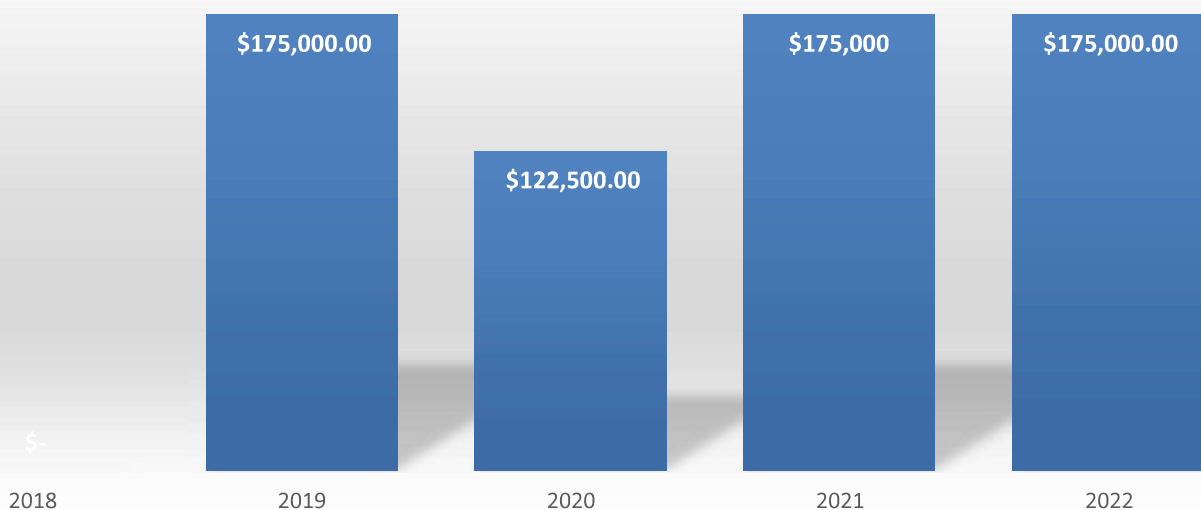
In 2019, the District set aside \$175,000 towards the Capital Projects/Reserves Fund. The increased amount was to cover the potential age-related repairs and replacement that could occur to the then 44-year-old facility.

In 2020, the District allocated \$75,000 plus an additional \$47,500 of unused maintenance funds to the Capital Projects/Reserves Fund.

In 2021, the District also allocated \$75,000 towards the Capital Projects/Reserves Fund. It increased its allocation for unforeseen repairs to \$150,000, provided that any unused funds would be allocated to the Capital Projects/Reserves Fund at the end of the year. The remaining balance of \$100,00 of the unforeseen repairs was used for a total allocation of \$175,000. At the end of 2021, the District's Capital Reserve Fund is at \$420,000.

In 2022, the District also allocated \$75,000 towards the Capital Projects/Reserves Fund. It decreased its allocation for unforeseen repairs to \$100,000, and allocated that portion of the budget towards an aquatic study on the remaining life of the Mount Rainier Pool.

Capital Reserve Contributions (Per Year)



Glossary of Terms

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

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

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

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

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

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

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

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

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

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

BUDGET

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

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

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

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

DRAFT

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District GM **Meeting Date:** 5/17/22
Under: Old Business **Attachment:** Yes
Subject: Policy 272, Telecommuting

Background/Summary:

At the February 15 board meeting, the Board of Commissioners recommended the board look at a remote working policy. The district did pass Policy 272 Telecommuting at the start of the pandemic in 2020 to help manage remote work as part of its Continuity of Operations Plan during the initial phases of the pandemic.

Legal has recommended the attached change to Policy 272 Telecommuting. If board has any recommended changes, please have them to the District GM by March 29, 2022.

An editable version of the report will be sent out with the District GM's weekly report on Friday, March 18. This was due on April 1, 2022. No edits were received, but there was a comment made about the District GM's oversight. Discussion was on it being the District GM's responsibility, the Board President's responsibility or the responsibility of the entire board. A section has been added to address this issue with the options listed for the Board to decide on.

The board elected at the regular board meeting to make this the District GM's responsibility, but to make changes in the future if needed.

Fiscal Impact: N/A

Proposed Motion: I move to approve Telecommuting Policy 272 as amended.

Reviewed by Legal Counsel: Yes X No **Date:** 04/04/2022

Two Touch Rule: N/A **Committee Review**
 03/15/2022 **First Board Meeting (Informational)**
 05/17/2022 **Second Board Meeting (Action)**

Action Taken: Adopted Rejected Postponed

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

Notes/Attachments:

- Policy 272, Telecommuting

272 – Telecommuting Policy

272 – Telecommuting Policy**1.0 PURPOSE**

The purpose of the Telecommuting Policy is to establish policies and procedures to encourage, where appropriate, the use of telecommuting in order to attract and retain a diverse and talented work force by adopting workplace strategies that support flexibility and mobility in the workplace, to be an employer of choice, reduce costs, encourage affordable traffic mitigation, and further goals of local, state and national policies and regulations such as the Clean Air Act and the Commute Trip Reduction Law. Additionally, to provide the District with the ability to select and place employees in a telecommuting status, based on public health and safety recommendations and measures.

Telecommuting is supported as an alternative work arrangement and allows the District to implement telecommuting arrangements where appropriate for eligible employees. Telecommuting is not a right and requires prior approval of the District General Manager. The District or employee may discontinue the telecommuting arrangement at any time without advance notice.

2.0 SCOPE

All employees must meet the criterion for Telecommuting and request the opportunity to do so.

3.0 DEFINITIONS

“Telecommuting” means work performed at an employee’s residence to conduct an employee’s job duties, or at other locations when approved by employee’s direct supervisor.

“District Facilities” refer to the Mount Rainier Pool and District Offices.

4.0 POLICY

An employee may be permitted to telecommute for all or a portion of the employee’s workweek, if approved in advance by the District General Manager. Telecommuting may be approved if the duties will not negatively impact service delivery, customer service, or the overall function of the work unit.

5.0 TELECOMMUTING PROGRAM REQUIREMENTS

- The duties, obligations and responsibilities of an employee who telecommutes shall remain the same as the employee’s duties, obligations and responsibilities prior to telecommuting
- The amount of time spent telecommuting during a work week may vary by position, department expectations and equipment needs.
- Unless authorized by the District General Manager, telecommuting shall not generally be used as a substitute for dependent care. A telecommuting employee must make arrangements for dependent care during the telecommuting period to ensure that

272 – Telecommuting Policy

dependent care does not interfere with the employee's performance of their job responsibilities.

- Telecommuting employees shall not hold in-person business meetings with internal or external clients, customers or colleagues at their residence.
- A telecommuting employee may not perform work for a non-District employer during the telecommuting period. Unless a telecommuting employee is on pre-approved leave, the employee must communicate effectively with supervisors, co-workers, support staff and external clients during telecommuting period(s).
- FLSA-exempt employees must indicate the hours they will be available to be reached by staff and customers, which shall also be approved by the employee's supervisor.
- As part of approval of a telecommuting request, the supervisor may outline specific job assignments and expectations the telecommuting employee must perform. Work schedule variations are subject to supervisor approval.
- For Non-exempt employees covered under the Fair Labor Standards Act (FLSA), any hours beyond their normal work schedule must be authorized **in writing** in advance by the employee's supervisor/director.
- Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their home during their defined work period. The employee is responsible for maintaining a safe and ergonomic work environment. The District will not provide office furniture to employees who telecommute.
- All District employees must use District issued electronic equipment for telecommuting and follow all security measures setup by District). Personal devices are not allowed. This is to ensure the District's resources (i.e. computer systems, networks, databases, corporate data etc.) are protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue and damage to our public image.
- All remote access will be managed by the District's IT consultant.
- Telecommuters shall make every effort to secure District information in their residence and prevent unauthorized access to any District system or information. If District equipment is stolen or damaged while at the employee's residence, the employee is required to report the loss to their Supervisor, the District General Manager, and local law enforcement.
- The telecommuter, supervisor or District General Manager may end the telecommuting arrangement at any time.
- Telecommuters must understand and agree to the Program Requirements listed in this policy.

272 – Telecommuting Policy

6.0 ELIGIBILITY

Employees are eligible, if they:

- Have job duties that are not required to be performed at the District's facilities.
- Can be available by cell phone, telephone, email or text, during all telecommuting hours.
- There is minimal need for specialized material, equipment or other resources for telecommuting capability.
- The employee's job is not dependent on the location of the workplace.
- The employee shall have previously demonstrated to the department director's satisfaction, their capability to work productively without direct supervision.

7.0 EMPLOYEE RESPONSIBILITY

An eligible employee seeking to telecommute must submit a written request to their supervisor. The written request must include:

- Proposed Telecommuting day(s) per week and number of hours per day requested and proposed duration of telecommuting arrangements.
- Tasks the employee proposes performing while telecommuting.
- Core working hours during which the telecommuting employee will be on work status and available to be reached by staff and customers.
- Complete IT Department document *Remote Access Policy and Agreement* prior to start of telecommuting.

8.0 ASSIGNED TELECOMMUTING

Under other-than-normal circumstances, including but not limited to; natural disasters, declared public emergencies, risks to public safety and/or health, at the discretion of the District, employees may be asked to telecommute, in order to maintain effective operations of government.

While not all employees will be able to telecommute, the District will identify employees who are essential to daily operations, and make every effort to provide telecommuting options for them, if/when the current status of the District recommends or requires it. Assignment of telecommuting, to employees, will be consistent with the District's *Continuity of Operations Plan* (Policy 392).

272 – Telecommuting Policy

TELECOMMUTING REQUEST FORM

Des Moines Pool Metropolitan Park District

Employees who wish to telecommute must complete and submit this form to supervisor for approvals prior to telecommuting. The employee's supervisor and District General Manager agrees to monitor the employee's performance and adhere to established guidelines and work standards.

Employee Name (Printed):	
Position Title:	
Supervisor:	
Days Requested to Telecommute:	
Primary Work Hours:	
Number Available At:	
Purpose of Telecommuting:	

Employee Agreement: I hereby request approval to telecommute. I understand that the District may discontinue the telecommuting agreement at any time. I have read Telecommuting Policy 272, understand, and agree to adhere to all policies required to participate in the telecommuting program.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

District GM: _____ Date: _____

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e **Assigned to:** District G.M. **Meeting Date:** 05/17/22

Under: Old Business **Attachment:** Yes

Subject: Retreat Scheduling

Background/Summary:

The District General Manager worked with Stemper to schedule a retreat to develop a Master Plan and a strategic outline to develop a Master Plan.

During discussions, it was determined to propose two-sessions of two hours on separate days. The hopes are to give the Board of Commissioners separation to maximize the time invested in this process.

Stemper Architects has provided the following dates when they are available and have adequate time to prepare for the presentations.

(From Stemper, Updated 4/6/22) – Available 5/18, 5/25 & 6/1, 6/8 or 6/15 (All Wednesdays))

The presentation will be over two of the dates for two hours each. We will also need to establish an in-person site for the retreat dates.

(4/26/22 Update) The board elected to keep the meetings online to keep the costs down. The meeting will be scheduled for June 8 and 15 from 7-9pm. As we get closer to the meeting additional information will be released. This training is based on the original quote passed at the March 15, 2022 regular board meeting.

The website has been updated

Fiscal Impact: Online saves around \$2,000 in printing plus other consultant fees.

Proposed Motion: Informational only!

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

Two Touch Rule:	N/A	Committee Review
	<u>2/15/22</u>	First Board Meeting (Informational)
	<u>5/17/22</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

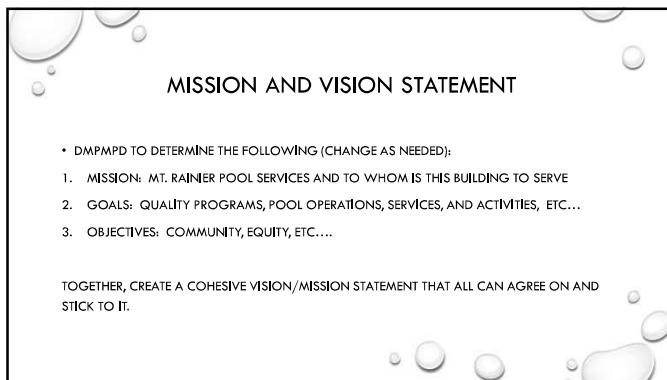
Follow-up Needed: Yes No Report back date:

Notes:

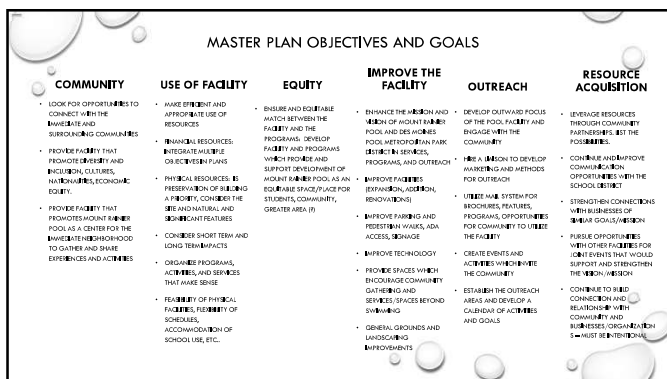
- Proposed DRAFT agenda (for both days) – <i>Note may change</i>
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NEEDS ASSESSMENT

1. MOUNT RAINIER POOL TO ASSESS:

- STATEMENT OF GOALS AND OBJECTIVES MUST BE CONSIDERED. WHAT IS CURRENT CRITICAL NEED, WHAT IS THE NEXT 2-4 YEAR PLAN (SHORT TERM), WHAT IS THE 5+ YEARS PLAN (LONG TERM) TO DETERMINE SEQUENCE OF MASTER PLAN PHASING AND RESOURCE ACQUISITION
- GET UPDATED DATA ON CENSUS AND DEMOGRAPHIC OF SERVICE AREA (CONDO HAS CHANGED A LOT OF STATISTICS ON POPULATION GROWTH AND INFUX)
- WHO AND HOW MANY ARE TO BE ACCOMMODATED AT THIS POOL? REALISTIC PROJECTION IS CRITICAL. MUST BE IN CONTEXT WITH THE STATE GOALS.
- HIRE A/E TEAM TO REVIEW EXISTING BUILDING, BUILDING SYSTEMS, AND SITE CONDITIONS.
- FEASIBILITY STUDIES WHICH CONSIDER RENOVATIONS, ADDITIONS, EXPANSION, LAND ACQUISITION.

TIMELINE (DETAIL)

IMMEDIATE CRITICAL NEED (PRESENT TO 2 YEARS)

- EXISTING PROGRAMS AND FACILITY ACCOMMODATIONS – IS IT SUFFICIENT FOR USERS (SCHOOL DISTRICT, MOUNTAIN NEIGHBORHOOD)?
- IS EXISTING CRITICAL NEED FROM PROGRAMMING TO FACILITIES
- DOES THIS INCLUDE PHYSICAL BUILDING AND GROUNDS IMPROVEMENTS, REPAIRS, RENOVATION?

SHORT AND TERM NEED (2-4 YEARS)

- INCLUDE PROJECTIONS FOR GROWTH AND PROGRAM, FACILITY NEEDS
- FUNDING ACQUISITION PLANS, COMMUNITY OUTREACH
- EXISTING FACILITY EXPANSION/ADDITION MAJOR PROJECTS?

LONG TERM NEED AND VISION (5+ YEARS)

- REGIONAL FACILITY WITH JOINT FACILITY SHARING?
- USE OF EXISTING POOL ONCE REGIONAL FACILITY IS BUILT?

CONSIDER:

FUNDING TIME FOR THE EXISTING AND POSSIBLE REGIONAL FACILITY. SCHOOL DISTRICT PARTICIPATION, SCHOOL USE AND LOGISTICS FOR USE OF BOTH FACILITIES. USE OF MOUNT RAINIER POOL FACILITY DURING REGIONAL FACILITY PLANNING DESIGN CONSTRUCTION, AND AFTER REGIONAL FACILITY OPENS.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a **Assigned to:** District G.M. **Meeting Date:** 05/17/22

Under: New Business **Attachment:** Yes

Subject: Backflow Preventer (Critical Repair)
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Background/Summary:

This is a critical repair to the backflow preventer to be passed at the May 17 regular board meeting to have completed during the June 20-July 4 closure.

Here is documentation of repair process from MacMiller.

Found the 3" RPBA in the pool equipment room spraying water, device is obsolete and rebuild has been attempted in the past, replacement is recommended.

- Shut down isolation valves to device (assumes local isolation valves in the EQ room hold)
- Remove current device from the system
- Furnish and install (1) new WILKINS 3" specialty fit RPBA (will submit specific device specifications upon order, device takes up to 5 weeks to build and 7 to 10 days in transit)
- Connect and fill, test for leaks
- Start and test device, fill out proper paperwork for the city, call in for inspection
- Clean up and removal of debris
- OTC Permit included for device replacement

Fiscal Impact: \$Up to \$11k with repair and tax. Both will come out of Maintenance Contingency.

Proposed Motion: I approve repair of backflow preventer for up to \$11,000. (Includes repair plus applicable taxes.)

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

<u>Two Touch Rule:</u>	<u> N/A </u>	Committee Review
	<u> 5/17/22 </u>	First Board Meeting (Informational)
	<u> Critical </u>	Second Board Meeting (Action)

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

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

Notes:

Attached:

- Proposal # 2022-17-LT

April 15, 2022

Proposal # 2022 – 107 - LT

Scott Romano
 Mt Rainier Pool
 22722 19th Ave S
 Des Moines WA 98198

RE: Plumbing Status
Site: MT RAINIER POOL

We recently responded to a service call. Listed below are items found on this call that need to be addressed. To be performed during normal working hours.

Found the 3" RPBA in the pool equipment room spraying water, device is obsolete and rebuild has been attempted in the past, replacement is recommended.

- Shut down isolation valves to device (assumes local isolation valves in the EQ room hold)
- Remove current device from the system
- Furnish and install (1) new WILKINS 3" specialty fit RPBA (will submit specific device specifications upon order, device takes up to 5 weeks to build and 7 to 10 days in transit)
- Connect and fill, test for leaks
- Start and test device, fill out proper paperwork for the city, call in for inspection
- Cleanup and removal of our debris
- OTC Permit included for device replacement

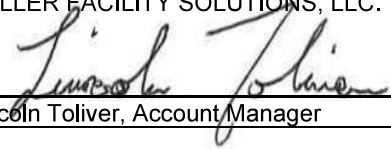
Total price Labor/Materials (**does not include service call/work to date**)..... **\$9,869.00 + tax**

If you have any questions regarding my proposed scope of work, please do not hesitate to call me at 206.768.3944. If you wish to approve this proposal and send to me by fax at 206.767.6773 or sign, scan and send to my email at link.toliver@macmiller.com

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

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

MACDONALD-MILLER FACILITY SOLUTIONS, LLC.

Submitted by: 
 Lincoln Toliver, Account Manager

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

Name and Phone _____

Signature _____ Date _____

Terms and Conditions

Acceptance	By authorizing MacDonald-Miller Facility Solutions, LLC ("MMFS") to provide the services contemplated by this Agreement, Customer agrees to the terms and conditions herein stated, which shall prevail over any terms or conditions provided by Customer, unless MMFS specifically agrees in writing that such terms or conditions provided by Customer prevail. No sales representative, agent or employee of MMFS is authorized to alter, vary or waive any of these terms and conditions. Such changes require the written approval of an authorized officer of MMFS.
Scope of Obligations	MMFS shall provide only those services selected by Customer. MMFS shall not be under any obligation to provide services beyond those selected by Customer.
Obligations of Customer	Customer shall operate and maintain the equipment in accordance with instructions given by MMFS and the manufacturer and agrees to extend all reasonable cooperation requested by MMFS, including but not limited to personnel; premises; available building maintenance material, tools, ladders, etc.; and movement of items blocking normal access to required work. Customer shall promptly notify MMFS of any unusual or unsafe operating condition. MMFS shall have full and free access to the equipment to provide service. Customer shall provide a safe working environment and shall promptly notify MMFS of any unsafe or dangerous conditions.
Service Availability	MMFS agrees to provide service availability during normal business hours, i.e., 8:00 to 4:30 pm, Monday through Friday, holidays excepted, and service during non-normal business hours, if contracted for, at the hourly rate and terms, including vehicle charges or special assessments, then in effect by MMFS. If any emergency service call is made at Customer's request and inspection does not reveal any defect for which MMFS is responsible, Customer will be liable for regular emergency charges prevailing for such service. Customer acknowledges that there is a minimum charge of one (1) hour.
	If persons other than MMFS perform maintenance of or repair a unit of equipment, and as a result further repair by MMFS is required, such repairs will be made at MMFS's applicable time and material rates and terms then in effect. Maintenance or repair by any person other than MMFS may invalidate any applicable warranty by MMFS and/or manufacturer.
Charges and Terms	All maintenance contract charges will be invoiced in advance of work performed. All service repair, special project, and extra work will be progress invoiced. Payment is due upon receipt of invoice. Any balance due after 30 days shall bear interest at the maximum legal rate permitted from the invoice date. The title and right of possession to any materials or equipment remains with MMFS until MMFS has been paid in full all principal amounts and interest charges. Customer agrees to perform all acts necessary to protect and maintain this title and right of possession.
Taxes	Any taxes or fees applicable to the services contemplated by this Agreement are to be paid by the Customer. There will be added to all charges the amount of any present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with respect to any services rendered or parts supplied.
Video Capture	MMFS utilizes photography and video (with audio) capture as part of its normal service routine. Customer, on behalf of itself and of its employees and agents, consents to, acknowledges and accepts this practice and understands such content is the property of MMFS and the customer.
Publicity and Promotion	Customer and MacDonald-Miller Facility Solutions, LLC, (MMFS) agree that MMFS is entitled rights of publicity or promotion with respect to the work completed by MMFS under this Agreement, including, but in no way limited to, photographs and written or graphical depictions of the work, the project, and product. MMFS may exercise such rights of publicity or promotion in any way it deems appropriate for marketing or other promotional purposes. MMFS shall retain exclusive ownership of any intellectual property rights that may result from any such publicity or promotion, including, but in no way limited to, copyright or trademark protection. Photographs or other graphical depictions of non-MMFS personnel will only be used with written consent by the Customer and the individual. Furthermore, the Customer agrees to the use of their name/logo by MMFS in furtherance of MMFS's rights of publicity. Any press release will be mutually agreed upon (form and content) by both parties prior to its release.
Exclusions	Maintenance service does not include: (a) water supply and drain beyond the subject equipment; (b) equipment housing, casing or enclosure; (c) electrical service beyond the equipment disconnect switch, light fixture or service requirements due to power failure; (d) damage caused by freezing; (e) work required by government codes, building and union regulations; (f) repair of damage or increase in service time resulting from accident, transportation, relocation, neglect, misuse, or other than ordinary use; (g) repair to equipment located in an unsuitable place of installation or an unsafe or hazardous environment; (h) emergency calls resulting from system design problems; (i) plumbing (unless added by Contract Rider); (j) non-moving or non-maintainable parts, heat exchangers (all styles), coils, ductwork, and boiler vessels; (k) all glycol for hydronic systems. Comprehensive coverage excludes obsolete components and systems and factory software. Refrigerant recharging is limited to the industry standard for normal annual leakage during routine maintenance.
	Customer warrants that the systems covered have received required regular maintenance and are in good working condition, and chemical and glycol levels of hydronic systems are at proper levels, and chemical feed equipment in working order. If repairs are found necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval (unless added by Contract Rider). Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the monthly maintenance price adjusted accordingly.
	MMFS will not be required to make safety tests or to install new attachments, additional controls or equipment as recommended or directed by any insurance company or governmental authority, or to make replacements contracted for with parts or devices of a different design for any reason.
Limitation of Liability	THE CUSTOMER AGREES THAT MMFS SHALL NOT BE LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING LOSS OF PROFIT OR GOODWILL, OR ANY MATTER ARISING OUT OF OR RELATING TO THIS AGREEMENT AND/OR ITS SUBJECT MATTER WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. The customer agrees that MMFS's maximum liability for any acts or omissions arising from this Agreement shall not exceed \$1,5000 or the amounts paid to MMFS under this Agreement in the 3 months prior to the date of the act or omission, whichever is less. MMFS shall not be responsible or liable for any loss, damages or delay in furnishing materials or failure to perform services when caused by fire, interruption of utility services, flood, acts of civil or military authorities, insurrection, terrorist act, riot, civil disorder, labor disturbances, or by any other cause which is unavoidable or beyond its control.
Warranty	MMFS warrants the parts and labor contemplated by this Agreement against defects in material and workmanship, under normal use and service, for a period of one (1) year. This warranty does not apply if Customer fails to immediately notify MMFS in writing of such defect or fails to take steps to prevent any defect from becoming more serious. EXCEPT AS EXPRESSLY PROVIDED IN THIS SECTION, MMFS DOES NOT MAKE ANY WARRANTIES OR REPRESENTATIONS OF ANY KIND OF NATURE, EXPRESS OR IMPLIED, AND DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER AGREES THAT ANY ORAL AGREEMENTS STATEMENTS AND REPRESENTATIONS MADE BY MMFS, ITS EMPLOYEES OR ITS AGENTS SHALL NOT CONSTITUTE A WARRANTY OF ANY KIND. FURTHER, CUSTOMER SPECIFICALLY AGREES THAT ALL WARRANTY RIGHTS, CLAIMS OR ACTIONS, AND ALL CLAIMS FOR DAMAGES OR REPAIRS, EXCEPT THOSE STATED HEREIN, ARE EXPRESSLY WAIVED AND ARE NOT APPLICABLE, AND THAT IT HAS NO CLAIMS FOR WARRANTIES, MISREPRESENTATIONS, BREACH OR DAMAGES EXCEPT AS EXPRESSLY SET FORTH HEREIN.
Restriction on Hiring	If within 180 days after this Agreement terminates or is no longer effective for any reason Customer employs or retains as an independent contractor any present or former employee of MMFS who performed any services under this Agreement, Customer agrees to pay MMFS a sum equal to 6 months service charge, as a reasonable reimbursement to MMFS for its expenses in training and familiarizing the employee with Customer's system.
Default	If Customer does not pay any amount due arising from this Agreement, or breaches any of the terms of this Agreement, MMFS may, in addition to any other legal remedies it may have, refuse to continue to service the equipment or terminate this Agreement.
Term	If this Agreement is an annual agreement, it shall remain in effect from year to year or until canceled by either party on 30 days written notice. Prices will be subject to periodic changes due to change in labor and material rates.
Indemnification	Customer agrees to defend, indemnify, and hold MMFS harmless from any and all claims, demands, losses, liabilities, and damages (including but not limited to attorney fees) alleged to arise out of and to the extent of Customer's acts or omissions.
General	This Agreement shall be governed by the laws of the State where the work was done. Either party may terminate this Agreement at any time for failure of the other to comply with any of its terms and conditions. Customer represents that they are the owner of the equipment or, if not the owner, they have authority to enter into this Agreement. In the event any party shall bring suit or action against the other for relief arising out of this Agreement, the prevailing party shall have and recover against the other party all court costs, disbursements, and a reasonable attorneys' fees, costs, and expenses. Customer consents and agrees to jurisdiction and venue of any proceeding in the District or Superior Court of the State of Washington for King County at MMFS's election. MMFS's rights and obligations under this Agreement may not be assigned without its written consent. This Agreement constitutes the final, complete, and exclusive agreement between MMFS and Customer and supersedes all prior or contemporaneous agreements, representations, understandings, and promises, oral or written, between the parties.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b **Assigned to:** District G.M. **Meeting Date:** 05/17/22

Under: New Business **Attachment:** Yes

Subject: Filter Media Replacement (Potential Critical Repair)
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Background/Summary:

This is a critical repair to the filter media replacement to be passed at the May 17 regular board meeting to have completed during the June 20-July 4 closure.

Attached is the documentation of the removal and replacement of the filter media. It includes a fee for disposal of the old media that makes up one quarter of the removal price.

We have scheduled a meeting with Aquatic Specialties and our project manager to ensure this is needed to be completed this year.

If it is determined to be critical to be completed this summer, we will work through the Finance Committee to get approval and bring the results to the June 21 board meeting. We will do this only if the repair could be done during our June (6/20-7/4) closure to reduce future closures that might be required to complete this repair.

Fiscal Impact: \$Up to \$31k with service fees and tax. Both will come out of Maintenance Contingency.

Proposed Motion: No motion at this time.

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

<u>Two Touch Rule:</u>	<u>N/A</u>	Committee Review
	<u>5/17/22</u>	First Board Meeting (Informational)
	<u>Critical</u>	Second Board Meeting (Action)

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

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

Notes:

Attached:

- Aquatic Specialties Estimate 7762 - Filter Media Replacement Quote

AQUATIC SPECIALTY SERVICES, INC 1605 SOUTH 93RD STREET #EF, SEATTLE, WA 98108 206-275-0694 phone 206 275-2229 Fax Aquaticspecialtyservices.com Business License 602-161-542 Contractors License AQUATSS996Q6		ESTIMATE All estimates good for 30 days		7762
		Terms	Date	
				Net 30
Client:		Ship to:		
Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198		Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198 Attn:Dominic		

Washington State Public Works Act requires that workders be paid prevailing wage rates when employed on public works projects, and on public building service maintenance contracts. All sales are subject to Net 30 terms, unless otherwise stated. All credit card payments are subject to 3.5% additional processing fee. All returns are subject to restocking fees plus all freight. Chemicals are not returnable. Balances past due are subject to accrue 1% finance charge monthly. All change orders must be submitted in writing. Under no circumstances will provider be responsible for or buyer be entitled to consequential damages arising out of any delays in performance. All uncertainties are billable per term. Warranty complies with manufacturer for period of 1 year and claim period 3 months. All freight is billable. A Purchase Order may be applicable, a deposit may be applicable and signature to process order. All estimates are good for 30 days.

Description	Qty	Price ...	Total
Estimate to remove old filter media, install new laterals and lower header, manway gasket. and new AFM Filter Media. We are removing the old style single pipe lateral to a new style multiple lateral system for better filtration.			
Vac Truck Company to remove and dispose old filter media. This is only a estimate and subject to change due the difficulty of remove filter media and condition of filter media in tanks.	1	7,420.00	7,420.00T
New lower header with laterals	2	2,352.00	4,704.00T
Manway Gasket 143 tank	2	127.40	254.80T
Shipping & Handling estimate to Seattle WA 2-3 week lead time	1	425.00	425.00T
NG # 1 Activated Filter Media 55lb Bag 17 bags in each filter	34	48.60	1,652.40T
NG # 2 Activated Filter Media 55lb Bag 17 bags in each filter	34	48.60	1,652.40T
AFM Pool Minerals Grade 3 55lb bag (40) 33 bags in each filter	66	48.60	3,207.60T
Public Works prevailing hourly wage rate	40	195.00	7,800.00T
Overhead operating cost & documentation filing fees	1	250.00	250.00T
Service Zone A-30	5	75.00	375.00T
SIGNATURE REQUIRED & DATE: *Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc		Subtotal	\$27,741.20
*Notice to Client will be provided and required to be signed by appropriate authorized person ordering the work and or the owner of the property.		Sales Tax (10.1%)	\$2,801.86
* Resellers Permit required when applicable		Total	\$30,543.06

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9c **Assigned to:** District G.M. **Meeting Date:** 05/17/22

Under: New Business **Attachment:** Yes

Subject: Parking Lot Gate Installation

Background/Summary:

This is to notify the board that we are putting out RFQs for a gate installation. The gate was received before Covid-19 and we are working to vacuate and install the gate. We have a permit from 2020 that we are extending to this year.

This repair is for better safety and security during non-operational hours.

Fiscal Impact: To be determined.

Proposed Motion:

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

<u>Two Touch Rule:</u>	<u>N/A</u>	Committee Review
	<u>5/17/22</u>	First Board Meeting (Informational)
	<u>Critical</u>	Second Board Meeting (Action)

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

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

Notes:

No attachments.

Agenda Item #: 9d **Assigned to:** District G.M. **Meeting Date:** 05/17/22

Under: New Business **Attachment:** Yes

Background/Summary:
This agenda item was placed in case there is paperwork that comes on or before the May 17 board meeting.

Proposed Motion:

<u>Two Touch Rule:</u>	<u>N/A</u>	Committee Review
	<u>5/17/22</u>	First Board Meeting (Informational)
	<u>TBD</u>	Second Board Meeting (Action)

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

Notes:
No attachments.

Agenda Item #: 9e **Assigned to:** District G.M. **Meeting Date:** 05/17/22

Under: New Business **Attachment:** Yes

Background/Summary:
Effective June 1, 2022, the Des Moines Pool Metropolitan Park District Board of Commissioners will start to have an in-person element to its meetings. The board will discuss the upcoming changes.

Proposed Motion: None

<u>Two Touch Rule:</u>	<u>N/A</u>	Committee Review
	<u>5/17/22</u>	First Board Meeting (Informational)
	<u>TBD</u>	Second Board Meeting (Action)

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

Notes:
No attachments.