

Des Moines Pool Metropolitan Park District

October 25, 2022 7:00 p.m. Special "Hybrid*" Meeting (MRHS Library)

*Meetings are being held remotely using Zoom and in-person at the Mount Rainier High School Library (22450 19th Avenue So. – Second floor). If you wish to listen in, please do so at 1-253-215-8782 Meeting ID: 857 6677 1469 Passcode: 582910. Any questions or comments should be directed to Lauryne Thurmond, District Clerk at (206) 429-3852 or by email at lauryne.thurmond@desmoinespool.org. Public comments will be due by email to info@mtrainierpool.com by noon on the day of each meeting. This is due to the hybrid format of the meetings.

AGENDA

- 7:00 1. CALL TO ORDER ROLL CALL
- 7:01 **2. PLEDGE OF ALLEGIANCE**
- 7:03 3. ADOPTION/MODIFICATIONS OF AGENDA
- 7:04 4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS
- 7:05 5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)

<u>Remote Meeting</u>: If you wish to make public comment, please submit in writing via email to <u>info@mtrainierpool.com</u> by Noon on Tuesday, October 25th. 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.

- 7:06 **6. CONSENT AGENDA**
 - a. **EXPENDITURE/REVENUE SUMMARY JULY**
 - b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

September 13, 2022 September 20, 2022

d. **CORRESPONDENCE**

None

- e. BANK TRANSFERS (MRP REVENUE)
- f. **VOUCHER APPROVAL**

\$82,792.85 was processed in <u>September</u> for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES) \$72,669.08 was processed in <u>September</u> for payroll

22450 19th Avenue South, Des Moines WA 98198 (Meeting 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 hybrid (remote and in-person) 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

7:10 a. HSD Lease Update

8. OLD BUSINESS

7:20	a.	Aquatics Manager Q3 Report
7:35	b.	Proposed Employee Pay & Bonuses
7:45	c.	Proposed 2023 Rates & Fees
7:55	d.	Proposed Finance and Administration Changes
8:00	e.	2023 Proposed Budget and Estimated Levy (Working Draft)

9. New Business

8:15	a.	SEEK Grant Report

- 8:20 b. End of State of Emergency
- 8:25 c. Aquatic Feasibility Study Update

8. UPCOMING MEETINGS

- a. November 15, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library
- b. December 20, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library

ADJOURNMENT

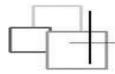
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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: <u>6a-</u> g	Assigned to: Clerk	k of the Board	Me	eting Date: October 25, 2022	
Under: Consent Agenda			Attachment:	: <u>Yes</u>	
Subject: Consent Agenda					
Background/Summary: To improve process and better to	utilize time, the follow	ring items have b	een moved to	the Consent Agenda:	
Item 6a: Financial Summary Expenditures August 2022: To Admin Expenditures = \$27,405.		s = \$131,282.30	Capital Expen	nditures = \$5,637.50	
Revenue August 2022: Total \$43,445.58 Property Tax & Int = \$9,863.55 Misc Revenue = \$1,479.53 MRP Revenue = \$32,102.50 Transfer to Cap = \$0.00					
tem 6b: Staff/Committee Reports District General Manager Administration Report					
Item 6c: Adoption of Minutes September 13, Special Meeting Minutes September 18, Regular Meeting Minutes					
Item 6d: Correspondence – None Item 6e: Bank Transfers (MRP Revenue) reported above					
Item 6f: Voucher Approval - The \$6,488.71 was processed o \$9,136.00 was processed o	on September 14, 202	.2	615,624.71 we	re approved for payment	
Item 6g: Funds Transfers (Payr processed for payment • \$35,450.53 was approved for • \$32,212.21 was approved for	or payroll on Septemb	ber 15, 2022	rs to King Cou	nty totaling \$67,662.74 were	
A total of \$83,287.45 was proce	essed in September 2	022 under the ov	ersight 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 abov	e				
Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in September 2022 totaling \$83,287.45.					
Reviewed by District Legal Co	ounsel: Yes	No <u>_x</u>	Date:		
Two Touch Rule:		t Board Meeting cond Board Mee		al)	
Action Taken: Adopted	Rejected Pos	stponed	,		
Follow-up Needed:	Yes No	X Rep	ort back date:	:	
Notes: -August Financial Rep -September Financial Report,					



2022 EXPENDITURES August

Beginning Monthly Balance = \$1,578,598.77 Ending Monthly Balance = \$1,502,891.56

Salaries & Wages 001-000-000-576-20-10-00 Commissioners - Subsidies \$1,865,88 \$8,896,89 \$21,000.00 12,103,11 001-000-000-576-20-10-01 District Manager - Wage \$5,721,19 \$51,880,28 \$95,500.00 43,619,72 001-000-000-576-20-10-02 District Clerk - Wage \$2,387,76 \$18,556,80 \$32,168,14 13,611,34 001-000-000-576-21-10-01 Aquatics Mgr - Wage \$6,280,65 \$43,494,80 \$84,000.00 40,535,20 001-000-000-576-21-25-02 Aquatic Coordinators (2) \$5,759,45 \$46,465,21 \$126,000.00 79,534,79 001-000-000-576-21-30-01 Lifeguards \$14,312,36 \$87,352,76 \$217,360.00 130,007,24 001-000-000-576-21-30-02 Instructors \$15,5979,23 \$48,671,79 \$95,000.00 46,328,21 001-000-000-576-21-30-02 Head Lifeguards \$5,001,30 \$24,855,32 \$38,601,76 13,746,44 001-000-000-576-21-25-05 Incentive Pay \$7,500,00 7,500,00 7,500,00 001-000-000-576-21-23-00 Payroll Taxes \$12,326.31 \$74,726.46	42% 54% 58% 52% 37% 40% 51% 64% 0%
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Total Personal Benefits \$5,724.01 \$36,273.75 \$57,648.38 \$21,374.63 Grants	37%
Grants	53%
	63%
001-000-000-337-20-00-01 Risk Reduction (Pool Gates) \$0.00 0.00	
Tales	#D I V/0!
001-000-000-337-20-00-01 King County Youth Athletic Sports \$0.00	#D I V/0!
Total Grants \$0.00 \$0.00 \$0.00 \$0.00	#D I V/0!
Office Supplies	
001-000-000-576-20-31-00	329%
001-000-000-576-21-35-03 \$157.32 \$312.49 \$770.00 457.51	41%
001-000-000-576-20-35-00 Office Equipment (non-capitalized-SAA) \$16.46 \$2,000.00 1,983.54	1%
001-000-000-576-20-35-01 Computer Equipment (Non-capitalized) \$208.07 \$2,351.41 \$4,000.00 1,648.59	59%
Total Office Supplies \$543.35 \$3,437.07 \$7,000.00 3,562.93	49%
Maintenance & Repair Supplies	
001-000-000-576-21-31-00 Maintenance Supplies and Small Tools \$284.73 \$1,330.93 \$3,000.00 1,669.07	44%
001-000-000-576-21-35-02 Janitorial Supplies & Services \$1,729.17 \$3,149.80 \$7,000.00 3,850.20	45%
Total Maintenance & Repair Supplies \$2,013.90 \$4,480.73 \$10,000.00 5,519.27	45%
Pool Supplies	
001-000-000-576-21-40-00 Employee Recognition \$459.09 \$959.81 \$1,000.00 40.19	96%
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 \$4,227.71 \$2,000.00 (2,227.71)	211%
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) \$539.06 \$1,016.84 \$2,000.00 983.16	51%
001-000-000-576-21-49-01 Lifeguard Supplies & Equip \$637.39 \$4,597.02 \$3,500.00 (1,097.02)	131%
Total Pool Supplies \$1,635.54 \$10,801.38 \$26,000.00 15,198.62	42%
Pool Equipment	70
001-000-000-576-21-35-06	
001-000-000-576-21-35-14 Misc Pool Equipment (ER&R) \$938.86 \$5,000.00 4,061.14	0%
Total Pool Equipment \$0.00 \$938.86 \$6,100.00 5,161.14	

Professional Svcs - Front Offc

Category/ Acct #	Reference	Aug 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
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)	\$646.25	\$7,167.50	\$14,000.00	6,832.50	51%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	ψ040.23	\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,416.00	\$11,741.34	\$22,000.00	10,258.66	53%
001-000-000-576-20-49-10	D: /: /O : /O :	\$254.52	\$685.74	\$460.00	(225.74)	149%
001-000-000-576-21-49-10	Printing/Copying (Canon)	\$31.44	\$345.84	\$1,540.00	1,194.16	22%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)		\$4,954.50	\$5,500.00	545.50	90%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$206.00	\$449.90	\$1,500.00	1,050.10	30%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$603.66	\$ 4,476 . 38	\$7,700.00	3,223.62	58%
001-000-000-576-21-42-09	Timekeeping	\$1,056.96	\$2,113.92	\$2,500.00	386.08	85%
	Total Prof Services-Front Offc	\$4,214.83	\$31,935.12	\$62,700.00	\$30,764.88	51%
Professional Svcs - Maint	onanco					
001-000-000-576-20-41-09	District Janitorial Services	\$90.00	\$630.00	\$0.00	(630.00)	#D I V/0!
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (See COVID)	Ψ50.00	\$9,207.66	\$3,500.00	(5,707.66)	# DIV /0!
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$287.90	\$1,977.24	\$5,000.00	3,022.76	40%
001-000-000-576-21-41-20	Gutter and Roof Management	Ψ207100	\$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)	\$1,164.74	\$5,043.58	\$7,200.00	2,156.42	70%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$239.33	\$886.32	\$1,750.00	863.68	51%
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)	\$2,645.42	\$8,831.35	\$6,000.00	(2,831.35)	147%
	Total Prof Services-Maintenance	\$4,427.39	\$32,304.85	\$49,450.00	17,775.15	14%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$16,498.12	\$38,237.69	\$100,000.00	61,762.31	38%
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)	\$6,963.83	\$6,963.83	\$34,700.00	27,736.17	20%
	Total Repairs & Maintenance	\$23,461.95	\$45,201.52	\$136,700.00	\$91,498.48	33%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance		\$4,338.75	\$2,000.00	(2,338.75)	217%
001-000-000-576-20-41-10	•	\$209,20	\$836.79	\$920.00	83.21	91%
001-000-000-576-21-42-01	MS Suscription MS Office 365	\$1,101.00	\$2,023.64	\$3,080.00	1,056.36	66%
001-000-000-576-21-42-07	Postage and Mailing	\$175.80	\$265.66	\$1,000.00	734.34	27%
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)	\$709.64	\$3,434.47	\$3,500.00	65.53	98%
001-000-000-576-21-42-14	Elevate Phone System	\$223.97	\$1,577.19	\$4,600.00	3,022.81	34%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$184.95	\$300.55	\$69.00	(231.55)	436%
001-000-000-576-21-42-30	,		\$115.60	\$231.00	115.40	50%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$133.90	\$432.84	\$400.00	(32.84)	108%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$236.00	\$590.00	\$800.00	210.00	74%
	Total Communications	\$2,974.46	\$13,915.49	\$17,900.00	3,984.51	78%
Training & Travel						
001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)		\$0.75	\$750.00	749.25	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$882.53	\$1,309.73	\$750.00	(559.73)	175%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$1,507.00	\$1,876.00	\$3,000.00	1,124.00	63%
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		\$799.00	\$3,120.00	2,321.00	26%
001-000-000-576-20-43-07	Total Training & Travel	40.000.00	\$0.00	\$880.00	880.00	0%
	Total Training & Travel	\$2,389.53	\$3,985.48	\$15,000.00	11,014.52	27%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$804.00	\$4,747.06	\$10,000.00	5,252.94	47%
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	A00460	\$285.72	\$500.00	214.28	57%
	Total Advertising	\$804.00	\$5,032.78	\$17,473.51	12,440.73	29%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$5,740.00	\$2,500.00	(3,240.00)	230%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$1,375.00	\$3,025.00	\$4,000.00	975.00	76%
001-000-000-576-20-45-02	Miscellaneous Rentals		\$180.00	\$5,000.00	4,820.00	4%
001-000-00-576-20-45-05	Meeting Room Rental (HSD)		\$0.00	\$6,000.00	6,000.00	0%

2020 Expenditures 2

Category/ Acct #	Reference	Aug 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
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	Total Rentals & Leases	\$2,092.50	\$8,945.00	\$17,500.00	2,555.00	51%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$5,969.34	\$93,592.11	\$99,000.00	5,407.89	95%
001-000-000-576-21-47-02	Water (High l ine)	\$1,281.52	\$5,027.16	\$9,000.00	3,972.84	56%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$401.54	\$3,217.97	\$2,500.00	(717.97)	129%
001-000-000-576-21-47-04	Sewer (Midway)	\$587.67	\$2,542.12	\$4,000.00	1,457.88	64%
	Total Utilities	\$8,240.07	\$104,379.36	\$114,500.00	10,120.64	91%
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		¢4 722 70	\$18,000.00	16,267.30	100/
	AMG Liabilities		\$1,732.70	\$15,000.00	250.00	10%
001 - 000 - 000 - 576 - 20 - 41 - 12 001-000-000-576-20-49-00	Miscellaneous	£4.074.04	\$0.00 \$1,258 . 17	\$250.00	(1,258.17)	0%
	Misc. Services/Discrepancies	\$1,071.91		\$4,000.00	3,271.23	100/
001-000-000-576-20-49-07	Printing & Copying (Outside Vendors)	\$245.14	\$728.77	\$2,000.00	937.41	18%
001-000-000-576-20-49-08	Dues/Membershp/Subscriptions	¢4 700 4E	\$1,062 . 59 \$7,129 . 69	\$4,000.00	(3,129.69)	53%
001-000-000-576-20-49-60 001-000-000-334-05-10-01	SEEK Grant	\$1,788.15	,	\$80,000.00	19,453.55	178% 76%
001-000-000-576-20-51-50	Background checks	\$21,227 . 33 \$116.00	\$60,546 . 45 \$1,348.00	\$2,000.00	652.00	67%
001-000-000-370-20-31-00	Total Miscellaneous	\$24,448.53	\$73,806.37	\$110,250.00	20,176.33	67%
Intergovernmental Service	es					
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$167.35	\$167.35	\$1,000.00	832.65	17%
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		\$59,659.52	\$45,000.00	(14,659.52)	133%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$917.72	\$3,218.70	\$2,000.00	(1,218.70)	161%
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)	\$759.60	\$759.60	\$2,000.00	1,240.40	38%
	Total Intergov Services	\$1,844.67	\$63,805.17	\$58,000.00	(5,805.17)	110%
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%
001-000-000-576-21-31-01 001-000-000-576-21-35-02	Custodial Janitorial Supplies				0.00 0.00	0% 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%
Conital *						
Capital *	Capital Barmita Face Inspections		00.00	\$1,000.00	1,000.00	20/
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections Capital - Advertising/Public Notices		\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-02	Capital - Architects/Engineers	# F 007 F0	\$0.00	\$75,000.00	63,173.75	0%
001-000-000-594-76-41-03	Plumbing Upgrade (Aquatic Spec)	\$5,637.50	\$11,826.25	\$10,000.00	10,000.00	16%
001-000-000-594-76-41-06 301-000-000-397-00-00-00	Transfer From General Fund to Capital		\$0.00	\$10,000.00	0.00	0% #D i V/0!
301-000-000-397-00-00-00	Total Capitals	\$5,637,50	\$0.00 \$11,826.25	\$86,500,00	\$74,673 <u>.</u> 75	#D[V/U!
*Reserve balance	•	φυ,συ1₌90	φ11,020,23	400'200"nn	φ14,013 ₊ 15	
	TOTAL ADMINISTRATION	\$27,405.18	\$261,659.70	\$466,545.57	\$144,759.42	56%
	TOTAL OPERATIONS	\$131,282.30	\$628,343.11	\$1,179,526.89	\$611,730.23	53%
	TOTAL CAPITAL	\$5,637.50	\$11,826.25	\$86,500.00	74,673.75	14%
GRAND TOTALS		\$164,324.98	\$901,829.06	\$1 722 572 AC	\$831,163.40	52%
CIVALD TOTALS		ψ104,324±30	φου 1,025.00	\$1,732,572.46	φυσ 1, 10 3.4 0	3270

2020 Expenditures 3



2022 REVENUE August

Account #	Reference	Aug 2022	YTD Balance	2022 Budget	Budget Balance	Balance %
	General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$8,392.45	\$583,767.08	\$0.00	-\$583,767.08	
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	
001-000-000-317-20-00-00	Leasehold Excise Tax	\$1,471.10	\$4,617.31	\$0.00	-\$4,617.31	
	Total General Fund	\$9,863.55	\$588,384.39	\$0.00	-\$588,384.39	
	Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	100%
	Total Charges for Goods and Services	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	100%
	Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$1,479.53	\$7,428.40	\$20,000.00	\$12,571.60	37%
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships/Grants)	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0%
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$39,397.82	\$0.00	-\$39,397.82	
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$19.49	\$0.00	-\$19.49	
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,326.25	\$49,127.60	\$90,000.00	\$40,872.40	55%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$5,227.25	\$34,697.35	\$90,000.00	\$55,302.65	39%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$549.00	\$587.00	\$0.00	-\$587.00	
	Total Revenue	\$8,582.03	\$131,257.66	\$300,000.00	\$168,742.34	44%
	Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$175,000.00	0%
001-000-000-397-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$175,000.00	\$175,000.00	0%
	Grand Total Revenue	\$43,445.58	\$744,642.05	\$500,000.00	\$175,000.00	149%

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, Oct 20, 2022 To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Sept 16, to Oct 14, 2022, District General Manager Report

Week Ending Sept 16th

Dear Board,

We have a meeting this week and next, so we will keep it short.

BOARD MEETING – TUESDAY, SEPTEMBER 20

Just a reminder that we have our regular board meeting on Tuesday, September 20 at MRHS and online. Lauryne sent the agenda packet and invite on Thursday, September 15. If you did not receive it, please let me know. Also, we will have another executive session. We have received contract feedback from HSD, so legal will be present during the executive session. A confidential copy of the updated agreement was sent on Thursday (September 15) to board members. I estimate the session will be around 15 minutes, but the rest of the meeting will not be very long. There are also other updates, but I will save them for the meeting.

BOARD MEETING VOLUNTEER NEEDED

HSD is requiring the front door of the high school to be locked. This makes it difficult to setup the meeting and let people in. If anyone is interested in volunteering to open the door for others, please let me know.

SWIM LESSON REGISTRATION

We sent an email update on swim lessons on Thursday, September 15. We also updated the swim lesson page. We will also put out an updated schedule next week that will start on October 2nd. https://createsend.com/t/d-C0BA3D77D02C9BE32540EF23F30FEDED

SEEK GRANT

- <u>Extension</u> OSPI has extended our usage of the grant until October 31. This will also delay our reporting to that date too. Even though we have an extension, I am trying to get the paperwork done early.
- Additional SEEK Packets We are ordering the additional equipment on Friday. We hope to have them ready by the end of month.

SCHEDULE UPDATE

We will be putting a schedule update out on Monday, October 3 to include swim lessons and our expanded open swims. We will send this out the middle of next week.

COVID-19 STATE OF EMERGENCY

This email from AWC has some more information on the Covid-19 State of Emergency. https://wacities.org/advocacy/News/advocacy-news/2022/09/09/covid-19-state-of-emergency-to-end-october-31

CORPORATE RENTALS

Quentin had some more trainings come in on Thursday. They are filming rescue drills for their airline, and have chosen to pre-pay for their rentals.

FACEBOOK PAGE PICTURE

Jared took a picture at our last in-service. It was not all of our staff, but it is great to have an updated picture, as the other one was taken before the pandemic.



Also, here is a bulletin board of our Fall current staff. The picture in the upper right corner is our first summer staff when we opened after the two-year maintenance closure.



MRSC ARTICLE ON BOARD CENSURING

I usually put this under research, but it has some good information on what a board can and cannot do in these situations, including good links to other information. Although everyone gets along and respects the process; it is good to know this information.

https://mrsc.org/Home/Stay-Informed/MRSC-Insight/September-2022/U-S-Supreme-Court-Upholds-Censuring-Members-of-a.aspx

VISIONMS MEETING

Lauryne setup a meeting for us with VisionMS on Tuesday, September 20. We are going to discuss the items we talked about at the retreat.

FRAUDULENT CHARGES INVESTIGATION

A person emailed us that claimed they had charges from the organization. I had them send me some financial statements, researched our registration software and payment processing site. After full review, it was determined that there were no charges made on our end nor is it possible that any of our staff made the charges. A letter is being sent to the patron. Legal has been made aware of the situation.

WRPA AQUATICS CONFERENCE/IN OFFICE

Jared and Quentin will be at the WRPA Aquatics Conference on Monday, September 19 and Tuesday, September 20. I will be in the office covering both days. Please call me if you want to schedule a meeting.

RESEARCH

- Investigation moves forward on lifeguard drowning at aquatic center (WRPA Aquatics Facebook Group: Deming Headlight) -https://www.demingheadlight.com/story/news/2022/07/19/investigations-move-forward-on-lifeguard-drowning-at-aquatic-center/65376709007/
- HS student pulled from bottom of diving well dies (Lifeguard Authority FB Group: Athletic Business) <a href="https://www.athleticbusiness.com/operations/safety-security/article/15295878/hs-student-pulled-from-bottom-of-diving-well-dies?utm-source=Newsletter&utm-medium=email&utm-campaign=ATHLCD220822004&utm-t erm=&fbclid=lwAR1o_uPNM4ZA3jDdUulWXYyB-CXFT1MW8w4A-7w4rW2HVXDLDukAWsfRl80
- Miami Beach park employee drowns while overseeing camp (Lifeguard Authority FB Group: Athletic Business) - https://www.athleticbusiness.com/operations/safety-security/article/15296261/miami-beach-parks-employee-drowns-while-overseeing-camp?fbclid=lwAR3c i95224zouyNzR-7qXsrnUieTTldi-CQEScGn9BhuD81cyFEM0-Kszo
- When Aquatics Humor Falls Flat (Lifeguard Authority FB Group: Aquatics International) https://www.aquaticsintl.com/facilities/when-aquatics-humor-falls-flat o
- Manhattan Beach Swim Together (Equitable Aquatics FB Group: Sum of All Fears, Spotify Podcast) https://open.spotify.com/episode/0rrSqEPkyplwZwUFNJxecY?si=qAf_YzAVROSPAFcEdYpA9w&f
 bclid=lwAR07ZJ-ckzZFcxafRPTrAwhJz9YUMM-pzNWZcw-SgdspAf-omU4HW7LlEyk&nd=1
- Parks and recreation sector learns from fellow sectors (NRPA SmartBrief/Daily News) https://www.wahpetondailynews.com/community/parks-and-recreation-sector-learns-from-fellow-systems/article a6a09ae6-3059-11ed-bdda-db5c4a0dc9ed.html

Week Ending Sept 23rd

Dear Board,

Please accept this week's report.

SCHEDULE UPDATE

We are putting out a schedule update for next Wednesday. The new schedule will take place on October 3rd and run through October to cover swim lessons. We will also be adding back Saturday Open Swims and PTSA swims. An update will be sent out next week. This update will be sent out on Wednesday, September 28 at 10:11am. Note- we moved the Open Swims to an earlier time to start accommodating PTSA swims next month. When I return, we will start getting those reserved.

MT RAINIER POOL SCHEDULE Oct. 3, 2022 – To Be Determined

Average Pool Temperature – 83-85° F

(See Program Descriptions on 2" Page,

			Shallow End		*	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Water Exercise: 9:30 10:30am	Water Walking:	Water Exercise: 9:30 10:30am	Water Walking:	Water Exercise: 9:30 10:30am	Swim Lessons: 8- 11:15am	Not Available.
Water Walking: 10:30am-1pm	9:30am-1pm	Water Walking: 10:30am-1pm	9:30am-1pm	Water Walking: 10:30am-1pm	Family Swim: 11:15am- 12:15pm	
Cleaning:	Cleaning:	Cleaning:	Cleaning:	Cleaning:	Open Swim:	
1-5pm	1-5pm	1-5pm	1-5pm	1-5pm	1-2:30pm	
Swim Lessons	Family Swim: 5-6pm	Swim Lessons:	Family Swim: 5-6pm	Family Swim:		
5-7pm	Water Exercise:	5-7pm	Water Exercise:	5-7pm		
	6-7pm		6-7pm			

Deep End						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
-					Adult Swim Lesson:	
					7:30-8am	
Lap Swimming:	SMAC (5) **:					
9:30am-1pm	9:30am-1pm	9:30am-1pm	9:30am-1pm	9:30am-1pm	8-10:30am	
					Lap Swimming***:	
					11:15am-12:30pm	
Cleaning:	Cleaning:	Cleaning:	Cleaning:	Cleaning:		
1-3pm	1-3pm	1-3pm	1-3pm	1-3pm	Open Swim:	
MRHS Teams:	1-2:30pm					
3-5pm	3-5pm	3-5pm	3-5pm	3-5pm		
Dive/SMAC*	Dive/SMAC*:	Dive/SMAC*:	Dive/SMAC*:	Dive/SMAC*:		
5-6pm	5-6pm	5-6pm	5-6pm	5-6pm		
SMAC:	SMAC:	SMAC:	SMAC:	SMAC:		
6-8pm	6-8pm	6-8pm	6-8pm	6-8pm		

Pool Access: ADA stairs available for shallow end and chair lift available for either end of pool.

*4 Lanes available for SMAC from 5-6pm. **1 Lane available for upper-level swim lessons. ***Only 4 lanes available on the Third

Saturday for Wibit Setup for Open Swim.

SWIM MEETS: Pool closed on the following days from 3-5:30pm to host swim meets: September 27, October 11, and October 21.

SCHEDULE COMPLAINT

We received a complaint about the schedule before we sent the email out. I spoke with Quentin and he does not recall the question listed, but there was an email from September 2021 that I saw in the

^{*}Schedule subject to change. Interactive schedule is updated with schedule changes. Click here for more information.

information section. We did talk about this at a meeting last year, but I cannot recall what came of it, just that we only had six staff at that time.

Original Customer Email:

Good evening,

I'm writing to inquire when there will an expansion of lap hours? I have currently paid a year membership, because my monthly membership was cut off. I was told existing customers were able to be grandfathered in. The manager has not answered my inquiry as to why the monthly billing is no longer an option for those who were grandfathered.

I'm a little concerned that I will not be able to use the membership with such limited lap swim hours as there are no early morning or evening hours really offered. I understand staffing has to be maintained for school meets/ practices, and private practice.

As a resident of the community who has supported the pool for years, I know other have the same concern. We would really like management to figure out a way to expand the hours, COVID restriction has been lifted, hiring is difficult everywhere, but talking to the staff, a lot of them were willing to work earlier and weren't offered hours.

Please advise.

Sincerely,

(NAME REMOVED)

Response Email:

(NAME REMOVED),

Thank you for reaching out to us about your concerns. I hope I can answer them below.

First, on your concerns about the monthly memberships. We were offering annual passes that could be billed monthly, but due to the inconsistent hours and operations due to Covid-19, we put those options on hold. Once we are up to consistent full operations, we will re-examine the membership options we provide. I am sorry our staff did not respond to this question.

Second, your concerns about the morning hours are an area that we are currently working on. We are looking at recruiting more adult staff members to work the early morning and daytime hours. This is something we are working on for 2023. Minor work regulations, Covid-19 vaccination requirements (located on school site) and our contractual obligations have made it more difficult to offer more early morning hours and evening lap swim hours after swim teams contracted times.

Third, I understand your frustration and we are willing to give you a full refund. It will take us a couple of months to recruit, train and hire staff to fill these positions. Our organization is competing in the toughest labor markets our country has seen. Our staff is working diligently to train non-swimmers to lifeguard, but this takes time. This last summer we hired 38 new staff members, but all of them were minors in school that are not able to work your early morning schedule.

Finally, if you or any of your family friends are interested in lifeguard training. We have waived the certification fees (normally a \$200 value). You mentioned staff not being offered hours, all staff are sent staff availability worksheets before we put out our schedule. If you talk to any of them, please tell them to discuss this with me. As I would love to return our operations to prepandemic levels.

Thank you and let me know if you would like to move forward with your refund or have any questions,

SWIM LESSON REGISTRATION

We had limited interest in swim lesson registration. Staff is contacting people over the next week to fill the rest of the spots.

- <u>Parent and Child Aquatics</u> We emailed summer waitlist participants of remaining openings and the class filled up by the next morning.
- Adult Classes We posted the event on Facebook on Thursday. I ran a small ad to help fill the lessons. They are Saturday mornings from 7:30-8am.
- <u>Waitlist Participants</u> Staff will start calling waitlist participants today and we should be able to fill classes next week.
- <u>SEEK Grant Totals</u> We should have final numbers once the transactions are completed next week. We will have the final reports ready for the October 31 deadline.

HSD LEASE

I have sent the lease proposal to Highline for their review process. I think this will take some time.

KCYAS GRANT – AQUATIC FACILITY

• <u>Pre-Project Meeting</u> – The meeting we thought we were having on Wednesday was a mistaken invitation from Stemper. We have agreed to hold off until the agreement has been signed.

SCHOLARSHIPS

On Hold Until 2023 - Since we are extending the SEEK Grant through the end of October and not offering any new sessions after the SEEK Grant has been administered. We are revamping the process due to Free School Lunches and other process changes. We will present the updated forms, process and policy at the November 15 regular board meeting.

LIFEGUARD SHORTAGE BULLETIN BOARD

Quentin had staff put this bulletin board about a month ago about the national lifeguard shortage. It has stories from across the country. (Note-I posted this before posting the letter below.)



LIFEGUARD TRAINING

Quentin is signing up for an LGIT (Lifeguard In Training Course) that will be held on Bainbridge Island. This class certification will help him move forward with our plans to train people locally.

CITY CURRENTS

Latest issue of the Des Moines City Currents. They gave us the inside cover https://publications.colibrinw.com/DesMoinesCityCurrents/flipbook/?page=2

HALLOWEEN EVENT

We decided to move the event to October 29. We are working out details and hope to have it ready to post the week of October 10.

WRPA AQUATICS CONFERENCE

Jared and Quentin have some good information from the WRPA Aquatics Conference they attended on Monday and Tuesday. Quentin will present this at the October 18 board meeting.

TRICK OR TREAT PATH

Annually we hand out candy at the District Office, as this may be the last year. The event will be from 2-5pm on October 31. If you are interested in handing out candy, let me know. Below is a link to the event. https://www.destinationdesmoines.org/trick-or-treat-path

MAINTENANCE

- <u>Backflow</u> The backflow checks were performed on Wednesday. All four checks have been approved and the project manager worked with MacMiller to get the information to Highline Water District. We are also awaiting a proposal from MacMiller to replace a couple of valves.
- <u>Tree with Dead Section of Branches</u> The madrona on the traffic circle has a section of branches
 that are dead close to the sidewalk. For safety reasons, we have reached out to the school
 district.
- <u>Pool Lighting Issue</u> The pool lighting issue was just a breaker that was not fully turned on. This was difficult to test during a swim meet.

ROOF REPATCH

Tremco was out on Friday and completed the roof patch on the rear part of the building. The entire roof has now been repatched thanks to Tremco and the school district. See attached report.



FINANCE AND IT UPDATES

Lauryne and I met with Vision MS this week. We discussed payroll, finance reporting and ways to store the software in the future. We will report our findings at the next board meeting.

IT CONTRACTOR

We also are going to meet with CMIT in October to go over other potential changes. We hope to also report this at the October board meeting too.

VACATION

Just a reminder that I will be on vacation September 26 through October 9. Please call me on my cell phone or email me if you have any questions. It may take me a little time to get back to you, but I will try to reply within 24 hours. Please refer questions to the following people below.

- Board Issues Shane Young, Board President
- Administration/Finance Lauryne Thurmond, District Clerk
- Pool Operations, Quentin Knox

RESEARCH

- Rescue swimmers train in Renton for people having the worst day of their life (KOMO)
 - https://komonews.com/news/local/rescue-swimmers-train-in-renton-for-people-having-the-worst-day-of-their-life
- Carbon dioxide shortage causes closure of four city pools (Times of San Diego) https://timesofsandiego.com/health/2022/08/20/carbon-dioxide-shortage-forces-closure-of-4-city-pools/
- Marking the most of your partnerships (NRPA) https://www.nrpa.org/parks-recreation-magazine/2020/november/making-the-most-of-your-partnerships/

- Ambitious lifeguard incentive grows Phoenix staff (Aquatics International) https://www.aquaticsintl.com/facilities/ambitious-lifeguard-incentive-grows-phoenix-staff o
- AOAP introduces new directors school for aquatics managers (Aquatics International) https://www.aquaticsintl.com/facilities/aoap-introduces-new-directors-school-for-aquatics-managers o
- Pandemic prompts states to mandate paid sick leave (Governing) https://www.governing.com/work/pandemic-prompts-more-states-to-mandate-paid-sick-leave

Week Ending Sept 30th

Dear Board,

Just a heads up about a couple of things.

SCHEDULE CHANGE

We updated our schedule for October 3rd. This was to accommodate swim lessons and to add back Open Swims. If you notice we reduced the Open Swims to 1-2:30pm to better staff PTSA and rentals for the future. Below is the email campaign that was sent out.

https://createsend.com/t/d-B5765050B5B46E7A2540EF23F30FEDED

OPEN SWIM

This Saturday will be our first Saturday Open Swim since Spring. It will be a \$1 First Saturday Open Swim. We created a Facebook Event page and shared it on the Des Moines Community Group. https://www.facebook.com/events/1269541863622238?ref=newsfeed

PTSA SWIMS

I was contacted by Woodmont K-8's PTSA. This is the third school (Des Moines, Midway, Woodmont). I will start contacting the Des Moines Elementary schools when I return and we hope to have them all scheduled by early November.

MAINTENANCE

We sent the school district request on a broken light on the back of the building. It was recommended by the city's project manager.

STARTER

We loaned the school district the timer for a non-MRP meet. We normally do not like doing this, but they were in pinch.

SWIM MEET

We hosted a swim meet on September 27. Our next swim meet is not until October 11.

SWIM LESSONS

Staff is calling patrons to fill Monday and Wednesday (start October 3) this week and Saturday (starts October 8) lessons next week. Another pool has requested to observe the lesson. Quentin is coordinating the observation.

SEEK GRANT EQUIPMENT

SEEK Grant equipment came in last week, and we are working to put the final packets together. Any leftover equipment will be added to the new scholarship forms.

LATE OPENING

We had a staff member ill on Wednesday (September) and had to open at 11am. Quentin is working on plans to ensure we are ready for flu season. We posted the late opening on Facebook, but did not send an email notification out.

COMPAC TRAININGS (WCIA)

We have met all our requirements minus sending proof to WCIA. We will also be reimbursed for a portion of one of the trainings. I am still going to attend the annual board meeting on October 21.

END OF STATE OF EMERGENCY

Brian created a resolution to be passed at our October 18th board meeting. It will rescind the declaration of emergency the board made in 2020.

VACATION

Just a reminder that I will be back in the office on October 10th. Please do not hesitate to text, email or call me if you have any questions.

Week Ending Oct. 6th

Dear Board,

Below is this week's report.

COVID-19

I found out that I had Covid-19. I was in Maine at the time. I will be driving back to Washington State starting Friday and estimate I will return on Tuesday, October 11th. I do not want to take a flight and expose others to Covid-19, so I have chosen to drive home. With the uncertainty of Covid-19 this seems like the most prudent action. I am reachable at the District's office line at 206.429.3852, if you need to contact me.

OCTOBER 18th BOARD MEETING

Just a reminder that our next board meeting will be Tuesday, October 18th. With my delay getting back, the packet might be mailed out on Friday, but I will do what I can to get it out on time.

MINIMUM WAGE

Minimum wage was set at \$15.74 for the State of Washington for 2023 on October 1st. This is more than the anticipated \$15.49. We have updated the salary schedule and will have it ready for the October 18th board meeting.

\$1 FIRST SATURDAY SWIM

We rescheduled the \$1 Open Swim to Saturday, October 8th due to a scheduling mix-up. We will continue to offer the

SWIM LESSONS

Swim lessons started this week at are mostly full. Jared will be attending on Saturday to make sure things start off well.

MAINTENANCE

- <u>Power Issue</u>: We had a power issue with some back office outlets. The city's project manager knew of the issue and was able to help them. We are working on getting a bid from an electrical company to repair some of the issues.
- <u>Leaf Gutter Cleaning</u>: We will be scheduling the leaf gutters to be cleaned in November. In the past, the full gutters would leak water through vents

SCHEDULE CHANGE

Quentin is working to free up some evening lap times. He has reached out to the private swim team to open up a couple of hours. We received a complaint from a patron and the front desk has received a couple of complaints from others about no open lap hours. Below is the complaint email and our response. (Note-Quentin notified me that we may have to change the hours to Monday/Wednesday/Friday, but we will work with the swim team to find a solution that best meets both of our needs.

Original Email From Customer:

Ηi

I'm a Des Moines city resident who enjoys swimming at the respective pool, typically through open swim hours.

The recent schedule allows open swim from 0940-1400, which is during most peoples work hours, particularly mine.

Why are there no available open swim hours in the evening? Not even an attempt to set aside a lane or two for open swim in the evenings? I realize there are a lot of competing priorities, but the citizens who live in the community and help support this resource are not able to use it as we'd like because 1. We work normal hour jobs and 2. You've created a schedule that does not account for that.

I'd ask you to reconsider the current schedule or try to prioritize evening open swim.

Thank you.

Response Email:

<Name Redacted>

Thank you for your feedback on evening lap swimming hours. I am happy to inform you that we will be opening a couple of lanes on Tuesday and Thursday evenings from 7-8pm. This change will take effect on November

1st. This will give the swim team a couple of weeks to relocate their members currently using those lanes.

The District chose to dedicate the evening times to youth swim lessons and swim teams. The high school owns the building and contractually has the pool weekdays from 3:30-6pm. We try to work youth swim lessons and youth swim teams around the high school schedule. The District is dedicated to teaching youth swimming, a lifesaving skill. The swim teams give children a chance to build their swim skills further.

The District hopes to be open evening hours after 7pm. Right now Covid-19 and minor work regulations have made it difficult to increase staff and capacity. We are hoping to have more availability in early 2023, but nothing is guaranteed until there are changes in the labor market.

If you have any questions or concerns, feel free to contact me.

Thank you,

AQUATIC FEASIBILITY STUDY

We received a copy of the agreement on Thursday, October 6th for the feasibility study with King County. It has been approved by legal and at this time we are awaiting to hear from WCIA on the insurance language. Stemper suggests moving forward with testing, so we are hoping to move forward as soon as next week.

RESEARCH

 Washington's COVID-19 State of Emergency Ends October 31: What Does this Mean for Local Governments? (MRSC) - https://mrsc.org/Home/Stay-Informed/MRSC-Insight/October-2022/State-of-Emergency-Ends-Oct-31.aspx

Week Ending Oct 14th

Dear Board,

Below is this week's report.

OCTOBER 18 REGULAR BOARD MEETING MOVED TO OCTOBER 25

We are moving the October 18 regular board meeting to October 25 due to the District GM having Covid-19. This meeting will be a special meeting, so there cannot be new business added to the agenda. All new business will have to wait until our November 15 board meeting.

AFS GRANT

We are awaiting the DocuSign to move the grant forward. Both sides agreed to the grant contract on Tuesday. We are awaiting a DocuSign from King County. Stemper emailed me that they will start contacting the consultants to setup testing in November. I also received an email about a webinar, but they did not respond to my request to attend it.

SEEK GRANT

- Report We are working on the billing and reporting for the grant. We will make a report at the next board meeting.
- <u>Equipment Packets</u> Staff is reaching out to the last of the equipment packets. They will handed out next Wednesday and Saturday. All remaining equipment will be made available for our scholarship program.

SCHEDULE UPDATE

Quentin is working with SMAC to free up a couple of nights for lap swimming. We plan on publishing an updated schedule next week. We are also looking at making a change to the schedule page. We are trying to simplify some processes.

WCIA ANNUAL MEETING

The annual meeting is October 21. We have already had all of our required trainings in, so it will not be an issue if we miss it. I am hoping to be okay to attend it. We are working to submit our trainings to finalize our Compact for 2022.

LEVY RATE

I received the updated levy rate on Wednesday morning. It is up 19.3% from last year's final estimate to over \$6.4 billion. I am working this into the budget/levy information.

BUDGET PREP MEETING

Linda, Lauryne and I met to finalize the budget on Friday. We wanted to use the extra time to check some information.

INFORMATION TECHNOLOGY

I met with CMIT on hosting of the server, cleaning up our licenses and updating processes for public records retention. They are also putting together estimated costs for 2023.

PTSA EVENTS

Next week we will start scheduling PTSA events for Des Moines schools. We will start with the schools that have contacted us, and then contact the remaining schools afterwards. The first event will be in November with Midway Elementary.

WIBIT OPEN SWIM

This Saturday will be our first Wibit Open Swim since Spring. We should have full staff with the in-service being held afterwards. We posted the event on Facebook.

IN-SERVICE

Jared and Quentin our hosting the monthly staff in-service this Saturday after Open Swim.

HALLOWEEN EVENT

Jared and Quentin are going to meet with staff after the in-service to discuss their availability for the Halloween event, which will be held on October 29. We will have more information next week.

TRICK OR TREAT PATH

We (Gene and I) are working to partner with the Des Moines Legacy Foundation at their site in front of B&E Meats on Monday, October 31. Come down and join us from 3-6pm. We will also have more information coming out next week.

MAINTENANCE

- <u>Sidewalk Crack Grouting</u> Jared is going to start working on filling the sidewalk cracks next week. We will meet next week on the process.
- <u>Broken Maintenance Room Door</u> The door to the mechanical room has come off its hinges. Chemicals that evaporate of the pool can be hard on metals of buildings and accelerate rust and other wearing down of metals. Staff is working to get it repaired soon.
- <u>LED Light Flickering</u> We have one of the LEDs that is flickering. This is a difficult bulb to replace as it would require scaffolding to be setup in the water. We will just let it flicker out, as there is not much of a choice. The lights are supposed to last longer. I am checking this the next time I am in the office. It could be a light or ballast issue.

STAFFING

Jared is working on onboarding four new staff.

MRSC OPMA SURVEY

The Municipal Research and Services Center (MRSC) is updating its Open Public Meetings Act (OPMA) materials to include best practices for hybrid and remote meetings public meetings and elected officials' electronic communications. If you are responsible for administering public meetings at your jurisdiction (such as city clerk, county clerk of the board, special purpose district administrator, etc.), MRSC would love your input!

Take survey

SPLASHFORWARD

We received an email at <u>info@mtrainierpool.com</u> about a workshop for hiring staff. We are still discussing if and how much we want to participate.

Hello Mount Rainier Pool!

I hope this finds you doing well. I am writing from SPLASH*Forward* to share an opportunity for Mount Rainier Pool to participate in an upcoming High School Lifeguard Training Workshop to introduce students of color to lifeguarding. The workshop is being organized by a partnership between Seattle Children's Hospital, Harborview Injury Prevention Research Center, Seattle & King County

Public Health, and SPLASH*Forward* (a nonprofit) and will be held mid-November to align with National Injury Prevention Day.

The main goal of this project is to introduce high school students in South King County to becoming a lifeguard and support a group of students to receive their lifeguard certification and become lifeguards at local facilities like yours. We hope this project will reduce barriers to students becoming lifeguards through education, awareness, and financial support. We will be hosting the virtual HS Lifeguard Training Workshop for high schools and other community organizations in South King County in the week of November 14th to align with National Injury Prevention Day (NIPD) on Nov 18th. You can learn more about National Injury Prevention Day here.

Our partnership has chosen drowning prevention as our theme for NIPD and seeks to address the shortage of lifeguards who play a pivotal role in water safety and in enabling facilities to remain open so they can offer programming like swim lessons.

The virtual workshop will include both aquatic managers and student lifeguards as panelists sharing their experiences of what it takes to become a lifeguard and what it is like to be a lifeguard. We will offer free lifeguard training classes for students who participate in the workshop and sign up to become lifeguards, and help them find jobs at identified South King County facilities like yours!

We'd love to share more about this project, see if you'd like to serve as a panelist for the workshop, and learn more about your facility through a meeting with myself and representatives from the Harborview Injury Prevention Research Center.

Please let me know if you or someone at your facility would be interested in learning more and possibly participating as a panelist. Possible dates for the workshop are Nov 15, 16, 17 in the evening from 6pm - 7:30pm.

If you are interested, what days/times are good to meet over the next week and a half (before Oct 20th)? Genelyn Garma (copied) from Harborview Injury Prevention Research Center will follow up to schedule the meeting.

Thank you in advance!

Warmest regards,

Susan Pappalardo

SPLASH*Forward*, Co-Founder, President 425-381-1014 www.splashforward.org

SPLASHForward is a nonprofit 501(c)(3) tax exempt public charity. Tax ID 83-2629157.

Endorsed by <u>PNA Masters Swimming</u>, <u>PNS Swimming</u>, <u>Boys & Girls Clubs of Bellevue</u>, <u>Bellevue Special Needs PTA Board</u>, <u>Special Olympics of Washington</u>, and more. See our <u>website</u>

Text SPLASHFWD to 22828 to join our mailing list!

Text GIVE to 425-230-5530 to support us!

VIRTUAL RACIAL IDENTITY CAUCASING

I signed up for the following training on Wednesday, October 19 from 2-3:30pm. If anyone else is interested, let me know.

Do you want to improve your ability to serve as a change agent within your organization? Register today for the <u>Virtual Racial Identity Caucusing training</u>. By attending this training, you will have the chance to explore the different tools specifically designed to improve your knowledge in all things equity.

COMMUNITY ENGAGEMENT STRATEGIES THAT BUILD PUBLIC TRUST

When it rains it pours. I will also be attending the following training on Wednesday, October 12th.

Our communities are facing high-stakes problems that spark emotion, anger, and polarization.

We've all seen vocal conflict that derails the public decision-making process. Community buy-in is often the difference between a successful outcome and having to go back to the drawing board. This webinar will provide participants with a step-by-step approach to engaging the community that results in enhanced public trust and better outcomes.

- A model template for successfully engaging the public in a civil discussion of controversial issues
- How to design a community engagement process that results in the public feeling genuinely heard and able to accept the outcome of a decision
- The important skills that successful facilitators of public engagement forums must have
- On-the-ground examples from the successful implementation of this model in Kirkland,
 Washington

RESEARCH

- SeaTac will have the highest minimum wage in the country next year (KIRO 7) https://www.kiro7.com/news/local/seatac-will-have-highest-minimum-wage-nation-next-year/3DTUXVECEZAAFGCOYWQIOU5WHY/
- Washington will have the highest state minimum wage in 2023 (Axios) https://www.axios.com/local/seattle/2022/10/03/washington-minimum-wage-highest
- Seattle minimum wage increases to \$18.69 an hour (MyNorthwest) -https://mynorthwest.com/3661409/seattle-minimum-wage-increases-to-18-69-an-hour/
- Tukwila residents to vote on \$3/hour increase to city's minimum wage (MyNorthwest) https://mynorthwest.com/3615334/tukwila-residents-vote-3-increase-minimum-wage/
- Houston, we have a problem (NRPA Magazine) https://www.nrpa.org/parks-recreation-magazine/2022/october/houston-we-have-an-employment-problem/
- The Rec Center reimagined: how cities are designing for wellness (NRPA SmartBrief/Metropolis)
 https://metropolismag.com/projects/recreation-center-design/
- State and local governments report spike in ransomware attacks (NRPA SmartBrief/Cybersecurity Dive) https://www.cybersecuritydive.com/news/local-government-ransomware-spike/633095/



Des Moines Pool Metropolitan Park District

September 13, 2022 7:00 p.m. Hybrid (MRHS Library and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:10 p.m. Also, present were Commissioners Dusenbury, Achziger and Campbell; District General Manager Deschenes; Aquatics Manager Knox; District Clerk and Coordinator Thurmond. (Note-Meeting started 10 minutes late due to access issues with Mount Rainier High School.)

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – DGM Deschenes requested the addition of 8f Future Meetings under New Business.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – MRP Received another \$5,000 in additional funds toward the SEEK grant to cover extra equipment for SEEK Swim Grant and Scholarship swim equipment to reduce barriers for low-income swimmers.

PUBLIC COMMENT – None

Executive Session Business

6a. Executive Session

President Young moved to go into Executive Session pursuant to RCW 42.30.110 (1)(b) to consider the lease of real property. The Executive Session will be for 5 minutes until 7:15pm.

No motion needed at this time.

7a. Master Plan Narrative Review

This is a fourth touch item that has been reviewed by Capital and Contracts on August 2 and 9. Presentation can be found in the Special Meeting Packet. The hope is to bring a final draft to the September 20th regular board meeting. No motion needed, as this is only the narrative and the full Master Plan will be approved at a later time.

7b. 2022-2023 Programming

2022 will be the first year, since Covid-19 that the district will have uninterrupted programming. The presentation can be found attached in the special board meeting packet with an outline for 2023 to better utilize resources, marketing, and communications. Commissioners requested the cost to run lessons for an entire quarter to better prepare documentation for future Grants. No motion needed, informational only.

7c. Staffing Plan

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 – 9/13/2022

Over the past couple of years, there has been a national lifeguard shortage with many pools having to cut back their services and increase benefits to match private organizations. Presentation can be found in the special board meeting packet with information on issues and recommendations from staff on how to counteract them in the hopes of increasing staffing capacity. Commissioners requested job descriptions for proposed new positions. No motion needed, informational only.

7d. Budget

The District GM updated the board on upcoming benchmarks for 2023 budget preparation including minimum wage, preliminary levy estimates, preliminary plan for future budget meetings and other data. Presentation can be found in the special meeting packet. No motion needed, informational only.

7e. Office Move/Admin Changes

The District GM gave an update on moving items from the district office and potential administration changes that affect the move. The DGM met with the Finance committee on September 2nd, the presentation attached in the special meeting packet contains suggestions from the DGM on the process. No motion needed, informational only.

7f. Addition – Future Planning

DGM informed that effective October 31, 2022, the governor will remove the Covid-19 state of emergency with potential future board meeting changes. All Fall 2022 meetings will be at the MRHS Library, this is contingent upon the district agreeing and pricing, which is part of the HSD Lease Agreement that is currently being negotiated. No motion needed, informational only. It was also discussed about trying to keep grant funding for future swim lessons. Commissioners agreed to further pursue SEEK grant funding, Commissioner Achziger will meet with Legacy and bring a plan to the board.

ADJOURNMENT

With no further business the meeting was adjourned at 8:45pm.

UPCOMING MEETINGS

- September 20, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)
- October 18, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)
- November 8, 2022, Board Retreat, 7:00pm, Location: Hybrid (MRHS Library and Online)
- November 15, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)

Respectfully submitted by Lauryne Thurmond, District Clerk.

Des Moines Pool Metropolitan Park Distric	t Board of Commissioners	
Commissioner Young	Commissioner Dusenbury	
Commissioner Campbell	Commissioner Stender	

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

Des	Moi	nes Pool	Metro	politan	Park	District
Mee	eting	Minutes	-8/1	6/2022		

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)

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 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

September 20, 2022 7:00 p.m. Hybrid (MRHS Library and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also, present were Commissioners Dusenbury, Achziger and Campbell; District General Manager Deschenes; Aquatics Manager Knox; District Clerk and Coordinator Thurmond.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – None

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – Commissioner Achziger moved to excuse Shane Stender. Commissioner Dusenbury 2nd. The motion passed 4-0.

PUBLIC COMMENT - None

CONSENT AGENDA

July financial report, included (pushed from August 16 agenda) and August financial report, not included (pushed to October 18 agenda). This is due to short turnaround from end-of-month data coming just before packets to be sent out.

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in August totaling \$155,461.93. Commissioner Dusenbury 2nd. The motion passed 4-0.

Executive Session Business

7a. Executive Session

President Young moved to go into Executive Session pursuant to RCW 42.30.110 (1)(b) to consider the lease of real property. The Executive Session will be for 5 minutes until 7:10pm. No motion was needed at this time.

OLD BUSINESS

8a. King County Parks Grant - Aquatic Feasibility Study

The District has a two-touch rule for informing then approving items to ensure all board members have adequate time to approve items. At the July 20, 2021, board meeting, the commissioners were presented with a proposal for a feasibility study from Stemper Architects for \$95,000. For the second touch at the August 17, 2021, meeting, it was determined that the proposal would be pushed until the aquatic facilities grant was awarded. Due to Covid-19, funding was delayed until 2022 and the agreement has still not been signed by this meeting. The economy has also

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

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Des Moines Pool Metropolitan Park District Meeting Minutes – 9/20/2022

had unprecedented inflation from 2021 to 2022. Stemper has provided an updated estimate that is \$137,842, which includes an NTE to ensure all costs are covered. The KCYAS grant will cover \$100,000 of these fees but there will still be money that will need to be paid or transferred out of the capital fund to cover the additional funds. At the District GM's recommendation at the August 16 Regular Board Meeting, Commissioners approved the estimate to move forward with the facility as it should give the board of commissioners' executable information on the facility that is in its 47th year of operations.

A copy of the scope of the estimate was sent to King County on September 9 to use as the outline for the agreement. District GM will send final grant agreement to Legal Counsel for review before giving Stemper approval to begin exterior testing to take advantage of good Fall weather. Commissioner Achziger moved to approve the King County Parks Grant agreement for 100k, subject to final Legal Counsel Review. Commissioner Campbell 2nd. Motion passed 4-0.

NEW BUSINESS

9a. SEEK Grant

The District applied for and received a Summer Education and Enrichment for Kids (SEEK) grant for \$79,575 from the Office of the Superintendent of Public Instructions (OSPI). The district requested AWC/OSPI have the grant deadline extended until October 31 to offer more free swim lessons. The District started swim lesson registration September 21 for classes that will be covered by the grant in October. A full report on the grant will be made at the October 18 board meeting. No motion necessary. Informational only.

9b. KCYAS Equipment Grant

Due to the success of the SEEK Grant the District had used \$10,067 of the \$10,725 allocated by the grant. Although almost all the grant money was used, orders for additional equipment overextended the budget. The District was notified by King County Youth Amateur Sports that Councilmember Upthegrove had allocated an additional \$5,000 in grant monies that will be applied towards the additional equipment. The District will utilize any leftover monies from the additional grant to cover equipment that can be used for future scholarships for families to help reduce barriers to swimming.

ADJOURNMENT

With no further business the meeting was adjourned at 7:29pm.

UPCOMING MEETINGS

- October 18, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)
- TBD, Retreat for 2022 Budget, Location: Hybrid (MRHS Library and Online)
- November 15, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)
- December 20, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)

Respectfully submitted by Lauryne Thurmond, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

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 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 – 9/20/2022

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)

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 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.





Scheduled Payment Date: 09/14/2022

Total Amount: \$6,488.71

Control Total: 14

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District **File Name:** AP_DMPOLPRK_APSUPINV_20220912140643.csv

Fund #: 170950010

CONTACT INFORM	ATION			
Preparer's Name: _	Lauryne Thurmond		Email Address: lauryne.thurmond@desmoinespool.	org
PAYMENT CERTIFIC	CATION			RCW (42.24.080)
pursuant to a conti that I am authorize		partial fulfillment of a contractual obligation (s).	ne services rendered, the labor performed as described, or that any adv ,, and that the claim(s) is(are) just, due and unpaid obligation against th	
Scott Deschere		9/12/2022	Docusigned by: Joe Duscubury	9/13/2022
2E03815D71304B0 Au	thorized District Signature	Date	Authorized District Signature	Date
Au	thorized District Signature	Date	Authorized District Signature	Date
Au	thorized 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:					





District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220912140643.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1088	09/01/2022	\$48.75	575 SEPT 2022 BILLING
ABS			18163	09/01/2022	\$90.00	ABS JANITORIAL SEPT. 2022 BILLING
AQUATIC SPECIALTY SERVICES			23047	08/31/2022	\$45.36	ASS- CHEMICALS AUG 2022 BILLING
AQUATIC SPECIALTY SERVICES			21780	01/18/2022	\$242.00	ASS - MONTHLY SERVICES JAN 2022
CANON FINANCIAL SERVICES, INC.			29183214	09/11/2022	\$62.88	CANNON SEPT. BILLING 2022
CENTRAL WELDING SUPPLY			RN08222512	08/31/2022	\$73.57	CENTRAL WELDING SUP CHEMICALS AUG 2022
CHLOE SOTHERON			20220910CS_108	09/15/2022	\$616.48	CHLOE SOTHERON PE 9-10-22
CMIT SOLUTIONS EASTSIDE			10862	08/22/2022	\$223.97	PHONES CONTRACT CMIT AUG. 2022 BILLING
CMIT SOLUTIONS EASTSIDE			10811	08/31/2022	\$1,416.00	CMIT AUG. 2022 BILLING
DEPARTMENT OF RETIREMENT SYSTEMS			20220001 DDC	00/01/2022	¢2.04C.12	DDC VEDCION 4 CEDT 2022
				09/01/2022	. ,	DRS VERSION 1 SEPT. 2022
FERNANDO CORTEZ			20220910FC_89	09/15/2022	\$359.83	FERNANDO CORTEZ PE 9-10-22
LINDA RAY			220209-01	09/01/2022	\$37.50	LINDA RAY DIS. AUGUST 2022 BILLING
SNURE LAW OFFICE			20220901_SL	09/01/2022	\$508.75	SNURE LAW AUG 2022 BILLING
ZEN 22015, LLC			20221001_ZEN	09/12/2022	\$717.50	ZEN OCT. 2022 RENT



Scheduled Payment Date: 09/28/2022
Total Amount: \$9,136.00
Control Total: 10

Payment Method: WARRANT

Email: SpecialDist.AP@kingcounty.gov

Fax: (206) 263-3767

District Name: Des Moines Pool Metropolitan Park District **File Name:** AP_DMPOLPRK_APSUPINV_20220922141621.csv

Batch Processed By:

Date Processed:

Fund #: 170950010

CONTACT INFORMATION								
Preparer's Name: <u>Lauryne Thurmond</u>		Email Address: lauryne.thurmond@desmoinespool.org	Email Address: lauryne.thurmond@desmoinespool.org					
PAYMENT CERTIFICATION			RCW (42.24.080)					
	partial fulfillment of a contractual obligation m(s).	ne services rendered, the labor performed as described, or that any advance, and that the claim(s) is(are) just, due and unpaid obligation against the al						
Docusigned by: Suft Disdunes	9/22/2022	Low Duscubury	9/23/2022					
2E03815D71304B0 Authorized District Signature	Date	Authorized District Signature	Date					
Authorized District Signature	Date	Authorized District Signature	Date					
Authorized District Signature	Date	Authorized District Signature	Date					
SUBMIT SIGNED DOCUMENT TO:		KING COUNTY FINANCE US	SE ONLY:					

King County Accounts Payable

Attn: Special Districts 401 5th Avenue, Room 323

Seattle, WA 98104





District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220922141621.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BILL'S LOCKSMITH SERVICE INC.			125395	08/12/2022	\$5,777.81	RE-KEY BUILDING BILLS BILLING 2022
COLIBRI NORTHWEST, LLC			180DM	09/13/2022	\$595.00	COLIBRI MAGAZINE FALL AD 2022
COPIERS NORTHWEST			INV2524539	09/07/2000	\$49.01	COPIER NW SEPT BILLING 2022
GRAINGER			9428102678	08/30/2022	\$374.89	PAPER TOWELS AUG BILLING 2022 GRAINGER
GRAINGER			9428548912	08/30/2022	\$756.58	JANITORIAL SUPPLIES GRANIGER AUG 2022 BILLING
GRAINGER			9428294616	08/30/2022	\$30.36	GLASS CLEANER GRAINGER AUG 2022 BILLING
GRAINGER			9428159983	08/30/2022	\$220.43	TRASH BAG ORDER GRAINGER AUG 2022 BILLING
HIGHLINE WATER DISTRICT			20220920_HWD	09/20/2022	\$581.11	HIGHLINE WATER DISTRICT SEPT BILLING
MOUNTAIN MIST			004962536	09/14/2022	\$75.81	MOUNTAIN MIST SEPT BILLING 2022
NRPA			330836_NRPA	09/22/2022	\$675.00	NRPA PREMIER PACKAGE 2022

ELECTRONIC PAYMENT RECEIPT FORM

Department of Executive Services
Finance & Business Operations Division
Treasury Operations

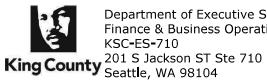
King County 201 S Jackson Street, Ste 710
Seattle, WA 98104

cash.management@kingcounty.gov

Payı	ment Date	9/15/2022	KESEI						<u>casn.mana</u>	igement@kingcounty.gov
PAY	MENT IN	FORMATION								
0	ACH Credi	t - Pay Code (BEN	IXX, GENXX, PAYXX)		_	OACH Debit	- Pay Code (Co	OLXX)		OAutomatic Withdrawal
_			of the account) From			OWire - Repe				
DIS	TRIBUTI	ON INFORMATI	ION							
		Exp l anation / D	Description	Fund	Project	Cost Center	Account	BARS	Future	Amount
	1	Explanation / D	rescription	(9 digits)	(7 digits)	(6 digits)	(5 digits)	(7 digits)	(5 digits)	Amount
1	Hearltand P	Payroll PE 9-10-202	22	170950010			24219			\$ 35,450.53
2	1									20
3	1									
4	1									
5	1									
6										
7	1									
8										
9										
10	·									
BAN	K INFOR	MATION FOR V	WIRE PAYMENTS (fo	r non-repe	titive wires	only)			Total	\$ 35,450.53
Paye	ee		Address	5			City	,	State	Zip Code
Ban			Bank Ro							
	erence									
CON	NTACT & /	AUTHORIZATIO	ON (Certification of I	Payment -	RCW 42.24	.080)				
Con	tact Name	Lauryne Thurmo	ond			Organization	n DMPMPD			
Ema	•		nd@desmoinespool.org	j		_		490 _{Ext}		Fax #
* Si	anature	Joe Dusenbury								Date 9/20/2022
* Signature Joe Dusenbury Authorized By				Phone # Email						
						*				

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

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 09/30/2022 Email: cash.management@kingcounty.gov

PAYM	ENT INFORMATION									
\mathbb{C}	ACH Credit Pay Code (BENXX, GENXX, PA	YXX)	ACH Debt P	ay Code (COLX	(Automatic Withdrawal				
Č	Book Transfer (Last 4 digits of the accou	Wire Repe								
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 Payyroll PE 09/25/2022	170950010	_ (_ 3 /		24219	, <u> </u>	, ,		32,212.7	21
2									50	
3										
4										
5 6										
7										
8										_
9										
10										
DAYF	E INFORMATION						Total		\$ 32,212.7	21
	any	Address			City			State	Zip	_
	INFORMATION FOR WIRE PAYME	,		,			•	. <u> </u>		
Bank I	Name			Name on	Bank Account					
Bank I	Routing # Bank Ac	count #			City			State	Zip	
Refere										
CONT	ACT INFORMATION Typed or Printed	d								
Conta	ct Name			Organizat	ion					
Emai l		Phone #Ext				ax #				
AUTH	ORIZATION Certification for Payment	t (By Authorized	d Signer) RCW	V 42.24.080	,					
	undersigned, do hereby certify un d obligation, and that I am authori					payable, and	that the pay	-		
	ure Joe Dusenbury			Tit l e				Da	te <u>9/27/2022</u>	
_	Jame Joe Dusenbury		Ph	one # (206) 42	29 - 3852	Email mypeg	ıgysue . com			_

Page 1 of 2 12152021

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET
Agenda Item #: 7a Assigned to: Legal/District GM Meeting Date: 10/25/22
Under: Executive Session Business Attachment: None_
Subject: HSD Lease Extension
Background/Summary: At the January 18, 2022, regular meeting, the board of commissioners directed the District General Manager to reach out to the Highline School District about the lease extension, which a letter to renew was due by April 30, 2022. At the March 15 regular meeting, the board directed the District GM to send a letter to extend the Mount Rainier Pool lease. This letter was sent and confirmed to be received from the Highline School District before the deadline. The District General Manager and Highline School District have met and will continue to meet on the lease extension. Since this is a contract negotiation, the District GM is notifying the board of progress, but no proposed agreement will be presented. This is to ensure the District GM negotiations reflect the direction of the board. At the July 19 Regular Board Meeting, it was requested that all board members make comments and edits by August 2, 2022. The District GM met with the Capital and Contracts Committee on August 3 to go over all edits for recommendations to the full board. The board will go over the proposed edits at the meeting to go back to the school district for negotiations. We received preliminary edits back from HSD and legal counsel will be present to discuss. A confidential copy will be sent to board members directly by the District GM. UPDATE (10/11/2022): The District GM and legal have sent the updated version of the proposed lease after the September 20 board meeting. The agreement is being reviewed and at the time of sending out the agenda, there are no updates.
Fiscal Impact: N/A
Chair Announcement: Executive Session: We will now go into executive session pursuant to RCW 42.30.110(1)(b) to meet with legal counsel to discuss to consider the lease of real property. - The executive session will be for minutes until: - Any direction made by the board will be in open session and noted in the minutes.
Reviewed by District Legal Counsel: Yes X No Date: Various Two Touch Rule: 8/03/22
Action Taken: Adopted Rejected Postponed
Follow-up Needed: YesNo Report back date:

N	OTOC!	
	ULES.	

- No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET							
Agenda Item #: 8a Assigned to: Aquatics Manager Meeting Date: 10/25/22							
Under: Old Business Attachment: Yes							
Subject: Aquatics Manager Report – Q3							
Background/Summary: The Aquatics Manager will be making this Third Quarter (Q3) Report. This report will contain a physical report from July through August (Q3), a PowerPoint summary, update on ongoing and future programming, Q&A with the board and a short summary on their visit to the WRPA Aquatics Conference.							
Fiscal Impact: N/A Proposed Motion: No motion. Informational only.							
1 10posed Motion: No motion. Imormational only.							
Reviewed by District Legal Counsel: Yes ADD No Date: ADD							
Two Touch Rule: N/A Committee Review N/A First Board Meeting (Informational) N/A Second Board Meeting (Action)							
Action Taken: Adopted Rejected Postponed							
Follow-up Needed: YesNo Report back date:							
Notes: - Aquatics Manager Q3 Physical Report - Aquatics Manager Q3 PPT Report							

AQUATICS MANAGER'S QUARTERLY REPORT – WINTER 2022

OVERALL VISITATION REPORT (QUARTER 1 MONTHLY REPORT 2022)

Ju	ly	August	September
26	22	4183	3527

DAILY AND MONTHLY BREAKDOWN

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

July

July						
	Admissions (POS + Members)	Spectator Area	Deck	HS Swim	HS Meet	Total Daily
1	0	0	0	N/A	N/A	0
2	0	0	0	N/A	N/A	0
3	0	0	0	N/A	N/A	0
4	0	0	0	N/A	N/A	0
5	8	5	3	N/A	N/A	16
6	97	46	11	N/A	N/A	154
7	92	25	14	N/A	N/A	131
8	137	36	43	N/A	N/A	216
9	68	42	9	N/A	N/A	119
10	0	0	0	N/A	N/A	0
11	0	0	0	N/A	N/A	0
12	0	0	0	N/A	N/A	0
13	0	0	0	N/A	N/A	0
14	103	39	31	N/A	N/A	173
15	133	14	18	N/A	N/A	178
16	64	19	4	N/A	N/A	87
17	0	0	0	N/A	N/A	0
18	0	0	0	N/A	N/A	0
19	108	63	20	N/A	N/A	191
20	111	72	65	N/A	N/A	242
21	120	49	12	N/A	N/A	181
22	84	28	69	N/A	N/A	181
23	0	0	0	N/A	N/A	0
24	0	0	0	N/A	N/A	0
25	79	59	17	N/A	N/A	155
26	137	20	22	N/A	N/A	179
27	114	33	19	N/A	N/A	175
28	81	16	32	N/A	N/A	129

29	116	24	25	N/A	N/A	165
30	0	0	0	N/A	N/A	0
31	0	0	0	N/A	N/A	0
Total:						2622

August

August	Admissions			HS Swim		
	(POS +	Spectator	Deck		HS Meet	Total
	Members)	Area				Daily
1	141	64	14	N/A	N/A	219
2	65	42	31	N/A	N/A	138
3	126	72	22	N/A	N/A	220
4	81	48	33	N/A	N/A	162
5	122	19	8	N/A	N/A	149
6	78	43	7	N/A	N/A	128
7	119	62	27	N/A	N/A	208
8	72	33	24	N/A	N/A	129
9	114	55	9	N/A	N/A	178
10	109	36	25	N/A	N/A	170
11	96	11	18	N/A	N/A	125
12	66	32	16	N/A	N/A	114
13	136	51	15	N/A	N/A	202
14	0	0	0	N/A	N/A	0
15	136	51	15	N/A	N/A	202
16	76	50	8	N/A	N/A	134
17	108	43	18	N/A	N/A	169
18	85	44	13	N/A	N/A	142
19	63	16	5	N/A	N/A	84
20	40	11	3	N/A	N/A	54
21	0	0	0	N/A	N/A	0
22	103	22	10	N/A	N/A	135
23	122	19	22	N/A	N/A	163
24	146	54	62	N/A	N/A	262
25	128	45	28	N/A	N/A	201
26	90	5	10	N/A	N/A	105
27	72	44	15	N/A	N/A	131
28	0	0	0	N/A	N/A	0
29	26	1	20	32	N/A	79
30	41	3	20	61	N/A	125

31	97	5	11	46	N/A	159
Total						4183

September

September	Admissions			SMAC	HS Swim		·
	(POS +	Spectator	Deck			HS Meet	Total
	Members)	Area					Daily
1	30	0	4	0	51	N/A	85
2	55	1	9	0	44	N/A	109
3	50	23	14	0	0	N/A	87
4	0	0	0	0	0	N/A	0
5	29	2	2	0	29	N/A	62
6	38	3	5	0	23	N/A	59
7	40	2	0	0	55	N/A	97
8	30	0	0	0	0	248	278
9	51	15	28	0	26	N/A	120
10	19	5	0	0	0	N/A	24
11	0	0	0	0	0	N/A	0
12	30	21	1	76	50	N/A	178
13	86	6	5	58	0	N/A	155
14	31	12	3	65	5	N/A	116
15	29	1	7	20	44	N/A	101
16	71	7	11	51	32	N/A	172
17	53	15	12	36	0	N/A	116
18	0	0	0	0	0	N/A	0
19	52	29	1	71	59	N/A	212
20	82	51	15	18	0	35	201
21	84	13	24	72	0	N/A	193
22	24	0	0	32	46	N/A	102
23	43	0	0	0	0	N/A	43
24	52	12	20	0	0	N/A	84
25	0	0	0	0	0	N/A	0
26	53	2	2	89	54	N/A	200
27	50	4	14	33	218	N/A	319
28	12	0	0	0	29	N/A	41
29	105	7	25	20	26	N/A	183
30	91	5	10	0	25	N/A	131
Totals							3527

SWIM LESSON PARTICIPATION

This report is for July 1 – September 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.

Saturdays, July 9 - September 3

GROUP	Instructors	# of Group	Total Served	Waitlist	% of Capacity
LESSONS	Available During	Classes	(Max 5 Per	Participants	(No Privates)*
	This Time*	Offered*	Class*)		
Parent/Child	1	1	10/10	0	100%
8:00am	4	4	19/20	0	95%
8:40am	4	3	16/15	0	100+%
9:20am	4	4	18/20	0	90%
10:00am	4	4	20/20	0	100%
10:40am	3	3	13/15	0	87%
Totals	4 (avg)	21	96/100	0	96%

^{*}Class overfilled due to extra instructors.

Monday-Thurs, July 5 - July 14

	<u>, ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '</u>				
GROUP	Instructors	# of Group	Total Served	Waitlist	% of Capacity
LESSONS	Available During	Classes	(Max 5 Per	Participants	(No Privates)*
	This Time*	Offered*	Class*)		
9:30am	4	4	19/20	0	95%
10:00am	4	4	20/20	0	100%
10:30am	4	4	19/20	0	95%
11:00am	4	4	20/20	0	100%
Totals	4 (avg)	16	78/80		97.5%

Monday-Thurs, July 18 - July 28

	, , , , , , , , , , , , , , , , , , , ,				
GROUP	Instructors	# of Group	Total Served	Waitlist	% of Capacity
LESSONS	Available During	Classes	(Max 5 Per	Participants	(No Privates)*
	This Time*	Offered*	Class*)		
Parent/Child	1	1	5/10	0	50%
9:30am	4	4	20/20	0	100%
10:00am	4	4	20/20	0	100%
10:30am	4	4	19/20	0	95%
11:00am	4	4	20/20	0	100%
2:10pm	2	1	5/5		100%
Totals	4 (avg)	18	89/95		94%

Monday-Thurs, August 1 - August 11

GROUP	Instructors	# of Group	Total Served	Waitlist	% of Capacity
LESSONS	Available During	Classes	(Max 5 Per	Participants	(No Privates)*
	This Time*	Offered*	Class*)		
Parent/Child	1	1	5/10		50%
9:30am	4	4	20/20		100%

10:00am	4	4	19/20	95%
10:30am	4	4	20/20	100%
11:00am	4	4	19/20	95%
2:10pm	3	2	15/15	100%
Totals	4 (avg)	19	93/100	93%

Monday-Thurs, August 15 - August 25

GROUP	Instructors	# of Group	Total Served	Waitlist	% of Capacity
LESSONS	Available During	Classes	(Max 5 Per	Participants	(No Privates)*
	This Time*	Offered*	Class*)		
Parent/Child	1	1	2/10		20%
9:30am	4	4	19/20		95%
10:00am	4	4	19/20		95%
10:30am	4	4	18/20		90%
11:00am	4	4	18/20		90%
2:10pm	3	2	9/10		90%
Totals	4 (avg)	19	85/100		85%

SPECIAL EVENTS- Spooky Swim (10/29)

PROMOTIONAL DAYS: None during this time.

Overview of Pool Operations:

Staffing:

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 ming for Fall and early
 next year. We have hired 4 lifeguards since our Fall session has started.

Swim Lessons: Weekday lessons will return in early January

• Camp Kahos:

July 5 – July 14: 16 participants
July 18 - July 28: 21 participants
August 1 – August 11: 19 participants
August 15 - August 25: 24 participants

• **Scholarship Information:** Gave 54,313 in SEEK grant scholarships and reviewing scholarship program from January 2023.

• Private Party Rentals: Reinstate after community parties

• PTSA Swims: Will be in Q4 report

Maintenance

1. Aquatic Specialty Services- Monthly service (ongoing), continued bi-weekly backwashing and weekly strainer basket cleaning.

Repairs/Installs:

- <u>Gutter Cleaning</u> We are scheduling the gutter cleaning in the next couple of weeks. (ADD INFO)
- <u>Plumber Repair</u> We have some leaks in the pump room that have developed over the months. They are not big now, but if left unchecked could create larger issues. We are looking at a four plus hour closure. We are trying to see if we can get the repair completed the Friday or Saturday after Thanksgiving.
- <u>Door Repair</u> The door to the mechanical room by the men's locker room entrance is off its hinges. Quentin is working to get the door hinges replaced, which will require removing the broken bolts and potentially redrilling the hinges into the frame.
- <u>Indoor Air Quality</u> We had some smoke smell in the facility on Wednesday morning. Luckily it dissipated before we opened. As this looks like something that will become an annual issue, we are looking at an indoor air quality monitor. We feel this will help with patrons and staff's confidence even if there is a smell. The air handler's filters, which were just replaced should filter all harmful air.
- <u>Sidewalk Crack Repairs</u> Jared is working on filling gaps in the concrete in the sidewalk. He is
 concentrating on three areas: the walkway from the handicap parking, the main path to the parking
 lot, and the sidewalk ramp from the circular drive. These cracks are mostly from gaps developing from
 widening spaces. There are some roots that are pushing the concrete up that will not be fixed, but
 would require some larger repouring of concrete or shaving of areas, which both will be costly.

Marketing Update

Coming

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.

O I I 10th D	
October 18 th Board	
Meeting	
QUARTER 3 REPORT	
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Q3 swim lessons	
► Mon-Thurs lessons: Offered 72 swim lesson classes from July-August.	
➤ Sat lessons: Offered 21 swim lesson classes from July-September.	
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	7
WRPA Conference	
Received contact info with: ► Enumclaw Pool	
Lake Stevens High School Pool Henry Moses Aqualic Center/Park City of Wenatchee City of Wenatchee	
Pullman Pool Covinglon Aqualic Center Pete Dequincy speech	
Prevention (tracking how many times patron are given or shown how to wear a life jacket) Safety (life jackets for unsupervised areas of water)	
Trainings (record a log of passes/fails) Staff Referntion (have a 4-6 year lifeguard step plan so staff know what management expects out of them) Trainings (record a log of passes/fails) Staff know what management expects out of them)	

Swim Lessons	
Challenges for winter (Jan-Mar) Winter sports (staff availability) SMAC pool space Instructors available Lifeguards available	
Solutions Mon/Wed (4 weeks on and 1 week off) ► Instructors (2-3 for weekdays and 4-5 in summer) ► Resident priority	
4	
Staff	7
► Instructor challenges (not enough people with necessary swimming	
capability) Winter sports Adult vs Youth Schedule Flexibility	
Remove interactive calendar	
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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET									
Agenda Item #: 8b Assigned to: District GM/AM	Meeting Date: <u>10/25/22</u>								
Under: Old Business	Attachment: Yes								
Subject: 2023 Proposed Wages, Bonuses and Benefits									
Background/Summary: The District GM and Aquatics Manager will be presenting the proposenefits for 2023. Although the district has grown its overall numb areas of improvement. We hope the attached suggestions will hel towards increased hours and reinstalment of key community prog	er of employees, there are p the district build capacity								
Fiscal Impact: N/A									
Proposed Motion: I move to approve the Lead Lifeguard, Perma the Temporary Part-time Lifeguard positions.	nent Part-Time Lifeguard and								
Reviewed by District Legal Counsel: Yes_ADDNo	Date:ADD								
Two Touch Rule: N/A Committee Review 09/13/22 First Board 11/15/22 Second B	d Meeting (Informational) oard Meeting (Action)								
Action Taken: Adopted Rejected	Postponed								
Follow-up Needed: YesNo Rep	ort back date:								
Notes: - Employee Pay Bonuses and Benefits PPT Report - Proposed 2023 Wage Scale									

- Proposed Job Descriptions w/ Proposed Wages and Benefits



Employee Pay, Bonuses & Benefits

10-18-2022

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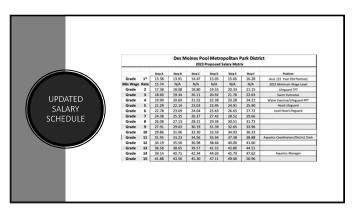
CURRENT LARGEST CUSTOMER ISSUES

- Swim Lesson Capacity
 Grant-supported free trainings
 More resident-focused registration process
 New recruitment process/Internal added trainings
 Bonus programs
- Lack of Early Morning Hours, Birthday Parties, Evening Lap Swimming, etc.

BOTH ISSUES ARE DEPENDENT ON HAVING STAFF THAT ARE 18 OR OLDER AND OUT OF SCHOOL.



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- WSI and LGI Certified Instructors get \$.50/hour for lifeguarding.
- Early Morning Guards (Before 8:00am) get \$1.00/hour. (Down from \$2/hour)
- Friday Night Guards (3pm to Close) get \$2.00/hour.
- Swim Teaching Bonus \$100/Season + \$500/Year

4

SUGGESTED BENEFITS

16% match towards retirement and/or Association of Washington health benefits (Job Descriptions in Packet)

	Pay	Benefits
Positions	Budget Suggestion	Budget Suggestion
District GM	\$105,000.00	\$16,800.00
District Clerk PT (20)	\$35,942.40	N/A
Aquatics Manager FT	\$91,582.40	\$16,062.14
Aquatics Coordinator FT	\$74,755.20	\$11,960.83
Lead Head Lifeguard FT (Formerly AC)	\$51,251.20	\$8,200.19
Day Staff 1 PT* (30)	\$33,571.20	\$5,371.39
Day Staff 2 PT* (30)	\$33,571.20	\$5,371.39
Night Staff 1 PT* (30)	\$33,571.20	\$5,371.39

Pay and benefits are set at the next step of each payroll that the proposed employee will be eligible for. Proposed employee positions will be set at up to a Step C. *Current positions with benefits being added -Label as Permanent Part-time - () in parentheses are part-time hours

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ADDITIONAL REQUESTED BENEFITS

EMPLOYEE	BENEFIT	MONEY REQUESTED
District GM	Car Allowance	\$150/mo (current rate)
Aquatics Manager	Car Allowance	\$50/mo (new)
Aquatics Coordinator	Car Allowance	\$50/mo (new)

District GM uses car to drive to external meetings, to and from current district offices, etc. Allowance part of current agreement.

Aquatics Manager and Aquatics Coordinator drive to meetings and public outreach, make daily deposits, pick up chemicals and equipment*, etc.

*The Mount Rainier Pool does not have a designated maintenance staff member. This requires pool management staff to cover all maintenance that is not covered by contractors.

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Questions October 18, 2022, Regular Board Meeting	

Des Moines Pool Metropolitan Park District 2023 Proposed Salary Matrix

		Step A	Sten R	Step C	Sten D	Step E	Step F	Position
Grade	1*	13.38	13.91				16.28	
Min Wage	Rate	15.74	N/A	N/A	N/A	N/A	N/A	2023 Minimum Wage Level
Grade	2	17.38	18.08	18.80	19.55	20.33	21.15	Lifeguard TPT
Grade	3	18.60	19.34	20.11	20.92	21.76	22.63	Swim Instructor
Grade	4	19.90	20.69	21.52	22.38	23.28	24.21	Water Exercise/Lifeguard PPT
Grade	5	21.29	22.14	23.03	23.95	24.91	25.90	Head Lifeguard
Grade	6	22.78	23.69	24.64	25.63	26.65	27.72	Lead Head Lifeguard
Grade	7	24.38	25.35	26.37	27.42	28.52	29.66	
Grade	8	26.08	27.13	28.21	29.34	30.51	31.73	
Grade	9	27.91	29.03	30.19	31.39	32.65	33.96	
Grade	10	29.86	31.06	32.30	33.59	34.93	36.33	
Grade	11	31.95	33.23	34.56	35.94	37.38	38.88	Aquatics Coordinators/District Clerk
Grade	12	34.19	35.56	36.98	38.46	40.00	41.60	
Grade	13	36.58	38.05	39.57	41.15	42.80	44.51	
Grade	14	39.14	40.71	42.34	44.03	45.79	47.62	Aquatics Manager
Grade	15	41.88	43.56	45.30	47.11	49.00	50.96	

District GM. - Negotiation with District Board.

Salary Matrix Notes

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

Bonus/Incentives (Being Reviewed)

- * WSI and LGI Certified Instructors get \$.50/hour for lifeguarding.
- * Early Morning Guards (Before 8:00am) get \$1.00/hour.
- * Friday Night Guards (3pm to Close) get \$2.00/hour.

JOB DESCRIPTION

Mount Rainier Pool 22722 19th Avenue S. Des Moines, WA

Job Title: Lead Head Lifeguard

Classification: Full-time, non-exempt

Compensation: \$22.78 to \$27.72 per hour, depending on experience, 16% matching for health

benefits or retirement Bonuses: ADD INFO.

Definition

The part-time Lead Head Lifeguard is responsible for monitoring aquatic programs at the Mount Rainier Pool during the shift they are assigned as the lead and to help aquatics management with special projects and programs.

Supervision

This position receives direct supervision from the aquatics management team and exercises functional supervision over other part-time employees.

Positions/Estimated Schedules

There are three positions, the District will be hiring. Schedules are at organization's discretion, but estimated schedules in 2023 will be:

- Tue-Fri, 1-9:30pm
- Sat, 7am-3:30pm

Essential Job Functions

- Assures that chemistry reading are completed by assigned schedule and communicate concerns to aquatics management team.
- Conducts opening and closing procedures, including facility inspections, as required for assigned shift.
- Assists in duties as assigned in accident prevention, crowd control, and emergency procedures
- Ensures that lifeguards perform in accordance with established safety regulations and guidelines.
- Provides lifeguarding services. Responds to emergencies and, if necessary, administers CPR/First Aid. Prepares and submits accident/incident reports.
- Assigns duties to part-time staff and provides evaluation for assigned personnel.
- Provides an atmosphere that promotes and encourages inclusion and satisfaction of all participants.
- Assists and participates in conducting in-service training, skills checks, orientations, and staff meetings, as requested.
- Guards and instructs all age levels and activities as assigned, including water exercise classes.
- Ensures that aquatic programs are occurring as desired and assist with the overall management of swimming events.
- Responsible for daily cash receipts, petty cash, and refunds. Maintains daily facility records as assigned.
- Assists at the front desk as needed. Greets the public; provides information and assistance regarding schedules, registration, program descriptions, and other general information over the phone and in person.
- Assigns and properly trains staff to perform general housekeeping duties around the swim center, i.e., hosing, cleaning, organizing, and other needed maintenance tasks.

- Provides excellent internal and external customer service. Creates a positive experience for patrons through professional and courteous behavior.
- Practices safe work habits and contribute to the safety of self, co-workers, and the general public.
- Respects diversity in the workplace.
- Attends staff meetings, as required.
- Lead special projects and programs including trainings, events and other projects.
- Performs other job-related duties as assigned.

Qualifications

Knowledge of:

- Safe aquatic practices.
- Tools, materials, and equipment needed to maintain swimming pools.
- Principles of group dynamics and group interaction.
- Emergency procedures and accident site management.
- Basic office procedures, practices, and equipment.
- Basic arithmetic, spelling, English, and grammar.

Ability to:

- Instruct the fundamentals involved in the area of assignment.
- Perform general clerical work, including maintenance of appropriate records and compiling information for reports under minimal supervision.
- To operate a cash register, computer, calculator, telephone system, fax machine, and other related office equipment
- Identify and prevent hazards, implement solutions, maintain safe environments.
- Follow written and oral instructions; speak clearly and concisely
- Interpret, explain, follow, and apply District policies and written instructions.
- Communicate courteously and cooperatively with other staff and the general public, on the telephone or inperson, including handling difficult or irate people.
- Establish and maintain effective working relationships with supervisors, other staff members, program participants, and the general public.
- Assume a schedule of flexible working hours, including weekends and evenings.
- Work in a group or individual situation, with minimum supervision.
- Maintain a neat, professional appearance.

Licenses, Certificates, and Other Requirements

- Maintain current CPR, First Aid, and ARC Lifeguarding, NPWL Lifeguarding certifications* or recognized equivalent.
- Must wear the required uniform while on duty.
- Must be 18 years of age or older.
- Current American Red Cross Water Safety Instructor certification, preferred.

Working Conditions

Mostly working indoors in a pool environment and during hours of operation in an environment that is quite busy and noisy. The flow of the work and character of duties involve extreme care and concentration. Manual dexterity and coordination are required, making up more than 50% of the work period. Incumbents may be in the water for long periods of time and exposed to a variety of environmental elements, including dust, noise,

pool chemicals, and other irritants. Physical exertion required, including lifting, climbing, bending, squatting, reaching, and safely walking on wet deck surfaces in a hot, humid environment. Requires repetitive foot, arm, shoulder, hand, and back movements while performing swimming instruction. Occasional dealing with distraught or difficult people.

Education and Experience

Any combination of experience and training that would provide the required knowledge and ability to perform the duties as outlined is qualifying.

Growth Opportunity

We are a learning organization. Additional certifications and trainings are encouraged and financially supported by the district. These trainings include (but are not limited to) Lifeguard Instructor (LGI), Water Safety Instructor (WSI) and Aquatic Facility Operator (AFO). These certifications are sought after by other aquatic agencies.

Learning Organization

The Mount Rainier Pool strives to support its staff. We are a learning organization that stresses leadership-at-all-levels. We offer support on free trainings and will work when a win-win situation for flexible schedules. We are looking for people with a growth mindset.

Benefits Match

The district offers a 16% benefits match for Association of Washington Cities health, dental and vision and/or Department of Retirement Services Deferred Compensation program.

How to Apply

To be considered for a position or learn more about trainings and certifications, please visit us at www.mtrainierpool.com/employment and complete a job interest card. You may also contact us at info@mtrainierpool.com, call Quentin Knox, Aquatics Manager, at (206) 824-4722 or stop by the Mount Rainier Pool (22722 19th Avenue South).

JOB DESCRIPTION

Mount Rainier Pool 22722 19th Avenue S. Des Moines, WA

Job Title: Temporary, Part-Time (TPT) Lifeguard

Classification: Hourly, part-time, flexible

Compensation: \$17.38 to \$21.15 per hour, depending on experience

Bonuses: \$.50/hour for Water Safety Certification, \$2/hour for early morning (before 8am)

Definition

The Certified Lifeguard is responsible for assisting in aquatic guarding and instruction as needed.

Supervision

This position receives direct supervision from the aquatics management team and exercises no supervision over other employees.

Essential Job Functions

- Provide lifeguard services. Respond to emergencies and, if necessary, administer CPR/First Aid. Prepare and submit accident/incident reports.
- Teach basic swim lessons.
- Provide a program/class atmosphere that promotes and encourages inclusion and satisfaction of all participants.
- Assist at the front desk as needed. Greet the public; provide information and assistance regarding schedules, registration, program descriptions, and other general information over the phone and in person.
- Perform general housekeeping duties in and around the Swim Center, i.e., hosing, vacuuming, picking up litter, etc.
- Participate in in-service training, skills checks, orientations, and other staff meetings as requested
- Provide excellent internal and external customer service.
- Practice safe work habits and contribute to the safety of self, co-workers, and the general public.
- Respect diversity in the workplace.
- Perform other related duties as assigned.

Qualifications

Knowledge of:

- Safe aquatic practices.
- Tools, materials, and equipment needed to maintain swimming pools.
- Principles of group dynamics and group interaction.
- Emergency procedures and accident site management.
- Basic office procedures, practices, and equipment.
- Basic arithmetic, spelling, English, and grammar.

Ability to:

Instruct the fundamentals involved in the area of assignment.

- Perform general clerical work, including maintenance of appropriate records and compiling information for reports under minimal supervision.
- To operate a cash register, computer, calculator, telephone system, fax machine, and other related office equipment
- Identify and prevent hazards, implement solutions, maintain safe environments.
- Follow written and oral instructions; speak clearly and concisely
- Interpret, explain, follow, and apply District policies and written instructions.
- Communicate courteously and cooperatively with other staff and the general public, on the telephone or inperson, including handling difficult or irate people.
- Establish and maintain effective working relationships with supervisors, other staff members, program participants, and the general public.
- Assume a schedule of flexible working hours, including weekends and evenings.
- Work in a group or individual situation, with minimum supervision.
- Maintain a neat, professional appearance.

Licenses, Certificates, and Other Requirements

- Maintain current CPR, First Aid, and ARC Lifeguarding or NPWL Lifeguarding certifications*.
- Must wear the required uniform while on duty.
- Must be 15 years of age or older.
 - *District has trainings and programs for those that do not have a certification. Call for more information.

Working Conditions

Mostly working indoors in a pool environment and during hours of operation in an environment that is quite busy and noisy. The flow of the work and character of duties involve extreme care and concentration. Manual dexterity and coordination are required, making up more than 50% of the work period. Incumbents may be in the water for long periods of time and exposed to a variety of environmental elements, including dust, noise, pool chemicals, and other irritants. Physical exertion required, including lifting, climbing, bending, squatting, reaching, and safely walking on wet deck surfaces in a hot, humid environment. Requires repetitive foot, arm, shoulder, hand, and back movements while performing swimming instruction. Occasional dealing with distraught or difficult people.

Education and Experience

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Job Title: Lifeguard (Permanent Part-Time)

Classification: Hourly, part-time, flexible, benefited

Compensation: \$19.90 to \$24.21 per hour, 30 hours/week, depending on experience, 16%

matching health benefits and/or retirement

Bonuses: **ADD INFO.**

Definition

The Certified Lifeguard is responsible for assisting in aquatic guarding and instruction as needed.

Supervision

This position receives direct supervision from the aquatics management team and exercises no supervision over other employees.

Positions/Estimated Schedules

There are three positions, the District will be hiring. Schedules are at organization's discretion, but estimated schedules in 2023 will be:

- Mon-Fri, 6:30am-1pm
- Tue-Fri, 6:30am-1pm, Sat, 9am-3:30pm
- Mon-Fri, 2:30-9:00pm

Essential Job Functions

- Provide lifeguard services. Respond to emergencies and, if necessary, administer CPR/First Aid. Prepare and submit accident/incident reports.
- Teach basic swim lessons.
- Provide a program/class atmosphere that promotes and encourages inclusion and satisfaction of all participants.
- Assist at the front desk as needed. Greet the public; provide information and assistance regarding schedules, registration, program descriptions, and other general information over the phone and in person.
- Perform general housekeeping duties in and around the Swim Center, i.e., hosing, vacuuming, picking up litter, etc.
- Participate in in-service training, skills checks, orientations, and other staff meetings as requested
- Provide excellent internal and external customer service.
- Practice safe work habits and contribute to the safety of self, co-workers, and the general public.
- Respect diversity in the workplace.
- Perform other related duties as assigned.

Qualifications

Knowledge of:

- Safe aquatic practices.
- Tools, materials, and equipment needed to maintain swimming pools.

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- Emergency procedures and accident site management.
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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY S	HEET
Agenda Item #: 8c Assigned to: District GM	Meeting Date: <u>10/25/22</u>
Under: Old Business	Attachment: Yes
Subject: 2023 Rates and Fees	
Background/Summary: The District GM will present the suggested 2023 Rates and Fees service providers. Since this is a time-sensitive issue, the district is services.	· .
Fiscal Impact: N/A	
Proposed Motion: No motion. Informational only.	
Reviewed by District Legal Counsel: Yes_ADDNo	Date:ADD
Two Touch Rule:N/ACommittee Review10/18/22First Board11/15/22Second Board	d Meeting (Informational) oard Meeting (Action)
Action Taken: Adopted Rejected	Postponed
Follow-up Needed: YesNo Rep	ort back date:
Notes: - 2023 Rates and Fees Suggestions PPT	

- 2023 Rate Sheet (Excel Spreadsheet)



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2023 Rates & Fees Assumptions

- Our services are discretionary, but can have a huge social impact
- Focus on free trainings, grant and scholarship opportunities and partnerships
- Not only swim programs, but have a safe, fun place for families and youth
- Service levels are still growing back to pre-pandemic levels
 - Value = No price increase
- Inflation (Add rate) is at historical levels
 - We should increase rates but be mindful that people will also be tight with their money due to this.
- A 2022 Rates Comparison was completed
- Minimize quarter usage (shortage during pandemic)

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2023 Recommended Rate Changes

- No changes from 2022 except private rentals and adult passes
- Private rentals:
 Cannot be offered during regular business hours (like larger facilities)
 Use lobby for birthday parties
 Shallow end not large enough for party and family swim
 Officials

 - Shallow end not large enough for party and annual, and offerings:

 Mon-Fri, 1-5pm (or other if does not displace community programming)

 Sat, 3-5pm
 Sun, On Hold, but possible to be 1:30-3pm in 2023 and Occasional Swim Meet

 Wibit rentals only third Saturday (if not given to PTSA or Event)

 Add 25% discount weekdays, 1-5pm (staff on hand)

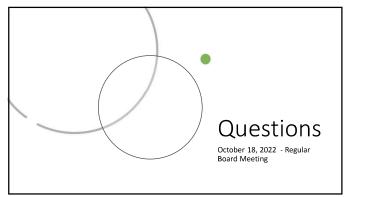
 easier to explain vs. increased rate
- Adult 3-month and Annual Too expensive, Price Drop

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2023 Rental Fee Structure

		Proposed	1 202	23 Rate/Fees fo	or MRP			
		20	20			20	23	
Type of Admission	Non-	Res. Rate		Res. Rate	Non-	Res. Rate		Res. Rate
Daily Rate								
Adult	\$	5.00	\$	4.00	\$	5.00	\$	4.00
Senior/Youth	\$	4.00	\$	3.25	\$	4.00	\$	3.25
Disabled Swimmer	\$	3.75	\$	3.00	\$	3.75	\$	3.00
Water Exercise Drop In	Non-	Res. Rate		Res. Rate	Non-	Res. Rate		Res. Rate
Adult	\$	5.75	\$	5.00	\$	5.75	\$	5.00
Senior/Youth	\$	5.75	\$	5.00	\$	5.75	\$	5.00
Disabled Swimmer	\$	5.75	\$	5.00	\$	5.75	\$	5.00

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Proposed 2023 Rate/Fees for MRP									
	20	23							
Type of Admission	Non- Res. Rate		Res. Rate	Non	ı- Res. Rate		Res. Rate		
Daily Rate									
Adult	\$ 5.00	\$	4.00	\$	5.00	\$	4.00		
Senior/Youth	\$ 4.00	\$	3.25	\$	4.00	\$	3.25		
Disabled Swimmer	\$ 3.75	\$	3.00	\$	3.75	\$	3.00		
					-				
Water Exercise									
Drop In	Non- Res. Rate		<u>Res. Rate</u>		- Res. Rate		Res. Rate		
Adult	\$ 5.75	\$	5.00	\$	5.75	\$	5.00		
Senior/Youth	\$ 5.75	\$	5.00	\$	5.75	\$	5.00		
Disabled Swimmer	\$ 5.75	\$	5.00	\$	5.75	\$	5.00		
	1								
10 Visit Water									
Exercise	Non- Res. Rate	· .	Res. Rate	Non- Res. Rate			Res. Rate		
Adult	\$ 51.00	\$	42.50	\$	51.00	\$	42.50		
Senior/Youth	\$ 51.00	\$	42.50	\$	51.00	\$	42.50		
Disabled Swimmer	\$ 51.00	\$	42.50	\$	51.00	\$	42.50		
					_				
10 Visit Lap Swim	Non- Res. Rate		Res. Rate		Non- Res. Rate		Res. Rate		
Adult	\$ 40.00	\$	35.00	\$	40.00	\$	35.00		
Senior/Youth	\$ 34.00	\$	29.00	\$	34.00	\$	29.00		
Disabled Swimmer	\$ 34.00	\$	29.00	\$	34.00	\$	29.00		
3 Month									
Membership	Non- Res. Rate		Res. Rate	Non	ı- Res. Rate		Res. Rate		
Adult	\$ 149.00	\$	125.00	\$	119.00	\$	99.00		
Senior/Youth	\$ 96.00	\$	79.00	\$	96.00	\$	79.00		
Disabled Swimmer	\$ 96.00	\$	79.00	\$	96.00	\$	79.00		
Family	\$ 269.00	\$	249.00	\$	269.00	\$	249.00		
Add'l Member	\$ 29.00	\$	25.00	\$	29.00	\$	25.00		
	7 -	,		7	_				
Annual									
Membership	Non- Res. Rate		Res. Rate	Non	ı- Res. Rate		Res. Rate		
Adult	\$ 499.00	\$	449.00	\$	399.00	\$	359.00		
Senior/Youth	\$ 249.00	\$	209.00	\$	249.00	\$	209.00		
Disabled Swimmer	\$ 249.00	\$	209.00	\$	249.00	\$	209.00		
Family	\$ 649.00	\$	599.00	\$	649.00	\$	599.00		
Add'l Member	\$ 59.00	\$	50.00	\$	59.00	\$	50.00		
Water Exercise									
Annual		İ							
Membership	Non- Res. Rate	İ	Res. Rate	<u>Non</u>	- Res. Rate		Res. Rate		
Adul+	¢	~	400.00	<u> </u>	F07.00	4	F24.00		

\$

499.00

559.00

\$

524.00

587.00

Adult

DRAFT

Senior/Youth	\$ 434.00	\$ 384.00	\$ 434.00	\$ 384.00
Disabled Swimmer	\$ 434.00	\$ 384.00	\$ 434.00	\$ 384.00

Pool Rental*	<u>Nor</u>	n- Res. Rate	Res. Rate		e Non- Res. Rate		<u>Res. Rate</u>	
1 to 25	\$	115.00	\$	90.00	\$	134.00	\$ 109.00	
25 to 60	\$	155.00	\$	120.00	\$	174.00	\$ 139.00	
61 to 90	\$	190.00	\$	150.00	\$	209.00	\$ 169.00	
91 to 120	\$	225.00	\$	180.00	\$	264.00	\$ 199.00	
Lobby	\$	55.00	\$	45.00	\$	69.00	\$ 49.00	

Swim Lessons	Non- Res. Rate	Res. Rate	Non- Res. Rate	<u>Res. Rate</u>
Parent & Child	\$47.00	\$60.00	\$47.00	\$60.00
All Other Group				
Lessons	\$68.00	\$80.00	\$68.00	\$80.00
Private Lessons	\$ 40.00	\$ 30.00	\$ 40.00	\$ 30.00
Semi-Private (2/3				
Lesson)	\$ 50.00	\$ 37.50	\$ 50.00	\$ 37.50

^{*}Rates increased for afterhour staffing. Rentals weekdays b/w 1-5pm will get a 25% discount.

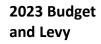
Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY	SHEET
Agenda Item #: 8d Assigned to: District GM	Meeting Date: <u>10/25/22</u>
Under: Old Business	Attachment: Yes
Subject: Recommended Administration and Finance Changes	
Background/Summary: The District GM will present suggested changes for Administrati Technology) and Finance. Our focus is to make changes that wi	· •
Fiscal Impact: N/A	
Proposed Motion: No motion. Informational only.	
Reviewed by District Legal Counsel: Yes_ADDNo	Date: <u>ADD</u>
Two Touch Rule: N/A Committee Review 10/18/22 First Boa 11/15/22 Second	
Action Taken: Adopted Rejected	Postponed
Follow-up Needed: YesNo Re	eport back date:
Notes: - Administration and Finance Changes PPT	

Admin/Comm Changes	
Admin/Comp Changes October 18, 2022	
1	
	_
Changes	
• Financial	
 Replace Heartland Payroll w/ Vision MS Payroll (streamline) Keep VisionMS until explore new system 	
Reconfigure reports (\$\$) to streamline process IT Changes	
Server moved to CMIT server site - \$300/month No process changes Office Move	
On hold until later this Fall (before 2023)	
2	
	_
Questions	
October 18 Regular Board Meeting	
2	J

Des Moines Pool Metropolitan Park District

,	GENDA IT	EMS SUMM	ARY SHEET							
Agenda Item #: _8e	_Assigned to:	District G.M.	Meeting Date: October 25, 2022							
Under: Old Business		Attachmen	t: YesNo <u>X</u>							
Subject: Preliminary <working draft=""> Budget and Levy</working>										
Background/Summary	:									
The Budget and Levy Co	ertification are c	lue by November	· 30, 2022.							
Attached is a preliminary working draft of the budget. There are no attachments. All paperwork for the budget will be presented at the October 18 board meeting. This is a working draft that will not be adopted until the November 15 public hearing. Also attached is the 2023 levy worksheet for the week of October 11. An updated copy is sent out every week.										
Note-additional board meetings may be scheduled, if necessary.										
Fiscal Impact: N/A	Fiscal Impact: N/A at this time.									
Proposed Motion: Preliminary. No motions Reviewed by District Leg	Preliminary. No motions at this time.									
Neviewed by District Let	jai odansci.	Yes <u>X</u> No	Date: <u>11/13/20</u>							
Three Touch Rule:	N/A 10/13 11/15	8/22	Committee Review First Board Meeting (Informational) Second Board Meeting (Action)							
Action Taken:	Adopted	_ Rejected	Postponed							
Follow-up Needed:	Yes <u>N/A</u>	No	Report back date: <u>Monthly</u>							
Notes: Attachments: - Budget and Levy PPT - Proposed 2023 Budge: - 2023 Levy Worksheet	t <working draf<="" td=""><td>ft></td><td></td></working>	ft>								





October 18, 2022, Regular Board Meeting

1

Budget Sheet

Columns

- % Used thru August 31 66% (8/12
- % Change b/w 22 & 23
- 2022 Budget
- 2023 Budget
- Notes

Acces	Properties	N (harge han 2012 to 2010	312 he	Spring		3909	Nata
DELINES & MADES					н		
Diversio Dark Salary (ID)	61.10%	16.19%		10,168.14			
	11,74%	1.00%				N. 140 46	
				PL 85-81			
Load (Report Subsyc) - NEW	3/4	MON	- 90				Now Postom, Sunnescut Drinter 18 South Vesting
			10				New Postors, Reviewed at Driving 18 Secret Ventry
Plant (Paparth Life to E)	51,279	-9.30%					Last N. ant PT will refer capacity
(If chigare bratter)	60 HB	-10.20%		17,866.60		16,000.00	
Intrate See Joseff	11.27%	1,31%		25,000.00			Draub down part with water countries instruction.
Material and Materials 1616	4/4	16.00	40	_	Į£.	12,586-06	
THE & MIC.							
Set No	182%	121/79		LAZZ40		3,586-06	
	1.77%	64,389		big Mar L			High IV down includes tracking of hours.
Payof Sans	10.80%	163		81,765.40			Standing Seword Ets. articular articular federal.
Family Medical Lease	0.00%	41.78%		1,308.30	ĮΧ	580/8	
PERSONAL ROBERTS							
				2,000.00			
Personal Reservice (Complete)	62,095	0.75	1	\$1,049.36	Œ	70,000.00	Proceed a Ochday 18 fourt Maring
OFFICE CARGO					⊨		
Company & Legglio	(4.70%	30.00%		4,000.00		5,000.00	Will held another computer for cost (in the in Other Computer)
NAMES AND ADDRESS OF THE OWNER.					н		
Materials logities and blood facts	00.00%	16.67%		6.88-W		1,181/8	
TO LUTTER					н		
							Conform getting state. Might ravel to replace
Erubana boog etter	15,000	101.00		Leek		3,90.9	Their latter of all regulating employs conflictions.
Open hade of heart	100 5494	47.800		5360.00		1,000.00	thing may see out. Will wall appropriate to belonger.
				DHE.			
Santa Smith	20.96						Colling St. S. St. Terror, all J. Coars, San St. Co.

2



Expense Changes

- Payroll Changes w/ New Positions Yellow
- Benefit Changes Green
- Pool Chemicals Light Blue
- Financial Services Red
- Utilities Blue
- Aquatic Feasibility Study Orange

3

	Revenue Chang	es	
	Estimated OTC Revenue – Includes additional lane	EXPENSES \$ 1,930,730.00	
	rental revenue	BEG CASH BALANCE \$ 900,000,00 EST. REVENUE MRP \$ 200,000,00 OTHER REVENUE (MP) \$ 25,000,00 MISC REVENUE (INTEREST) \$ 15,000,00	
	 Interest – Higher interest rates in 2023 (Broken out) 	GRANTS \$ 100,000.00 ENDING CASH \$ 600,000.00 TOTAL TAX NEEDED \$ 1,290,730.00	
	 Grants - \$100k for Aquatic Feasibility Study 	Est. Levy Rate 2023 \$ 0.20060	
4			
		Overall	
		\$.20060/1,000Similar to 2022	
		 Should trend to under \$.20/1,000 by end of year About ¼ of monies available 	
		Staffing should create more services = more	
		revenue, but conservative revenue estimates	
5			
	Questi	ons	

6

October 18, 2022, Regular Board Meeting

2023 BUDGET ACCOUNTS SUG							
Account	% used as of August 31 (Target 66%)	% Change from 2022 to 2023		2022 Budgeted		2023	Notes
	(Target 00%)	2025					
SALARIES & WAGES							
Commissioner Salaries (5)	42.37%	14.29%	\$	21,000.00	\$	24,000.00	
District GM Salary (1)	51.85%	9.95%	\$	95,500.00	\$	105,000.00	
District Clerk Salary (1)	65.02%	16.19%	\$	32,168.14	-	37,377.60	
Aquatics Manager Salary (1)	51.74%	9.03%	\$	84,000.00	\$	91,582.40	
Aquatics Coordinator Salary (2 ot 1)	36.88%	-40.67%	\$	126,000.00	-	74,755.20	
Lead Lifeguard Salary (1) - NEW	N/A	NEW		N/A	\$		New Positions. Reviewed at October 18 Board Meeting.
PPT Lifeguards (3) - NEW	N/A	NEW		N/A	\$		New Positions. Reviewed at October 18 Board Meeting.
Head Lifeguards (Up to 8)	51.23%	-9.33%	\$	38,601.76	-		Lead HG and PPT will reduce capacity.
TPT Lifeguards (Various)	40.19%	-10.29%	\$	217,360.00 95,000.00	\$		Break down part with water exercise instructor.
Instructors (Swim Lesson) Water Exercise Instructor - NEW	51.23% N/A	-5.26% NEW	Ş	N/A	\$,	Break down part with water exercise histructor.
Water Exercise Instructor - INEW	N/A	INLVV		19/74	۶	12,300.00	
TAXES & MISC.							
Sick Pay	109.27%	115.73%	\$	1,622.40	\$	3,500.00	
Overtime (OT)	2.77%	-64.28%	\$	13,999.57	\$		Kept OT down by better tracking of hours.
Payroll Taxes	53.00%	9.41%	\$	182,790.40			Trending toward this amount with inflation.
Family Medical Leave	0.00%	-61.78%	\$	1,308.30	\$	500.00	
PERSONNEL BENEFITS			<u> </u>				
Benefits, Fringe (Auto)	52.95%	75.00%	\$	2,000.00	\$		Added car allowance for AM + AC, includes DGM.
Incentive Pay	0.00%	0.00%	\$	7,500.00	\$	7,500.00	Match program from 2022. Most coming in at end of Fall.
Personal Benefits (AWC/DRS)	63.28%	25.79%	\$	55,648.38	\$	70,000.00	Presented at October 18 Board Meeting.
OFFICE SUPPLIES - CLERICAL					Ĺ		
Office Supplies (Amazon/Staples)	106.92%	100.00%	\$	1,000.00	\$		New and growing services and staff equal more supplies.
Office Equipment	0.82%	25.00%	\$	2,000.00	\$	2,500.00	
Computer & Supplies	58.79%	50.00%	\$	4,000.00	\$	6,000.00	Will need another computer for staff (3rd Back Office Computer).
MAINTENANCE & REPAIR SUPPLIES							
Cleaning and Janitorial Supplies	45.00%	10.00%	\$	7,000.00	\$	7,700.00	
Maintenance Supplies and Small Tools	44.36%	16.67%	\$	3,000.00	\$	3,500.00	
POOL SUPPLIES							
Uniforms & Clothing**	0.00%	0.00%	\$	5,000.00	\$	5 000 00	Uniforms getting older. Might need to replace.
Employee Recognition	95.98%	100.00%	\$	1,000.00	\$		Doing better job of acknowleding employee contributions.
			\$	3,500.00	\$	· · · · · · · · · · · · · · · · · · ·	
Lifeguard Supplies and Equipment Pool Chemicals	131.34% 0.00%	42.86% -100.00%	\$	12,500.00	5		Hiring more new staff. Will need equipment to help cover. Added to Aquatic Specialties due to chemicals in same invoice.
Special Events	211.39%	150.00%	\$	2,000.00			Getting back to normal, which means more events.
First Aid Supplies	50.84%	25.00%	\$	2,000.00			
					Ė		
POOL EQUIPMENT							
Miscellaneous Pool Equipment (ER&R)	18.78%	20.00%	\$	5,000.00	\$	6,000.00	
PROFESSIONAL SERVICES - CLERICAL					١.		
IT/Computer Services (CMIT) IT Server Hosting Costs - NEW	53.37%	13.64% NEW	\$	22,000.00	-	25,000.00	
IT Server Hosting Costs - INEW	N/A	INEVV			\$		
Registration Software (Rec1/CivicRec)	90.08%	9.09%	\$	5,500.00	\$	6,000.00	
Credit Card Transactions (Authorize.net)	29.99%	33.33%	\$	1,500.00	\$	2,000.00	More revenue equals more transactions. Most by credit card.
Legal Services (Snure)	51.20%	0.00%	\$	14,000.00	\$	14,000.00	
Financial Services (VisionMS)	0.00%	340.00%	\$	2,500.00	\$		Incorporate payroll and setup new reporting/tracking.
Printing/Copying (Canon)	51.58%	0.00%	\$	2,000.00	\$	2,000.00	Getting rid of second printer at office.
Timekeeping (WhenIWork)	84.56%	0.00%	\$	2,500.00	\$	2,500.00	One time charge.
Payroll/HR (Heartland)	58.13%	-100.00%	\$	7,700.00	\$		Combine HR into Vision. Streamline servce. Save staff hours.
Website (RFQ in 2023) - NEW	N/A	NEW	\$	-	\$		RFQ in 2023 to build. Reduced service fee in 2024.
Consultant (TBD)	0.00%	0.00%	\$	5,000.00	\$	5,000.00	
PROFESSIONAL SERVICES - MAINTENANCE							
Financial Services - Bookkeeping Contingence	N/A	NEW	\$		\$	10,000.00	
Maintenance Services Contract (MacMiller)	21.74%	10.00%	\$	25,000.00			Error. Should be higher. May be late billing.
CO2 Services (Central Welding Services)	39.54%	0.00%	\$	5,000.00	\$	5,000.00	5 4
Water Quality (Aqtc Spec.)	147.19%	166.67%	\$	6,000.00			Includes Pool Chemicals.
Roof and Gutter Maintenance (Sound)	0.00%	14.29%	\$	3,500.00	\$	4,000.00	Not yet performed. Scheduled late fall.
Landscaping (NLS)	70.05%	11.11%	\$	7,200.00	\$	8,000.00	New addendum effective September 2022.
Custodial - MRP Qtrly Deep Clean (TBD)	263.08%	71.43%	\$	3,500.00	\$	6,000.00	I think this is an error. Need to go back and check.
Rekey Services (Bill's Locksmith)	189.29%	20.00%	\$	2,500.00	\$		
Coffee and Water Services (Mountain Mist)	50.65%	14.29%	\$	1,750.00	\$	2,000.00	
Cleaning & Janitorial (Office)			\$	-	L		
REPAIRS & MAINTENANCE	20.2401	OF 000'	_	400	ļ.		
Maintenance Services Non-Contracted (Vari		-25.00% -100.00%	\$	100,000.00	+		Added for 2022 to bring it up to \$.20/1,000 level.
Budget Contingency (Backup for Maintenan Office/IT Equipment Repairs	0.00%	-100.00% 25.00%	\$	34,700.00 2,000.00	\$		nauca for 2022 to bring it up to \$.20/1,000 level.
omecyti Equipment Repairs	0.00%	23.00/0	۶	2,000.00	٦	2,500.00	
COMMUNICATIONS							
	00.130/	0.000/	Ś	3,500.00	\$	3,500.00	Poducing to one office. Also switched to Florest Street Charlet In C
Telephone/Internet (Comcast)	98.12%	0.00%	Ļ.		-		Reducing to one office. Also switched to Elevate Phone. Should be fine.
Scheduling (Omnify)		-100.00%	\$	1,300.00	\$	-	Never used omnify, but had it in case it was needed.
Elevate Phone System (Cellular (Line2))	34.29%	8.70%	\$	4,600.00	\$	5,000.00	Phone system.
			\$	4,000.00	Ś		
Desktop Licenses (Msoft + Misc Desktop)	71.51%	20.00%	<u> </u>		<u> </u>		Working to cleanup old licenses.
Work Email Accounts (Google Suite)	138.72%	166.67%	\$	300.00	\$		Eliminating some emails.
Remote Meeting Software (Zoom)	108.21%	150.00%	\$	400.00	\$	1,000.00	
	Ι Π		\$	2,000.00	\$	3,000.00	Annual maintenance & change orders for website. Should be better with
Website Maintenance	216.94%	50.00%	Ľ	-,	Ľ	-,	RFQ.

Postage & Mailing Email Notification System (CampMon) TRAINING & TRAVEL In-Service Supplies (Internal Training) Certifications (nonWSI) Swim Lesson Licensing (Amrcn Red Cross) Management Staff Training Travel for Training (Mileage, Tolls) Misc. Travel (Lodging, Per Diem) ADVERTISING District Advertising Bulk Printing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI)) Sewer (Midway) Trash/Recycling (Recology)	26.57% 73.75% 0.00% 62.53% 0.00% 19.98% 0.10% 174.63% 47.47%% 0.00% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	-25.00% 25.00% 0.00% 16.67% 0.00% 25.00% 13.33% 300.00% 0.00%	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	1,000.00 800.00 2,500.00 3,000.00 2,500.00 4,000.00 750.00 750.00 10,000.00 2,474.47 4,499.04 500.00 4,000.00 5,000.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	3,500.00 2,500.00 5,000.00 850.00 3,000.00 10,000.00 2,500.00 4,500.00 500.00	Focus on more trainings = quality. Send staff to conferences. Send staff to conferences. Send staff to conferences. Lowered print advertising in 2021.
TRAINING & TRAVEL In-Service Supplies (Internal Training) Certifications (nonWSI) Swim Lesson Licensing (Amron Red Cross) Management Staff Training Travel for Training (Mileage, Tolls) Misc. Travel (Lodging, Per Diem) ADVERTISING District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	0.00% 62.53% 0.00% 19.98% 0.10% 174.63% 47.47%% 0.00% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	0.00% 16.67% 0.00% 25.00% 13.33% 300.00% 0.00% 1.03% 0.02% 0.00% 	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	2,500.00 3,000.00 2,500.00 4,000.00 750.00 750.00 10,000.00 2,474.47 4,499.04 500.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	2,500.00 3,500.00 2,500.00 5,000.00 850.00 3,000.00 2,500.00 4,500.00 500.00	Send staff to conferences. Send staff to conferences. Send staff to conferences. Lowered print advertising in 2021.
In-Service Supplies (Internal Training) Certifications (nonWSI) Swim Lesson Licensing (Amrcn Red Cross) Management Staff Training Travel for Training (Mileage, Tolls) Misc. Travel (Lodging, Per Diem) ADVERTISING District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	62.53% 0.00% 19.98% 0.10% 174.63% 47.47%% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	16.67% 0.00% 25.00% 13.33% 300.00% 0.00% 1.03% 0.02% 0.00%	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	3,000.00 2,500.00 4,000.00 750.00 750.00 10,000.00 2,474.47 4,499.04 500.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	3,500.00 2,500.00 5,000.00 850.00 3,000.00 10,000.00 2,500.00 4,500.00 500.00	Send staff to conferences. Send staff to conferences. Send staff to conferences. Lowered print advertising in 2021.
In-Service Supplies (Internal Training) Certifications (nonWSI) Swim Lesson Licensing (Amrcn Red Cross) Management Staff Training Travel for Training (Mileage, Tolls) Misc. Travel (Lodging, Per Diem) ADVERTISING District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	62.53% 0.00% 19.98% 0.10% 174.63% 47.47%% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	16.67% 0.00% 25.00% 13.33% 300.00% 0.00% 1.03% 0.02% 0.00%	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	3,000.00 2,500.00 4,000.00 750.00 750.00 10,000.00 2,474.47 4,499.04 500.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	3,500.00 2,500.00 5,000.00 850.00 3,000.00 10,000.00 2,500.00 4,500.00 500.00	Send staff to conferences. Send staff to conferences. Send staff to conferences. Lowered print advertising in 2021.
In-Service Supplies (Internal Training) Certifications (nonWSI) Swim Lesson Licensing (Amrcn Red Cross) Management Staff Training Travel for Training (Mileage, Tolls) Misc. Travel (Lodging, Per Diem) ADVERTISING District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	62.53% 0.00% 19.98% 0.10% 174.63% 47.47%% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	16.67% 0.00% 25.00% 13.33% 300.00% 0.00% 1.03% 0.02% 0.00%	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	3,000.00 2,500.00 4,000.00 750.00 750.00 10,000.00 2,474.47 4,499.04 500.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	3,500.00 2,500.00 5,000.00 850.00 3,000.00 10,000.00 2,500.00 4,500.00 500.00	Send staff to conferences. Send staff to conferences. Send staff to conferences. Lowered print advertising in 2021.
Certifications (nonWSI) Swim Lesson Licensing (Amrcn Red Cross) Management Staff Training Travel for Training (Mileage,Tolls) Misc. Travel (Lodging, Per Diem) ADVERTISING District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	62.53% 0.00% 19.98% 0.10% 174.63% 47.47%% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	16.67% 0.00% 25.00% 13.33% 300.00% 0.00% 1.03% 0.02% 0.00%	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	3,000.00 2,500.00 4,000.00 750.00 750.00 10,000.00 2,474.47 4,499.04 500.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	3,500.00 2,500.00 5,000.00 850.00 3,000.00 10,000.00 2,500.00 4,500.00 500.00	Send staff to conferences. Send staff to conferences. Send staff to conferences. Lowered print advertising in 2021.
Swim Lesson Licensing (Amrcn Red Cross) Management Staff Training Travel for Training (Mileage, Tolls) Misc. Travel (Lodging, Per Diem) ADVERTISING District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	0.00% 19.98% 0.10% 174.63% 47.47%% 0.00% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	0.00% 25.00% 13.33% 300.00% 0.00% 1.03% 0.02% 0.00% - 25.00% 0.00% - 31.31%	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	2,500.00 4,000.00 750.00 750.00 10,000.00 2,474.47 4,499.04 500.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	2,500.00 5,000.00 850.00 3,000.00 10,000.00 2,500.00 4,500.00 5,000.00	Send staff to conferences. Send staff to conferences. Lowered print advertising in 2021.
Management Staff Training Travel for Training (Mileage, Tolls) Misc. Travel (Lodging, Per Diem) ADVERTISING District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Mildway)	19.98% 0.10% 174.63% 47.47%% 0.00% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	25.00% 13.33% 300.00% 0.00% 1.03% 0.02% 0.00% - 25.00% 0.00% -83.33%	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	4,000.00 750.00 750.00 750.00 10,000.00 2,474.47 4,499.04 500.00 	\$ \$ \$ \$ \$ \$ \$ \$	5,000.00 850.00 3,000.00 10,000.00 2,500.00 4,500.00 5,000.00	Send staff to conferences. Send staff to conferences. Lowered print advertising in 2021.
Travel for Training (Mileage, Tolls) Misc. Travel (Lodging, Per Diem) ADVERTISING District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	0.10% 174.63% 47.47%% 0.00% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	13.33% 300.00% 0.00% 1.03% 0.02% 0.00% - 25.00% 0.00% -	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 750.00 10,000.00 2,474.47 4,499.04 500.00 	\$ \$ \$ \$ \$ \$	850.00 3,000.00 10,000.00 2,500.00 4,500.00 500.00	Send staff to conferences. Send staff to conferences. Lowered print advertising in 2021.
Misc. Travel (Lodging, Per Diem) ADVERTISING District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	174.63% 47.47%% 0.00% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	300.00% 0.00% 1.03% 0.02% 0.00% - 25.00% 0.00% -83.33%	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	750.00 10,000.00 2,474.47 4,499.04 500.00 	\$ \$ \$ \$ \$ \$	3,000.00 10,000.00 2,500.00 4,500.00 500.00	Send staff to conferences. Lowered print advertising in 2021.
ADVERTISING District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	47.47%% 0.00% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	0.00% 1.03% 0.02% 0.00% - 25.00% 0.00% -83.33%	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	10,000.00 2,474.47 4,499.04 500.00 - 4,000.00 5,000.00	\$ \$ \$ \$ \$	10,000.00 2,500.00 4,500.00 500.00	Lowered print advertising in 2021.
District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	0.00% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	1.03% 0.02% 0.00% - 25.00% 0.00% -83.33%	\$ \$ \$ \$ \$	2,474.47 4,499.04 500.00 - - 4,000.00 5,000.00	\$ \$ \$ \$	2,500.00 4,500.00 500.00 - 5,000.00	
District Advertising Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	0.00% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	1.03% 0.02% 0.00% - 25.00% 0.00% -83.33%	\$ \$ \$ \$ \$	2,474.47 4,499.04 500.00 - - 4,000.00 5,000.00	\$ \$ \$ \$	2,500.00 4,500.00 500.00 - 5,000.00	
Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	0.00% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	1.03% 0.02% 0.00% - 25.00% 0.00% -83.33%	\$ \$ \$ \$ \$	2,474.47 4,499.04 500.00 - - 4,000.00 5,000.00	\$ \$ \$ \$	2,500.00 4,500.00 500.00 - 5,000.00	
Bulk Printing - District Postcard Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	0.00% 0.00% 57.14% 0.00% 75.63% 3.60% 0.00%	1.03% 0.02% 0.00% - 25.00% 0.00% -83.33%	\$ \$ \$ \$ \$	2,474.47 4,499.04 500.00 - - 4,000.00 5,000.00	\$ \$ \$ \$	2,500.00 4,500.00 500.00 - 5,000.00	
Bulk Mailing - District Postcard Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	0.00% 57.14% 0.00% 75.63% 3.60% 0.00% 94.54% 55.86% 63.55%	0.02% 0.00% - 25.00% 0.00% -83.33%	\$ \$ \$	4,499.04 500.00 - 4,000.00 5,000.00	\$ \$ \$ \$	4,500.00 500.00 - 5,000.00	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Ad Design Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	57.14% 0.00% 75.63% 3.60% 0.00% 94.54% 55.86% 63.55%	0.00% - 25.00% 0.00% -83.33%	\$ \$	4,000.00 5,000.00	\$ \$	5,000.00	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Sponsorship Supported RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	0.00% 75.63% 3.60% 0.00% 94.54% 55.86% 63.55%	25.00% 0.00% -83.33%	\$ \$	4,000.00 5,000.00	\$	5,000.00	Potential lift rental for Feasibility Study & Cleaning/light replacement.
RENTALS & LEASES Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	75.63% 3.60% 0.00% 94.54% 55.86% 63.55%	25.00% 0.00% -83.33% 31.31%	\$	4,000.00 5,000.00	\$	-	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	3.60% 0.00% 94.54% 55.86% 63.55%	0.00% -83.33% 31.31%	\$	5,000.00	\$	-	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	3.60% 0.00% 94.54% 55.86% 63.55%	0.00% -83.33% 31.31%	\$	5,000.00	\$	-	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Storage Rental (AAAA) Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	3.60% 0.00% 94.54% 55.86% 63.55%	0.00% -83.33% 31.31%	\$	5,000.00	\$	-	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Misc. Rentals Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WDI)) Sewer (Midway)	3.60% 0.00% 94.54% 55.86% 63.55%	0.00% -83.33% 31.31%	\$	5,000.00	\$	-	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Meeting Rentals UTILITIES Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	0.00% 94.54% 55.86% 63.55%	-83.33% 31.31%				5,000.00	Potential lift rental for Feasibility Study & Cleaning/light replacement.
UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	94.54% 55.86% 63.55%	31.31%	\$	6,000.00	ہ ا		
UTILITIES Gas/Electricity (PSE) Water (Highline WDI) Sewer (Midway)	94.54% 55.86% 63.55%	31.31%		3,000.00		1,000.00	Free with contract, but may need emergency rental space when not
Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	55.86% 63.55%					1,000.00	available.
Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	55.86% 63.55%						
Gas/Electricity (PSE) Water (Highline WD)) Sewer (Midway)	55.86% 63.55%		1				
Water (Highline WD)) Sewer (Midway)	55.86% 63.55%		\$	99,000.00	\$	130,000.00	Trending higher. Turned up water temperature.
Sewer (Midway)	63.55%		\$	9,000.00	Ś	9,900.00	
1 17		25.00%	\$	4,000.00	\$		Sewer + contingency.
masi, necycling (necology)	120.72/0	140.00%	\$	2,500.00	\$	6,000.00	
		170.00/0	7	2,300.00	٧	0,000.00	
INSURANCE							
	93.97%	34.78%	c	22 000 00	ċ	21 000 00	Insurance through WCIA. (40% Increase). Already charged.
Insurance, Liability (WCIA)	95.9/%	34./8%	\$	23,000.00	\$	31,000.00	mourance chrough wich. (40% nicrease). Already charged.
MICCELLANICOLIC			+		-		
MISCELLANEOUS	F2.4777	0	+_		<u> </u>		
Printing & Copying Outside (Various)	53.13%	0.00%	\$	2,000.00	\$	2,000.00	
Memberships, Dues & Subscriptions	178.24%	50.00%	\$	4,000.00	\$	6,000.00	Part of WRPA and NRPA as organizations.
Misc. Services/Discrepancies	18.22%	-50.00%	\$	4,000.00	\$		Better job in tracking in 2022.
AMG Liabilities	0.00%	0.00%	\$	250.00	\$	250.00	-
Background Checks/Formely Fingerprinting (67.40%	25.00%	\$	2,000.00	\$	2,500.00	
Scholarships	9.60%	-16.67%	\$	18,000.00	Ś		Grants have covered this money.
Scholarships	3.00%	-10.0770	1	18,000.00	7	13,000.00	Grants have covered this money.
INTERCOVERNMENTAL SERVICES							
INTERGOVERNMENTAL SERVICES							
Elections (King County)	132.58%	-100.00%	\$	45,000.00	\$	-	No positions in 2022 or 2023. Error in Q2. Will be adjusted in Q3.
A. J. (CAO)	0.000/	10.000/	\$	5,000.00	\$	5,500.00	
Audits (SAO)	0.00%	10.00%					Parking let gets (Think this is arrow or thou have not hill-due let-let-let
City Services (City of DM)	0.00%	25.00%	\$	4,000.00	\$	5,000.00	Parking lot gate. (Think this is error, or they have not billed us lately).
King County Management Fees	0.00%	-	\$		\$	-	
Permits (KCHD, CoDM)	37.98%	0.00%	\$	2,000.00	\$		Parking lot gate permit will need to be renewed.
Inspections (Fire Extinguisher)	16.74%	-16.67%	\$	1,200.00	\$	1,000.00	
B&O Tax/Agency (DOR)	160.94%	50.00%	\$	5,000.00	\$	7,500.00	Trending towards this number, plus pay CoDM percentage.
TOTAL FOR ADMINISTRATION & OPERATIONS	;	3.05%	\$	1,646,072.46	\$	1,696,230.00	
CAPITAL/PROJECTS			1				
			+				
Missellanaeus							
Miscellaneous	15 770/	02.020/	6	75 000 55		407	Detential matching for foodbility study
Architect/Design/Inspections	15.77%	83.33%	\$	75,000.00	\$		Potential matching for feasibility study.
Advertising	0.00%	0.00%	\$	500.00	\$	500.00	
Project Permits	0.00%	0.00%	\$	1,500.00	\$	1,500.00	
Projects							
Gate Installation	N/A	N/A	\$	-	\$	20,000.00	Trenching, Concrete and Gate-Base Installation.
Transfers							
Transfer to Capital Account	0.00%	0.00%	\$	75,000.00	\$	75,000.00	
			T .	,		,	
TOTALS		171.10%	\$	86,500.00	\$	234.500.00	
		2. 2.20,0	+*-	23,300.30	Ť	_5.,555.50	
-		11.44%	\$	1,732,576.46	<u> </u>	1,930,730.00	
L		11.44%	7	1,732,370.46	\$		
						11%	

BUDGET LEVY AFFECTS (2023 A.V.)

LEVY REQUEST BREAKDOWN

TOTAL TAX NEEDED	\$ 1,290,730.00
ENDING CASH	\$ 600,000.00
GRANTS	\$ 100,000.00
MISC REVENUE (INTEREST)	\$ 15,000.00
OTHER REVENUE (NP)	\$ 25,000.00
EST. REVENUE MRP	\$ 200,000.00
BEG CASH BALANCE	\$ 900,000.00
EXPENSES	\$ 1,930,730.00

Est. Levy Rate 2023

0.20060 Estimated same percentage as 2022.

PRELIMINARY

LEVY LIMIT WORKSHEET - 2023 Tax Roll

TAXING DISTRICT:

Des Moines Pool Metropolitan Park

The following determination of your regular levy limit for 2023 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.

(Note 1)

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
2,251,925	Levy basis for calculation: (2022 Limit Factor) (Note 2)	2,251,925
1.0100	x Limit Factor	1.0646
2,274,444	= Levy	2,397,332
24,230,006	Local new construction	24,230,006
0	+ Increase in utility value (Note 3)	0
24,230,006	= Total new construction	24,230,006
0.19962	x Last year's regular levy rate	0.19962
4,837	= New construction levy	4,837
2,279,281	Total Limit Factor Levy	2,402,169
	Annexation Levy	
0	Omitted assessment levy (Note 4)	0
2,279,281	Total Limit Factor Levy + new lid lifts	2,402,169
6,434,310,327	 Regular levy assessed value less annexations 	6,434,310,327
0.35424	= Annexation rate (cannot exceed statutory maximum rate)	0.37334
0	x Annexation assessed value	0
0	= Annexation Levy	0
	Lid lifts, Refunds and Total	
0	+ First year lid lifts	0
2,279,281	+ Limit Factor Levy	2,402,169
2,279,281	= Total RCW 84.55 levy	2,402,169
7,038	+ Relevy for prior year refunds (Note 5)	7,038
2,286,319	= Total RCW 84.55 levy + refunds	2,409,207
	Levy Correction: Year of Error (+or-)	
2,286,320	ALLOWABLE LEVY (Note 6)	2,409,207
	Increase Information (Note 7)	
0.35533	Levy rate based on allowable levy	0.37443
1,077,573	Last year's ACTUAL regular levy	1,077,573
1,196,871	Dollar increase over last year other than N/C – Annex	1,319,759
111.07%	Percent increase over last year other than N/C – Annex	122.48%
	Calculation of statutory levy	
	Regular levy assessed value (Note 8)	6,434,310,327
	x Maximum statutory rate	0.75000
	= Maximum statutory levy	4,825,733
	+Omitted assessments levy	0
	=Maximum statutory levy	4,825,733
	Limit factor needed for statutory levy	Not usable

ALL YEARS SHOWN ON THIS FORM ARE THE YEARS IN WHICH THE TAX IS PAYABLE. *Please read carefully the notes on the reverse side.*

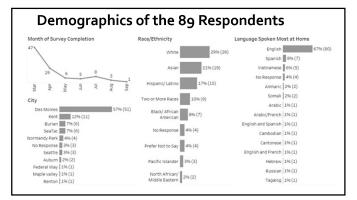
Notes:

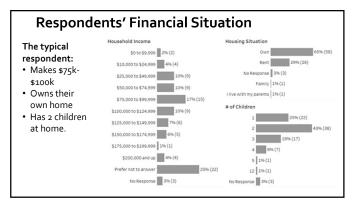
- 1) Rates for fire districts and the library district are estimated at the time this worksheet is produced. Fire district and library district rates affect the maximum allowable rate for cities annexed to them. These rates *will* change, mainly in response to the actual levy requests from the fire and library districts. Hence, affected cities may have a higher or lower allowable levy rate than is shown here when final levy rates are calculated.
- 2) This figure shows the maximum *allowable levy*, which may differ from any actual prior levy if a district has levied less than its maximum in prior years. The maximum allowable levy excludes any allowable refund levy if the maximum was based on a limit factor. The maximum allowable levy excludes omitted assessments if the maximum was determined by your district's statutory rate limit. If your district passed a limit factor ordinance in the year indicated, that limit factor would help determine the highest allowable levy. However, if the statutory rate limit was more restrictive than your stated limit factor, the statutory rate limit is controlling.
- 3) Any increase in value in state-assessed property is considered to be new construction value for purposes of calculating the respective limits. State-assessed property is property belonging to inter-county utility and transportation companies (telephone, railroad, airline companies and the like).
- 4) An omitted assessment is property value that should have been included on a prior year's roll but will be included on the tax roll for which this worksheet has been prepared. Omits are assessed and taxed at the rate in effect for the year omitted (RCW 84.40.080-085). Omitted assessments tax is deducted from the levy maximum before calculating the levy rate for current assessments and added back in as a current year's receivable.
- 5) Administrative refunds under RCW 84.69.020 were removed from the levy lid by the 1981 legislature.
- 6) A district is entitled to the lesser of the maximum levies determined by application of the limit under RCW 84.55 and the statutory rate limit. Levies may be subject to further proration if aggregate rate limits set in Article VII of the state constitution and in RCW 84.52.043 are exceeded.
- 7) This section is provided for your information, and to assist in preparing any Increase Ordinance that may be required by RCW 84.55.120. The increase information compares the allowable levy for the next tax year with your ACTUAL levy being collected this year. The actual levy excludes any refund levy and expired temporary lid lifts, if applicable. New construction, annexation and refund levies, as well as temporary lid lifts in their initial year, are subtracted from this year's *allowable* levy before the comparison is made.
- 8) Assessed valuations shown are subject to change from error corrections and appeal board decisions recorded between the date of this worksheet and final levy rate determination.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY S	SHEET
Agenda Item #: 9a Assigned to: District GM	Meeting Date: <u>10/25/22</u>
Under: New Business	Attachment: Yes
Subject: SEEK Grant Report	
Background/Summary: The District GM will present the estimated final numbers for the Sent into AWC/OSPI for the SEEK grant.	SEEK grant before final billing is
Fiscal Impact: N/A	
Proposed Motion: No motion. Informational only.	
Reviewed by District Legal Counsel: Yes_ADDNo	Date: <u>ADD</u>
Two Touch Rule:N/ACommittee Review10/18/22First Boar11/15/22Second Board	
Action Taken: Adopted Rejected	Postponed
Follow-up Needed: YesNo Rep	oort back date:
Notes: - 2022 SEEK Grant Report PPT	







Who is Getting Swim Lessons for the First Time? Has your child has taken swim lessons before? No, they are new to swim lessons | Yes, they have taken Overall, 31% of Home Language respondents Vietnamese 40% 60% <\$25k 33% 67% report their \$25k-\$75k **61%** 39% English only 32% 68% children have \$75k-\$100k 27% 73% Another Language 33% 67% never gotten \$100k-\$150k **27**% 73% Spanish 25% 75% swim lessons \$150k+ 10% 90% before. Race/ Ethnicity Normandy Park 75% 25% Two or More Races 56% 44% Another City 50% 50% Burien 33% 67% Des Moines 29% 71% Hispanic/Latino 27% 73% Kent 27% 73% Asian 26% 74% White 23% 77% SeaTac 1796 83%

4

Respondents who reported the children had received swim lessons before were asked to rate their skill levels on various swim skills. Breatstroke Breatstroke Breatstroke Butterfy But

5

Interest in Translation and Adult Swim Lessons $Language\ of\ respondents\ answering\ "Yes"\ to\ "If\ translation\ was\ available\ during\ lessons, would you be\ more\ likely\ to\ have\ your\ child\ continue\ swim\ lessons?"$ Spanish 40% (4) Spanish and Vietnamese are the Vietnamese 30% (3) Amharic 10% (1) leading languages English and Spanish 10% (1) interested in swim lesson translation. Cambodian 10% (1) Language of respondents answering "Yes" to "Would you be interested in adult swim lessons." English 53% (8) Most people Vietnamese 13% (2) interested in adult Amharic 796 (1) swim lessons speak English. Russian 796 (1) Tagalog 796 (1)

			_
	Overall		
	Original Grant • 883 Total Participations	Additional \$10k Training • Additional \$10,000 for Instructor Certification to Increase Capacity	
	 \$79,575 — \$10,725 Equipment Grant — Used all \$11,250 Staffing(Admin) — Used all \$57,650 Scholarship Reimbursement — Est. Used \$54,313 (EST. 94% USED) 	• Trained 8 of 10 in one class @ \$250/participant - \$2,000 of \$10,000 Used	
	• 96% of Original Grant	 Allowed to stretch out – DMLF Training Monies for other future trainings 20% of Additional Trainings 	
		Did not have staff availability or pool space to offer additional trainings	
7			
			1
	Complete Report – Due	Payment will be received	
	October 31 Invoice Details Answer Questions	before end of year • Total estimated - \$78,288	
	Final Steps		
 8			
J			
	October 18, 2022		
		Questions	

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET				
Agenda Item #: 9b	Assigned to: D	istrict GM	Meeting Date:	10/25/22
Under: New Business	_		Attachment: _	Yes
Subject: Lifting of State of	Emergency – Co	OVID 19		
Background/Summary: The District GM will discuss public meetings.	s recommended s	steps for endin	g the state of emergency	and future
Both Resolution 2020-03 Declaration of Emergency, Emergency.				
There were some good promeetings (where members help the district in the future	of the public can	listen in remo	tely) and digital signature	•
Finally, the Lifting of the Dework. The board does have not recommend this.		•		'
The district will still monitor Covid-19 to ensure that it does not affect operations including the health of staff and that potential impact on patrons' services.				
During Covid-19 the District was able to offer public programming without any outbreaks.				
Fiscal Impact: N/A				
Proposed Motion: I move Emergency for Covid-19.	to approve Resc	lution 2022-05	Lifting of the Declaration	of
Reviewed by District Legal	Counsel: Yes	sXNo	Date: <u>9/28/22</u>	
Two Touch Rule:	N/A 10/18/22 Time-Sensi	Firs	Review t Board Meeting (Inform cond Board Meeting (Ac	,
Action Taken: Adopted	d R	Rejected	Postponed	
Follow-up Needed:	YesNo		Report back date:	
Notes: - Resolution 2022-05 Lifting	g of Declaration o	of Emergency -	- COVID-19	

DES MOINES POOL METROPOLITAN PARK DISTRICT RESOLUTION NO. 2022 - 05

LIFTING DECLARATION OF EMERGENCY - COVID-19

WHEREAS: On April 21, 2020 the Board of Commissioners approved Resolution 2020-03 Declaring an Emergency based on impacts of Covid-19; and

WHEREAS: On September 8, 2022 the Governor of the State of Washington announced that he would lift the statewide Covid-19 State of Emergency effective October 31, 2022;

WHEREAS: The Board of Commissioners has determined that it is appropriate to remain consistent with the State of Washington and lift the Des Moines Pool Metropolitan Park District State of Emergency effective October 31, 2022.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Des Moines Pool Metropolitan Park District that:

- 1. It is hereby declared that there is no longer a need to operate the District under the Covid-19 Declaration of Emergency.
- 2. The State of Emergency within the District shall be lifted effective 12:01 a.m. October 31, 2022.

Adoption: ADOPTED at an open public meeting of the Board of Commissioners of Des Moines Pool Metropolitan Park District on Tuesday, October 25, 2022 the following Commissioners being present and voting:

Commissioner
Commissioner

NOVEMBER 1 MEETING CHANGES & OTHER CHANGES

October 25, 2022, Regular Board Meeting

Vaccinations

- There will no longer be a requirement for vaccinations, unless the board would like to require staff to be vaccinated.
- This affects three of our former staff.
- Do we want to require vaccinations for staff?

2

Public Meeting Changes

- All meetings must have an in-person requirement. (No changes)
- Hybrid attendance option added to bylaws on January 18, 2022.

 - Poll: Preferred attendance
 Please let me know if you are attending differently by Monday before meeting.
 Need for Meeting Owl Setup (less variables)
- In-person: Plan on having agenda on screen.
- Do we still need to put together notebooks for each commissioner?
- Doors: Need help keeping front door open for public attendance.
 Should this be a staff responsibility? (Cannot setup and open doors)
- Public Comment: Do we want to keep the option for people to email in questions?

End of Emergency Declaration Original Emergency Proclamation not written to end with end of state directives. See Resolution 2022-05 – Lifting Declaration of Emergency – COVID-19	
• Ends emergency powers of District GM	
4	
Questions October 25, 2022, Regular Board Meeting	

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SH	EET		
Agenda Item #: 9c Assigned to: District GM	Meeting Date : <u>10/25/22</u>		
Under: New Business	Attachment: Yes		
Subject: Aquatic Feasibility Study Update			
Background/Summary: Both the Feasibility/Project Grant Agreement with King County and 03/Comprehensive Assessment and Feasibility Study with Stemper Wednesday, October 19. Both agreements are attached.			
The next step is having the preliminary testing setup for November. Stemper's goal is to have this completed before Thanksgiving. This testing will require a closure of 8/9 hours. We will need to provide a couple of optional dates for them to come out. To minimize impacts on programming we will try to schedule it on a swim meet that is away from the pool, or early in the mornings.			
One continuing issue is that we have not performed a land survey. I have reached out to the school district, and I am awaiting a response. Stemper has notified me that if there is not a current land survey, we will have to have one performed. This was not in the feasibility study estimate and could be around \$10,000.			
Finally, due to the delays with the grant coming out later than scheduled. The study is estimated to be completed in Spring of 2023, although this is dependent on no other delays.			
There is no motion as both agreements were passed at previous meetings. This presentation is to inform the board and inform the public of the final agreement.			
Fiscal Impact: N/A			
Proposed Motion: No motion. Informational only.			
Reviewed by District Legal Counsel: Yes X No	Date: _Various		
Two Touch Rule:N/ACommittee Review10/25/22First BoardN/ASecond Board Me	Meeting (Informational) eting (Action)		
Action Taken: Adopted Rejected P	ostponed		
Follow-up Needed: YesNo Repo	rt back date:		
Notes:			

- Feasibility/Project Grant Agreement w/ King County (signed)
 Task Order 03/Comprehensive Assessment and Feasibility Study w/ Stemper (signed)



AQUATIC FACILITIES PROGRAM FEASIBILITY/PLANNING PROJECT GRANT AGREEMENT

Department/Division:	Natural Resources	and Parks	/ Parks and Recre	eation		-
Grant Recipient:	Des Moines Pool Me	tropolitan Pa	rk District			
Project:	MRP Aquatic Feasib	ility Study				
Award Amount:	\$100,000.00	Project#:	1144468	Contract#:	6328641	
Term Period:	10/19/2022 2:42	PM PDTTo	11/30/2024			

THIS AGREEMENT is a grant agreement entered into between Des Moines Pool Metropolitan Park District ("Grant Recipient") and King County (the "County") (collectively the "Parties") for planning and feasibility study ("Feasibility Study") for the development or improvement of a publicly owned pool ("Aquatics Recreation Project") using a Parks Aquatic Facilities Program Grant.

RECITALS

- A. Ordinance 18890, which took effect May 13, 2019, called for a special election to authorize the King County parks, recreation trails and open space levy. On August 6, 2019, King County voters approved the levy, which included funding for development and improvement of publicly owned pools.
- B. Motion 15378, Section A.4., and Attachment D, further delineated the use of levy funds for the Parks Aquatic Facilities Grants Program and the guidelines governing that use.
- C. Ordinance 19166, Attachment C established the grant award criteria and the process for the distribution of Parks Aquatic Facilities Grants as well as the proposed composition of an advisory committee to review and make recommendations on the grant awards.
- D. King County, a home rule charter county and political subdivision of the State of Washington, is King County is authorized to administer the Parks Aquatic Facilities Grant Program and enter into agreements for the use of the grant funds with King County towns, cities, metropolitan parks districts, and other public entities that own an aquatic facility for capital projects for the development or improvement of publicly owned pools.
- E. Grant Recipient is a Metropolitan Park District.
- F. The Parks Aquatic Facilities Grant Program Advisory Committee has

- recommended an allocation of levy grant funds to specific projects, pursuant to Ordinance 19433.
- G. King County has selected Grant Recipient to receive a Parks Aquatic Facilities Grant award in the amount of \$100,000.00 ("Grant Award Funds") in order to conduct a feasibility study for the development or improvement of a publicly owned pool.

NOW THEREFORE, in consideration of the promises, covenants, and other provisions set forth in this Agreement, the Parties agree as follows:

GRANT AWARD TERMS AND CONDITIONS

1. DEFINITIONS

1.1 <u>Project.</u> The term "Project" means the Feasibility Study described in **Exhibit A** for an Aquatics Recreation Project. Grant Award Funds available pursuant to this Agreement may only be used for the Project. To complete the Project, Grant Recipient shall use the Grant Award Funds to conduct the study, as set forth in **Exhibit B**, consistent with the requirements set forth in this Agreement and in the following attached exhibits, which are incorporated herein by reference:

Scope of Work	Attached hereto as Exhibit A
Project Budget	Attached hereto as Exhibit B
Insurance Requirements	Attached hereto as Exhibit C

- 1.2 <u>Scope of Work</u>. Grant Recipient shall provide a scope of work ("Scope of Work"), attached hereto as **Exhibit A**, which describes the Project in detail and includes a description of the feasibility study milestones required for completion of the Project and intended use of the Grant Award Funds. Grant Recipient shall apply the funds received from the County for the Project under this Agreement in accordance with the Scope of Work, attached hereto as **Exhibit A**.
- 1.3 <u>Project Budget</u>. Grant Recipient shall work with King County to develop a Project Budget, attached hereto as **Exhibit B.** King County shall provide the Grant Award Funds to the Grant Recipient to pay for costs and expenditures related to the Project, as set forth in **Exhibits A** and **B**. Grant Award Funds provided to Grant Recipient may only be used to pay for costs and expenditures related to the Project, as set forth in **Exhibits A** and **B**.
- 1.4 <u>Contractor</u>. "Contractor" shall include any contractor or consultant hired by Grant Recipient, including any of the contractor's or consultant's subcontractors or subconsultants.

2. <u>EFFECTIVE DATE</u>

The Agreement shall be effective upon signature by both Parties ("Effective Date").

3. TERM

The term ("Term") of this Agreement shall begin on the Effective Date and end on 11/30/2024. This Agreement shall remain in effect until such time as it is amended in writing or terminated as provided herein.

4. AMENDMENTS

This Agreement together with the attached exhibits expressly incorporated herein by reference and attached hereto shall constitute the whole Agreement between the Parties. This Agreement may be amended only by an instrument, in writing, duly executed by the Parties. Either party may request changes to this Agreement, however, changes that deviate substantially from the proposal submitted to and approved by the Advisory Committee and the King County Council will need to be approved by those entities.

5. <u>NOTICES</u>

Unless otherwise specified in the Agreement, all notices or documentation required or provided pursuant to this Agreement shall be in electronic form and shall be deemed duly given when received at the addresses first set forth below via electronic mail.

KING COUNTY	Des Moines Pool Metropolitan Park District
Butch Lovelace	Scott Deschenes
Program Manager, Community	
Investments	District General Manager
King County Parks	Des Moines Pool Metropolitan Park District
201 S Jackson Street Suite #5702	22722 19 Avenue S
Seattle, WA 98104	Des Moines, WA 98198
206-477-4577	206-429-3852
butch.lovelace@kingcounty.gov	scott.deschenes@desmoinespool.org

Either Party hereto may, at any time, by giving ten (10) days written notice to the other Party to designate any other address in substitution of the foregoing address to which such notice or communication shall be given.

6. DISBURSEMENT OF GRANT FUNDS

- 6.1 The County may authorize, at County's sole discretion, release of a portion of the Grant Award Funds to Grant Recipient, upon execution of this Agreement, and receipt of Grant Recipient's County-approved completed Scope of Work and Project Budget (see Section 1 and **Exhibits A and B**).
- 6.2 The County shall initiate authorization for payment and disbursement of Grant Award Funds after approval of sufficiently detailed Project-related invoices submitted by Grant Recipient. The County shall make payment to Grant Recipient not more than thirty (30) days after a complete and accurate invoice and any other required documentation is received and approved.
- 6.3 Grant Recipient shall submit the final invoice, supporting documentation and any outstanding deliverables, as specified in the Scope of Work (Exhibit A) and Project Budget (Exhibit B), within thirty (30) days of the date this Agreement expires or is terminated. If the Grant Recipient's final invoice, supporting documentation and

reports are not submitted by the day specified in this subsection, the County will be relieved of all liability for payment to Grant Recipient of the amounts set forth in said invoice or any subsequent invoice.

7. GRANT REPORTING

All Grant Award Funds received pursuant to this Agreement and accrued interest therefrom will be accounted for separately from all other Grant Recipient accounts and moneys. Until the Project is completed, and all proceeds provided pursuant to this Agreement have been expended, the Grant Recipient shall provide reports to the King County Project Manager on a schedule determined by the County.

8. COMPLETION OF THE PROJECT

Grant Recipient shall complete the Project described in Section 1.1 and **Exhibits A and B** of this Agreement. If Grant Recipient cannot complete the Project, as specified by the Scope of Work and deliverables set forth in **Exhibit A**, the County shall be released from any obligation to fund the Project, and the County in its sole discretion may reallocate such funds for other projects in other jurisdictions.

Pursuant to Section 19, Termination, this Agreement will be terminated if the Grant Recipient is unable or unwilling to expend the Grant Award Funds for the Project as provided in this Agreement. The Grant Recipient may not redirect Grant Award Funds for a purpose other than completion of the Project as approved by the Advisory Committee and King County Council.

9. COMMUNICATION AND KING COUNTY MILESTONE NOTIFICATION

Grant Recipient shall recognize County as a "grant sponsor" for the Project in the following manner:

- 9.1 <u>Events</u>: Grant Recipient shall invite and recognize "King County Parks" at all events promoting the Project, and at the final Project dedication.
- 9.2 <u>Community Relations</u>: Grant Recipient shall recognize "King County Parks" as a "grant sponsor" in all social media, websites, brochures, banners, posters, press releases, and other promotional material related to the Project.
- 9.3 <u>King County Parks Notification</u>: Grant Recipient shall notify the King County Parks Project Manager 30 days prior to any major milestone, such as a groundbreaking or opening dates.
- 9.4 <u>King County Council Notification</u>: If Grant Recipient is a city or town notification to the King County Council 30 days prior to any major milestone, such as a groundbreaking or opening dates is required.
- 9.5 <u>Signage</u>: Grant Recipient shall recognize "King County Parks" on any signage as a funder/contributor of project/facility. Grant Recipient is required to use appropriate King County logo on any signage and communications.

10. DISPOSITION OF REMAINING GRANT AWARD FUNDS

If Grant Recipient does not expend all proceeds obligated to be provided through this Agreement, such proceeds, if held by Grant Recipient, shall be refunded to the County. For purposes of this section, "proceeds" shall include all Grant Award Funds obligated to be provided by the County plus interest accrued by Grant Recipient on the grant funds. Any proceeds in excess of those required to be provided by the County for the actual costs of the Project shall remain with the County for use in its sole discretion.

11. PUBLIC ACCESS AND RESTRICTIVE COVENANTS

The Grant Award is provided to Grant Recipient for the Project for the purpose of land protection and recreation for the citizens of King County. Therefore, Grant Recipient and any successor in interest agree that the Feasibility Study is for an Aquatics Recreation Project for use by the public, as required by Ordinances 18890 and 19166. The final Aquatics Recreation Project shall be open and accessible to the public at reasonable hours and times. The public shall be notified of the availability of use by posting and updating that information on its website and by maintaining at entrances and/or other locations openly visible signs with such information. Fees for use of the Aquatics Recreation Project shall be no greater than those generally charged by public operators of similar facilities in King County.

Notwithstanding temporary closure for required maintenance or repairs, the minimum period of time the Aquatics Recreation Project must be available for public use is thirty (30) years. Upon completion of construction of the Aquatics Recreation Project a restrictive covenant agreement specifying the public use requirements and other funding restrictions on the Aquatics Recreation Project shall be recorded.

12. INSURANCE

12.1 Minimum Scope and Limits of Insurance.

Grant Recipient shall maintain, and/or require its Contractor(s) to maintain the minimum scope and limits of insurance as required in **Exhibit C** – Insurance Requirements.

13. INTERNAL CONTROL AND ACCOUNTING SYSTEM

Grant Recipient shall establish and maintain a system of accounting and internal controls which complies with applicable, generally accepted accounting principles, and governmental accounting and financial reporting standards in accordance with Revised Code of Washington (RCW) Chapter 40.14.

14. MAINTENANCE OF RECORDS

- 14.1 Grant Recipient shall maintain accounts and records, including personnel, property, financial, Project records, including Agreement deliverables, and other such records as may be deemed necessary by the County to ensure proper accounting for all Grant Award Funds and compliance with this Agreement.
- 14.2 These records shall be maintained for a period of six (6) years after the expiration or earlier termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14.

14.3 Grant Recipient shall inform the County in writing of the location, if different from the Grant Recipient address listed in Section 5 of this Agreement of the aforesaid books, records, documents, and other evidence and shall notify the County in writing of any changes in location within ten (10) working days of any such relocation.

15. RIGHT TO INSPECT

King County reserves the right to review and approve the performance of Grant Recipient with regard to this Agreement, and, at its sole discretion, to inspect or audit the Grant Recipient's records regarding this Agreement and the Project upon seventy-two (72) hours' notice during normal business hours.

16. COMPLIANCE WITH ALL LAWS AND REGULATIONS

Grant Recipient shall comply with all applicable laws, ordinances and regulations in using funds provided by the County, including, without limitation, those relating to providing a safe working environment to employees and, specifically, the requirements of the Washington Industrial Safety and Health Act (WISHA); and, to the extent applicable, those related to "public works," payment of prevailing wages, and competitive bidding of contracts. The Grant Recipient specifically agrees to comply and pay all costs associated with achieving such compliance without notice from King County; and further agrees that King County, does not waive this Section by giving notice of demand for compliance in any instance. The Grant Recipient shall indemnify and defend the County should it be sued or made the subject of an administrative investigation or hearing for a violation of such laws related to this Agreement.

17. CORRECTIVE ACTION

- 17.1 If the County determines that a breach of contract has occurred or does not approve of the Grant Recipient's performance, it will give the Grant Recipient written notification of unacceptable performance. Grant Recipient will then take corrective action within a reasonable period of time, as may be defined by King County in its sole discretion in its written notification to Grant Recipient.
- 17.2 King County may withhold any payment owed Grant Recipient until the County is satisfied that corrective action has been taken or completed.

18. TERMINATION

- 18.1 King County may terminate this Agreement in whole or in part, with or without cause, at any time during the Term of this Agreement, by providing Grant Recipient ten (10) days advance written notice of the termination.
- 18.2 If the termination results from acts or omissions of Grant Recipient, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, Grant Recipient shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to Grant Recipient by the County.
- 18.3 Any King County obligations under this Agreement beyond the current appropriation biennium are conditioned upon the County Council's appropriation of sufficient funds to support such obligations. If the Council does not approve such appropriation, then this Agreement will terminate automatically at the close

of the current appropriation biennium.

18.4 The Agreement will be terminated if the Grant Recipient is unable or unwilling to expend the Grant Award Funds as specified in Section 1 and **Exhibits A and B**, or upon reimbursement by the Grant Recipient to the County of all unexpended proceeds provided by the County pursuant to this Agreement and payment of all amounts due pursuant to Section 6.

19. FUTURE SUPPORT; UTILITIES AND SERVICE

The County makes no commitment to support the services contracted for herein and assumes no obligation for future support of the Project or the Aquatics Recreation Project except as expressly set forth in this Agreement. Grant Recipient understands, acknowledges, and agrees that the County shall not be liable to pay for or to provide any utilities or services in connection with the future Aquatics Recreation Project unless specifically contracted for in another agreement.

20. HOLD HARMLESS AND INDEMNIFICATION

Grant Recipient shall protect, indemnify, and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) Grant Recipient's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) work, services, materials, or supplies performed or provided by Grant Recipient's employees or other suppliers in connection with or support of the performance of this Agreement.

Grant Recipient further agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Agreement by the Grant Recipient, its officers, employees, agents, representatives, or subcontractors. This duty to repay the County shall not be diminished or extinguished by the expiration or prior termination of the Agreement.

Grant Recipient agrees for itself, its successors, and assigns, to defend, indemnify, and hold harmless King County, its appointed and elected officials, and employees from and against liability for all claims, demands, suits, and judgments, including costs of defense thereof, for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to any use of or occurrence on the Project that is the subject of this Agreement, or Grant Recipient's exercise of rights and privileges granted by this Agreement, except to the extent of the County's sole negligence. Grant Recipient's obligations under this Section shall include:

- A. The duty to promptly accept tender of defense and provide defense to the County at the Grant Recipient's own expense;
- B. Indemnification of claims made by Grant Recipient's employees or agents; and
- C. Waiver of Grant Recipient's immunity under the industrial insurance provisions of Title 51 RCW, but only to the extent necessary to indemnify King County, which waiver has been mutually negotiated by the parties.

In the event it is necessary for the County to incur attorney's fees, legal expenses or other

costs to enforce the provisions of this Section, all such fees, expenses and costs shall be recoverable from the Grant Recipient.

In the event it is determined that RCW 4.24.115 applies to this Agreement, the Grant Recipient agrees to protect, defend, indemnify and save the County, its officers, officials, employees and agents from any and all claims, demands, suits, penalties, losses damages judgments, or costs of any kind whatsoever for bodily injury to persons or damage to property (hereinafter "claims"), arising out of or in any way resulting from the Grant Recipient's officers, employees, agents and/or subcontractors of all tiers, acts or omissions, performance of failure to perform the rights and privileges granted under this Agreement, to the maximum extent permitted by law or as defined by RCW 4.24.115, as now enacted or hereafter amended.

A hold harmless provision to protect King County similar to this provision shall be included in all Agreements or subcontractor Agreements entered into by Grant Recipient in conjunction with this Agreement. **Grant Recipient's duties under this Section 20** will survive the expiration or earlier termination of this Agreement.

21. NONDISCRIMINATION

King County Code ("KCC") chapters 12.16, 12.17 through 12.18 apply to this Agreement and are incorporated by this reference as if fully set forth herein. In all hiring or employment made possible or resulting from this Agreement, there shall be no discrimination against any employee or applicant for employment because of sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except minimum age and retirement provisions, unless based upon a bona fide occupational qualification.

22. CONFLICT OF INTEREST

KCC Chapter 3.04 (Employee Code of Ethics) is incorporated by reference as if fully set forth hence, and Grant Recipient agrees to abide by all conditions of said chapter. Failure by Grant Recipient to comply with any requirement of said KCC Chapter shall be a material breach of contract.

23. POLITICAL ACTIVITY PROHIBITED

None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

24. <u>PROJECT MAINTENANCE; EQUIPMENT PURCHASE, MAINTENANCE, AND</u> OWNERSHIP

- A. As between the County and Grant Recipient, Grant Recipient shall be responsible to operate and maintain the completed Project at its own sole expense and risk. Grant Recipient understands, acknowledges, and agrees that the County is not responsible to operate or to maintain the Project in any way.
- B. Grant Recipient shall be responsible for all property purchased pursuant to this Agreement, including the proper care and maintenance of any equipment.

C. Grant Recipient shall establish and maintain inventory records and transaction documents (purchase requisitions, packing slips, invoices, receipts) of equipment and materials purchased with Grant Award Funds. Grant Recipient's duties under this Section 24 shall survive the expiration of this Agreement.

25. ASSIGNMENT

Grant Recipient shall not assign any portion of rights and obligations under this Agreement or transfer or assign any claim arising pursuant to this Agreement without the written consent of the County. Grant Recipient must seek such consent in writing not less than fifteen (15) days prior to the date of any proposed assignment.

26. WAIVER OF BREACH OR DEFAULT

Waiver of breach of any provision in this Agreement shall not be deemed to be a waiver of any subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent defaults.

27. TAXES

Grant Recipient agrees to pay on a current basis all taxes or assessments levied on its activities and property, including, without limitation, any leasehold excise tax due under RCW Chapter 82.29A; PROVIDED, however, that nothing contained herein will modify the right of the Grant Recipient to contest any such tax, and Grant Recipient shall not be deemed to be in default as long as it will, in good faith, be contesting the validity or amount of any such taxes.

28. WASHINGTON LAW CONTROLLING; WHERE ACTIONS BROUGHT

This Agreement is made in and will be in accordance with the laws of the State of Washington, which will be controlling in any dispute that arises hereunder. Actions pertaining to this Agreement will be brought in King County Superior Court, King County, Washington.

29. PUBLIC DOCUMENT

This Agreement will be considered a public document and will be available for inspection and copying by the public.

30. LEGAL RELATIONS

Nothing contained herein will make, or be deemed to make, County and Grant Recipient a partner of one another, and this Agreement will not be construed as creating a partnership or joint venture. Nothing in this Agreement will create, or be deemed to create, any right, duty or obligation in any person or entity not a party to it.

31. <u>PERMITS AND LICENSES</u>

Grant Recipient shall develop and run the Project in accordance will all applicable laws and regulatory requirements including environmental considerations, permitting determinations, and other legal requirements. All activities and improvements shall be performed by Grant Recipient at its sole expense and liability. Grant Recipient shall, at its

sole cost and expense, apply for, obtain and comply with all necessary permits, licenses and approvals required for the Project,

32. INTERPRETATION OF COUNTY RULES AND REGULATIONS

If there is any question regarding the interpretation of any County rule or regulation, the County decision will govern and will be binding upon the Grant Recipient.

33. ENTIRE AGREEMENT

This Agreement, including its attachments, constitutes the entire Agreement between the County and Grant Recipient. It supersedes all other agreements and understandings between them, whether written, oral or otherwise.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the first date written.

Des Moines Pool Metropolitan Park District	King County
By	By
Title President	TitleDirector, King County Parks & Recreation
Date 10/19/2022 8:49 AM PDT	Date 10/19/2022 2:42 PM PDT

Exhibit A- Scope of Work



Levy Grants

Aquatic Facilities Grant Scope of Work

The Des Moines Pool Metropolitan Park District will lead comprehensive site assessment and aquatic feasibility study for Mount Rainier Pool to determine future usage, its ability to update to current standards (ADA), and potentially be more inclusive. We conducted a feasibility study for a new pool but do not believe voters would approve a bond issue any time soon. We now want to determine what possibilities exist to upgrade the existing 45-year-old facility and, in the process, expand our capacity to provide swim lessons. Any modernization will necessitate Americans With Disabilities Act upgrades and more efficient use of the existing facility (better water access, locker rooms, and gender-neutral restrooms).

Activities/Milestones		Estimated Completion Date
	Evaluation of previous studies	
1		10/7/22
	Community engagement and analysis of needs	
2		11/15/22
	Identification of potential options/sites	
3		01/17/23
	Financial and funding analysis	
4		02/21/23
	Development of alternatives	
5		03/21/23

Deliverables		
Completed Feasibility Study		

Exhibit B- Project Budget

Organization and Project Name: Des Moines Pool Metropolitan Park District - MRP Aquatic Feasibility Study

Project Tasks	Project Costs	Grant Request
Feasibility/Planning		
Architectural Services (Main Contractor: Stemper Architects)	\$37,835	\$37,212
Mechanical Engineer/Plumbing (Tres West Engineering)	\$18,700	\$18,700
Electrical Engineer (NG Jacobson)	\$9,900	\$9,900
Civil Engineer (Jacobson Consulting Services)	\$14,817	\$14,817
Building Envelope (Weatherholt)	\$19,371	\$19,371
Hazardous Materials (PBS)	\$5,495	\$0
Cost Estimator (DWS)	\$17,424	\$0
Other		
Contingency	\$0	\$0
Tax (Included in Project Costs)	N/A	\$0
Project Management (Max 15% of grant)	\$0	\$0
TOTALS	\$137,842	\$100,000

Exhibit C- Insurance Requirements

1. Insurance Requirements

- 1. Grant Recipient shall purchase and maintain, at its sole cost and expense, the minimum insurance set forth below. By requiring such minimum insurance, the County does not and shall not be deemed or construed to have assessed the risks that may be applicable to Grant Recipient, or any Contractor under this Agreement, or in any way limit the County's potential recovery to insurance limits required hereunder. To the contrary, this Agreement's insurance requirements may not in any way be construed as limiting any potential liability to the County or the County's potential recovery from Grant Recipient. Grant Recipient and any Contractor shall assess their own risks and if they deem appropriate and/or prudent, maintain greater limits and/or broader coverage.
- 2. Nothing contained within these insurance requirements shall be deemed to limit the scope, application and/or limits of the coverage afforded, which coverage shall apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Agreement.
- 3. Each insurance policy shall be written on an "occurrence" basis; excepting insurance for Professional Liability (Errors and Omissions), and/or Pollution Liability, and/or Cyber Liability (Technology Errors and Omissions). These coverages required by this Agreement may be written on a "claims made" basis.

If coverage is approved and purchased on a "claims made" basis, the coverage provided under that insurance shall be maintained through: (i) consecutive policy renewals for not less than three (3) years from the date of completion of the Project which is subject of this Agreement or, if such renewals are unavailable, (ii) the purchase of a tail/extended reporting period for not less than three (3) years from the date of completion of the Project which is the subject of this Agreement.

2. Evidence and Cancellation of Insurance

1. Upon execution of the Agreement, and within thirty (30) days of request by the County, Grant Recipient shall furnish the County certificates of insurance and endorsements certifying the issuance of all insurance required by this Agreement. All evidence of insurance shall be signed by a properly authorized officer, agent, general agent, or qualified representative to the insurer(s), shall certify the name of the insured(s), the type and amount of insurance, the location and operations to which the insurance applies, the inception and expiration dates, shall specify the form numbers of any endorsements issued to satisfy this Agreement's insurance requirements, and shall state that the County shall receive notice at least thirty (30) days prior to the effective date of any cancellation, lapse, or material change in the policy(s). Similar

documentation confirming renewal of required insurance shall be provided on each insurance renewal date.

- 2. The County reserves the right to require complete, certified copies of all required insurance policies, including all endorsements and riders, which may be redacted of any confidential or proprietary information. Grant Recipient shall deliver such policies to the County within five (5) business days of County's request.
- 3. County's receipt or acceptance of Grant Recipient's or any Contractor's evidence of insurance at any time without comment or objection, or County's failure to request certified copies of such insurance, does not waive, alter, modify, or invalidate any of the insurance requirements set forth in this Exhibit D or, consequently, constitute the County's acceptance of the adequacy of Grant Recipient's or any Contractor's insurance or preclude or prevent any action by County against Grant Recipient for breach of the requirements of this section.

3. Minimum Scope and Limits of Insurance

- 1. Grant Recipient shall maintain the following types of insurance and minimum insurance limits:
 - 1. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, personal and advertising injury, and property damage. Coverage shall be at least as broad as that afforded under ISO form number CG 00 01. Such insurance shall include coverage for, but not limited to premises liability, products and completed operations, ongoing operations, and contractual liability. Limits may be satisfied by a single primary limit or by a combination of separate primary and umbrella or excess liability policies, provided that coverage under the latter shall be at least as broad as that afforded under the primary policy and satisfy all other requirements applicable to liability insurance including but not limited to additional insured status for the County.
 - 2. Professional Liability (Errors and Omissions): Grant Recipient or its Contractor(s) shall procure and maintain Professional Liability (Errors and Omissions) insurance with minimum limits of \$1,000,000 per claim and in the aggregate.
 - 3. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage shall be at least as broad as that afforded under ISO form number CA 00 01 covering **BUSINESS AUTO COVERAGE**, symbol 1 "any auto"; or the combination of symbols 2, 8, and 9. Limits may be satisfied by a single primary limit or by a combination of separate primary and umbrella or excess liability policies, provided that coverage under the latter shall be at least as broad as that afforded under the primary policy.
 - 4. Workers Compensation: Workers Compensation coverage, as required by the Industrial Insurance Act of the State of Washington, as well as any similar coverage required for this Project by applicable Federal or "Other States" State Law.

5. Employers Liability or "Stop Gap" coverage: \$1,000,000 each occurrence and shall be at least as broad as the protection provided by the Workers Compensation policy Part 2 (Employers Liability), or, in monopolistic states including but not limited to Washington, the protection provided by the "Stop Gap" endorsement to the commercial general liability policy.

4. Other Insurance Provisions and Requirements

- 1. All insurance policies purchased and maintained by Grant Recipient and any Contractor required in this Agreement shall contain, or be endorsed to contain the following provisions:
 - 1. With respect to all liability policies except Professional Liability (Errors and Omissions) and Workers Compensation:
 - 1. King County, its officials, employees and agents shall be covered as additional insured for full coverage and policy limits as respects liability arising out of activities performed by or on behalf of the Grant Recipient, its agents, representatives, employees, or Contractor(s) in connection with this Agreement. Additional Insured status shall include products-completed operations CG 20 100 11/85 or its substantive equivalent. The County requires the endorsement(s) to complete the Agreement. If Grant Recipient participates in an insurance or risk management pool that does not allow for the County to be named as additional insured, this requirement does not apply to the policy(s) insured through the insurance or risk management pool.
 - 2. With respect to all liability policies (except Workers Compensation):
 - 1. Coverage shall be primary insurance as respects the County, its officials, employees and agents. Any insurance and/or self-insurance maintained by the County, its officials, employees or agents shall not contribute with any Grant Recipient's, or Contractor(s) insurance or benefit the Grant Recipient, or any Contractor, or their respective insurers in any way.
 - 2. Insurance shall expressly state that it applies separately to each insured and additional insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of insurer's liability.

3.

5. Waiver of Subrogation

1. Grant Recipient, its Contractor(s), and their respective insurance carriers release and waive all rights of subrogation against King County, its officials, agents and employees for damages caused by fire or other perils which can be insured by a property insurance policy. This provision shall be valid and enforceable only to the extent permissible by the applicable property insurance policies.

6. Deductibles/Self-Insured Retentions

1. Any deductible and/or self-insured retention of the policies shall not in any way limit the County's right to coverage under the required insurance, or to Grant Recipient's, or any Contractor's liability to the County, and shall in all instances be

the sole responsibility of Grant Recipient or its Contractor, even if no claim has been made or asserted against them.

7. Acceptability of Insurers

- 1. Unless otherwise approved by the County, insurance is to be placed with insurers with an A.M. Best rating of no less than A:VIII.
- 2. Professional Liability (Errors and Omissions) insurance may be placed with insurers with an A.M. Best rating of no less than B+:VII.
- 3. If at any time any of the foregoing policies fail to meet the above stated requirements, Grant Recipient shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for review.

8. Self-Insurance

1. If the Grant Recipient is a governmental entity or municipal corporation, Grant Recipient may maintain a fully funded self-insurance program or participate in an insurance pool for the protection and handling of its liabilities including injuries to persons and damage to property.

9. Contractors

1. Grant Recipient shall include all Contractors as insureds under its policies or, alternatively, Grant Recipient must require each of its Contractors to procure and maintain appropriate and reasonable insurance coverage and insurance limits to cover each of the Contractor's liabilities given the scope of work and services being provided herein. To the extent reasonably commercially available, insurance maintained by any Contractor must comply with the specified requirements of this Exhibit D, including the requirement that all liability insurance policies (except Professional Liability and Workers Compensation) provided by the Contractor(s) must include the County, its officials, agents and employees as additional insured for full coverage and policy limits. Grant Recipient is obligated to require and verify that each Contractor(s) to maintain the required insurance and ensure the County is included as additional insured. Upon request by the County, and within five (5) business days, Grant Recipient must provide evidence of each Contractor(s) insurance coverage, including endorsements.

10. Work Site Safety

1. Grant Recipient shall have the "right to control" and bear the sole responsibility for the job site conditions, and job site safety. Grant Recipient shall comply with all applicable federal, state and local safety regulations governing the job site, employees, and Contractors.

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Shane Young

commishshane@yahoo.com Viewed: 10/19/2022 8:49:33 AM Signed: 10/19/2022 8:49:50 AM President

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Warren Jimenez

wjimenez@kingcounty.gov

Director, King County Parks & Recreation

King County Parks

Security Level: Email, Account Authentication

(None)

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Francisco Valladares
frvalladares@kingcounty.gov

Contract Specialist II

King County Parks

Security Level: Email, Account Authentication

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Not Offered via DocuSign

(None)

Scott Deschenes scott.deschenes@desmoinespool.org District GM

Des Moines Pool Metropolitan Park District Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

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Witness Events	Signature	Timestamp			
Notary Events	Signature	Timestamp			
Envelope Summary Events	Status	Timestamps			
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Certified Delivered	Security Checked	10/19/2022 2:42:21 PM			
Signing Complete	Security Checked	10/19/2022 2:42:26 PM			
Completed	Security Checked	10/19/2022 2:42:28 PM			
Payment Events	Status	Timestamps			
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How to contact King County-Department of 16:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cipriano.dacanay@kingcounty.gov

To advise King County-Department of 16 of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cipriano.dacanay@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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