



**Des Moines Pool Metropolitan Park District  
22015 Marine View Drive South**

May 21, 2019  
6:00 p.m.  
Regular Meeting

**AGENDA**

- 6:00      **1. CALL TO ORDER ROLL CALL**
- 6:03      **2. PLEDGE OF ALLEGIANCE**
- 6:06      **3. ADOPTION/MODIFICATIONS OF AGENDA**
- 4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**
- 6:12      **5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)**
- 6:15      **6. CONSENT AGENDA**
- a. EXPENDITURE/REVENUE SUMMARY**
- b. STAFF/CONTRACTOR/COMMITTEE REPORTS**  
                    Board Committees  
                    District General Manager Administration Report
- c. ADOPTION OF MINUTES**  
                    April 16, 2019, Regular Meeting
- d. CORRESPONDENCE**  
                    None
- e. BANK TRANSFERS (REVENUE)**  
                    \$18,869.20 was received in the month of April 2019.
- f. VOUCHER APPROVAL**  
                    \$34,367.15 was processed in March 2019  
                    \$29,834.38 was processed in April 2019
- g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**  
                    \$38,595.20 was processed in March 2019 for payroll  
                    \$46,234.51 was processed in April 2019 for payroll
- 7. OLD BUSINESS**
- 6:20      **a. 2018 EOY FINANCIAL REPORT**
- 6:30      **b. FACILITATOR RFQ**

**22015 Marine View Drive South, Suite 2B    Des Moines WA 98198**

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 meeting room has limited access for wheelchairs and other mobility assistive devices. In order to accommodate individuals that require the use of such devices, please notify the District at least 48 hours in advance of the meeting to allow for relocation to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

c. 1<sup>ST</sup> QUARTER FINANCIAL REPORT (revised)

8. NEW BUSINESS

7:30

a. AUGUST CLOSURE

UPCOMING MEETINGS

- June 18, 2019, Regular Meeting, 6:00 p.m., District Office
- July 9, 2019, Retreat Meeting, 6:00 p.m., District Office
- July 16, 2019, Regular Meeting, 6:00 p.m., District Office

ADJOURNMENT

**22015 Marine View Drive South, Suite 2B Des Moines WA 98198**

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## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: Clerk of the Board

Meeting Date: May 21, 2018

Under: Consent Agenda

Attachment: Yes

Subject: Consent Agenda

#### Background/Summary:

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

#### Item 6a: Financial Summary

- Expenditures April 2019: Total **\$77,407.61**  
Admin Expenditures = \$37,242.16    Ops Expenditures = \$40,165.45    Capital Expenditures = \$0.00
- Revenue April 2019: Total **\$492,732.69**  
Taxes = \$472,105.31    OTC Cash and Credit Card = \$18,869.20    Interest = \$1,758.18

#### Item 6b: Staff/Committee Reports

- Committee
- District General Manager Administration Report

#### Item 6c: Adoption of Minutes

- April 16, 2019, Regular Meeting Minutes

#### Item 6d: Correspondence – None

**Item 6e:** The following was received and deposited representing cash and credit card payments in March and April 2019:

- \$14,955.07 in cash and credit card payments was received in March 2019
- \$18,869.20 in cash and credit card payments was received in April 2019

**Item 6f:** Voucher Approval - The following voucher/warrants were approved for payment in March and April 2019:

- |  |  |
|--|--|
| • \$12,830.31 was processed on March 8, 2019 | • \$6,153.94 was processed on April 11, 2019 |
| • \$3,859.53 was processed on March 15, 2019 | • \$5,783.05 was processed on April 15, 2019 |
| • \$4,203.75 was processed on March 21, 2019 | • \$8,840.12 was processed on April 22, 2019 |
| • \$6,930.13 was processed on March 25, 2019 | • \$9,057.27 was processed on April 25, 2019 |
| • \$6,543.43 was processed on March 29, 2019 |  |
| <b>March TOTAL = \$34,367.15</b>             | <b>April TOTAL = \$29,834.38</b>             |

**Item 6g:** Funds Transfers (Payroll) - The following Electronic Transfers to King County were processed for payment in March and April 2019:

- |  |  |
|--|--|
| • \$17,430.23 was approved for payroll on Mar 15, 2019 | • \$21,667.07 was approved for payroll on Apr 15, 2019 |
| • \$21,164.97 was approved for payroll on Mar 25, 2019 | • \$24,567.44 was approved for payroll on Apr 25, 2019 |
| <b>March TOTAL = \$38,595.20</b>                       | <b>April TOTAL = \$46,234.51</b>                       |

A total of **\$64,201.53** was processed in March 2019 and a total of **\$76,068.89** was processed in April 2019 under the oversight of the Clerk of the Board.

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

**Fiscal Impact:** N/A

**Proposed Motion:** I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in March 2019 totaling **\$64,201.53** and in April 2019 totaling **\$76,068.89**.

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

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

**Action Taken:** Adopted Rejected Postponed

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

**Notes:** Copies of vouchers and payments for March and April 2019 attached per Board request at March Regular Meeting.

# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Friday, May 17, 2018  
**To:** District Board Commissioners  
**From:** Scott Deschenes, District General Manager  
**Subject:** April 12, 2019 to May 10, 2019 District General Manager Report

## Week Ending April 12, 2019

### **BOARD MEETING**

Just a reminder that our board meeting is this Tuesday, April 16 at 6:00pm. You received the agenda on Thursday.

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

Just a reminder that April Pool's Day is this Saturday, April 13 from 2-4pm. For more information, click the link below. We have listed the event as a public meeting, so board members can all attend. Email notification sent out. <http://createsend.com/t/d-85F75DD2D5C22D882540EF23F30FEDED>

As of Friday morning, on Facebook we have over 50 going or interested, so it will be interesting to see how many actually show up.

### **LIFEGUARD CLASS AND REVIEW**

Lauryne led a lifeguard review and lifeguard class with four completing the review and seven completing the class. We used the lobby throughout the week for the class, 12-8pm.



### **PARKING**

There was a thread by a parent in the Des Moines Community Group about parking at our pool.

For the love of making-a-parent's-life-easier, DO NOT park in the Mount Rainier Pool parking lot if you're not going into the MRP building. If you're watching the baseball or softball teams, park in the daaaamn parking lot at Mount Rainier HS. They have loads of parking. I shouldn't have to park there if I'm just

trying to get my kid to her swim lesson on time.

PS: a saw one car nearly get beamed with a foul ball today. Karma will make sure your car gets a big ol' ding if you're a selfish t\*\*\*. #dontbeajackwagon

In 2017 we started working with the Highline School District, Athletic Director at the time, Teri McMann. MRHS made announcements to their teams and their parents about parking. I forwarded the information to our HSD contacts, and I talked with the baseball coach last week.

On Friday we sent staff out to enforce parking and I personally did it on Monday, Tuesday, Wednesday and Thursday. The closest I got to towing was calling the towing company on my phone, but the owner moved it once he saw that I was going to follow through. (Note-I did give him five minutes to move his car.)

I spoke with the baseball coach and he states that he has noticed it is visiting teams.

We will keep patrolling the parking lot. I think making passes would be problematic and create larger issues.

### **VOMIT IN THE POOL**

We had a swim lesson participant vomit in the pool on Thursday night. 10-minutes before the end of lessons. Participants were notified that the time would be added to their next lessons. The water exercise class was cancelled for the evening and all participants were credited.

### **REVIEW OF POOL COMMENT ON SEARCH**

There was a review of a comment on Google Search that I am trying to resolve. It was made recently, but it was definitely from swim lessons a couple of years ago. (Note-we do not use Tot Docks, the Instructors are trained not to turn their backs on students and we now have a lifeguard monitoring the classes.)

(One out of Five Stars) We were ripped off using swim lessons here. Multiple times our instructor didn't even show up and they just said "sorry we will give you a credit for today's lesson." They wouldn't give me any physical documentation of the credits. When we tried to spend the credits, they reported they had no documentation of them in their system. The lessons themselves were a waste. They place 4 shivering kids on a table submerged in the water that is way to cold. Most of the lesson 3 of the 4 children are just standing there with no interaction shivering while the instructor floats the 4th child around in a circle. On multiple occasions a child fell off the table and actually went under water and a parent had to yell to the instructor or pull their child out from drowning themselves. After 4 months and 80 dollars of "credits" stolen from us we quit this pool. We went to a different pool and tried their lessons. My kid loved the lesson and learned more in 30 minutes than in the 4 months at Mt. Rainier.

I have reached out to her, and we are talking through email. I am hoping that she will take the review down now that the pool is under new management.

### **SECOND TERMINAL**

We are awaiting a new monitor and credit card swiper. Once they arrive, we will have a second till that will help on busy days and will be required after our next audit. The credit card scanner is on back order, but we hope to have it installed next week.

### **UPCOMING TRAININGS**

#### MRSC

- Webinars-<http://mrsc.org/Home/Training/Upcoming-Webinars.aspx>
- Workshops-<http://mrsc.org/Home/Training/Upcoming-Workshops.aspx>

NRPA

- Webinars-<https://learning.nrpa.org/webinars>

WCIA

- Training Catalog-<http://www.wciapool.org/education-training/catalog>
- Training Calendar-<http://www.wciapool.org/education-training/calendar>
- We have met our obligation, but these trainings are free.

WFOA

- Training Page-<https://www.wfoa.org/training-header/>

WRPA

- Training Calendar- <https://www.wrpatoday.org/event-calendar>

**NEXT WEEK**

- Crisis Communication (MRSC) – Dominic, Lauryne and I will be completing this.
- WCIA Roundtable – Depending on my schedule, I may attend this in Tukwila on Wednesday. It is from 9am-3pm at the WCIA headquarters.

**RESEARCH**

- The Light Rail is Coming: Link Brings Growth to Lynnwood - <https://www.heraldnet.com/news/the-light-rail-is-coming-link-ushers-growth-for-lynnwood/>
- Incompatible Offices (MRSC)- <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/April-2019/Holding-Two-Public-Offices-%E2%80%93The-Doctrine-of-Incom.aspx>
- Why Police Recruiters Must Work Smarter (Not Harder)- <https://www.policeone.com/police-jobs-and-careers/articles/483287006-Why-police-recruiters-must-work-smarter-not-harder/>
- Property Tax Election Advocacy Groups (Both Sides)- <https://shawneemissionpost.com/2019/04/10/as-election-on-property-tax-increase-nears-advocacy-groups-spring-up-on-opposing-sides-of-proposed-shawnee-community-center-78273>

**Week Ending April 26, 2019**

Short report this week.

**RETREAT**

Just a reminder that the Retreat was moved to Tuesday, May 7<sup>th</sup> at 5:00pm.

**SWIM LESSON REGISTRATION**

Swim lesson registration for Tuesday and Thursday classes started this last week and was good. Staff will start Saturday lesson registration this Saturday.

**SWIM LESSON FINDER**

We have updated the Mount Rainier Pool for USA Swimming's Find a Swim Lesson and other benefits of being a USA Swimming Partner. <https://www.usaswimmingfoundation.org/find-swim-lessons>

**BROKEN CAR WINDOW**

A rock from a landscaper's weed eater took out the window of one of the patron's cars. The landscaper is paying for the window to be replaced. WCIA was informed too.

### UPDATED STAFF PICTURE

Below is a picture from our latest in-service. This is not all of our lifeguards, but the ones that were at the training. We have added this to our website and social media pages.



### RESEARCH

- King County Parks Levy - <https://www.kentreporter.com/news/king-county-parks-levy-headed-to-august-primary-ballots/>
- National Water Safety Month - <https://www.nrpa.org/parks-recreation-magazine/2019/april/promote-water-safety-in-may/>
- Place-making - <https://www.pps.org/article/5-steps-to-making-places>

### Week Ending May 3, 2019

Attached is this week's report. I will keep it short since we are meeting next week.

### RETREAT

Just a reminder that there is a board meeting this Tuesday, May 7 at 6:00pm. If you missed Linda's earlier email with the packet. Here is a link to the packet.

<https://mtrainierpool.com/wp-content/uploads/20190507-Agenda-and-Meeting-Packet.pdf>

### SWIM LESSONS

Swim lessons for May started this last week. Dominic will report on this on Tuesday. Also, I was there on Tuesday and no one was parked there to watch the games.

### MAY IS NATIONAL WATER SAFETY MONTH

Below is an email for May is National Water Safety Month.

[http://createsend.com/t/d-8EC6A048AAEC0BB22540EF23F30FEDED?fbclid=IwAR1wFKPsA7EV2cBOWfGYXalhSffa\\_zgSs2AI\\_d5BKBznX4uLk0lVv2nuthA](http://createsend.com/t/d-8EC6A048AAEC0BB22540EF23F30FEDED?fbclid=IwAR1wFKPsA7EV2cBOWfGYXalhSffa_zgSs2AI_d5BKBznX4uLk0lVv2nuthA)

### NEW PARKING SIGNAGE

We updated the parking signage. Some of the old signs were peeling. These are metal and should last. Marty Martinson was nice enough to drill holes in them and surprised us by mounting them on Friday.

# POOL PATRON PARKING ONLY

## 7 DAYS A WEEK

Violators will be towed  
at owner's expense

### PLEASE DO NOT LEAVE VALUABLES IN CAR



DMMC Ord. 10:16.080

# AUTHORIZED PARKING ONLY

Violators will be impounded  
at owners expense  
24 hours

# **PETE'S** Towing

## (206) 878-8400

21841 PAC. HWY. SO., DES MOINES, WA 98198

## FINAL CAPITAL BUDGET FROM WRPA LOBBYIST

Everyone:

I'll have a fuller report when Session is over later today (more like late tonight) but just wanted to let you know how some of the "biggies" came out:

- **WWRP:** The WWRP is funded at \$85 million – that's in Sec. 3200 and you can see the full list by category in the other document I've linked. While we are a bit disappointed and wish the WWRP would have ended at \$90M or at least high-80s, the longer view is that \$85M is a very robust allocation, this program is highly-acclaimed and strongly-supported, and we've laid a great foundation going forward.
- **YAF:** The YAF is funded at \$12M! This is in Sec. 3204 and you can see the list in the other link. That's a home-run for us considering both the Governor and the Senate were at \$5.035M. We owe a major debt of gratitude to House Capital Budget leaders and Rep. DeBolt in particular asserted himself on this one. 26 projects that were at risk of not getting any funding at all will now get their full allocations as recommended by RCO. Woo!
- **ALEA:** The ALEA s funded at \$6.6M! This is in Sec. 3205 and you can see the list in the other link. That's a home-run for us considering the House was at \$4.3M and the Governor was at \$4.96M. We owe a major debt of gratitude to Senate Capital Budget leaders and Senator Frockt in particular. 5 projects that were at risk of not getting any funding at all will now get their full allocations as recommended by RCO. Woo!

Elsewhere, this is a pretty great capital budget - \$17.872 million for the Boating Facilities Program; \$11.411M for NOVA; \$6M for Land and Water Conservation Fund (LWCF); and \$1.5M (Operating Budget) for the No Child Left Inside Program.

Again, folks, a fuller report to come – but wanted to report on all this to you right away. Thanks for your efforts!

Doug Levy, Owner  
Outcomes By Levy, LLC  
Office/Cell: (425)922-3999  
[Doug@outcomesbylevy.onmicrosoft.com](mailto:Doug@outcomesbylevy.onmicrosoft.com)

**Summary and Balance Sheet and Includes a Wide Variety of LISTS including WWRP, YAF, ALEA –**  
[http://leap.leg.wa.gov/leap/Budget/Detail/2019/scSummaryDocs\\_0427.pdf](http://leap.leg.wa.gov/leap/Budget/Detail/2019/scSummaryDocs_0427.pdf)

**Negotiated Capital Budget Bill – ESHB 1102**  
[http://leap.leg.wa.gov/leap/Budget/Detail/2019/scbill\\_0427.pdf](http://leap.leg.wa.gov/leap/Budget/Detail/2019/scbill_0427.pdf)

## MAY WCIA TRAININGS

# May Calendar

**Trainings, Reimbursable & Co-Sponsored Programs and Speaker Sponsorships**

## WCIA Trainings

Clicking on the linked trainings will redirect you to the WCIA Training Calendar.

WCIA "FULL" trainings often have cancelations so we encourage you to sign up on the waitlist.

- May 1 Yakima - [2019 May Full Board Education Session](#)
- May 3 Burien - [Risk Management Best Practices for Law Enforcement Report Writing](#)
- May 8 Kennewick - [Public Works Risk Management 101](#)
- May 9 Camas - [Employment Law for Supervisors](#)
- May 15 WCIA - [Approaching Supervisory Situations with Confidence, AM Session](#)
- May 15 WCIA - [Approaching Supervisory Situations with Confidence, PM Session](#)
- May 16 Camas - [Building Supervisory Skills 101](#)
- May 21 Union Gap - [Parks Facilities Risk Management 101](#)
- May 30 Camas - [Building Supervisory Skills 201](#)

## Reimbursable\* & Co-Sponsored Programs

\*Indicates a reimbursable program. Reimbursement funding is available upon program completion.

The Reimbursable & Co-Sponsored Programs are linked to further information on the organizations' website.

- May 1 Chelan - [A Special Short Course on Affordable Housing](#)
- May 1-2 Olympia - [DES Leading Others\\*](#)
- & June 5
- May 1-3 Yakima - [AWC Labor Relations Institute\\*](#)
- May 1-3 Chelan - [PAW Annual Conference\\*](#)
- May 3 Kirkland - [Flagger Certification-Evergreen Safety Council\\*](#)
- May 3 Seattle - [CIT King County Fire/EMS, 8HR In-Service, Course #8068 - FULL](#)
- May 6 Moses Lake - [Implicit Bias Training, AM Session](#)
- May 6 Moses Lake - [Implicit Bias Training, PM Session](#)
- May 6-7 Burien - [CJTC Blue Courage Workshop, Course #1993\\*](#)
- May 6-9 Burien - [CJTC Blue Courage Academy-Train the Trainer Workshop, Course #1992\\*](#)
- May 6-10 Burien - [CIT 40HR Basic, King County, Course #8070](#)
- May 6-10 Burien - [CJTC Middle Management, Course #4221\\*](#)
- May 7 Enumclaw - [A Short Course on Local Planning](#)
- May 7 Marysville - [CIT Statewide, 8HR In-Service, Course #5509](#)
- May 7-8 Spokane - [DES Leading Others\\*](#)
- & June 6
- May 7-10 Issaquah - [APWA Northwest Public Works Institute: Developing Leaders\\* - FULL](#)
- May 8-9 Olympia - [DES Leading Others\\*](#)
- & June 7
- May 8-10 Auburn - [Certified Playground Safety Inspector \(CPSI\)\\* - FULL](#)
- May 10 Bellingham - [APA WA Chapter-Planning for Temporary Encampments\\*](#)
- May 13 Colville - [CIT Statewide, 8HR In-Service, Course #5509](#)
- May 13-14 Snohomish - [CJTC Blue Courage Workshop, Course #1993\\*](#)
- May 13-14 Olympia - [DES Leading Teams\\*](#)
- & June 7

- May 13-16 Snohomish - CJTC Blue Courage Academy-Train the Trainer Workshop, Course #1992\*
- May 13-17 Burien - CIT 40HR Basic, King County, Course #8070
- May 15 Summit Law Webinar - The Supervisor's Role in Minimizing Liability for Discrimination, Harassment and Retaliation\*
- May 15-16 Seattle - DES Leading Others\*  
& June 13
- May 16-17 Olympia - DES Leading Others\*  
& June 17
- May 18 Kirkland - Flagger Certification-Evergreen Safety Council\*
- May 20-24 Newman Lake - CJTC First Level Supervision, Course #4127\*
- May 21 Summit Law Webinar - The Attendance Maze: A Primer on Protected Leave\*
- May 21-22 Kennewick - DES Leading Others\*  
& June 25
- May 22 AWC Webinar - Elected Officials Essentials Series-Aligning Your Resources with Your City's Strategic Goals\*
- May 22 MRSC Webinar - Affordable Housing & Homelessness Series, Part 1: Limitations of Homelessness Enforcement\*
- May 22 Summit Law Webinar - Effective Performance Evaluations\*
- May 22-23 Vancouver - DES Leading Others\*  
& June 27
- May 24 Kirkland - Flagger Certification-Evergreen Safety Council\*
- May 28-29 Tacoma - DES Leading Others\*  
& June 17
- May 29-30 Everett - DES Leading Others\*  
& June 25
- May 30-31 Bellevue - CJTC Blue Courage Workshop, Course #1993\*

## **RESEARCH**

Levy Lid Lift for Schools - <https://www.wral.com/legislature-passes-lid-lift-local-tax-rules-for-schools/18353759/>

Financial Stable Capital Planning - <https://www.gfoa.org/sites/default/files/021908.pdf>

## **Week Ending May 10, 2019**

### **NEXT BOARD MEETING**

Our next board meeting will be May 21. Please email any items for agenda consideration by Wednesday, May 15<sup>th</sup> at noon.

### **FINANCE COMMITTEE MEETING**

We will be meeting next Thursday, May 16<sup>th</sup> at 12:30pm. We will be going through the Annual Financial Report and Salary Matrix/Survey Results.

### **BOARD MEETING FOLLOW-UP**

- Pete DeQuincy Video: <https://www.youtube.com/watch?v=ZR4yLImYiM4>
- Chlorine (Stenner) Feed Pump replacement part was \$252. The reliability of a new system should be a better long-term investment.
- End of credit signs have been posted on website and social media. We updated the signage to later deadline, June 9<sup>th</sup>.
- Here is the link to the Aquatic Skills Builder. Please email Linda or me ASAP to ensure you have a spot held. [https://www.wrpatoday.org/index.php?option=com\\_jevents&task=icalrepeat.detail&evid=55&Itemid=181&year=2019&month=06&day=08&title=aquatics-skill-builder-not-on-your-watch-a-training-better-trainers&uid=5a8119a49534ad9156106bf287a89842](https://www.wrpatoday.org/index.php?option=com_jevents&task=icalrepeat.detail&evid=55&Itemid=181&year=2019&month=06&day=08&title=aquatics-skill-builder-not-on-your-watch-a-training-better-trainers&uid=5a8119a49534ad9156106bf287a89842)

## YASG GRANT

Follow up to application is complete. Next step will be to order and install the scoreboard, timing pads and timing system.

## IT UPDATE

- Second Terminal at MRP: We finally received the last part for the terminal, and it is now operational.
- Laptops: The laptops will be backed up next week. We are adding this to our surplus list for this summer. We will explore the legal options of selling them.
- Website Backup: We are looking at the possibility of transferring the backup of the website to the server.

## RUNNING FOR OFFICE

Just a reminder that filing for office is May 13-17. Toni Overmyer and Shane Young's seats are on the ballot this year. Click link below for more information.

<https://www.kingcounty.gov/depts/elections/for-candidates.aspx>

## WILLIAM SHORE POOL CHANGING NAMES

William Shore Memorial Pool District is changing their name to Shore Metropolitan Park District.

[https://docs.wixstatic.com/ugd/1e7324\\_a9caa7bbd36c40c3aa21f52a1c3a0cc3.pdf](https://docs.wixstatic.com/ugd/1e7324_a9caa7bbd36c40c3aa21f52a1c3a0cc3.pdf)

## SCHOOL BANNERS

Banners should be completed next week. We will put them in storage until we start PTSA events in the fall.

## RESEARCH

- MRSC Article on Incompatible Offices - <http://mrsc.org/getdoc/4a8eb61f-fcd2-4236-bd2d-4edcd27da3d5/Holding-Two-Public-Offices-%E2%80%93The-Doctrine-of-Incom.aspx>
- NRPA Lifeguard Shortage Podcast (21 minutes) - <https://www.stitcher.com/email/images/hearitnow-cta.png>
- MRSC: Elected Officials and Benefits - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2019/Elected-Officials-and-Benefits-Programs.aspx>

How Many Local Governments Are Too Many(Governing) - <https://www.governing.com/topics/politics/gov-most-local-governments-census.html>



# Des Moines Pool Metropolitan Park District

April 16, 2019

6:00 p.m.

District Office

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

President Overmyer called the meeting to order at 6:00 p.m. Present were Commissioners Young, Dusenbury, and Achziger; District General Manager Deschenes and District Clerk Linda Ray.

Commissioner Kasnick, unexcused absence.

Des Moines resident, Tricia Croom was also present.

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

### ADOPTION/MODIFICATIONS OF AGENDA

District General Manager Deschenes handed out a copy of the draft financial report to the state along with an amended business calendar.

President Overmyer asked for the additions under old business of 7e to the agenda for the business calendar; and 7f to report on a follow up with Rep. Tina Orwall regarding District status in Washington State.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – None

### PUBLIC COMMENT

Des Moines resident, Tricia Croom thanked the Board for the addition of swim lessons at Mt. Rainier Pool. She recounted that she registered her daughter for lessons and the required placement test was administered. Ms. Croom felt that her daughter was placed in a lower grade class than her swimming ability. She brought her concern to the attention of the staff on duty in the pool office. After discussion and sharing of a video taken by Ms. Croom, her daughter was switched to another class more suited to her capability.

Ms. Croom gave lauds to the staff for their helpfulness and positive customer service. She stated although there were a few bumps in the startup, swim lesson spots seemed to be filled and that it is good to see the pool up and running.

**22015 Marine View Drive South, Suite 2B Des Moines WA 98198**

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 meeting room has limited access for wheelchairs and other mobility assistive devices. In order to accommodate individuals that require the use of such devices, please notify the District at least 48 hours in advance of the meeting to allow for relocation, if necessary, to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 4/16/2019**

**CONSENT AGENDA**

President Overmyer stated that the meeting packet had some adjustments and as such the warrant requests for the month of March along with the payroll transfers were summarized for the Clerk of the Board to validate in the form of an Auditing Officer Certification. These changes were made at the request of the Board at the March meeting to eliminate some excess in the meeting packets going forward and to mirror what is included in City of Des Moines meeting packets. In addition, Expenditures and Revenue figures were summarized on the AIS instead of including a detailed report.

Commissioner Young commented that he would prefer to see vouchers, transfers, and financials in the same format as in past meetings. The Board decided it would be more beneficial to go back to the packet model of previous meetings.

Hearing no further discussion, Commissioner Dusenbury moved to adopt the consent agenda including the Auditing Officer Certification for the month of March with Warrants and Transfers totaling \$72,962.35. Commissioner Achziger 2<sup>nd</sup> and queried if the Board would be getting attendance numbers from the pool's most recent events. DGM Deschenes answered that those numbers would be included in the Aquatic Manager's upcoming quarterly report at the end of the month. With no further comments, the motion passed 4-0.

**OLD BUSINESS**

**a. Policy 340 – Financial Aid/Scholarship Policy**

DGM Deschenes reported that feedback had been received from the Board and had been included in this draft of the policy.

Ms. Croom asked if scholarship funds would be available to children who are not in kindergarten and also to children in foster care.

Commissioner Achziger queried about scholarship availability to children who attend Camp Khaos in the summer months.

DGM Deschenes agreed that language should be revised to include the above concerns prior to releasing the policy. This will be included for discussion in the agenda at the Board's next retreat.

**b. Policy 276 – Organizational Effectiveness**

District General Manager Deschenes introduced an amendment to Policy 276 to include the ability to provide coffee service at the pool to the public on a donation basis. The policy was vetted by our legal team. The donations will become part of the scholarship funds discussed above.

With no discussion, Commissioner Young made the motion to accept the amendments made by the District and by legal counsel. Commissioner Dusenbury 2<sup>nd</sup>. Motion passed 4-0.

A copy of the amended Policy is on file.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 4/16/2019**

**c. Closure Update**

District General Manager Deschenes provided an update of discussions and proceedings with closure of the pool renovation project that started in 2017. He has been inspecting the cracks that occurred after the liner was installed and they seem to be filling in. There is no leakage or additional cracking at this time.

BLRB was contacted by the Department of Revenue for failure to add sales tax to the retainage cost. That was corrected and we should receive final invoicing in May or June.

At the March meeting, Commissioner Young asked DGM Deschenes to research maintenance bonding with legal counsel. DGM Deschenes discussed this with Atty. Tom Burke who will assist us with the language of future contracts.

Commissioner Achziger inquired if a switch to LED lighting would be considered during the maintenance closure in August. It was agreed that the DGM would contact Project Manager Scott Romano to discuss the feasibility and cost-effectiveness of changing out the electrical hardware.

**d. WCIA Audit Follow-up**

President Overmyer reported that the audit was touched on at the March meeting and that the report had been distributed to the Board via email.

DGM Deschenes updated the on-line job application with language suggested by the auditor. The District will also revise language in the employee handbook which is still needs review by the Board.

**e. Business Calendar**

President Overmyer requested to change the date of the next Board retreat from April 29<sup>th</sup> to accommodate the availability of Commissioners Young and Kasnick. A date of May 7<sup>th</sup> was suggested and agreed upon by the Board members. The workshop retreat will begin at 6:00 p.m.

The retreat scheduled for July 9<sup>th</sup> will include an introduction to the 2020 budget. That workshop is presently scheduled to begin at 3:00 p.m. A suggestion was made to move the start time to the evening and will be discussed at the next meeting.

President Overmyer would like the Board to consider a special meeting early in August to accommodate a 2<sup>nd</sup> quarter report by the Aquatic Manager.

The date for the retreat following is October 1<sup>st</sup> which will include the 3<sup>rd</sup> quarter report by the AM.

President Overmyer asked DGM Deschenes to summarize these dates in an email both to the Board members and to the Aquatic Manager and Coordinator so that they can be prepared for their quarterly reports.

**f. Legislative Follow-up**

District General Manager Deschenes receives updates via email from Doug Levy regarding WRPA decisions and the current District restrictions which he will share with the Board going forward.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 4/16/2019**

**NEW BUSINESS**

**a. 2018 Financial Report**

Using District's former Financial Analyst Toni Nelson's format for the annual financial report, District General Manager Deschenes drafted the 2018 report which he will provide in Word format to the Board members. He summarized the report and reminded the Finance Committee that they will need to meet to review the document before it is finalized. The DGM's goal is to have the report submitted to the state auditor before the May 21<sup>st</sup> Board meeting.

**b. RFQ - Facilitator**

At the request of the Board the District General Manager Deschenes drafted an RFQ to procure a facilitator to help guide the Board with training to make cohesive decisions with regard to the Aquatic Feasibility Study. It is hopeful the sessions can be scheduled for as soon as this summer; however, concern was expressed over the time line. DGM Deschenes asked the Board members to review and comment by April 23<sup>rd</sup> for discussion at the May Board meeting.

**c. KCYAS Mini-Grant**

District General Manager Deschenes stated that paperwork needed a signature for the King County Youth grant in order to replace the timing pads and scoreboard that were property of AMG and removed when the District assumed management of the pool. The grant offers matching funds up to \$15,000.

Commissioner Young moved to allow the District General Manager to sign the paperwork; Commissioner Dusenbury 2<sup>nd</sup>, Passed 4-0

**GENERAL DISCUSSION**

Commissioner Dusenbury mentioned that the City of Des Moines was presenting at a Highline School District meeting on Wednesday evening at 5:00. President Overmyer invited the DGM and Board members to attend.

Commissioner Dusenbury also indicated that the Y is offering a Silver Sneakers program that might also be considered at the Mt. Rainier Pool. The DGM will research.

Commissioner Young stated if the Aquatic Manager was attending the next meeting, could he ask him if he would consider opening the pool on Sundays. DGM asked the Board to limit questions to the AM, however well-directed questions can be directed to the AM thru the DGM ahead of the meeting.

Commissioner Dusenbury inquired about "numbers" reporting and what reports will look like going forward. The DGM stated that our software can generate any report the Board decides it wants to see. The Aquatic Manager will report on attendance at the quarterly meeting.

President Overmyer made the statement that the pool looks so different and the staff is good. The April Pool's day event went very well.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 4/16/2019**

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:10 pm.

**UPCOMING MEETINGS –**

- May 7, 2019, Study Session Retreat, 6:00 p.m. District Office
- May 21, 2019, Regular Board Meeting, 6:00 p.m. District Office

Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool Metropolitan Park District Board of Commissioners

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Commissioner Overmyer

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Commissioner Dusenbury

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Commissioner Kasnick

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Commissioner Young

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Commissioner Achziger

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Linda Ray, District Clerk

**22015 Marine View Drive South, Suite 2B Des Moines WA 98198**

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**Close Out Summary**

Run Date: 05/08/2019 09:46am  
 Employee: All Staff Members  
 Location: All Locations  
 Workstation: All Workstations  
 Report Date: 04/01/2019 12:00am-04/30/2019 11:59pm  
 Notes:

**Total (Cash & Equivalent) Receipts By Payment Type**

<u>Payment Type</u>	<u>Payment Count</u>	<u>Total</u>
Mount Rainier Pool		
AMG Liability	2	75.25
Cash	232	1,842.75
Check	13	751.75
Credit/Debit	314	15,705.75
User Credit	76	256.00
WEBSITE		
Credit/Debit	5	237.70
AMG Liability Total:	2	75.25
Cash Total:	232	1,842.75
Check Total:	13	751.75
Credit/Debit Total:	319	15,943.45
User Credit Total:	76	256.00
Total Receipts Total	642	18,869.20

**Cash Receipts By Payment Type**

<u>Payment Type</u>	<u>Payment Count</u>	<u>Total</u>
Mount Rainier Pool		
Cash	232	1,842.75
Check	13	751.75
Credit/Debit	314	15,705.75
User Credit	76	256.00
WEBSITE		
Credit/Debit	5	237.70
Cash Total:	232	1,842.75
Check Total:	13	751.75
Credit/Debit Total:	319	15,943.45
User Credit Total:	76	256.00
Cash Receipts Total	640	18,793.95

**Cash Equivalent Receipts By Payment Type**

<u>Payment Type</u>	<u>Payment Count</u>	<u>Total</u>
Mount Rainier Pool		
AMG Liability	2	75.25
AMG Liability Total:	2	75.25
Cash Equivalent Total	2	75.25

**Refunds By Payment Type**

<u>Payment Type</u>	<u>Payment Count</u>	<u>Total</u>
Mount Rainier Pool		
Cash	1	(27.00)
Credit/Debit	2	(75.75)
Cash Total:	1	(27.00)
Credit/Debit Total:	2	(75.75)
Refunds Total	3	(102.75)

**Credits By Payment Type**

<u>Payment Type</u>	<u>Payment Count</u>	<u>Total</u>
Mount Rainier Pool		
User Credit	2	(52.00)
User Credit Total:	2	(52.00)
Refunds Total	2	(52.00)



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/08/2019

Total Amount: \$12,830.31

Control Total: 15

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20190307120134.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: Linda Ray

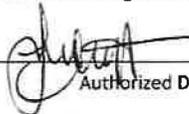
Email Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

 Authorized District Signature	_____	Date	_____	Authorized District Signature	_____	Date	_____
Authorized District Signature	_____	Date	_____	Authorized District Signature	_____	Date	_____
Authorized District Signature	_____	Date	_____	Authorized District Signature	_____	Date	_____

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Email: SpecialDist.AP@kingcounty.gov  
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## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20190307120134.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			14810	03/01/2019	\$160.00	DISTRICT JANITORIAL SVCS - MAR 2019
CENTRAL WELDING SUPPLY			RN22192453	02/28/2019	\$69.36	POOL CHEMICALS
CENTRAL WELDING SUPPLY			RN02192456	02/28/2019	\$69.36	POOL CHEMICALS
CONNOR REIFF			20190315CR15	03/07/2019	\$375.28	PAYROLL PE 2/25/2019
DATAQUEST, LLC			8140	02/28/2019	\$174.00	BKGROUND CHECKS -FEB 2019
DEPARTMENT OF RETIREMENT SYSTEMS			20190307DOR	03/07/2019	\$605.50	DEFERRED COMP S DESCHENES PE 3/10/2019
HENSEN LAM			20190315HL16	03/07/2019	\$153.04	PAYROLL PE 2/25/2019
HIGHLINE WATER DISTRICT			20190219HWD/MRP	02/19/2019	\$511.14	WATER UTILITY/MRP - 1/18 TO 2/19/2019
MIANNA BEHRENS			20190315MB31	03/07/2019	\$241.78	PAYROLL PE 2/25/2019
MIDWAY SEWER DISTRICT			20190225MSD/MRP	02/25/2019	\$406.34	SEWER UTILITY/MRP - 12/26/2018 TO 2/25/2019
NORTHWEST LANDSCAPING SERVICES			CD500005377	03/01/2019	\$548.91	LANDSCAPE SVC/MRP - MAR 2019
PUGET SOUND ENERGY			20190312PSE/MRP	02/20/2019	\$6,025.98	ELECTRIC UTILITY/MRP - 1/17 TO 2/19/2019
SNURE LAW OFFICE			20190301BS	03/01/2019	\$2,026.50	PROFESSIONAL SERVICES - FEB 2019
TANNER HUCK			20190315TH27	03/07/2019	\$352.99	PAYROLL PE 2/25/2019
ULINE			106143319	02/22/2019	\$1,110.13	POOL SUPPLIES



# Special District Voucher Approval Document

Scheduled Payment Date: 03/15/2019  
Total Amount: \$3,859.53  
Control Total: 11  
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
File Name: AP\_DMPOLPRK\_APSUPINV\_20190313122853.csv  
Fund #: 170950010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>LINDA RAY</u>	Email Address: <u>linda.ray@desmoinespool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
<b>Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):</b>		
<u>[Signature]</u> Authorized District Signature	<u>3/13</u> Date	<u>[Signature]</u> Authorized District Signature
<u>[Signature]</u> Authorized District Signature	<u>[Signature]</u> Date	<u>3/13/19</u> Date
<u>[Signature]</u> Authorized District Signature	<u>[Signature]</u> Date	<u>[Signature]</u> Authorized District Signature
<u>[Signature]</u> Authorized District Signature	<u>[Signature]</u> Date	<u>[Signature]</u> Authorized District Signature

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# Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20190313122853.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AAA FIRE PROTECTION INC.			4578188	03/12/2019	\$158.40	FIRE EXT SERVICE/MRP
CMIT SOLUTIONS EASTSIDE			6510	02/28/2019	\$1,701.00	IT SUPPORT - FEB 2019
CMIT SOLUTIONS EASTSIDE			6565	02/28/2019	\$240.63	IT SUPPORT/SERVER MOVE - FEB 2019
COPIERS NORTHWEST			INV1916712	02/28/2019	\$11.26	COPIER SER #QNR10085 OVERAGE - FEB 2019
GRAINGER			9102402741	02/28/2019	\$367.14	MRP JANITORIAL SUPPIES - FEB 2019
GRAINGER			9102357564	02/28/2019	\$199.85	MRP JANITORIAL SUPPIES - FEB 2019
LINDA RAY			20190301LR	03/13/2019	\$279.67	REIMBURSEMENT - POOL RE-OPENING SUPPLIES
MOUNTAIN MIST			20190228MtM	02/28/2019	\$121.78	WATER DELIVERY MRP/DMP - FEB 2019
PRINT PLACE			28973M	02/28/2019	\$172.94	COPIES
RECOLOGY			000274557	02/28/2019	\$324.86	GARBAGE/RECYCLE UTILITY/MRP - FEB 2019
SOUTH KING FIRE & RESCUE			05219	02/28/2019	\$282.00	PERMIT/MRP - RENEWAL



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/21/2019  
Total Amount: \$4,203.75  
Control Total: 7  
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
File Name: AP\_DMPOLPRK\_APSUPINV\_20190319161010.csv  
Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: LINDA RAY

Email Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<u>[Signature]</u>	<u>3/19/19</u>
Authorized District Signature	Date
<u>[Signature]</u>	<u>3/19/19</u>
Authorized District Signature	Date
_____	_____
Authorized District Signature	Date

<u>[Signature]</u>	<u>3/19/19</u>
Authorized District Signature	Date
_____	_____
Authorized District Signature	Date
_____	_____
Authorized District Signature	Date

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## Special District Voucher Approval Document

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20190319161010.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASSOCIATION OF WASHINGTON CITIES			20190319NWA	03/19/2019	\$623.89	EMP TRUST - D FINAZZO - APR 2019
CANON FINANCIAL SERVICES, INC.			19883025	03/13/2019	\$29.12	DISTRICT COPIER EQUIPMENT - MAR 2019
CENTRAL WELDING SUPPLY			CG74043	03/11/2019	\$166.59	POOL CHEMICALS
COMCAST			20190312CB/MRP	03/12/2019	\$215.40	BUSINESS INT/PHONE SERVICES - 3/22 TO 4/21/19
PHILLIPS PUBLISHING			1323DM	03/08/2019	\$673.75	AD CITY CURRENTS - SPR 2019
PHILLIPS PUBLISHING			1324 DM	03/08/2019	\$1,247.50	AD DM CITY CURRENTS - SPR 2019
PHILLIPS PUBLISHING			1322DM	03/08/2019	\$1,247.50	AD DM CITY CURRENTS - SPR 2019



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/25/2019  
Total Amount: \$6,930.13  
Control Total: 10`  
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
File Name: AP\_DMPOLPRK\_APSUPINV\_20190321102504.csv  
Fund #: 170950010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>LINDA RAY</u>	Email Address: <u>linda.ray@desmoinespool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
<b>Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):</b>		
<u>[Signature]</u> Authorized District Signature	<u>3/21/19</u> Date	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Batch Processed By:	_____
Date Processed:	_____



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20190321102504.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CONNOR REIFF			20190325CR15	03/25/2019	\$459.70	PAYROLL PE 3/10/2019
DEPARTMENT OF LABOR & INDUSTRIES			19409500	03/11/2019	\$306.56	WA INDUSTRIAL INSURANCE -2019
DES MOINES POOL METRO PARK DISTRICT			20190320ZBA	03/20/2019	\$3,715.83	2018-2019 L&I - DEDUCTED FROM ZBA
HENSEN LAM			20190325HL16	03/25/2019	\$237.20	PAYROLL PE 3/10/2019
JOE DUSENBURY			20190325JD08	03/25/2019	\$103.49	COMMISSIONER SUBSIDY - FEB 2019
MIANNA BEHRENS			20190325MB31	03/25/2019	\$208.12	PAYROLL PE 3/10/2019
SHANE YOUNG			20190325SY10	03/25/2019	\$103.60	COMMISSIONER SUBSIDY - FEB 2019
TONI OVERMYER			20190325TO04	03/25/2019	\$103.24	COMMISSIONER SUBSIDY - FEB 2019
US BANK			20190311USB	03/11/2019	\$974.89	US BANK CARD
ZEN 22015, LLC			20190325ZEN	04/01/2019	\$717.50	DISTRICT RENT - APR 2019



# Special District Voucher Approval Document

Scheduled Payment Date: 03/29/2019  
 Total Amount: \$6,543.43  
 Control Total: 5  
 Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
 File Name: AP\_DMPOLPRK\_APSUPINV\_20190327123849.csv  
 Fund #: 170950010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>LINDA RAY</u>	Email Address: <u>linda.ray@desmoinespool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :		
<u>Joe Robinson</u>	<u>3/27/19</u>	<u>Scott D...</u>
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature

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Date Processed:	_____



# Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20190327123849.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
COPIERS NORTHWEST			INV1923162	03/19/2019	\$29.29	DISTRICT COPIER EQUIP OVERAGE - 2/16 TO 3/15/19
DEPARTMENT OF LABOR & INDUSTRIES			309971	02/26/2019	\$201.54	PERMIT - BOILER PRESSURE VESSEL - MRP
DEPARTMENT OF RETIREMENT SYSTEMS			20190330DOR	03/27/2019	\$605.50	DEFERRED COMP S DESCHENES - PE 3/25/2019
MACDONALD-MILLER FACILITY SOLUTIONS			SVC152641	03/14/2019	\$425.80	BOILER REPAIR/MRP
PUGET SOUND ENERGY			20190321PSE/MRP	03/21/2019	\$5,281.30	ELECTRIC/GAS UTILITY/MRP - 2/19 TO 3/20/19



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/11/2019  
Total Amount: \$6,153.94  
Control Total: 24  
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
File Name: AP\_DMPOLPRK\_APSUPINV\_20190409110443.csv  
Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: LINDA RAY Email Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

 Authorized District Signature	_____ Date	 Authorized District Signature	<u>4-9-19</u> Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

<b>KING COUNTY FINANCE USE ONLY:</b>	
Batch Processed By:	_____
Date Processed:	_____



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20190409110443.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			14911	04/01/2019	\$160.00	DISTRICT JANITORIAL SVCS - APR 2019
AQUATIC SPECIALTY SERVICES			16953	03/21/2019	\$165.00	CONTRACT MAINT SVCS - MAR 2019
AQUATIC SPECIALTY SERVICES			16850	03/06/2019	\$10.85	CONTRACT SVCS ITEM R08701
AQUATIC SPECIALTY SERVICES			16763	02/15/2019	\$139.40	CONTRACT SVCS CHEMICALS
AQUATIC SPECIALTY SERVICES			16743	02/14/2019	\$66.57	CONTRACT SVCS CHEMICALS
AQUATIC SPECIALTY SERVICES			16742	02/14/2019	\$203.51	CONTRACT MAINT SVCS - MAR 2019
AQUATIC SPECIALTY SERVICES			16674	01/23/2019	\$51.55	CONTRACT SVCS - JAN 2019
AQUATIC SPECIALTY SERVICES			16630	01/15/2019	\$713.87	CONTRACT SVCS MAINT AND CHEMICALS
AQUATIC SPECIALTY SERVICES			16518	12/17/2018	\$24.52	CONTRACT SVCS CHEMICALS
CENTRAL WELDING SUPPLY			RN03192469	03/31/2019	\$69.36	POOL CHEMICALS
CENTRAL WELDING SUPPLY			CG74727	03/29/2019	\$248.47	POOL CHEMICALS
CONNOR REIFF			20190409CR15	04/09/2019	\$531.79	PAYROLL PE 3/25/2019
DATAQUEST, LLC			8423	03/26/2019	\$58.00	BACKGROUND CHECKS - MAR 2019
DEPARTMENT OF RETIREMENT SYSTEMS			20190409DOR	04/09/2019	\$605.50	DEFERRED COMP S DESCHENES PE 4/10/2019
DEPARTMENT OF RETIREMENT SYSTEMS			1334393	04/02/2019	\$25.00	OASI - 2018 TAX YEAR
HENSEN LAM			20190409HL16	04/09/2019	\$126.82	PAYROLL PE 3/25/2019
HIGHLINE WATER DISTRICT			20190318HWD/MRP	03/18/2019	\$491.38	WATER UTILITY - 2/19 TO 3/18/19
MIANNA BEHRENS			20190409MB31	04/09/2019	\$189.62	PAYROLL PE 3/25/2019
MOUNTAIN MIST			20190331MtM	03/31/2019	\$139.50	WATER DELIVERY - MAR 2019
NORTHWEST LANDSCAPING SERVICES			CD50011097	04/01/2019	\$548.91	LANDSCAPE CONTRACT SVCS - APR 2019
PRINT PLACE			29079M	03/31/2019	\$250.80	COPY SERVICE - MAR 2019
RECOLOGY			0002782041	03/31/2019	\$324.86	GARBAGE/RECYCLE UTILITY - MAR 2019
SNURE LAW OFFICE			20190401BS	04/01/2019	\$588.00	PROFESSIONAL SVCS - MAR 2019
TANNER HUCK			20190409TH27	04/09/2019	\$420.66	PAYROLL PE 3/25/2019



# Special District Voucher Approval Document

Scheduled Payment Date: 04/15/2019  
Total Amount: \$5,783.05  
Control Total: 5  
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
File Name: AP\_DMPOLPRK\_APSUPINV\_201904111111027.csv  
Fund #: 170950010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>LINDA RAY</u>	Email Address: <u>linda.ray@desmoinespool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
<b>Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :</b>		
<u>[Signature]</u> Authorized District Signature	<u>4/11/19</u> Date	_____
_____	_____	Authorized District Signature
_____	_____	Date
_____	_____	Authorized District Signature
_____	_____	Date
_____	_____	Authorized District Signature
_____	_____	Date

**SUBMIT SIGNED DOCUMENT TO:**

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

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

<b>KING COUNTY FINANCE USE ONLY:</b>	
Batch Processed By:	_____
Date Processed:	_____



# Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20190411111027.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CMIT SOLUTIONS EASTSIDE			6605	03/31/2019	\$1,701.00	IT SUPPORT - MAR 2019
CMIT SOLUTIONS EASTSIDE			6594	03/31/2019	\$1,632.73	IT SUPPORT - MRP MAINTENANCE - MAR 2019
PHILLIPS PUBLISHING			1473	04/08/2019	\$660.00	DISPLAY AD - SPR 2019
SIGN STOPNW			10232021-60	04/08/2019	\$1,160.87	BANNERS
SIGN STOPNW			10232021-59	04/08/2019	\$628.45	REFLECTIVE PARKING SIGNS



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/22/2019  
Total Amount: \$8,840.12  
Control Total: 5  
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
File Name: AP\_DMPOLPRK\_APSUPINV\_20190417124931.csv  
Fund #: 170950010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <u>Linda Ray</u>	Email Address: <u>linda.ray@desmoinespool.org</u>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
<b>Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):</b>		
<u>[Signature]</u> Authorized District Signature	_____	Date
_____	_____	Date
_____	_____	Date
_____	<u>[Signature]</u>	<u>4-18-19</u>
_____	Authorized District Signature	Date
_____	_____	Date
_____	_____	Date

**SUBMIT SIGNED DOCUMENT TO:**  
King County Accounts Payable  
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401 5th Avenue, Room 323  
Seattle, WA 98104

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

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Batch Processed By:	_____
Date Processed:	_____



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20190417124931.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ARIEL N RODRIGUEZ			20190416AMG	04/19/2019	\$87.75	REIMBURSEMENT FOR AMG LIABILITY
COMCAST			20190408CB	04/08/2019	\$156.10	BUSINESS INTERNET SVCS
MACDONALD-MILLER FACILITY SOLUTIONS			PM087546	04/01/2019	\$4,356.00	QUARTERLY MAINTENANCE/MRP
TONI OVERMYER			20190417TO	04/17/2019	\$511.34	REPLACEMENT FOR LOST SUBSIDY CHECKS
US BANK			20190410USB	04/10/2019	\$3,728.93	BANKCARD STMT



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/25/2019  
Total Amount: \$9,057.27  
Control Total: 15`  
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
File Name: AP\_DMPOLPRK\_APSUPINV\_20190423113647.csv  
Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: LINDA RAY

Email Address: linda.ray@desmoinespool.org

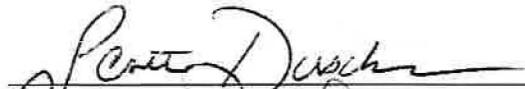
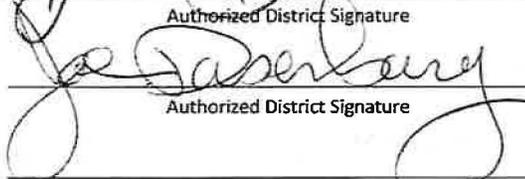
### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

	04-23-19
Authorized District Signature	Date
	4/23/19
Authorized District Signature	Date
Authorized District Signature	Date

### SUBMIT SIGNED DOCUMENT TO:

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Seattle, WA 98104

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

### KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_  
Date Processed: \_\_\_\_\_



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20190423113647.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			17080	04/17/2019	\$165.00	POOL MAINTENANCE CONTRACT - MAR 2019
ASSOCIATION OF WASHINGTON CITIES			20190423NWA	04/23/2019	\$623.89	EMPLOYEE TRUST BENEFIT - D FINAZZO - MAY 2019
CANON FINANCIAL SERVICES, INC.			19992951	04/12/2019	\$29.12	DISTRICT COPIER LEASE - MAY 2019
COMCAST			20190412CB/MRP	04/12/2019	\$224.83	BUSINESS INTERNET SVCS/MRP - 4/22 TO 5/21/19
CONNOR REIFF			20190423CR15	04/23/2019	\$598.03	PAYROLL PE 4/10/2019
COPIERS NORTHWEST			INV1939970	04/17/2019	\$46.50	DISTRICT COPIER OVERAGE CHG - 3/16 TO 4/15/19
DEPARTMENT OF RETIREMENT SYSTEMS			20190423DOR	04/23/2019	\$605.50	DEFERRED COMP S DESCHENES - PE 4/25/2019
HENSEN LAM			20190423HL16	04/23/2019	\$506.82	PAYROLL PE 4/10/2019
JOE DUSENBURY			20190423JD08	04/23/2019	\$314.77	COMMISSIONER SUBSIDY - MAR 2019
MACDONALD-MILLER FACILITY SOLUTIONS			SVC154788	04/18/2019	\$3,800.26	POOL MAINTENANCE, RELIEF VALVES - MAR 2019
MIANNA BEHRENS			20190423MB31	04/23/2019	\$361.50	PAYROLL PE 4/10/2019
SHANE YOUNG			20190423SY	04/23/2019	\$314.77	COMMISSIONER SUBSIDY - MAR 2019
TANNER HUCK			20190423TH27	04/23/2019	\$452.38	PAYROLL PE 4/10/2019
TONI OVERMYER			20190423TO04	04/23/2019	\$296.40	COMMISSIONER SUBSIDY - MAR 2019
ZEN 22015, LLC			20190423ZEN	04/23/2019	\$717.50	DISTRICT RENT - MAY 2019

# ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
**Finance & Business Operations Division**  
 ADM-ES-0600  
 500 4th Ave  
 Seattle, WA 98104  
 Email: cash.management@kingcounty.gov  
 Tel: 206-263-2818 or 206-263-2737

Payment Settlement Date Mar 14, 2019

**PAYMENT INFORMATION**

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ 
  ACH Debit Pay Code (COLXX) \_\_\_\_\_ 
  Automatic Withdrawl  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ 
  Wire Repetitive Wire Code \_\_\_\_\_

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 3/10/2019	170950010			24219		00000	17,430.23
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								\$17,430.23

**PAYEE INFORMATION**

Company  Address  City  State  Zip

**BANK INFORMATION FOR WIRE PAYMENTS.**

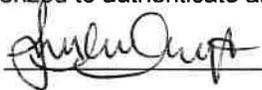
Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

**CONTACT INFORMATION** Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

**AUTHORIZATION** Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title President of the Board Date Mar 7, 2019  
 Print Name Toni Overmyer Phone # 206-429-3852 Email toni.overmyer@desmoinespool.org

# ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
**Finance & Business Operations Division**  
 ADM-ES-0600  
 500 4th Ave  
 Seattle, WA 98104  
 Email: cash.management@kingcounty.gov  
 Tel: 206-263-2818 or 206-263-2737

Payment Settlement Date Mar 25, 2019

## PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ 
  ACH Debit Pay Code (COLXX) \_\_\_\_\_ 
  Automatic Withdrawal  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ 
  Wire Repetitive Wire Code \_\_\_\_\_

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 3/25/2019	170950010			24219		00000	21,164.97
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$21,164.97</b>

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## CONTACT INFORMATION

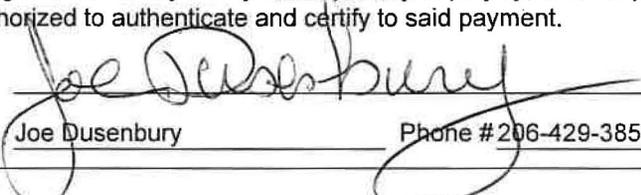
Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

## AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date Mar 21, 2019  
 Print Name Joe Dusenbury Phone # 206-429-3852 Email joe.dusenbury@desmoinespool.org

# ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
**Finance & Business Operations Division**  
 ADM-ES-0600  
 500 4th Ave  
 Seattle, WA 98104  
 Email: cash.management@kingcounty.gov  
 Tel: 206-263-2818 or 206-263-2737

Payment Settlement Date Apr 25, 2019

## PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ 
  ACH Debit Pay Code (COLXX) \_\_\_\_\_ 
  Automatic Withdrawal  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ 
  Wire Repetitive Wire Code \_\_\_\_\_

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 4/25/2019	170950010			24219		00000	24,567.44
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$24,567.44</b>

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## CONTACT INFORMATION

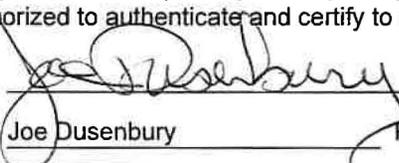
Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

## AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date Apr 23, 2019  
 Print Name Joe Dusenbury Phone # 206-429-3852 Email joe.dusenbury@desmoinespool.org

# ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
**Finance & Business Operations Division**  
 ADM-ES-0600  
 500 4th Ave  
 Seattle, WA 98104  
 Email: cash.management@kingcounty.gov  
 Tel: 206-263-2818 or 206-263-2737

Payment Settlement Date Apr 15, 2019

## PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ 
  ACH Debit Pay Code (COLXX) \_\_\_\_\_ 
  Automatic Withdrawal  
 Book Transfers (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ 
  Wire Repetitive Wire Code \_\_\_\_\_

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 4/10/2019	170950010			24219		00000	21,667.07
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							<b>Total</b>	\$21,667.07

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## CONTACT INFORMATION

Typed or Printed

Contact Name  Organization   
 Email  Phone #  Ext  Fax #

## AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature *Eric Kasnick* Title Commissioner of the Board Date Apr 9, 2019 40  
 Print Name Eric Kasnick Phone # 206-429-3852 Email eric.kasnick@desmoinespool.org

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7a      **Assigned to:** District GM      **Meeting Date:** 05/21/19

**Under:** Old Business      **Attachment:** Yes

**Subject:** 2018 End-of-Year (EOY) Financial Report

### Background/Summary:

Each year the State Auditor's Office requires all taxing districts to complete an annual budget report (attached), due 150 days after fiscal year-end in accordance with RCW 43.09.230, which is May 30, 2019.

On April 16, 2019, the District distributed the report to the Board for review and comments, which were due by April 23, 2019. The proposed changes were presented to the Finance Committee (Commissioners Dusenbury and Young) for their review at a meeting on May 16, 2019. Attached is a copy of the final report.

Once submitted the District GM or District Clerk will post the meeting on the District's Governance page on the Mount Rainier Pool website ([www.mtrainierpool.com](http://www.mtrainierpool.com)) and send the report to the state.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary.

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

<b>Two Touch Rule:</b>	<u>5/16/19.</u>	<b>Committee Review</b>
	<u>4/16/19</u>	<b>First Board Meeting (Informational)</b>
	<u>5/21/19</u>	<b>Second Board Meeting (Action)</b>

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

**Follow-up Needed:**      Yes   X        No             **Reporting Back Date:** 04/23/2019

### Notes:

See attached 2018 Financial Report.



**DES MOINES POOL METROPOLITAN PARK DISTRICT**

**2019 BUDGET**

**Prepared By:**

**Scott Deschenes**

District General Manager

**Board of Commissioners**

**Toni Overmyer, President**

**Joe Dusenbury, Board Clerk**

**Gene Achziger**

**Eric Kasnick**

**Shane Young**

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DRAFT

**BUDGET**

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

**RESOLUTION NUMBER 2018 – 06**

**CERTIFYING PROPERTY TAX LEVY AND  
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING  
JANUARY 1, 2019**

**WHEREAS**, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2019 is \$4,014,749,311.00 and;

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Des Moines Pool Metropolitan Park District as follows:

1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2018, to be collected in 2019 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$1,112,577.09 plus new construction and any increase in state-assessed property.
2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT
3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2019 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:

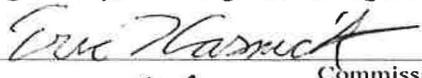
- A. \$ 1,092,397.50 to the Current Expense Fund of the District
- B. \$175,000.00 to the Capital Reserve Fund of the District

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

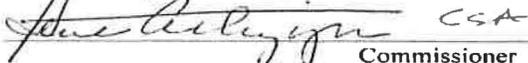
Clerk's Office  
Metropolitan King County Council  
516 Third Avenue  
Room W-1025  
Seattle, WA 98104

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

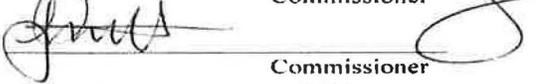
**ADOPTED** by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 20th day of November 2018.

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
District Clerk

## Budget Message from the District Manager

It is my pleasure to present the District Budget for the 2019 fiscal year. The district's budget serves three main purposes: formation of public policy, control of spending and a written financial plan that reflects the District's ongoing commitment to providing aquatic programs for patrons of all ages in a fiscally responsible and sustainable fashion.

### *2018 Accomplishments*

The District had a number of accomplishments in 2018 as it completed a number of critical repair projects, and took over self-management of the pool.

First, the District completed critical repairs to the moveable bulkhead, re-plaster of the pool, tile replacement, repairs to the filter room floor, patch of roof, replacement of clerestory windows, patch of surge tank, spalling brick repair, sewer line replacement and other pool facility components needed for continued operations.

Second, the District secured a two-year Interfund Loan (Tax Anticipatory Note) from King County to cover unforeseen, critical repairs. The District was able to pay off the Interfund Loan in half the time, and was able to only incur \$224 in interest. (Another district with similar repairs had to incur \$130,000 of interest payments over 10 years.)

Third, during the closure the District also completed improvements to lessen other future closures including the the heat exchanger, upgrading to variable frequency drive pump and automating systems to alert staff of issues to reduce closure times.

Fourth, we utilized the closure time to work on improving patrons everyday experience including deep cleaning the entire facility inside and out, removing excess equipment to free up deck and storage space, reworking shower stalls, improving plumbing in restrooms including shower trees and retiling of women's locker rooms.

Fifth, we took steps to improve safety at the pool including improved lifeguard staffing, door alarms on exterior doors, staff at entry to monitor people entering and leaving the facility and working with school district security for grounds safety.

Finally the District also received over \$86,822 in grants including:

- \$75,000 Moveable Bulkhead Replacement
- \$7,500 Wibit Aquatrack
- \$4,322 Door Alarms

## BUDGET

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### *2019 Outlook*

2019 will be the first full-year that the District will be operating the Mount Rainier Pool. This year will see the District implementing new programs and services, which will be introduced in a manner to ensure the highest quality for our patrons and residents.

First, the District was able to lower the tax rate by over 20% after paying for the unforeseen, critical repairs and amassing the funds ahead of the project. The District is starting up many new operations for the first time. As revenue comes in from these programs, there could be a continued impact reducing future levies through higher cost-recovery.

Second, the District will be introducing American Red Cross Swim Lessons. Due to the change in processes from the past system to the nationally recognized format. The District will be instituting swim lesson tests. This will require the District to start lessons later to communicate and test students. We believe this will increase the quality of the swim lessons and make it easier for students to transfer in and out of the program.

Third, the District will be instituting a number of programs throughout 2019. The goal of the District is to research what is working around the region and the country and bring those systems to the pool. The District plans on offering programming that serves all ages and demographics. Each program will be introduced as staffing levels increase.

Fourth, the District is working to revamp its staffing model to better serve the community. Our goal is to train more local youth. The District is reducing barriers to work at the pool by covering the training costs, allowing pool space for youth to develop the physical skills required to lifeguard and work with schools to recruit and develop them. Our goal is to have a large staff that reflects our community and the flexibility for these youth to focus on their academics and extracurricular activities.

Finally, the District decided to delay the Aquatic Feasibility Study until more information could be learned about capital needs of the Mount Rainier Pool and its functional, physical and economical lifecycles. We believe through these projects we developed a better picture of the future of the Mount Rainier Pool. We hope to share this with you in the fourth quarter of 2019.

Respectfully,

Scott Deschenes  
District General Manager  
Des Moines Pool Metropolitan Park District

## **Vision, Mission, Values and Goals**

### **Vision Statement**

**A water-safe community that honors our aquatic heritage**

### **Mission Statement**

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

## Core Values

Accountability to the public we serve

Act with Integrity

Take Responsibility

Transparency

Treat people with dignity & respect

## Goals

Understand & support our community's changing needs

Continue prudent use of taxpayer's funds

Promote & support aquatics programs

Provide a safe & functional facility

Communicate with the people we serve

Create a positive customer experience in terms of cost, quality, delivery, safety and morale

## District Contact Information

**Des Moines Pool Metropolitan Park District**

**22015 Marine View Drive South**

**Des Moines, WA 98198**

**Phone: 206-429-3852**

**Email: [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org)**

**Web site: [www.mtrainierpool.com](http://www.mtrainierpool.com)**

**Mount Rainier Pool**

**22722 19<sup>th</sup> Ave. S.**

**Des Moines, WA 98198**

**Phone: 206-824-4722**

**Email: [info@mtrainierpool.com](mailto:info@mtrainierpool.com)**

**Web site: [www.mtrainierpool.com](http://www.mtrainierpool.com)**

## Organizational Chart

### DISTRICT ADMINISTRATION OFFICES

22015 Marine View Dr. S. #2B

Des Moines, WA 98198

(206) 429-3852

### BOARD OF COMMISSIONERS

Toni Overmyer  
*President*

Joe Dusenbury  
*Clerk of the Board*

Gene Achziger  
*Commissioner*

Eric Kasnick  
*Commissioner*

Shane Young  
*Commissioner*

### DISTRICT ADMINISTRATION STAFF

Scott Deschenes  
*District G.M.*

Linda Ray  
*District Clerk*

Brian Snure  
*Legal Counsel*

### MOUNT RAINIER POOL STAFF

22722 19<sup>th</sup> Ave S.

Des Moines, WA 98198

(206) 824-4722

Dominic Finazzo  
*Aquatics Manager*

Lauryne Bartlett  
*Aquatics Coordinator*

BUDGET

**District Funds**

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

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

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

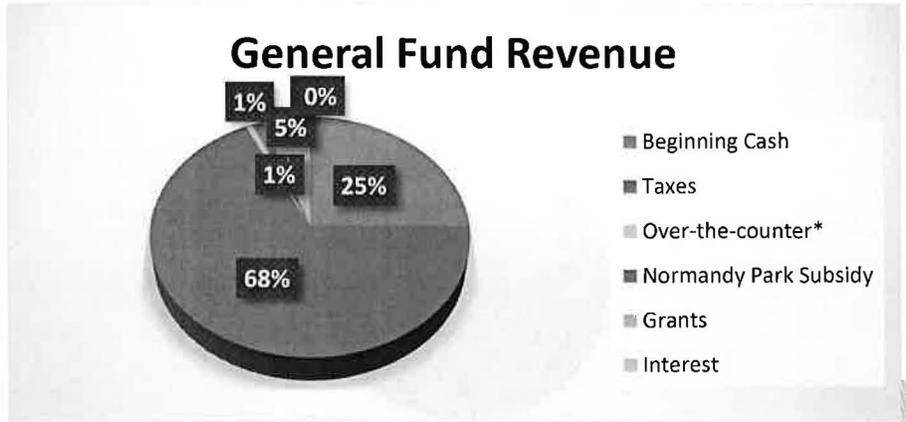
Fund	2015	2016	2017	2018	2019** Budget Projections
<b>GENERAL FUND</b>					
Beginning Cash	\$296,785	\$340,194	\$572,492	\$481,467*	\$375,000
Revenues	\$594,310	\$901,837	\$1,300,817	\$1,453,874	\$1,317,577
Expenditures	\$550,901	\$669,540	\$1,541,785	\$729,150	\$1,392,577
Ending Cash	\$340,194	\$572,491	\$461,625*	\$640,206	\$300,000
<b>CAPITAL FUND</b>					
Beginning Cash	\$280,000	\$350,000	\$420,000	\$145,000	\$0
Revenues	\$70,000	\$70,000	\$70,000	\$0	\$0
Transfer from General Fund	\$0	\$0	\$0	\$421,154	\$175,000
Expenditures	\$0	\$0	\$345,000	\$566,154	\$0
Ending Cash	\$350,000	\$420,000	\$145,000	\$0	\$175,000

\*Switched Financial Process Systems between 2017 & 2018.

# BUDGET

## General Fund Revenue

General fund revenues consist of property taxes, intergovernmental grants, charges for services through interlocal agreement and interest income from investments. DMPMPD no longer contracts for pool management which includes the operation of programs and services at Mt. Rainier Pool. 2018 through 2020 revenues will grow as services are re-established.



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

Property Taxes – the primary revenue source for the district.

Intergovernmental Revenues (grants) – the 2019 budget does not anticipate grant income

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

Interest and Miscellaneous Income – interest earnings from King County Treasurer’s office.

Transfer from Reserves – transfer from capital reserves for capital projects of the district in 2018.

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

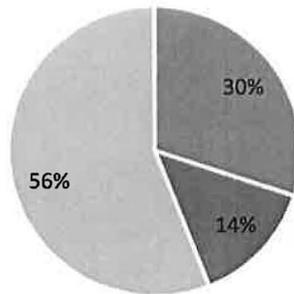
Revenue by Classification	2015	2016	2017	2018	2019 Projected
Beginning Cash	\$297,255	\$340,194	\$572,492	\$481,467	\$375,000
Taxes	\$564,387	\$870,367	\$912,372	\$1,296,237	\$1,112,577
Over the Counter	\$0	\$0	\$0	\$14,408	\$180,000
Grants/Intergov't	\$0.00	\$0	\$8,054	\$92,062	\$0
Contract-N.Park	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Interest Income	\$ 2,350	\$6,470	\$10,391	\$6,594	\$0
Reserve Transfer	\$0.00	\$0.00	\$345,000	\$0	\$0

BUDGET

**General Fund Expenditures**

General Fund expenditures are used to support the ordinary operations of the District including aquatic programs, facility maintenance and all other central operations and services. . 2018 and 2019 included start-up expenses and indirect expenses with the pool closures. In 2019, staff expenses may increase for programming, but revenues should match the expenses to not affect future tax subsidies.

**General Fund Revenues**



■ Administration ■ Pool Facility ■ Capital

Expenditures by Category	2015	2016	2017	2018	2019 Projected Budget
Administration	\$241,867	\$255,379	\$451,075	\$276,331	\$396,000
Pool Facility	\$467,125	\$344,161	\$279,931*	\$128,336	\$752,077
Capital Projects	\$110,000	\$0	\$740,779	\$521,637	\$126,600
Transfers to Reserves	\$ 70,000	\$70,000	\$70,000	\$0****	\$175,000
<b>Total General Fund</b>	<b>\$888,992</b>	<b>\$669,540</b>	<b>\$1,541,785</b>	<b>\$926,304*</b>	<b>\$1,449,677</b>

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

\*\*2018 was the first year that the District will self-manage the Mount Rainier Pool, which will now generate revenue to offset operations.

\*\*\*Due to the delay of the project. Some project overages will be paid in 2018 and the retainage and architecture fees will be paid in 2019 for the 2017 project. This also includes non-project critical repairs including the sewer pipe, heat exchanger and circulation pump.

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

BUDGET

**Capital Projects and Expenditures for 2019**

The projects listed have been identified by the District through a pool facility evaluation completed during 2018. The District intends to fund all projects identified and listed below through the General fund budget.

Project Name	Project #	Project Budget	Funding Source
Heat Exchanger Repair	2019-01C	\$55,000	General
Modify Front Counter to ADA	2019-02C	\$6,800	General
First Aid Cabinet Repair	2019-03FC	\$7,700	General
Robot Vacuum Replacment	2019-04E	\$5,500	General
BecSys Probe Replacement	2019-05M	\$1,100	General
Pressure Washer, Gas-Powered	2019-06E	\$1,100	General
Parking Lot Signage	2019-07E	\$500	General
Lobby Tables & Chairs	2019-08E	\$1,100	General
Misc. Pool Equipment*	2019-09	\$5,000	General
Scoreboard and Timing Pads	2019-10E	\$8,000	General
<b>Total Projects - 2019</b>		<b>\$91,800</b>	

The District Board hired a consultant to determine the Capital needs of the Mount Rainier Pool. A report was made that reflected upcoming Capital, Equipment, Repair and Replacement and Future Projects. This report helped determine the direction and scope of future capital decisions.

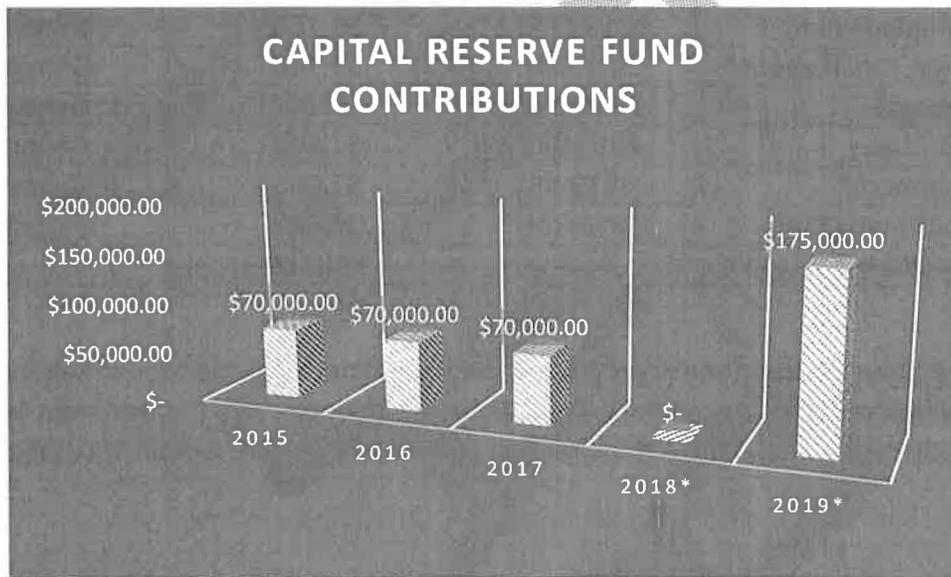
**BUDGET**

**Capital Project Reserve Fund**

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

In 2017, critical, mandatory repairs were needed to keep the doors of the pool open. The Capital Reserve Funds were used to cover most of the costs. At the end of 2018, this fund's balance was at \$0.

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



\*In 2018 the Board of Commissioners decided to fund \$175,000 a year for future capital needs.

## Glossary of Terms

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

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

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

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

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

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

**MAINTENANCE** – routine, regularly scheduled events which extend the life of a capital item

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

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

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

## BUDGET

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

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

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

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

DRAFT

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b Assigned to: District GM Meeting Date: May 21, 2019

Under: Old Business Attachment: No

Subject: Facilitator RFQ

Background/Summary:

The District Board of Commissioners directed the District GM to develop an RFQ for a Facilitator during its Board Retreat on January 29, 2019.

Attached is the RFQ. Please review it and have comments back to the District GM by April 23, 2019 at noon.

The District GM will schedule a meeting with the Capital and Contracts to implement and review changes.

There were no updates from the board before the April 23, 2019 deadline. A copy was provided to the Board at the April 16<sup>th</sup> meeting.

Fiscal Impact: Up to \$5,000 depending on bids.

Proposed Motion:

I move to (or not move to) direct the District GM to post the Request for Qualifications process.

Reviewed by District Legal Counsel: Yes X No        Date: 4/4/19

<u>Two Touch Rule:</u>	<u>      T.B.D.      </u>	<b>Committee Review (WCIA Audit)</b>
	<u>      4/16/19      </u>	<b>First Board Meeting (Informational)</b>
	<u>      5/21/19      </u>	<b>Second Board Meeting (Action)</b>

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

Follow-up Needed:    Yes        No               Report back date:       

Notes:

Des Moines Pool Métropolitain Park District

**AGENDA ITEMS SUMMARY SHEET**

Agenda Item #: 7c Assigned to: District GM Meeting Date: May 21, 2019

Under: Old Business Attachment: Yes

**Subject:** First Quarter Financial Report

**Background/Summary:**

The District Board of Commissioners was presented the 2019 First Quarter Financial Report. The Board of Commissioners requested that the section headers be placed on each page.

The District Clerk has updated the reports to be handed out.

**Fiscal Impact:** None.

**Proposed Motion:** No motion necessary.

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

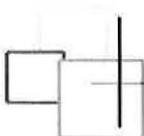
**Two Touch Rule:** N/A Committee Review (WCIA Audit)  
N/A First Board Meeting (Informational)  
N/A Second Board Meeting (Action)

**Action Taken:** Adopted Rejected Postponed

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

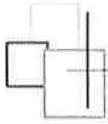
**Notes:**

Attached: Copy of Updated First Quarter Financial Report.



## 2019 REVENUE -- 1st Quarter

Reference	Jan 2019	Feb 2019	Mar 2019	YTD Balance	2019 Budget
<b>General Fund Taxes</b>					
Property Taxes	\$3,802.48	\$30,840.59	\$32,366.34	\$67,009.41	\$0.00
Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Leasehold Excise Tax	\$0.00	\$1,846.10	\$0.00	\$1,846.10	\$0.00
<b>Total General Fund</b>	<b>\$3,802.48</b>	<b>\$32,686.69</b>	<b>\$32,366.34</b>	<b>\$68,855.51</b>	<b>\$0.00</b>
<b>Charges for Goods and Services</b>					
Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
<b>Miscellaneous Revenues</b>					
Investment Interest	\$1,121.72	\$1,062.26	\$914.16	\$3,098.14	\$0.00
Cash Over/Shorts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Management Services Fees	-\$39.04	\$0.00	\$0.00	-\$39.04	\$0.00
Miscellaneous Income (rebates and reimbursements)	\$440.28	\$880.88	\$0.00	\$1,321.16	\$0.00
MRP Cash Deposits	\$727.25	\$2,352.75	\$2,918.37	\$5,998.37	\$0.00
MRP Credit Card Deposits	\$2,384.00	\$11,169.41	\$12,036.70	\$25,590.11	\$0.00
<b>Total Miscellaneous Revenues</b>	<b>\$4,634.21</b>	<b>\$15,465.30</b>	<b>\$15,869.23</b>	<b>\$35,968.74</b>	<b>\$0.00</b>
<b>Capital Projects/Reserve</b>					
Transfer from General Fund - Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$175,000.00
<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,000.00</b>
<b>Grand Total Revenue</b>	<b>\$8,436.69</b>	<b>\$48,151.99</b>	<b>\$48,235.57</b>	<b>\$104,824.25</b>	<b>\$200,000.00</b>



## 2019 EXPENDITURES -- 1ST QUARTER

Reference	Jan 2019	Feb 2019	Mar 2019	YTD Balance	2019 Budget	Budget Balance	% of Budget
<b>Advertising</b>							
District Advertising	\$635.62	\$399.87	\$3,844.83	\$4,880.32	\$22,500.00	\$17,619.68	22%
Sponsorship Supported	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0%
Bulk Mailing - District Postcard	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0%
Bulk Printing - District Postcard	\$0.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$2,200.00	0%
Ad Design	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0%
<b>Total Advertising</b>	<b>\$635.62</b>	<b>\$399.87</b>	<b>\$3,844.83</b>	<b>\$4,880.32</b>	<b>\$31,200.00</b>	<b>\$26,319.68</b>	<b>16%</b>
<b>Capital</b>							
Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0%
Capital - Advertising/Public Notice	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0%
Capital - Architects/Engineers	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	\$11,000.00	0%
Heat Exchanger Repair (MacMiller)	\$0.00	\$0.00	\$0.00	\$0.00	\$55,000.00	\$55,000.00	0%
Modify ADA Counter	\$0.00	\$0.00	\$0.00	\$0.00	\$6,800.00	\$6,800.00	0%
First Aid Cabinet Repair	\$0.00	\$0.00	\$0.00	\$0.00	\$7,700.00	\$7,700.00	0%
<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,000.00</b>	<b>\$83,000.00</b>	<b>0%</b>
<b>Communications</b>							
Web Design & Maintenance	\$0.00	\$187.50	\$0.00	\$187.50	\$2,500.00	\$2,312.50	8%
MS Subscription MS Office 365	\$586.47	\$293.97	\$293.97	\$1,174.41	\$2,050.00	\$875.59	57%
Postage & Mailing	\$0.00	\$9.73	\$83.12	\$92.85	\$3,000.00	\$2,907.15	3%
Telephone/Internet Services (Comcast)	\$1,349.73	\$0.00	\$215.40	\$1,565.13	\$5,000.00	\$3,434.87	31%
Cell Phone (Google Fi)	\$120.09	\$58.15	\$59.01	\$237.25	\$750.00	\$512.75	32%
Work Email Accounts (Google Suite)	\$22.00	\$44.00	\$22.00	\$88.00	\$500.00	\$412.00	18%
Email Notification System (CampaignMonitor)	\$118.00	\$0.00	\$0.00	\$118.00	\$840.00	\$722.00	14%
<b>Total Communications</b>	<b>\$2,196.29</b>	<b>\$593.35</b>	<b>\$673.50</b>	<b>\$3,463.14</b>	<b>\$14,640.00</b>	<b>\$11,176.86</b>	<b>24%</b>
<b>Insurance</b>							
Insurance - WCIA, AWC	\$11,307.66	\$0.00	\$306.56	\$11,614.22	\$15,000.00	\$3,385.78	77%
<b>Total Insurance</b>	<b>\$11,307.66</b>	<b>\$0.00</b>	<b>\$306.56</b>	<b>\$11,614.22</b>	<b>\$15,000.00</b>	<b>\$3,385.78</b>	<b>77%</b>
<b>Intergovernmental Services</b>							
State Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0%
Inspections (Fire Ext)	\$0.00	\$0.00	\$158.40	\$158.40	\$1,000.00	\$841.60	16%
B&O Tax/Agency (DOR)	\$353.98	\$0.00	\$0.00	\$353.98	\$1,000.00	\$646.02	35%
Services Contract - City of Des Moines	\$0.00	\$2,719.71	\$0.00	\$2,719.71	\$20,000.00	\$17,280.29	14%
Permits and Fees (KCHD, CoDM)	\$19.48	\$0.00	\$483.54	\$503.02	\$1,000.00	\$496.98	50%
<b>Total Intergov Services</b>	<b>\$373.46</b>	<b>\$2,719.71</b>	<b>\$641.94</b>	<b>\$3,735.11</b>	<b>\$29,000.00</b>	<b>\$25,264.89</b>	<b>13%</b>
<b>Maintenance &amp; Repair Supplies</b>							
Maintenance Supplies and Small Tools	\$912.07	\$608.14	\$1,128.07	\$2,648.28	\$2,000.00	-\$648.28	132%
Janitorial Supplies	\$163.80	\$0.00	\$566.99	\$730.79	\$4,625.00	\$3,894.21	16%
<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$1,075.87</b>	<b>\$608.14</b>	<b>\$1,695.06</b>	<b>\$3,379.07</b>	<b>\$6,625.00</b>	<b>\$3,245.93</b>	<b>51%</b>
<b>Miscellaneous</b>							
AMG Liabilities	\$453.00	\$181.25	\$493.00	\$1,127.25	\$2,500.00	\$1,372.75	45%
Misc. Services/Discrepancies	\$100.00	\$865.17	-\$378.49	\$586.68	\$1,000.00	\$413.32	59%
Printing & Copying (Outside Vendors)	\$0.00	\$0.00	\$172.94	\$172.94	\$3,000.00	\$2,827.06	6%
Dues/Membership/Subscriptions	\$1,010.00	\$300.00	\$0.00	\$1,310.00	\$2,625.00	\$1,315.00	50%
Fingerprinting/Background checks	\$0.00	\$232.00	\$174.00	\$406.00	\$1,500.00	\$1,094.00	27%
<b>Total Miscellaneous</b>	<b>\$1,563.00</b>	<b>\$1,578.42</b>	<b>\$481.45</b>	<b>\$3,602.87</b>	<b>\$10,625.00</b>	<b>\$7,022.13</b>	<b>34%</b>
<b>Office Supplies</b>							
District Office Supplies	\$277.52	\$257.19	\$578.55	\$1,113.26	\$4,500.00	\$3,386.74	25%
Office Equipment (non-capitalized-SAA)	\$170.25	\$0.00	\$0.00	\$170.25	\$525.00	\$354.75	32%
Computer Equipment (Non-capitalized)	\$0.00	\$0.00	\$43.99	\$43.99	\$8,200.00	\$8,156.01	1%
<b>Total Office Supplies</b>	<b>\$447.77</b>	<b>\$257.19</b>	<b>\$622.54</b>	<b>\$1,327.50</b>	<b>\$13,225.00</b>	<b>\$11,897.50</b>	<b>10%</b>

Reference	Jan 2019	Feb 2019	Mar 2019	YTD Balance	2019 Budget	Budget Balance	% of Budget
<b>Personal Benefits</b>							
Tax - Federal Withholding	\$2,643.04	\$2,904.93	\$3,213.67	\$8,761.64	\$0.00	-\$8,761.64	0%
Tax - Social Sec (FICA)	\$3,000.34	\$4,302.64	\$4,565.16	\$11,868.14	\$32,262.32	\$20,394.18	37%
Tax - (Medicare)	\$701.62	\$1,006.38	\$1,067.58	\$2,775.58	\$11,906.22	\$9,130.64	23%
Tax - Workers Compensation(L&I)	\$310.89	\$730.43	\$3,865.91	\$4,907.23	\$15,000.00	\$10,092.77	33%
Tax - Family Medical Leave (FMLA)	\$96.80	\$138.77	\$147.26	\$382.83	\$0.00	-\$382.83	0%
Personal Benefits (AWC/DRS)	\$3,615.78	\$2,089.76	\$2,089.64	\$7,795.18	\$35,728.00	\$27,932.82	22%
Fringe Benefits (Car, Mileage)	\$150.00	\$135.00	\$120.00	\$405.00	\$2,000.00	\$1,595.00	20%
Unemployment (Tax)	\$254.31	\$271.92	\$259.28	\$785.51	\$0.00	-\$785.51	0%
<b>Total Personal Benefits</b>	<b>\$8,032.94</b>	<b>\$9,675.79</b>	<b>\$11,967.57</b>	<b>\$29,676.30</b>	<b>\$138,597.94</b>	<b>\$108,921.64</b>	<b>21%</b>
<b>Pool Equipment</b>							
Equipment - Robot Vacuum (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0%
Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00	0%
Scoreboard & Timing Pads (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0%
Pressure Washer, Gas-Powered (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00	0%
Parking Lot Signage, "MRP Only" (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	0%
Lobby Tables & Chairs (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00	0%
Pool Operating - Miscellaneous Expenses	\$819.13	\$92.86	\$0.00	\$911.99	\$5,000.00	\$4,088.01	18%
<b>Total Pool Equipment</b>	<b>\$819.13</b>	<b>\$92.86</b>	<b>\$0.00</b>	<b>\$911.99</b>	<b>\$22,300.00</b>	<b>\$21,388.01</b>	<b>4%</b>
<b>Pool Supplies</b>							
Employee Recognition	\$0.00	\$0.00	\$28.75	\$28.75	\$1,200.00	\$1,171.25	2%
Pool Chemicals	\$564.32	\$767.71	\$305.31	\$1,637.34	\$18,900.00	\$17,262.66	9%
Uniforms & Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00	0%
Lifeguard Supplies & Equip	\$0.00	\$79.16	\$0.00	\$79.16	\$1,000.00	\$920.84	8%
<b>Total Pool Supplies</b>	<b>\$564.32</b>	<b>\$846.87</b>	<b>\$334.06</b>	<b>\$1,745.25</b>	<b>\$21,850.00</b>	<b>\$20,104.75</b>	<b>8%</b>
<b>Professional Svcs - Front Offc</b>							
Consulting Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0%
Legal Services Contract (Snure)	\$732.00	\$1,536.00	\$2,026.50	\$4,294.50	\$14,175.00	\$9,880.50	30%
Financial Management Software - VisionMS	\$0.00	\$0.00	\$0.00	\$0.00	\$6,930.00	\$6,930.00	0%
IT Admin/Computer Services (CMIT)	\$1,701.00	\$1,701.00	\$160.00	\$3,562.00	\$20,950.00	\$17,388.00	17%
Printing/Copying (Canon)	\$0.00	\$29.12	\$69.67	\$98.79	\$1,000.00	\$901.21	10%
Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$0.00	\$0.00	\$4,750.00	\$4,750.00	0%
Credit Card Transactions (Authorize.net)	\$50.60	\$32.30	\$47.00	\$129.90	\$2,500.00	\$2,370.10	5%
Payroll/HR (Heartland)	\$459.75	\$388.60	\$370.00	\$1,218.35	\$8,200.00	\$6,981.65	15%
Coffee (Mountain Mist)	\$51.20	\$151.65	\$121.78	\$324.63	\$2,000.00	\$1,675.37	16%
<b>Total Prof Services-Front Offc</b>	<b>\$5,586.39</b>	<b>\$3,838.67</b>	<b>\$2,794.95</b>	<b>\$9,628.17</b>	<b>\$70,505.00</b>	<b>\$60,876.83</b>	<b>14%</b>
<b>Professional Svcs - Maintenance</b>							
Janitorial Services-District Office	\$160.00	\$160.00	\$160.00	\$480.00	\$2,100.00	\$1,620.00	23%
Custodial	\$0.00	\$0.00	\$0.00	\$0.00	\$3,244.50	\$3,244.50	0%
CO2 Services (AirGas)	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$900.00	0%
AHU/VFD Maintenance (Sunbelt)	\$0.00	\$5,280.00	\$0.00	\$5,280.00	\$1,750.00	-\$3,530.00	302%
Gutter and Roof Management	\$0.00	\$0.00	\$0.00	\$0.00	\$3,200.00	\$3,200.00	0%
Landscaping Services (NW Landscape)	\$548.90	\$548.91	\$548.91	\$1,646.72	\$6,600.00	\$4,953.28	25%
Maintenance Contract (MacD-Miller)	\$0.00	\$14,170.06	\$425.80	\$14,595.86	\$19,161.45	\$4,565.59	76%
Maintenance Contract (Aquatic Specialty)	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0%
<b>Total Prof Services-Maintenance</b>	<b>\$708.90</b>	<b>\$20,158.97</b>	<b>\$1,134.71</b>	<b>\$22,002.58</b>	<b>\$39,955.95</b>	<b>\$17,953.37</b>	<b>55%</b>
<b>Rentals &amp; Leases</b>							
District Office Rental (Zen)	\$717.50	\$717.50	\$717.50	\$2,152.50	\$12,500.00	\$10,347.50	17%
Storage Rental (AAAA)	\$550.00	\$275.00	\$275.00	\$1,100.00	\$1,800.00	\$700.00	61%
Miscellaneous Rentals	\$260.80	\$0.00	\$0.00	\$260.80	\$2,500.00	\$2,239.20	10%
<b>Total Prof Services-Maintenance</b>	<b>\$1,528.30</b>	<b>\$992.50</b>	<b>\$992.50</b>	<b>\$3,513.30</b>	<b>\$16,800.00</b>	<b>\$13,286.70</b>	<b>21%</b>
<b>Repairs &amp; Maintenance</b>							
Maintenance Services (non-contracted)	\$4,827.25	\$412.51	\$0.00	\$5,239.76	\$50,000.00	\$44,760.24	10%
Office/IT Equipment Repairs	\$0.00	\$26.00	\$0.00	\$26.00	\$1,000.00	\$974.00	3%
<b>Total Repairs &amp; Maintenance</b>	<b>\$4,827.25</b>	<b>\$438.51</b>	<b>\$0.00</b>	<b>\$5,265.76</b>	<b>\$51,000.00</b>	<b>\$45,734.24</b>	<b>10%</b>

Reference	Jan 2019	Feb 2019	Mar 2019	YTD Balance	2019 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>							
Commissioners - Subsidies	\$524.95	\$937.93	\$505.97	\$1,968.85	\$15,400.00	\$13,431.15	13%
District Manager - Wage	\$6,257.36	\$5,921.52	\$6,191.58	\$18,370.46	\$95,550.00	\$77,179.54	19%
District Clerk -Wage	\$2,004.40	\$1,673.20	\$1,827.39	\$5,504.99	\$26,250.00	\$20,745.01	21%
Aquatics Mgr -Wage	\$4,167.96	\$3,535.59	\$4,866.49	\$12,570.04	\$69,000.00	\$56,429.96	18%
Aquatic Coordinator - Wage	\$0.00	\$0.00	\$2,251.86	\$2,251.86	\$52,500.00	\$50,248.14	4%
Lifeguards - Wage	\$5,726.52	\$14,508.12	\$10,941.38	\$31,176.02	\$185,850.00	\$154,673.98	17%
Instructors - Wage	\$0.00	\$154.61	\$1,078.56	\$1,233.17	\$69,300.00	\$68,066.83	2%
Head Lifeguards - Wage	\$0.00	\$0.00	\$2,464.13	\$2,464.13	\$32,760.00	\$30,295.87	8%
Overtime (OT)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0%
Sick Pay	\$0.00	\$1,139.66	\$0.00	\$1,139.66	\$12,566.40	\$11,426.74	9%
Family Medical Leave (FMLA)	\$0.00	\$0.00	\$0.00	\$0.00	\$868.20	\$868.20	0%
Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$29,135.00	\$29,135.00	0%
<b>Total Salaries &amp; Wages</b>	<b>\$18,681.19</b>	<b>\$27,870.63</b>	<b>\$30,127.36</b>	<b>\$76,679.18</b>	<b>\$561,544.60</b>	<b>\$484,865.42</b>	<b>14%</b>
<b>Scholarships</b>							
Swim Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$6,443.68	\$6,443.68	0%
<b>Training &amp; Travel</b>							
Training/Conferences	\$0.00	\$262.90	-\$564.57	-\$301.67	\$2,000.00	\$2,301.67	-15%
Travel Expenses (Mileage, Tolls)	\$0.00	\$0.00	\$15.35	\$15.35	\$1,500.00	\$1,484.65	1%
Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$473.90	\$473.90	\$1,000.00	\$526.10	47%
Training (LGI/WSI Certs)	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0%
Certifications (non WSI)	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0%
In Service Supplies (Internal Training)	\$0.00	\$0.00	\$1,567.72	\$1,567.72	\$1,575.00	\$7.28	100%
Swim Lesson Licensing (Amer Red Cross)	\$336.46	\$0.00	\$0.00	\$336.46	\$3,000.00	\$2,663.54	11%
<b>Total Training &amp; Travel</b>	<b>\$336.46</b>	<b>\$262.90</b>	<b>\$1,492.40</b>	<b>\$2,091.76</b>	<b>\$15,075.00</b>	<b>\$12,983.24</b>	<b>14%</b>
<b>Utilities</b>							
Electricity (PSE)	\$10,097.28	\$0.00	\$11,307.28	\$21,404.56	\$75,000.00	\$53,595.44	29%
Water (WD54)	\$4,615.62	\$0.00	\$511.14	\$5,126.76	\$8,000.00	\$2,873.24	64%
Garbage/Recycling (Recology)	\$315.61	\$324.86	\$324.86	\$965.33	\$4,200.00	\$3,234.67	23%
Sewer (Midway)	\$3,800.86	\$0.00	\$406.34	\$4,207.20	\$2,000.00	-\$2,207.20	210%
<b>Total Utilities</b>	<b>\$18,829.37</b>	<b>\$324.86</b>	<b>\$12,549.62</b>	<b>\$31,703.85</b>	<b>\$89,200.00</b>	<b>\$57,496.15</b>	<b>36%</b>
<b>TOTAL ADMINISTRATION</b>	<b>\$37,242.16</b>	<b>\$26,769.17</b>	<b>\$31,360.91</b>	<b>\$64,011.33</b>	<b>\$422,941.54</b>	<b>\$358,930.21</b>	<b>15%</b>
<b>TOTAL OPERATIONS</b>	<b>\$40,165.45</b>	<b>\$45,794.11</b>	<b>\$41,435.94</b>	<b>\$85,959.56</b>	<b>\$711,635.55</b>	<b>\$984,606.20</b>	<b>12%</b>
<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,000.00</b>	<b>\$83,000.00</b>	<b>0%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$77,407.61</b>	<b>\$72,563.28</b>	<b>\$72,796.85</b>	<b>\$222,767.74</b>	<b>\$1,217,577.09</b>	<b>\$994,809.35</b>	<b>18%</b>

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: 05/21/19

Under: New Business Attachment: No

Subject: August Closure

Background/Summary:

The Mount Rainier Pool will be closing for an undetermined week in August. This will be to complete installation of new lighting, install the new scoreboard, and other small projects.

Planning is still in progress, so an update will be made at the board meeting.

Fiscal Impact: N/A

Proposed Motion: Not necessary.

Reviewed by Legal Counsel: Yes X No Date:

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

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes: No attachments.