



Des Moines Pool Metropolitan Park District

22015 Marine View Drive South

November 19, 2019

6:00 p.m.

Regular Meeting/Public Meeting

AGENDA

- 6:00 **1. CALL TO ORDER ROLL CALL**
- 6:03 **2. PLEDGE OF ALLEGIANCE**
- 6:05 **3. ADOPTION/MODIFICATIONS OF AGENDA**
- 6:08 **4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**
- 6:10 **5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)**
- 6:15 **6. CONSENT AGENDA**
 - a. EXPENDITURE/REVENUE SUMMARY**
October Financials
 - b. STAFF/CONTRACTOR/COMMITTEE REPORTS**
Board Committees
District General Manager Administration Report
 - c. ADOPTION OF MINUTES**
October 8, 2019, Retreat Meeting
October 15, 2019, Regular Meeting
 - d. CORRESPONDENCE**
None
 - e. BANK TRANSFERS (REVENUE)**
\$15,646.30 was received by MRP in the month of October 2019.
 - f. VOUCHER APPROVAL**
\$25,306.99 was processed in October 2019
 - g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**
\$45,322.42 was processed in October 2019 for payroll
- 6:20 **7. PUBLIC HEARING ON REVENUE SOURCES**
 - a. FINAL 2020 BUDGET REVIEW & PROPERTY TAX RATE**
 - b. PUBLIC HEARING COMMENTS AND QUESTIONS**

Members of the audience may comment on items relating to the Public Hearing. Comments are limited to three (3) minutes per person. The Chair may make exceptions to the time restrictions of persons speaking at a public hearing when warranted, at the discretion of the Chair.

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. RESOLUTIONS

- 2019-04 Tax Levy and 2020 Budget
- 2019-05 Property Tax Increase (Decrease)

8. OLD BUSINESS

- 6:30 **a. Closure/Retainage (Executive Session)**
- 6:40 **b. Mission, Vision & Value**
- 6:55 **c. Policy 320 – Admissions & Refunds Amendment**
- 7:10 **d. 2020 MRP Rate Schedule**
- 7:20 **e. BLRB Report**
 - MRP Equipment End of Life

9. NEW BUSINESS

- 7:45 **a. Transfer to Capital**
 - \$175K
- 7:50 **b. Clerk of the Board Signatory**
 - Silver & Fit Contract

UPCOMING MEETINGS

- December 17, 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: November 19, 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 October 2019: Total **\$71,419.91**

• Admin Expenditures = \$31,247.24 Ops Expenditures = \$40,172.67 Capital Expenditures = \$0.00

Revenue October 2019: Total **\$465,131.06**

• Taxes = \$448,091.66 MRP Revenue = \$15,656.30 Interest = \$1,310.47 Misc Revenue = \$82.63

Item 6b: Staff/Committee Reports

- Committee
- District General Manager Administration Report

Item 6c: Adoption of Minutes

- October 8, 2019, Retreat Meeting Minutes
- October 15, 2019, Regular Meeting Minutes

Item 6d: Correspondence – None

Item 6e: Voucher Approval - The following voucher/warrants totaling **\$25,306.99** were approved for payment

- \$6,721.42 was processed on October 4, 2019
- \$6,347.70 was processed on October 10, 2019
- \$3,709.82 was processed on October 18, 2019
- \$7,205.05 was processed on October 28, 2019
- \$1,323.00 was processed on October 28, 2019

Item 6f: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$45,322.42** were processed for payment

- \$24,179.33 was approved for payroll on October 8, 2019
- \$21,143.09 was approved for payroll on October 24, 2019

A total of **\$70,629.41** was processed in October 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 October 2019 totaling **\$70,629.41**.

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

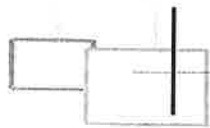
Follow-up Needed: Yes _____ No X Report back date: _____

Notes:

2019 REVENUE -- October 2019

Reference	Oct 2019	YTD Balance	2019 Budget	Budget Balance
General Fund Taxes				
Property Taxes	\$448,091.66	\$1,105,829.88	\$0.00	-\$3,802.48
Timber Harvest Tax	\$0.00	\$0.06	\$0.00	\$0.00
Leasehold Excise Tax	\$0.00	\$5,524.86	\$0.00	\$0.00
Total General Fund	\$448,091.66	\$1,111,354.80	\$2,153,854.09	-\$3,802.48
Charges for Goods and Services				
Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
Total Charges for Goods and Services	\$0.00	\$25,000.00	\$0.00	\$25,000.00
Miscellaneous Revenues				
Investment Interest	\$1,310.47	\$13,458.36	\$0.00	\$0.00
Cash Over/Shorts	\$0.00	\$0.00	\$0.00	\$0.00
Misc Revenue*	\$82.63	\$17,363.32	\$0.00	\$0.00
MRP Cash Deposits	\$2,597.50	\$25,012.83	\$0.00	\$0.00
MRP Credit Card Deposits	\$13,048.80	\$123,649.16	\$0.00	\$0.00
Total Revenue	\$17,039.40	\$179,483.67	\$0.00	\$0.00
Capital Projects/Reserve				
Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$175,000.00
Total Capital Projects/Reserve	\$0.00	\$0.00	\$175,000.00	\$175,000.00
Grand Total Revenue	\$465,131.06	\$785,183.04	\$2,328,854.09	\$1,543,671.05

*MRP deposits rec'd in July and recorded in August



2019 EXPENDITURES -- October 2019

Acct#	Reference	Oct 2019	YTD Expense	2019 Budget	Budget Balance	% of Budget
Advertising						
001-000-000-576-20-41-07	District Advertising	\$0.00	\$14,016.96	\$22,500.00	8,483.04	62%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,000.00	4,000.00	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
001-000-000-576-21-41-04	Ad Design	\$560.00	\$1,060.00	\$500.00	(560.00)	212%
	Total Advertising	\$560.00	\$15,076.96	\$31,200.00	16,123.04	48%
Capital						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notice	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$11,000.00	11,000.00	0%
001-000-000-594-76-42-03	Heat Exchanger Repair (MacMiller)	\$0.00	\$0.00	\$55,000.00	55,000.00	0%
001-000-000-594-76-42-04	Modify ADA Counter	\$0.00	\$0.00	\$6,800.00	6,800.00	0%
001-000-000-594-76-42-05	First Aid Cabinet Repair	\$0.00	\$0.00	\$7,700.00	7,700.00	0%
001-000-000-594-76-64-04	2017 Capital Projects	\$0.00	\$50,664.80	\$168,556.32	117,891.52	30%
	Total Capitals	\$0.00	\$50,664.80	\$251,556.32	83,000.00	20%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$1,460.00	\$2,500.00	1,040.00	58%
001-000-000-576-20-41-10	MS Subscription MS Office 365	\$0.00	\$3,155.05	\$2,050.00	(1,105.05)	154%
001-000-000-576-20-42-00	Postage & Mailing	\$0.00	\$118.35	\$3,000.00	2,881.65	4%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$388.80	\$4,767.90	\$5,000.00	232.10	95%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$0.00	\$883.19	\$750.00	(133.19)	118%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$0.00	\$252.63	\$500.00	247.37	51%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$590.00	\$840.00	250.00	70%
	Total Communications	\$388.80	\$11,227.12	\$14,640.00	3,412.88	77%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$11,614.22	\$15,000.00	3,385.78	77%
	Total Insurance	\$0.00	\$11,614.22	\$15,000.00	3,385.78	77%
Intergovernmental Services						
001-000-000-576-20-41-11	State Audit	\$0.00	\$0.00	\$6,000.00	6,000.00	0%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$158.40	\$1,000.00	841.60	16%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$811.77	\$1,000.00	188.23	81%
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$604.38	\$5,237.96	\$20,000.00	14,762.04	26%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$100.00	\$1,497.02	\$1,000.00	(497.02)	150%
	Total Intergov Services	\$704.38	\$7,705.15	\$29,000.00	21,294.85	27%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$3,356.18	\$2,000.00	(1,356.18)	168%
001-000-000-576-21-35-02	Janitorial Supplies	\$0.00	\$3,145.92	\$4,625.00	1,479.08	68%
	Total Maintenance & Repair Supplies		\$6,502.10	\$6,625.00	122.90	98%
Miscellaneous						
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$1,483.25	\$2,500.00	1,016.75	59%
001-000-000-576-20-49-07	Misc. Services/Discrepancies*	\$0.00	\$928.91	\$1,000.00	71.09	93%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$714.33	\$3,000.00	2,285.67	24%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$675.00	\$2,400.00	\$2,625.00	225.00	91%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$46.00	\$1,322.00	\$1,500.00	178.00	88%
	Total Miscellaneous	\$721.00	\$6,848.49	\$10,625.00	3,776.51	64%

Acct#	Reference	Oct 2019	YTD Expense	2019 Budget	Budget Balance	% of Budget
Office Supplies						
001-000-000-576-20-31-00	District Office Supplies	\$0.00	\$2,282.93	\$4,500.00	2,217.07	51%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$343.35	\$525.00	181.65	65%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$43.99	\$8,200.00	8,156.01	1%
	Total Office Supplies	\$0.00	\$2,670.27	\$13,225.00	10,554.73	20%
Personal Benefits						
001-000-000-576-20-21-20	Tax - Federal (Employer)	\$3,290.37	\$34,560.92	\$0.00	(34,560.92)	
001-000-000-576-20-21-30	Tax - Social Sec (FICA)	\$5,493.60	\$46,278.26	\$32,262.32	(14,015.94)	143%
001-000-000-576-20-21-35	Tax - Medicare (Employer)	\$1,284.80	\$16,359.68	\$11,906.22	(4,453.46)	137%
001-000-000-576-20-21-40	Tax - Workers Compensation(L&I)	\$782.38	\$13,310.21	\$15,000.00	1,689.79	89%
001-000-000-576-20-21-21	Tax - Unemployment Insurance (Employer)	\$630.27	\$5,108.90	\$29,135.00	24,026.10	18%
001-000-000-576-20-21-22	Tax - Family Medical Leave (FMLA) (Employer)	\$177.19	\$1,637.49	\$0.00	(1,637.49)	
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$2,578.65	\$30,679.90	\$35,728.00	5,048.10	86%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,350.00	\$2,000.00	650.00	68%
	Total Personal Benefits	\$14,372.26	\$81,057.05	\$88,303.54	7,246.49	92%
Pool Equipment						
001-000-000-576-21-35-05	Equipment - Robot Vacuum (ER&R)	\$0.00	\$6,703.40	\$5,500.00	(1,203.40)	122%
001-000-000-576-21-35-06	Equipment - BecSys PProbes (ER&R)	\$0.00	\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-07	Scoreboard & Timing Pads (ER&R)	\$176.00	\$34,305.60	\$8,000.00	(26,305.60)	429%
001-000-000-576-21-35-08	Pressure Washer, Gas-Powered (ER&R)	\$0.00	\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-09	Parking Lot Signage, "MRP Only" (ER&R)	\$0.00	\$628.45	\$500.00	(128.45)	126%
001-000-000-576-21-35-10	Lobby Tables & Chairs (ER&R)	\$0.00	\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-49-00	Pool Operating - Miscellaneous Expenses	\$0.00	\$4,332.93	\$5,000.00	667.07	87%
	Total Pool Equipment	\$176.00	\$45,970.38	\$22,300.00	(23,670.38)	206%
Pool Supplies						
001-000-000-576-20-40-00	Employee Recognition	\$0.00	\$28.75	\$1,200.00	1,171.25	2%
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$6,961.77	\$18,900.00	11,938.23	37%
001-000-000-576-21-42-06	Uniforms & Clothing	\$0.00	\$0.00	\$750.00	750.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$964.48	\$1,000.00	35.52	96%
	Total Pool Supplies	\$0.00	\$7,955.00	\$21,850.00	13,895.00	36%
Professional Svcs - Front Offc						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$2,328.00	\$11,974.50	\$14,175.00	2,200.50	84%
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$0.00	\$0.00	\$6,930.00	6,930.00	0%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,226.00	\$16,265.03	\$20,950.00	4,684.97	78%
001-000-000-576-21-41-02	Software Program & Installation	\$0.00	\$336.00	\$0.00	(336.00)	0%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$103.65	\$770.21	\$1,000.00	229.79	77%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$4,950.00	\$4,750.00	(200.00)	104%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$510.30	\$2,500.00	1,989.70	20%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$433.00	\$4,202.00	\$8,200.00	3,998.00	51%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$116.45	\$1,297.83	\$2,000.00	702.17	65%
	Total Prof Services-Front Offc	\$4,207.10	\$40,305.87	\$70,505.00	30,199.13	57%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$160.00	\$1,563.22	\$2,100.00	536.78	74%
001-000-000-576-21-31-01	Custodial	\$0.00	\$2,348.51	\$3,244.50	895.99	72%
001-000-000-576-21-31-02	CO2 Services (AirGas)	\$284.80	\$905.74	\$900.00	(5.74)	101%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$0.00	\$2,368.74	\$1,750.00	(618.74)	135%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,200.00	3,200.00	0%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$548.91	\$5,489.09	\$6,600.00	1,110.91	83%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,356.00	\$17,424.00	\$19,161.45	1,737.45	91%
001-000-000-576-21-48-11	Maintenance Contract (Aquatic Specialty)	\$518.39	\$2,552.26	\$3,000.00	447.74	85%
	Total Prof Services-Maintenance	\$5,868.10	\$32,651.56	\$39,955.95	7,304.39	82%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$1,435.00	\$7,175.00	\$12,500.00	5,325.00	57%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$1,800.00	\$1,800.00	0.00	100%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$1,210.80	\$2,500.00	1,289.20	48%
	Total Prof Services-Maintenance	\$1,435.00	\$10,185.80	\$16,800.00	6,614.20	61%

Acct #	Reference	Oct 2019	YTD Expense	2019 Budget	Budget Balance	% of Budget
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$242.00	\$36,238.42	\$50,000.00	13,761.58	72%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$60.00	\$1,000.00	940.00	6%
	Total Repairs & Maintenance	\$242.00	\$36,298.42	\$51,000.00	14,701.58	71%
Salaries & Wages						
001-000-000-576-20-10-11	Commissioners - Subsidies	\$419.71	\$8,519.51	\$15,400.00	6,880.49	55%
001-000-000-576-20-10-01	District Manager - Wage	\$6,273.37	\$62,271.27	\$95,550.00	33,278.73	65%
001-000-000-576-20-10-02	District Clerk -Wage	\$2,064.57	\$19,059.78	\$26,250.00	7,190.22	73%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$1,910.13	\$39,193.73	\$69,000.00	29,806.27	57%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,859.97	\$26,189.73	\$52,500.00	26,310.27	50%
001-000-000-576-21-30-01	Lifeguards	\$14,845.84	\$131,930.79	\$185,850.00	53,919.21	71%
001-000-000-576-21-30-02	Instructors	\$1,320.05	\$13,289.47	\$69,300.00	56,010.53	19%
001-000-000-576-21-32-02	Head Lifeguards	\$3,120.73	\$24,539.13	\$32,760.00	8,220.87	75%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$868.20	868.20	0%
001-000-000-576-21-33-00	Sick Pay	\$2,497.55	\$4,526.37	\$12,566.40	8,040.03	36%
	Total Salaries & Wages	\$36,311.92	\$324,993.41	\$548,978.20	223,984.79	59%
Scholarships						
001-000-000-576-20-40-20	Faith Callahan	\$790.50	\$4,474.44	\$6,443.68	1,969.24	69%
	Total Scholarships	\$790.50	\$4,474.44	\$6,443.68	1,969.24	69%
Training & Travel						
001-000-000-576-20-43-00	Training/Conferences (Admin)	\$0.00	\$201.67	\$2,000.00	1,798.33	10%
001-000-000-576-21-43-00	Training/Conferences (Ops)	\$0.00	\$418.43	\$1,000.00	581.57	42%
001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$62.34	\$1,500.00	1,437.66	4%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$483.90	\$1,000.00	516.10	48%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$1,497.08	\$1,575.00	77.92	95%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$790.00	\$3,000.00	2,210.00	26%
	Total Training & Travel	\$0.00	\$3,453.42	\$16,075.00	12,621.58	21%
Utilities						
001-000-000-576-21-47-01	Electricity (PSE)	\$3,696.17	\$45,129.78	\$75,000.00	29,870.22	60%
001-000-000-576-21-47-02	Water (Highline)	\$660.13	\$8,760.02	\$8,000.00	(760.02)	110%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$3,564.24	\$4,200.00	635.76	85%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$6,293.76	\$2,000.00	(4,293.76)	315%
	Total Utilities	\$4,356.30	\$63,747.80	\$89,200.00	25,452.20	71%
	TOTAL ADMINISTRATION	\$31,247.24	\$286,540.25	\$422,941.54	136,401.29	68%
	TOTAL OPERATIONS	\$40,172.67	\$453,361.84	\$711,635.55	258,273.71	64%
	TOTAL CAPITAL	\$0.00	\$50,664.80	\$83,000.00	32,335.20	61%
	GRAND TOTAL MO. EXPENDITURES	\$71,419.91	\$790,566.89	\$1,336,839.01	546,272.12	59%

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, November 14, 2019
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: September 20, 2019 to November 8, 2019 District General Manager Report

Week Ending September 20, 2019

BOARD MEETING FOLLOW-UP

We are working on items for the retreat meeting on October 8. We should have information out next week.

NLS WALKTHROUGH

We had our walkthrough of the site with the landscapers. We pointed out a few points of emphasis.

WRPA AQUATICS MEETING

Staff attended the WRPA Aquatics meeting. It seems like many of the Districts are struggling for lifeguards and swim lesson instructors. They also talked about the effects of the minimum wage going up in 2020.

SCOREBOARD

We are still awaiting the brackets for the timing pads to be connected to, artwork for top of the scoreboard and replacement panels. We are hoping to get them soon.

PARKING

We had our first swim meet of the year on Tuesday. With swim lessons and swim teams, we had overflow parking Monday through Wednesday. Next week, we have swim meets on Tuesday and Thursday, so we should be full Monday through Thursday. Staff has been posting the signage, checking for non-pool users and we have posted information by email notification, social media and on the website.

RESEARCH

Case of Swim Coach for Child Drowning (One reason we guard practices) - <https://www.star-telegram.com/news/local/fort-worth/article222636115.html>

Sad Truth About Drowning - <https://www.parents.com/kids/safety/outdoor/the-sad-truth-about-drowning/>
 Parks Make Great Places But Not Enough Americans Can Reach Them - <https://www.brookings.edu/blog/the-avenue/2019/08/21/parks-make-great-places-but-not-enough-americans-can-reach-them/>

Addicted to Fines - <https://www.governing.com/topics/finance/gov-addicted-to-fines.html>

Kent Y Opens - <https://www.kentreporter.com/news/great-day-in-kent/>

Week Ending October 19, 2019

BOARD MEETING FOLLOW-UP

Each of you should have received two emails from Linda.

First, there is a copy of the 2020 budget, we added the information you had requested. The second attachment to this email is a copy of Tukwila's 2020 budget, which was requested by Commissioner Achziger.

Second, the other email is minutes from the October 8 (retreat) and 15 (regular board meeting) meetings.

Next meeting, just a reminder that our next retreat will be Tuesday, November 5th.

3D TOUR

Jeff Crompe of Seattle 3D put the following video together of the Mount Rainier Pool. He offered this for free. I have listed it to Facebook, Twitter and our Google Business page.

https://my.matterport.com/show/?m=W1BCAMugQdH&guides=0&play=1&ts=2&lp=1&fbclid=IwAR2-nsgM9_rUiCg5l28TU7QLWU6pCD0jCSyAgr3stESOSEX1PHmRt93AyXw

WSI (SWIM LESSON INSTRUCTOR) CLASS

Management is leading a Water Safety Instructor training class. The class is currently going on.

AEA (WATER AEROBIC INSTRUCTOR)

A few of our instructors will be attending a training in November for Water Exercise. This should help our instructors and also be good for them to network with other professionals.

WCIA

I am attending Friday's WCIA all-board meeting and training on Friday, October 18. This will fulfill our mandatory trainings for this year.

ICMA

Just a reminder that I will be at ICMA next week. The staff should have everything covered. There are some really good sessions on projects that I am hoping will bring some good information to learn about large projects.

SWIM MEETS

The MRHS Girl's Swim and Dive Teams season is over. The first MRHS boys meet will be on Tuesday, December 5th.

SWIM LESSON PAGE

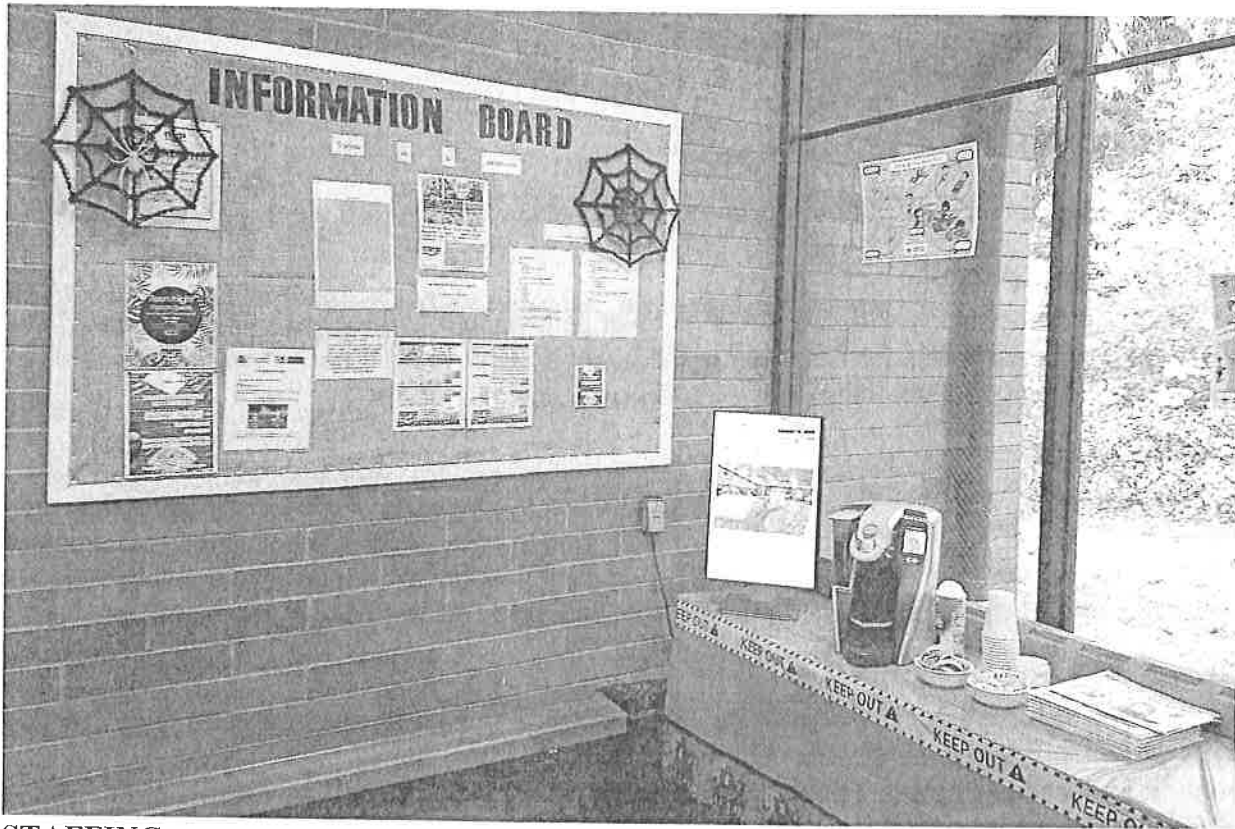
We updated the level information for swim lessons. <https://mtrainierpool.com/swim-lessons/>

SCOREBOARD

We have gotten all of the parts for the scoreboard except for the personalized panels for the top of the board. I am hoping we will get them soon.

TEST DISPLAY

I am using some free software and a \$20 fire stick to test out reader board software at the pool. The pool used to have a larger tv, but I am testing it with my monitor while I am out and getting feedback from the front desk staff.



STAFFING

We are up to 42 MRP staff counting Lauryne and Dominic that are working at the pool. Lauryne also has interviews scheduled for four more.

WATER SAFETY (SWIM LESSON) INSTRUCTOR

We are getting ready to start another training for Water Safety Instruction. We have at least five new people and will be recruiting some more.

AEA CERTIFICATIONS

There is an AEA (Water Exercise Instruction) class that we are planning to send three instructors to in November.

AQUATICS COORDINATOR PROPS

With a couple of staff out due to illness, Lauryne had to work from 5:00 am until 9:30 pm the last Tuesday of September. The pool closed at 8pm, but Lauryne stayed to ensure that the chlorinator was working correctly the next morning to ensure we did not have to open late. She also taught water exercise that evening.

RETAINAGE/CLOSURE UPDATES

There was nothing new to report as of the time this email was sent out. I talked to the architect and he had no updates and forwarded all documentation to legal.

SURGE PIT FEEDER REPAIR

I have authorized a repair to the pipe that feeds the surge pit. The pipe has been a constant problem over the years and could affect water and chemical levels if not checked. We tried to do a quick fix with a PVC pipe during the closure but are fixing it the right way. The repair is estimated around \$3k.

HALLOWEEN POOL PARTY

We will be hosting a Halloween Party on Saturday at 2pm. <https://mtrainierpool.com/upcoming-events/halloween-open-swim-pool-party-with-wibit/>

For other upcoming events, check out our upcoming events page... <https://mtrainierpool.com/events/>

HALLOWEEN GIVEAWAY

We purchased more candy this year for the Trick or Treat path offered by Destination Des Moines. We also put together small gift certificates for free entry to the pool on Sundays from now through the end of November. We are hoping this will help grow our Sunday numbers.

SILVER PROGRAMS

We had a conference call with American Specialty Health last Wednesday. We are completing the paperwork online and getting our insurance through WCIA. SilverSneakers is scheduled to be taken care of next week. We are also working on outreach for this. We put flyers out at the pool, but are waiting to add the website page, once the contract is finalized. We have an interest list for people to get updates.

RESEARCH

Lifeguard Shortage Raises Safety Concerns - <https://www.swimmingworldmagazine.com/news/lifeguard-raises-safety-concerns-in-pools-across-the-country/>

King County Rent Increases Among Highest in Northwest - <http://www.federalwaymirror.com/news/king-county-cities-are-among-most-expensive-to-rent-in-northwest/>

Millennials Exodus from Cities to Burbs will accelerate via Self-Driving Cars - <https://www.forbes.com/sites/lanceeliot/2019/10/01/millennials-exodus-from-big-cities-will-be-accelerated-via-self-driving-cars/#260adba11e20>

MRSC Building Workplace Webinar - <http://mrsc.org/Home/Training/Upcoming-Webinars/Great-Workplace-Culture-Webinar-2019.aspx>

Week Ending November 8, 2019

WEBSITE GOVERNANCE PAGE ISSUE

Btown repaired the issue with the website that was not allowing people to download the agendas and minutes.

It looks like there was some split-testing that was enabled on that page. I think that is what was causing some people to see the old version of the page. I just disabled the split test and it seems to be showing up consistently for me now. I'm not really sure how else to test it other than to just maybe have some people that you know check the page and make sure it is displaying properly.

We checked the page and it seems to be working.

MEETING FOLLOW-UP

I sent Shane a format for reports that I created back in August. After he okayed the information, I met with Dominic and we will be sending it out next week with information from the third quarter.

It was mentioned that we did not send out an editable Excel document of the budget, but it was emailed to each board member along with a copy of Tukwila's budget the Thursday before the meeting. Linda resent the email to the board member. If anyone else missed this email, please email Linda or me.

Dominic also purchased a floating thermometer and will have a notebook where it is logged and available to the public. Please allow a couple of weeks for the floating thermometer to arrive and for them to have staff setup on the process.

Commissioner Achziger requested a workable (excel worksheet) copy of the rate suggestions for 2020. If any other board member wishes a workable copy, please email Linda or me.

WRPA AQUATICS GROUP – DISCUSSION

WRPA had a recent email thread on how they are handling staffing shortages. Note- Lynnwood is known for their innovative approaches to hiring and growing their staff. They have over 100 people on staff.

Bill Haugen, Lynwood Pool

In an effort to address the aquatic staffing shortage we are all faced with, the City of Lynnwood is running a pilot Incentive program for winter quarter 2020:

Each part-time employee that will teach 8 hours a week (or 80 in a quarter) will not only be paid their hourly wage but at the end of the quarter receive a \$500 bonus.

Beginning Jan. 1st 2020 all Part-time staff teaching:

- Lessons
- Fitness
- Safety classes
 - 1st aid/CPR
 - Lifeguarding

In any combination; totaling 80 hours or more for the quarter will receive the \$500 bonus.

My question to the network is: Do you think this will intensify today's working youth enough to elevate the workplace in their priorities of life?

Currently the majority of our part-time staff are willing to work about 4 hours a week.

If the program is successful it would be adopted indefinitely, success is defined as a minimum of 5 employees taking advantage of the program that are not currently teaching.

Well, my 15-year-old lifeguard and swim instructor (experienced but not certified) said that he could probably make that work but the 8 hours a week during the school year, with sports and homework would be tough. He said it was a good incentive for those who have to pay for gas. He was bummed that we don't live close enough to take advantage of the offer.

Aimee Ozanich
Sent from mobile

I've felt for a while now, at least in our area, that most of our employees are working because they want to...not because they need to. Meaning most of their expenses (such as they are for a 15 to 17 year old) are covered by other

sources and work is more of a social activity than anything else. At least here, I'm not sure financial incentives would be effective. We've tried similar programs with flat results.

Rob Serviss

**Aquatics Manager
Snohomish Aquatic Center**

The Central Klickitat County Park & Rec District in Goldendale, WA seems to have similar issues with lifeguards/instructors being very busy with high school actual school work, sports and activities; leaving them very little time to work, especially during the school year. Of course I have learned that the "good kids are the busy kids." The other thing I have noticed more so in the last few years with a majority of them is the lack of desire to work longer or more hours, totally different when I was first a teenage lifeguard in the mid to late 1980s. Also many of my guards work while their friends don't, which is another stress on them wanting to "hang out with friends, but still have a job and make money."

Don't want to sound too old schooled here, but the work ethic and customer service skills are not like they used to be. We will be spending more time in 2020 on basic customer service training and what is appropriate at work.

With minimum wage increasing to \$13.50 an hour, we can not afford to offer incentives like mentioned previously. Also with sick leave and family leave our labor costs are constantly increasing. Also we have to make sure we keep the state auditors happy!

Lori Anderson
Manager, CKCPRD
Goldendale Swim Pool

MISSION STATEMENT VIDEO

In 2016, when the current Mission Statement was written, we watched the following video at a board meeting. It is from Guy Kawasaki who was a leader at Apple. Below is the link...

https://youtu.be/2A2-7_nujtA

RESEARCH

- Esports – Next Big Thing for Parks & Rec? – <https://www.nrpa.org/parks-recreation-magazine/2019/september/esports-the-next-big-thing-for-parks-and-rec/>
- Bellevue Aquatic Feasibility - <http://www.bellevuereporter.com/news/conversation-around-potential-aquatic-center-continues-at-bellevue-city-council-study-session/>
- Council Calls for Staff to Fix Swim Lesson Shortfall - <https://www.cbc.ca/news/canada/toronto/council-calls-on-city-to-fix-swim-instructor-shortage-as-parents-decry-cancelled-classes-1.5102265>
- Another Pool Facing Staff Shortages - <https://www.vicksburgpost.com/2019/05/10/city-pool-facing-significant-shortage-in-lifeguards/>



Des Moines Pool Metropolitan Park District

October 8, 2019

6:00 p.m.

District Office

MINUTES RETREAT MEETING

CALL TO ORDER/ROLL CALL

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

Commissioner Achziger arrived at 6:08 p.m. and Des Moines resident Tricia Croom arrived at 6:10 p.m.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – None

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None

PUBLIC COMMENT – None

BUSINESS

a. Mission & Values

To refresh the Board, President Overmyer read the District's Mission and Values statement that was previously adopted by the Board and stated that this statement may provide direction to the future of the Mt. Rainier Pool.

Commissioner Achziger addressed the Board and handed out copies of a USA Swimming mission statement for consideration as a replacement for the District's current Mission and Values. He stated that the Board should commit to inclusion by amending the current by-law and replacing the first 3 sentences. The District's current mission statement would then become a vision statement.

President Overmyer declared the document as a first-touch item and asked the Board to review and will be included in the October 15th Regular Meeting packet.

b. Aquatic Feasibility Study

President Overmyer proposed two questions for Board consideration those being what is the long range picture for the Mt. Rainier Pool and for the District. After giving the Board members a brief recap on the purpose of the Aquatic Feasibility Study which was done in 2017, she stated that the Board now needed to decide on a future location for the facility.

A discussion ensued regarding two available properties identified as the Steven J Underwood Park, and Des Moines Elementary School as well as the current location of the Mt. Rainier Pool and options from the community that were brought to the table during the study's public meetings. The general consensus is to stay at the current location for

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 10/8/2019**

at least 5 years and develop a maintenance plan based on the age of some major equipment that could potentially be at the end of useful life.

Commissioner Achziger stated that a larger facility could be envisioned on the present site by using both the land owned by the school district (ball fields) and the residential properties adjacent to Mt. Rainier Pool. The District General Manager asked if he was suggesting eminent domain.

It was agreed that re-negotiating the contract with Highline School District and further discussions with them would be the determining factor in staying at the present location.

Commissioner Dusenbury added that the Board needs to decide how long the District is willing to operate Mt. Rainier Pool before opening up discussions with HSD.

Commissioner Achziger believes the District should leave decision making to HSD based on their need for swimming programs before the District can determine to stay in the present location or find a new one.

It was decided that the pool staff should weigh in on what they envision a new facility should look like and then schedule a meeting with the Highline School District board.

c. Closure and Retainage

DGM Deschenes reported he had not yet heard from Doug DuCharme of BLRB, the architects of the 2017 pool renovation project. A message was drafted and sent via email to Mike Werlech Construction addressing the workmanship issues. A response was received and forwarded to our legal counsel.

At the present time, the issues with the seal are not causing any affect to operations. There is no water leakage and the pool staff is monitoring regularly.

d. Highline School District Lease

President Overmyer moved this item to the end of the meeting under Executive Session.

e. Swim Lesson Capacity

District General Manager Deschenes was asked by the Board at previous meeting to determine what is the current capacity for swim lessons at the pool. He stated that the goal is to have a balanced schedule for all users. A copy of the current schedule is on file. The Aquatic Manager will deliver more detail on current capacity in his quarterly report on November 5th.

f. 2020 Budget/Levy

DGM Deschenes reviewed changes that were requested at the September 17th meeting to the draft budget. This is a work in progress and will be finalized after the November 19th Public Meeting.

The DGM also reviewed the current 5-year Capital Improvement Plan which is on file.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 10/8/2019**

An Executive Session was called at 7:35 in accordance with RCW42.30.110(1) (d) to review negotiations on the performance of publicly bid contract. The session will last approximately 15 minutes.

The Executive Session ended at 7:46 p.m. and the meeting reconvened.

GENERAL DISCUSSION:

Commissioner Young stated that he would not be able to attend the meeting on October 15 and would be unavailable to call in.

President Overmyer asked for the District Clerk to strike the November 1st meeting from the Business Calendar. The Special Meeting on November 5th will be held as scheduled.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:54 p.m.

UPCOMING MEETINGS –

- October 15, 2019, Regular Meeting, 6:00 p.m., District Office
- November 5, 2019, Special Meeting, 6:00 p.m., District Office
- November 19, 2019, Regular Meeting, 6:00 p.m. District Office

Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Overmyer

Commissioner Dusenbury

Commissioner Kasnick

Commissioner Young

Commissioner Achziger

Linda Ray, District Clerk

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Des Moines Pool Metropolitan Park District

October 15, 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 Kasnick, Achziger, and Dusenbury; District Clerk Linda Ray, and District General Manager Deschenes

Commissioner Young was not in attendance.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

President Overmyer requested that agenda item 7d, Mission Vision and Values, be moved to the meeting on November 5th when all of the Board members are in attendance.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None

PUBLIC COMMENT -- None

CONSENT AGENDA

Commissioner Dusenbury moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in September 2019 totaling \$66,955.39. Commissioner Kasnick 2nd. With no further discussion, the motion passed 4-0.

OLD BUSINESS

a. 2020 Budget/Levy

District General Manager Deschenes will provide a copy of the revised Budget to the Board by the end of this week.

Commissioner Achziger stated that the Tukwila pool presented their 2020 Budget at their meeting on 10/14 and feels it would be a good measure to benchmark it to what the District has prepared. The Commissioner offered to share a copy with the DGM via thumb drive.

DGM Deschenes stated that it appeared from their on-line meeting transcript that Tukwila had also presented their 2020 rate schedule. Commissioner Achziger confirmed that a rate schedule had been presented. President Overmyer requested a copy of that document as well by end of the week.

b. Aquatic Feasibility Study

DGM Deschenes reported he had contacted Doug DuCharme of BLRB last Wednesday (10/9) and requested to have a scope of future work prepared by the November 5th meeting. This report will detail replacement of certain equipment at the pool that may be at the end of life span such as seismic piping and the air handler.

President Overmyer asked the DGM to research a seismic study that was previously done on the building that gave a rating and report.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 10/15/2019**

Commissioner Dusenbury stated that it would be advantageous to perform this research as justification for a new facility.

The DGM said also that a bucket test was being performed bi-monthly by the Aquatic Manager to detect any leakage from the failing joint.

c. Employee Handbook

President Overmyer stated the Handbook had been reviewed. There was minimal feedback from Board members. She therefore called for a motion.

Commissioner Kasnick moved to approve the current version of the Employee Handbook as the acceptable Human Resources guideline for District and Mt. Rainier Pool employees. Commissioner Dusenbury 2nd. With no discussion, the motion was passed 4-0.

d. Mission, Vision and Values

President Overmyer moved this item to the November 5th meeting as all Board members were not present.

e. Closure Update

District General Manager Deschenes reported that comments received from Doug DuCharm with regard to closure and retainage were forwarded to legal counsel. We are awaiting a response. No further communication has been received from the contractor either.

Commissioner Achziger stated that the Tukwila Pool would be closed for maintenance from November 15th to December 23rd for resurfacing.

f. Silver & Fit Contract

President Overmyer will be signing contracts for Silver & Fit and Silver Sneakers tomorrow (Wednesday, 10/16).

Commissioner Achziger asked the Board if he could further comment on the Tukwila Pool. He stated that they would also be doing a deep cleaning of the facility while they are closed and asked if Mt. Rainier Pool would be doing the same during our maintenance closure in December.

DGM Deschenes answered that the scope had not yet been set. It is hoped that re-grouting of the men's shower and replacement of drop-in tile over the stands can be scheduled during closure.

President Overmyer stated that she may be able to donate some drop-in tile from another project.

Commissioner Achziger inquired if the acoustic (vinyl) strips for sound absorption could be replaced. DGM Deschenes will take a look at what is required but stated that he thinks it will require building scaffolding in the pool that may take longer than the planned closure. The strips are on our current CIP list for replacement.

NEW BUSINESS

a. Policy 320 – Admissions and Refunds

District General Manager Deschenes reported on an update to Policy 320 – Admissions and Refunds addressing increases to fees and rates. The DGM stated that item #6 from the policy (once approved) should be added to the website's fees page to alert patrons of the process of rate increases. He is not advocating a sharp increase, but to gradually introduce small increases annually based on the rate of inflation.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 10/15/2019**

President Overmyer asked the Board members to evaluate the changes presented to Policy 320 and to bring their comments to the November 19th Board Meeting.

b. 2020 Fee Schedule

The DGM reported that at the most recent WRPA meeting, a rate increase of 20% was discussed. In an attempt to reach as many people in our community as possible, the District will introduce an increase across the board of only 5% to provide for a gradual rise in fees over a longer period of time as suggested previously.

Commissioner Achziger commented that our rates are set based on lifeguard wages and the fact that our beginning wage is so much higher than most facilities, he feels we should reconsider cost of living raises to stabilize rates.

The DGM countered that the public would rather see quality staffing at the pool as a means to a safer environment. Our wages are set on a scale depending on the position filled and experience; and are in line with both Tukwila Pool and King County Aquatic Center.

President Overmyer ask the DGM to draft an updated salary matrix to reflect area wages at local pool facilities.

The Aquatic Manager will report on the fee schedule in detail during his quarterly report on November 5th.

ADJOURNMENT

With no further business, the meeting was adjourned at 6:29 pm.

UPCOMING MEETINGS –

- November 5, 2019, Special Meeting, 6:00 p.m., District Office
- November 19, 2019, Regular Meeting, 6:00 p.m. District Office

Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Overmyer

Commissioner Dusenbury

Commissioner Kasnick

Commissioner Young

Commissioner Achziger

Linda Ray, District Clerk

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ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date Oct 14, 2019



King County

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 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 10/10/2019	170950010			24219		00000	24,179.33
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$24,179.33

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 Linda Ray Organization Des Moines Pool Metropolitan Park District
 Email linda.ray@desmoinespool.org Phone # 206-429-3852 Ext Fax # N/A

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 Oct 8, 2019

Print Name Joe Dusenbury

Phone # 206-429-3852

Email joe.dusenbury@desmoinespool.org

ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date Oct 29, 2019



King County

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 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 10/25/2019	170950010			24219		00000	21,143.09
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$21,143.09

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 Linda Ray Organization Des Moines Pool Metropolitan Park District
 Email linda.ray@desmoinespool.org Phone # 206-429-3852 Ext Fax # N/A

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 *Toni Overmyer* Title Clerk of the Board Date Oct 24, 2019
 Print Name Toni Overmyer Phone # 206-429-3852 Email toni.overmyer@desmoinespool.org



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/04/2019
Total Amount: \$6,721.42
Control Total: 7
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20191001133438.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>10/1/19</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
401 5th Avenue, Room 323
Seattle, WA 98104
Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____
Date Processed: _____



King County

Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOOLPRK_APSUPINV_20191001133438.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG80423	09/26/2019	\$146.62	CO2/MRP
DATAQUEST, LLC			10145	09/30/2019	\$406.00	BACKGROUND CHECKS/MRP - SEP 2019
GILL ID SYSTEMS			55547	09/23/2019	\$420.00	KEY FOBS/MRP
HIGHLINE WATER DISTRICT			200190923HWD/MRP	09/23/2019	\$660.13	WATER UTILITY - 8/19 TO 9/18/2019
NRPA			20191031NRPA	08/21/2019	\$675.00	ANNUAL MEMBERSHIP RENEWAL
PUGET SOUND ENERGY			201090920PSE/MRP	09/20/2019	\$3,696.17	ELECTRIC/GAS UTILITY - 8/20 TO 9/19/2019
ZEN 22015, LLC			20191008ZEN	09/25/2019	\$717.50	DISTRICT RENT - OCT 2019



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/10/2019

Total Amount: \$6,347.70

Control Total: 14

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20191008120419.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

Date

Authorized District Signature

Date

Date

Authorized District Signature

Date

Date

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Seattle, WA 98104

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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_20191008120419.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			15527	10/01/2019	\$160.00	DISTRICT JANITORIAL SERVICE - OCT 2019
BREE CASWELL			201910088C55	10/08/2019	\$52.65	PAYROLL PE 10/10/2019
CAMERON COCHRAN			20191008CC58	10/08/2019	\$437.47	PAYROLL PE 10/10/2020
CELINA LAM			20191008CL45	10/08/2019	\$143.84	PAYROLL PE 10/10/2025
CENTRAL WELDING SUPPLY			RN09192467	09/30/2019	\$69.36	CO2/MRP
CHANCELLOR HOPPENRATH			20191008CH57	10/08/2019	\$349.32	PAYROLL PE 10/10/2021
DEPARTMENT OF RETIREMENT SYSTEMS			20191008DOR	10/08/2019	\$605.50	DEFERRED COMP S DESCHENES PE 10/10/2019
HANNA LAI			20191008HL44	10/08/2019	\$159.34	PAYROLL PE 10/10/2023
MEENA LAI			20191008ML54	10/08/2019	\$82.63	PAYROLL PE 10/10/2024
MIANNA BEHRENS			20191008MB31	10/08/2019	\$581.52	PAYROLL PE 10/10/2019
NORTHWEST LANDSCAPING SERVICES			CD50042689	10/01/2019	\$548.91	LANDSCAPE MRP -OCT 2019
ORCA PACIFIC INC.			40584	09/30/2019	\$506.55	POOL CHEMICALS
SNURE LAW OFFICE			20191001BS	10/01/2019	\$2,328.00	PROFESSIONAL SERVICES - SEP 2019
TANNER HUCK			20191008TH27	10/08/2019	\$322.61	PAYROLL PE 10/10/2022



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/18/2019

Total Amount: \$3,709.82

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20191015161824.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

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: _____



King County

Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20191015161824.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			18309	10/09/2019	\$518.39	SERVICE AGMT - OCT 2019
AQUATIC SPECIALTY SERVICES			18299	10/07/2019	\$242.00	SERVICE CALL
CITY OF DES MOINES			7044	09/30/2019	\$604.38	CITY POOL SVCS - JUL TO SEP 2019
CITY OF DES MOINES			BUS2017-00288/2019	10/05/2019	\$100.00	CITY BUSINESS LICENSE RENEWAL
CMT SOLUTIONS EASTSIDE			7256	09/30/2019	\$1,226.00	IT SUPPORT - SEP 2019
COLORADO TIME SYSTEMS			184202	09/25/2019	\$176.00	POWER SUPPLY
COMCAST			20191008CB	10/08/2019	\$166.60	INTERNET/PHONE SVCS - DISTRICT - 10/18 TO 11/17/2019
MOUNTAIN MIST			201091020MTM	09/30/2019	\$116.45	WATER DELIVERY - SEP 2019
PHILLIPS PUBLISHING			1510NP	10/04/2019	\$560.00	DISTRICT ADVERTISING - FALL 2019 CITY SCENE



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/28/2019

Total Amount: \$7,205.05

Control Total: 15

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20191024104718.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

10.24.19

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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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_20191024104718.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASSOCIATION OF WASHINGTON CITIES			20191022NWA	10/22/2019	\$623.89	EMPLOYEE TRUST - D FINAZZO - NOV 2019
BREE CASWELL			20191024BC55	10/24/2019	\$52.66	PAYROLL PE 10/10/2019
CAMERON COCHRAN			20191024CC58	10/24/2019	\$524.55	PAYROLL PE 10/10/2019
CANON FINANCIAL SERVICES, INC.			20664589	10/13/2019	\$29.12	DISTRICT COPIER EQUIPMENT - OCT 2019
CELINA LAM			20191024CL45	10/24/2019	\$39.49	PAYROLL PE 10/10/2019
CENTRAL WELDING SUPPLY			CG81226	10/16/2019	\$68.82	BULK CO2 - MRP
CHANCELLOR HOPPENRATH			20191024CH57	10/24/2019	\$241.01	PAYROLL PE 10/10/2019
COMCAST			20191012CB/MRP	10/12/2019	\$222.20	INTERNET/PHONE/MRP - 10/22 TO 11/21/19
COPIERS NORTHWEST			INV2037407	10/17/2019	\$74.53	DISTRICT COPIER COPY CHG - 9/16 TO 10/15/19
JARED WOLD			20191024JW61	10/24/2019	\$446.30	PAYROLL PE 10/10/2019
JOE DUSENBURY			20191024JD08	10/24/2019	\$104.92	COMMISSIONER SUBSIDY - SEPT 2019
MACDONALD-MILLER FACILITY SOLUTIONS			PM092877	10/01/2019	\$4,356.00	4TH QUARTER MAINTENANCE CONTRACT
MIANNA BEHRENS			20191024MB31	10/24/2019	\$218.70	PAYROLL PE 10/10/2019
SADIE IKEMEIER			20191024SI59	10/24/2019	\$97.93	PAYROLL PE 10/10/2019
TONI OVERMYER			20191024TO04	10/24/2019	\$104.93	COMMISSIONER SUBSIDY - SEPT 2019



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/28/2019
 Total Amount: \$1,323.00
 Control Total: 2
 Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
 File Name: AP_DMPOLPRK_APSUPINV_20191024111815.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>10.24.19</u>	Authorized District Signature	Date
		Authorized District Signature	Date
		Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____
 Date Processed: _____



King County

Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMIPOLPRK_APSUPINV_20191024111815.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
DEPARTMENT OF RETIREMENT SYSTEMS			20191024DOR	10/24/2019	\$605.50	DEFERRED COMP - S DESCHENES PE 10/25/2019
ZEN 22015, LLC			20191101ZEN	10/24/2019	\$717.50	DISTRICT RENT - NOV 2019

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a-c **Assigned to:** Clerk Dusenbury **Meeting Date:** November 19, 2019

Under: Public Hearing **Attachment:** Yes X No _____

Subject: *Budget and Levy*

Background/Summary:

The Budget and Levy Certification are due December 2nd.

We went over the budget at a previous meeting, which will set the levy at \$1,034,496 or an estimated levy rate at \$.2217 (Note-The levy rate will be lower when final Assessed Value for District is set by King County in early 2020).

Of the \$1,034,496, \$959,496 is for operations, while \$75,000 is set for capital. The District has also allocated \$100,000 for unforeseen maintenance issues. This was recommended by MacMiller during their Facility Assessment Report due to the age of the facility. Any of the unused monies to maintain these issues can also be transferred to capital.

The budget is a conservative budget that ensures the District will have a balanced budget throughout 2020 and through the first tax draw in 2021. A Cash Flow Analysis was given to each of the board members at the November 5 retreat.

Resolution 2019-04 Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2020 is attached.

November 14 Update: A preliminary Resolution was sent to King County Department of Assessments to ensure resolutions and paperwork meets their requirements. We were notified that during their last audit, they were directed to require a Resolution of Increase for every levy. This is why it is included even though the District's levy is going down, we are submitting a Resolution of Increase.

Fiscal Impact: See attached documents.

Proposed Motion:

Motion 1: I move to approve the 2020 Budget of \$ 959,496.00 in Expenses and \$75,000 in Capital Reserve for the calendar year 2020.

Motion 2: I move to approve Resolution 2019-04 "Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2020".

Motion 3: I move to approve Resolution 2019-05 "Resolution of Decrease" for a decrease of \$57,901.

Reviewed by District Legal Counsel: Yes X No _____ Date: 11/07/19

Three Touch Rule: _____ N/A _____ Committee Review
_____ 9/17/2019 _____ First Board Meeting (Informational)
_____ 11/19/2019 _____ Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes N/A No _____ Report back date: Monthly
(OVER)

Notes:

Attachments:

- 2019-04 Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2020
- 2019-05 Resolution of Increase
- Ordinance 2152 "Preliminary" Levy Limit Worksheet

2020 BUDGET ACCOUNTS SUGGESTION

Account	% Used (75% of Year)	YTD 2019 Budget Balance	2019 Budget	2020 Suggested	Notes
SALARIES & WAGES					
Commissioner Salaries (5)	53%	\$8,162	\$15,400	\$12,800.00	Reduce to 20 meetings at \$128/commissioner.
District GM Salary (1)	59%	\$56,345	\$95,500	\$98,365.00	
District Clerk Salary (1)	65%	\$17,063	\$26,250	\$27,037.50	
Aquatics Manager Salary (1)	54%	\$37,746	\$69,900	\$71,997.00	Increased due to salary increase/study in 2018.
Aquatics Coordinator Salary (2)	43%	\$20,318	\$47,250	\$105,000.00	Growing hours and programs. Have HS kids, but good to have FTE overseeing ops.
Head Lifeguards (2)	65%	\$21,294	\$32,760	\$33,742.80	
Lifeguards (Various)	63%	\$117,086	\$185,850	\$190,000.00	
Instructors (Swim Lesson/Aqtc Ex.)	17%	\$11,781	\$69,300	\$40,000.00	Added staffing in other areas.
Sick Pay	16%	\$2,011	\$12,566	\$12,942.98	
Overtime (OT)	0%	\$1,500	\$1,500	\$1,500.00	
Payroll Taxes	Pers Bene Below	N/A	N/A	\$169,000.00	
Family Medical Leave - NEW	0%	\$956	\$956	\$1,209.60	
PERSONNEL BENEFITS					
Benefits, Fringe (Car)	61%	\$1,220	\$2,000	\$2,000.00	
Personal Benefits (AWC/DRS)	79%	\$26,879	\$34,024	\$44,057.92	Merged Benefits.
Social Security Taxes (FICA)	N/A	N/A	N/A	N/A	
Medicare Taxes	127%	\$15,121	\$11,906	N/A	Merged Federal & State.
Unemployment Taxes State/Federal	N/A	N/A	N/A	N/A	
Labor & Industries (L&I)	84%	\$67,200	\$80,000	N/A	\$75k
OFFICE SUPPLIES					
Office Supplies (Amazon/Staples)	51%	\$2,550	\$5,000	\$5,000.00	
Office Equipment	65%	\$2,145	\$3,300	\$3,500.00	\$3,300 Towards District Clerk Computer Replacement.
Computer & Supplies	1%	\$8,156	\$8,200	\$5,500.00	Add \$500 for replacement for L-Ray computer system.
MAINTENANCE & REPAIR SUPPLIES					
Cleaning and Janitorial Supplies	68%	\$2,023	\$2,975	\$5,000.00	
Maintenance Supplies and Small Tools	168%	\$3,360	\$2,000	\$3,000.00	Need to start replacing outdated tools with 5s tools for org.
POOL SUPPLIES					
Uniforms & Clothing**	0%	\$750	\$750	\$500.00	Have good supply of shirts.
Employee Recognition	2%	\$1,171	\$1,200	\$1,200.00	
Lifeguard Supplies and Equipment	53%	\$470	\$1,000	\$1,000.00	
Pool Chemicals	37%	\$6,993	\$18,900	\$20,000.00	Change to pulsar for calcium + metals.
Special Events	N/A	N/A	N/A	\$2,750.00	
First Aid Supplies	N/A	N/A	N/A	\$300.00	Stocked up first year. Less supplies needed in 2020.
POOL EQUIPMENT					
Ceiling Tile Replacement (ER&R)	0%	N/A	N/A	\$2,000.00	
BecSys Probes (ER&R)	0%	\$1,100	\$1,100	\$1,100.00	Need to be replaced constantly.

DRAFT

Account	% Used (75% of Year)	YTD 2019 Budget Balance	2019 Budget	2020 Suggested	Notes
ADA Pool Stairs (ER&R)	N/A	N/A	N/A	\$6,000.00	
Emergency Lighting Replacement (ER&R)	N/A	N/A	N/A	\$2,200.00	
Miscellaneous Pool Equipment (ER&R)	69%	\$3,450	\$5,000	\$5,000.00	\$6,100
PROFESSIONAL SERVICES - FRONT OFFICE					
IT/Computer Services (CMIT)	72%	\$15,120	\$21,000	\$22,500.00	End up using CMIT for not only IT but support with Sunbelt system, remote monitoring and other systems.
Registration Software (Rec1/CivicRec)	104%	\$4,940	\$4,750	\$5,445.00	
Credit Card Transactions (Authorize.net)	20%	\$500	\$2,500	\$1,500.00	Not that much in processing fees in 2019.
Legal Services (Snure)	68%	\$9,639	\$14,175	\$14,000.00	Should have less legal issues next year.
Financial Services (VisionMS)	0%	\$6,930	\$6,930	\$7,700.00	Annual Payment to VisionMS.
Printing/Copying (Canon)	67%	\$1,675	\$2,500	\$5,250.00	Add 2nd copier at pool. Reduce external printing to counteract w/not worrying about printing if copier breaks down.
Timekeeping (TBD)	N/A	N/A	N/A	\$3,000.00	Time keeping software. Clock will come from equipment.
Payroll/HR (Heartland)	46%	\$3,772	\$8,200	\$7,700.00	This is just payroll processing fees.
Consultant (TBD)	0%	\$10,000	\$10,000	\$10,000.00	Internal Financial Audit of Processes & Lifeguard Audit.
PROFESSIONAL SERVICES - MAINT					
CO2 Services (AirGas)	69%	\$621	\$900	\$1,000.00	
Maintenance Services Contract (MacMiller)	68%	\$13,030	\$19,161	\$20,119.52	Just contract does not include additional maintenance fees. Those go to maintenance and repairs.
Water Quality (Aqtc Spec.)	68%	\$2,040	\$3,000	\$3,000.00	Just contract does not include additional maintenance fees. Additional chemicals, reagents go to chlorine.
Roof and Gutter Maintenance (Sound)	0%	\$3,200	\$3,200	\$3,300.00	Late Fall after all leaves have fallen.
Landscaping (NLS)	75%	\$4,950	\$6,600	\$6,798.00	
Custodial - MRP Qtrly Deep Clean (TBD)	72%	\$2,336	\$3,245	\$3,245.00	Qtrly or Semi-Annual Deep Clean.
Rekey Services (Bill's Locksmith)			N/A	\$1,000.00	Rekey hallway restrooms for changing rooms.
Coffee and Water Services (Mountain Mist)	59%	\$1,180	\$2,000	\$3,000.00	Do we want to break this up.
Cleaning & Janitorial (Office)	67%	\$1,407	\$2,100	\$2,160.00	
REPAIRS & MAINTENANCE					
					Costs increasing each year. Move unused monies to Capital at EOY.
Maintenance Services Non-Contracted (Various)	61%	\$30,500	\$50,000	\$100,000.00	Moved up to \$100k with all needed issues. MacMiller, Sunbelt... Pool Operations Maint.
Office/IT Equipment Repairs	6%	\$60	\$1,000	\$2,000.00	Computer, POS and other repairs for front office. Increased due to issues

Account	% Used (75% of Year)	YTD 2019 Budget Balance	2019 Budget	2020 Suggested	Notes
COMMUNICATIONS					
Telephone/Internet (Comcast)	88%	\$4,400	\$5,000	\$6,750.00	May elect to go with Comcast for internet and 3rd Party phone system to have office and pool phones integrated, plus more lines for busy days.
Cellular Phones (Google Phi)	118%	\$1,180	\$1,000	\$1,500.00	Use Line2 for MRP staff, DGM uses Google Voice. Keep 1 Google Fi Phone for Backup.
Work Email Accounts (Google Suite)	51%	\$255	\$500	\$500.00	Originally planned in 2019 to buy licenses and not pay monthly Office 365. This is fees with Office 365.
MS Office Subscriptions (Office 365)	154%	\$4,235	\$2,750	\$6,000.00	Website setup and should be little changes. Keep constant.
Website (Btown)	58%	\$1,450	\$2,500	\$2,000.00	Bills and Other Correspondence.
Postage & Mailing	4%	\$120	\$3,000	\$1,000.00	840+ Emails-Next Rate Inc. @ 2500
Email Notification System (CampMon)	70%	\$588	\$840	\$840.00	
TRAINING & TRAVEL					
In-Service Supplies (Internal Training)	182%	\$2,867	\$1,575	\$2,500.00	Over budget in 2019, but may be some equipment for first-time operations.
Certifications (nonWSI)	0%	\$3,000	\$3,000	\$3,000.00	behind in billing for 2019, but have certified a lot of staff.
Swim Lesson Licensing (Amrcn Red Cross)	25%	\$750	\$3,000	\$1,500.00	Still growing but trends are not showing the full amount needed.
Training (Lifeguard, Swim & Aqtc Exercise)	0%	\$2,500	\$2,500	\$2,500.00	Used if we need to send FTE to trainings.
Management Staff Training	42%	\$872	\$2,075	\$2,500.00	Would like to get staff back to attending more external trainings once we have more staff.
Travel for Training (Mileage, Tolls)	4%	\$60	\$1,500	\$1,500.00	
Misc. Travel (Lodging, Per Diem)	48%	\$480	\$1,000	\$1,000.00	
ADVERTISING					
District Advertising	60%	\$13,500	\$22,500	\$23,175.00	
Bulk Printing - District Postcard	0%	\$2,200	\$2,200	\$2,266.00	Annual Postcard Printing.
Bulk Mailing - District Postcard	0%	\$4,000	\$4,000	\$4,120.00	Annual Postcard Postage.
Ad Design	100%	\$500	\$500	\$500.00	Design for Advertisements.
Sponsorship Supported	0%	\$2,000	\$2,000	\$0.00	
RENTALS & LEASES					
Office Rental (Zen)	46%	\$5,750	\$12,500	\$12,500.00	From 2018 Numbers.
Storage Rental (AAAA)	153%	\$2,754	\$1,800	\$3,600.00	Moved to a larger unit. Move surplus items to hold and out of way until bulk surplus at one time.
Misc. Rentals	10%	\$250	\$2,500	\$2,500.00	First year used more, but now open should be less need. In case need equipment.
UTILITIES					
Electricity (PSE)	55%	\$41,250	\$75,000	\$75,000.00	
Water (Highline)	101%	\$8,080	\$8,000	\$9,000.00	\$3,600 in 2019 due to pool emptying.
Sewer (Midway)	315%	\$6,300	\$2,000	\$3,000.00	\$3,300 due to pool emptying.
Trash/Recycling (Recology)	85%	\$3,570	\$4,200	\$4,200.00	

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Account	% Used (75% of Year)	YTD 2019 Budget Balance	2019 Budget	2020 Suggested	Notes
INSURANCE					
Insurance, Liability (WCIA)	77%	\$12,320	\$16,000	\$16,000.00	
MISCELLANEOUS					
Printing & Copying Outside (Various)	24%	\$720	\$3,000	\$1,500.00	Doing more internal printing now that we have second copier.
Memberships, Dues & Subscriptions	66%	\$1,733	\$2,625	\$2,625.00	
Misc. Services/Discrepancies	292%	\$2,920	\$1,000	\$1,000.00	
AMG Liabilities	59%	\$1,475	\$2,500	\$500.00	Still may need to cover swim lessons.
Background Checks/Formely Fingerprinting (SSI)	85%	\$1,275	\$1,500	\$1,750.00	Growing employees will require increased usage
Scholarships	57%	\$3,684	\$6,444	\$18,000.00	\$1,500/month.
INTERGOVERNMENTAL SERVICES					
Elections (King County)	N/A	\$0	\$0	\$30,000.00	2019 Elections will be paid Q1 2020.
Audits (SAO)	0%	\$6,000	\$6,000	\$6,000.00	SAO Audit 2019. Paid in 2020.
City Services (City of DM)	23%	\$2,760	\$12,000	\$5,000.00	Goal is to utilize City Projects Manager less.
Permits (KCHD, CoDM)	140%	\$1,400	\$1,000	\$1,000.00	
Inspections (Fire Extinguisher)	16%	\$160	\$1,000	\$1,000.00	
B&O Tax/Agency (DOR)	81%	\$810	\$1,000	\$1,000.00	
TOTAL FOR OPERATIONS		\$434,848	\$1,117,357	\$1,354,746.32	
CAPITAL/PROJECTS					
Miscellaneous					
Architect/Design/Inspections	0%	\$11,000	\$11,000	\$7,500.00	Use less in 2020.
Advertising	0%	\$500	\$500	\$0.00	Potential Bid Ads.
Project Permits	0%	\$2,000	\$2,000	\$1,250.00	Projects are over. Just pay KDHE & Fire Inspections.
Projects					
Heat Exchanger/Surge Tank Coating	0%	\$50,500	\$50,500	\$51,000.00	
Domestic Water	N/A	N/A	N/A	\$0.00	Deferring Domestic Water until after HSD contract signed. Will borrow money if emergency repair.
Transfers					
Transfer to Capital Account	0%	\$175,000	\$175,000	\$75,000.00	Add \$50k to repairs that can be moved back to Capital at EOY.
TOTAL FOR CAPITAL		\$239,000	\$239,000	\$134,750.00	
TOTAL		\$586,445	\$1,356,357	\$1,489,496.32	

DRAFT

Account	% Used (75% of Year)	YTD 2019 Budget Balance	2019 Budget	2020 Suggested	Notes
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BUDGET LEVY AFFECTS (2020 A.V.)

LEVY REQUEST BREAKDOWN

EXPENSES	\$1,489,496
BEG CASH BALANCE	-\$672,000
EST. REVENUE MRP	-\$25,000
OTHER REVENUE (NP)	-\$240,000
MISC REVENUE (INTEREST)	-\$18,000
CAPITAL FORWARD*	\$75,000
ENDING CASH	\$425,000
TOTAL TAX NEEDED	\$1,034,496

Est. Levy Rate 2020	\$0.2217
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IMPACT PER HOUSEHOLD

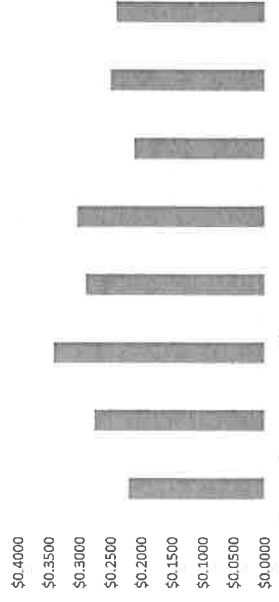
Home Value	Annual Impact
\$200k	\$44
\$250k	\$55
\$300k	\$67
\$321 Median H.V.	\$71
\$400k	\$89
\$450k	\$100
\$500k	\$111

LEVY HISTORY (AT TIME OF RESOLUTION)

Estimated 2020	\$0.2217
2019	\$0.2771
2018*	\$0.3438
2017	\$0.2911
2016	\$0.3051
2015	\$0.2125
2014	\$0.2508
2013	\$0.2417

*District saved an estimated \$100k+ in interest by raising levy rate

Levy History



Account	% Used (75% of Year)	YTD 2019 Budget Balance	2019 Budget	2020 Suggested		Notes
				2019	2020	
			Estimated	2019	2020	
			2020			

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

RESOLUTION NUMBER 2019 – 04

**CERTIFYING PROPERTY TAX LEVY AND
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2020**

WHEREAS, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2020 is \$4,666,393,156.00 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 2019, to be collected in 2020 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$1,034,496 which includes new construction, any increase in state-assessed property and refunds in the amount of \$2,514.
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 2020 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. \$ 959,496.00 to the Current Expense Fund of the District
 - B. \$ 75,000.00 to the Capital Reserve Fund of the District
4. That certified copies of this resolution, together with exhibits, shall be delivered to:

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

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

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT,
King County, Washington at a Regular Meeting this 19th day of November 2019.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

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PRELIMINARY

LEVY LIMIT WORKSHEET – 2020 Tax Roll

TAXING DISTRICT:

Des Moines Pool Metropolitan Park

The following determination of your regular levy limit for 2020 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.

(Note 1)

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
2,147,904	Levy basis for calculation: (2019 Limit Factor) (Note 2)	2,147,904
1.0100	x Limit Factor	1.0140
2,169,383	= Levy	2,177,889
77,589,625	Local new construction	77,589,625
0	+ Increase in utility value (Note 3)	0
77,589,625	= Total new construction	77,589,625
0.26540	x Last year's regular levy rate	0.26540
20,592	= New construction levy	20,592
2,189,975	Total Limit Factor Levy	2,198,481
Annexation Levy		
0	Omitted assessment levy (Note 4)	0
2,189,975	Total Limit Factor Levy + new lid lifts	2,198,481
4,666,393,156	÷ Regular levy assessed value less annexations	4,666,393,156
0.46931	= Annexation rate (cannot exceed statutory maximum rate)	0.47113
0	x Annexation assessed value	0
0	= Annexation Levy	0
Lid lifts, Refunds and Total		
0	+ First year lid lifts	0
2,189,975	+ Limit Factor Levy	2,198,481
2,189,975	= Total RCW 84.55 levy	2,198,481
2,514	+ Relevy for prior year refunds (Note 5)	2,514
2,192,489	= Total RCW 84.55 levy + refunds	2,200,995
	Levy Correction: Year of Error (+or-)	
2,192,489	ALLOWABLE LEVY (Note 6)	2,200,995
Increase Information (Note 7)		
0.46985	Levy rate based on allowable levy	0.47167
1,146,160	Last year's ACTUAL regular levy	1,146,160
1,023,223	Dollar increase over last year other than N/C – Annex	1,031,729
89.27%	Percent increase over last year other than N/C – Annex	90.02%
Calculation of statutory levy		
	Regular levy assessed value (Note 8)	4,666,393,156
	x Maximum statutory rate	0.75000
	= Maximum statutory levy	3,499,795
	+Omitted assessments levy	0
	=Maximum statutory levy	3,499,795
	Limit factor needed for statutory levy	Not usable

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

Notes:

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

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

THE KING COUNTY ASSESSOR HAS NOTIFIED THE GOVERNING BODY OF
DES MOINES POOL METROPOLITAN PARK DISTRICT THAT THE ASSESSED
VALUATION OF PROPERTY
LYING WITHIN THE BOUNDARIES OF SAID DISTRICT FOR THE ASSESSMENT
YEAR 2019 IS:

\$ \$4,666,393,156.00

REGULAR (STATUTORY) LEVY (AS APPLICABLE):

EXPENSE FUND \$ \$1,034,496.00

- TEMP. LID NAME \$ _____

- TEMP. LID NAME \$ _____

RESERVE FUND \$ _____

NON-VOTED G.O. BOND (Limited) \$ \$2,514.00

REFUNDS (Noted on worksheet) \$ _____

TOTAL REGULAR LEVY \$ \$1,037,010.00

EXCESS (VOTER APPROVED) LEVY:
(Please list authorized bond levies separately.)

G.O. BONDS FUND LEVY \$ _____

G.O. BONDS FUND LEVY \$ _____

G.O. BONDS FUND LEVY \$ _____

**SPECIAL LEVIES (INDICATE PURPOSE AND DATE OF ELECTION AT
WHICH APPROVED):**

_____ \$ _____

_____ \$ _____

TOTAL TAXES REQUESTED: \$ \$1,037,010.00

THE ABOVE IS A TRUE AND COMPLETE LISTING OF LEVIES FOR SAID DISTRICT
FOR TAX YEAR 2020 AND THEY ARE WITHIN THE MAXIMUMS ESTABLISHED BY
LAW.

(AUTHORIZED SIGNATURE)

November 19, 2019

(DATE)

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

**RESOLUTION NUMBER 2019 – 05
PROPERTY TAX INCREASE (DECREASE) RESOLUTION
RCW 84.55.120**

WHEREAS, the Board of Commissioners of the Des Moines Pool Metropolitan Park District has properly given notice of the public hearing held on November 19, 2019 to consider the department's current expense budget for the 2020 calendar year, pursuant to RCW 84.55.120; and

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

RESOLVED, by the Board of Commissioners of the Des Moines Pool Metropolitan Park District that a decrease in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made is hereby authorized for the 2020 levy in the amount of \$57,901 which is a percentage decrease of 5.3% from the previous year.

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 19th day of November 2019.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: Clerk of the Board Meeting Date: 11/19/19

Under: Old Business Attachment: No

Subject: Closure/Retainage (Executive Session)

Background/Summary:

The board will go into Executive Session pursuant to RCW 42.30.110(1)(d) to review negotiations on the performance of a bid contract and RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation. Attorney Thomas Burke will be attending the executive session. The length of the executive session and time ending will be by public comment at the start of the meeting and any other business that proceeds the Executive Session.

Fiscal Impact: N/A

Proposed Motion:

Language to Call Session: The board will go into Executive Session pursuant to RCW 42.30.110(1) (d) to review negotiations on the performance of a bid contract and RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation. The executive session will be for minutes until .

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

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

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

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes:

No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM Meeting Date: November 19, 2019

Under: Old Business Attachment: Yes X No

Subject: Mission, Vision and Values

Background/Summary:

The District's Mission, Vision and Values were discussed at previous meetings. With the election of new officers this might be a good item to table until 2020.

Fiscal Impact: Not fully determined at this time.

Proposed Motion: No motion at this time.

Reviewed by District Legal Counsel: Yes No X Date:

Three Touch Rule: N/A Committee Review
10/08/2019 First Board Meeting (Informational)
T.B.D. Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes: Attachments:

- 1) Current District's Mission, Vision and Values,
- 2) Commissioner Achziger's suggested revision of District's Mission, Vision and Values.
- 3) District GM suggested revision of District's Mission, Vision and Values.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District GM **Meeting Date:** November 19, 2019

Under: Old Business **Attachment:** Yes

Subject: Policy 320 – Admissions and Refunds

Background/Summary:

Between 2016 and 2020, the state's minimum wage has increased from \$9.47 to \$13.50. At the Washington Recreation and Parks Association meeting, minimum wage and rates were discussed. Some pools are exploring increasing rates as much as 20%.

District staff is recommending that instead of keeping rates steady, we explore raising rates incrementally over the next couple of years. This will ensure that we are providing services at a reasonable rate, while having a plan to catch up with inflation.

The attached policy allows inclusion of this language on our website's fees page, our online description of passes on our recreation management software, and our receipts that go out to participants.

A copy of the edited policy was provided to the Board for review at the October 15 meeting.

Fiscal Impact: N/A

Proposed Motion: I move to approve (or not approve) amendments to Policy 320 addressing admissions and refunds.

Reviewed by Legal Counsel: Yes X No _____ **Date:** 10/08/2019

Two Touch Rule: N/A **Committee Review**
 10/15/19 **First Board Meeting (Informational)**
 11/19/19 **Second Board Meeting (Action)**

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

Attachment: Policy 320 – Admissions and Refunds

320 -- Admissions and Refunds

1.0 PURPOSE

Admission to the Des Moines Pool Metropolitan Park District (DMPMPD) is by membership (Annual, Semi-annual or monthly), punch pass, general admission, class registration, or complimentary "be our guest" pass. Passes are sold to individuals, families, and corporate entities.

2.0 POLICY

Memberships and pass holders will be provided with an identification card. Members and pass holders are required to present this card or their ID number to the cashier for inspection in order to gain admission to the facility. The cashier should examine the id card and the computer to determine if the holder is the appropriate person, that the card has not expired. A new pass may be completed at no charge if card does not depict the individual. If pass holder card has been lost, there is a \$5.00 fee to complete a new one. All fees, discounts and charges are subject to change by the Board at any time.

Lockers are provided free of charge for all members.

3.0 ADMISSIONS

3.1 General Single Use Admission

Admission by cash is available on a per visit basis. Patrons who desire to come back the same day must prove that they paid general admission by signing the sign out sheet before exiting earlier that day. If it is uncertain whether or not general admission was paid, the patron must re-pay to enter the facility. The fee varies according to the patron's age.

3.2 Memberships. Membership packages include:

- a. **Family Membership:** includes any two adults 18 years of age and older residing in the same household and three children under the age of 18. Youth that turn 18 during the current year of a pass remain on the family pass until the expiration of the pass at which time the youth must then purchase his/her own adult pass. Single parent membership is available for a discount of 25% off the family membership price. Exchange students may be added to a family pass, additional charges may apply
- b. **Senior Memberships:** includes anyone 60 or older.
- c. **Disabled Memberships:** includes anyone who is considered disabled in accordance with Washington State and Federal guidelines. Acceptable proof is Social Security documentation, disabled vehicle registration, VA documentation, or doctor's documentation.
- d. **Adult Membership:** includes anyone 18 years or age or older.
- e. **Youth Memberships:** includes anyone under the age of 18 years of age.

3.3 Use Passes

Use passes are for a specific number of visits and are available in each of the above age groupings. The passes can be used for either admission and/or exercise classes. Punch cards are not refundable and expire one year from the date of purchase. No time will be added for maintenance closure. A youth may use an adult punch card, but an adult may not use the youth punch card.

3.4 Exercise Add On's

Memberships can have an exercise option added on for an additional fee. Memberships with the exercise add on can attend an unlimited amount of exercise classes.

3.5 Annual Pass Paid Monthly

Annual Memberships can be paid two ways. Lump sum payment at time of registration or the patron can sign up for monthly payments.

3.6 Contracted Use

Corporate passes are available for government, companies and schools. A monthly minimum and maximum charge will be determined at the time of sign-up. Names of approved swimmers should be supplied to the Pool Office. DMPMPD will bill the company/school/military on a monthly basis. Passes can also be issued to specific individuals as well. The corporate passes are not eligible for refunds and passes are non-transferable. Please check current schedule for pass prices and discounts. Rates are subject to change with the approval of the majority of the Board. No additional discounts may apply. No extensions shall be added for time closed for maintenance. Corporate passes are issued at a discounted rate depending on amount and frequency of use.

3.7 Active Duty Military Discounts

Active duty military personnel and their dependents shall receive a 15% discount on a pass at time of purchase. Military personnel who are deployed may request an extension of their pass. Reinstatement of the pass will be made when the individual has returned and submitted a written request. For all members on a family pass, the expiration date must remain the same. No additional discounts apply. No extensions shall be added for time closed for maintenance.

4.0 REFUNDS

- 4.1 Annual maintenance.** There are no extensions for annual maintenance closure except if greater than 3 weeks.

4.2 Refund Exceptions

Fees are non-refundable except under the following circumstances:

- a. Memberships will be refunded only on the basis that the individual moves away from the community or is permanently prohibited from use of the facility by circumstances beyond their control. In cases where refund is warranted, a prorated amount due will be refunded from the date the membership card is surrendered. Membership cards must be surrendered before receiving a refund. Memberships are not transferable and may not be extended or transferred for any reason. During shutdowns of one week or greater memberships could be honored at another pool facility.
- b. Upon completion of a Refund Request Form (**Appendix A**), the DMPMPD District General Manager will consider amendment or alteration of the terms of unexpired memberships or passes, based upon proof of exceptional medical conditions or proof of exceptional circumstances. Decisions concerning such requests will be made by the District General Manager with a right of appeal to the Board of Commissioners.

4.3 Use Passes

Use Passes are non-refundable.

4.4 Complimentary Swim Pass

A complimentary swim pass may be given out in lieu of refunds. This pass may also be issued when guests come to tour our facility with the purpose of considering membership. Complimentary swim passes will be valid for no longer than one year and may be handed out by individuals authorized by the Aquatics Manager, District General Manager, and/or the Board of Commissioners.

5.0 PERSONAL CHECKS

Personal checks will be accepted for Admissions and retail purchases for the amount of purchase only. There will be a **\$25.00 service charge** for all returned checks. No two-party checks will be accepted, and no payroll checks will be cashed.

6.0 ANNUAL RATE INCREASE EVALUATION

Each year the board will review market factors such as minimum wage, cost of living, consumer price index and other factors to adjust fees and rates. Annual rate changes will be announced by December 31 of previous year.

New rates will go into effect on services purchased after January 1st of the new year.

Appendix A

Des Moines Pool
Metropolitan Park DistrictRefund Request Form
Mount Rainier Pool

Date of Request: _____

Participant Name: _____

Requester Name (If Other Than Participant): _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Alternate Phone: _____

Program Registered for: _____

Cost: _____ Amount Requested & Refund for: _____

Reason for request:

Signature: _____ Date: _____

Note- Ref. can take up to four weeks to be processed.

-----For Office Use Only-----

Date Received: _____ Reviewed By: _____

Notes: _____

(Check Box) Approved _____ Denied _____

Amount: \$ _____ Refund Processed Date: _____

If Denied Reasoning:

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District GM **Meeting Date:** 11/19/19

Under: Old Business **Attachment:** Yes

Subject: 2020 Rate Schedule

Background/Summary:

As discussed in item 8a, Policy 320 – Admissions and Refunds, between 2016 and 2020, the state's minimum wage has increased from \$9.47 to \$13.50. At the Washington Recreation and Parks Association meeting, minimum wage and rates were discussed. Some pools are exploring increasing rates as much as 20%.

The fees listed on this sheet were set at a 5% growth. Prices were rounded off to the closest quarter (\$.00, \$.25, \$.50, \$.75) to ensure cashiers have less money for safety and for better efficiency of cashiers and customer service.

Fiscal Impact: It will not help us immediately keep up with inflation, but price inelasticity of demand would affect the cost-recovery, if we elect to raise prices too much.

Proposed Motion: *I move to approve the 2020 Fee Schedule to be implemented on January 1, 2020.*

Reviewed by Legal Counsel: **Yes** **No** X **Date:**

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>10/15/19</u>	First Board Meeting (Informational)
	<u>11/19/19</u>	Second Board Meeting (Action)

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

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

Notes:

Attachment: Staff suggested 2020 Rate Schedule.

DRAFT

Proposed 2020 Rate Increases for MRP

2019

2020

Type of

Admission

Non- Res. Rate

Res. Rate

Non- Res. Rate

Res. Rate

Lap Swim				
Adult	\$ 5.25	\$ 4.50	\$ 5.50	\$ 4.75
Senior/Youth/ Disabled Swimmer/Veteran/ Active Military	\$ 4.00	\$ 3.25	\$ 4.25	\$ 3.50

Open Swim				
Adult	\$ 4.50	\$ 3.75	\$ 4.75	\$ 400.00
Senior/Youth/ Disabled Swimmer/Veteran/ Active Military	\$ 3.75	\$ 3.00	\$ 4.25	\$ 3.50

Water Exercise				
Adult	\$ 7.25	\$ 6.50	\$ 7.75	\$ 6.75
Senior/Youth/ Disabled Swimmer/Veteran/ Active Military	\$ 5.75	\$ 5.00	\$ 6.00	\$ 5.25

10 Visit Water Exercise				
Adult	\$ 60.00	\$ 51.50	\$ 63.00	\$ 54.00
Senior/Youth/ Disabled Swimmer/Veteran/ Active Military	\$ 51.00	\$ 42.50	\$ 53.50	\$ 44.75

10 Visit Lap Swim				
Adult	\$ 47.25	\$ 39.00	\$ 49.50	\$ 41.00
Senior/Youth/ Disabled Swimmer/Veteran/ Active Military	\$ 36.00	\$ 28.00	\$ 37.75	\$ 29.50

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10 Visit Open Swim				
Adult	\$ 40.50	\$ 34.00	\$ 42.50	\$ 35.75
Senior/Youth/ Disabled Swimmer/Veteran/Active Military	\$ 34.00	\$ 27.00	\$ 35.75	\$ 28.25

3 Month Membership				
Adult	\$ 145.00	\$ 125.00	\$ 152.25	\$ 131.25
Senior/Youth/ Disabled Swimmer/Veteran/Active Military	\$ 109.00	\$ 89.00	\$ 114.50	\$ 93.50
Family	\$ 299.00	\$ 249.00	\$ 314.00	\$ 261.50
Senior Couple	\$	\$	\$ 199.00	\$ 179.00

Annual Membership				
Adult	\$ 449.00	\$ 399.00	\$ 471.50	\$ 419.00
Senior/Youth/ Disabled Swimmer/Veteran/Active Military	\$ 239.00	\$ 199.00	\$ 251.00	\$ 209.00
Family	\$ 575.00	\$ 475.00	\$ 603.75	\$ 498.75
Senior Couple			\$ 499.00	\$ 399.00

Water Exercise Annual Membership				
Adult	\$ 559.00	\$ 499.00	\$ 587.00	\$ 524.00
Senior/Youth/ Disabled Swimmer/Veteran/Active Military	\$ 434.00	\$ 384.00	\$ 455.75	\$ 403.25

Annual Recurring				
Adult	\$ 42.00	\$ 37.00	\$ 44.00	\$ 38.75

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Senior/Youth/ Disabled Swimmer/Veteran/Active Military	\$ 28.00	\$ 23.00	\$ 29.50	\$ 24.25
Family	\$ 53.00	\$ 44.00	\$ 55.75	\$ 46.25
Senior Couple	--	--	\$ 49.00	\$ 39.00

Water Exercise Reoccurring				
Adult	\$ 55.00	\$ 45.00	\$ 57.75	\$ 47.25
Senior/Youth/ Disabled Swimmer/Veteran/Active Military	\$ 49.00	\$ 40.00	\$ 51.50	\$ 42.00

Pool Rental				
1 to 25	\$ 115.00	\$ 90.00	\$ 120.75	\$ 94.50
25 to 60	\$ 155.00	\$ 120.00	\$ 162.75	\$ 126.00
61 to 90	\$ 190.00	\$ 150.00	\$ 199.50	\$ 157.50
91 to 120	\$ 225.00	\$ 180.00	\$ 236.25	\$ 189.00
Lobby	\$ 55.00	\$ 45.00	\$ 57.75	\$ 47.25

Swim Lessons				
Parent & Child	\$47.00	\$60.00	\$ 50.00	\$ 62.00
All Other Group Lessons	\$64.00	\$78.00	\$ 68.00	\$ 82.00
Private Lessons	\$ 26.00	\$ 36.00	\$ 27.50	\$ 38.00
Semi-Private (Per Person)	\$ 14.00	\$ 20.00	\$ 14.75	\$ 21.00

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e Assigned to: District GM Meeting Date: 11/19/19

Under: Old Business Attachment: Yes

Subject: BLRB End of Life Report

Background/Summary:

This is an item that was discussed at the previous retreat. It is an on-going item.

Fiscal Impact: N/A

Proposed Motion: N/A

Reviewed by Legal Counsel: Yes ☐ No ☒ Date:

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

Action Taken: Adopted ☐ Rejected ☐ Postponed ☐

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

Notes:

No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a **Assigned to:** District GM **Meeting Date:** November 19, 2019

Under: New Business **Attachment:** Yes X No

Subject: Capital Reserve Transfer

Background/Summary:

The District has two main accounts: its General (Operating) Fund and Capital Reserve Fund.

In 2017, the District had built the Capital Reserve Fund to cover the closure project plus contingency. Once the pool liner was removed it was discovered that the drain pipes were not up to Virginia Graeme Baker Act code.

The project costs more than doubled from the original project bid. The District was forced to obtain an Interfund Loan from King County to finish the project and more importantly keep the pool open.

The Interfund Loan was paid off in less than half of the agreed loan time (two years).

With the critical project repairs and the repayment of the Interfund Loan, the District did not allocated any monies toward the Capital Reserve Fund in 2018.

The District General Manager is recommending the District allocate the full budgeted amount of \$175,000 to the Capital Reserve Fund.

Fiscal Impact: See attached documents.

Proposed Motion: No motion. First touch.

Reviewed by District Legal Counsel: Yes X No Date: 11/13/19

Three Touch Rule: (Informational)	<u> </u> N/A <u> </u>	Committee Review First Board Meeting
	<u> </u> 11/19/2019 <u> </u>	
	<u> </u> 12/17/2019 <u> </u>	

Action Taken: Adopted Rejected Postponed

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

Notes: Attachment:

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

RESOLUTION NUMBER 2019 – 06

AMENDMENT TO FISCAL YEAR 2019 OPERATING BUDGET

WHEREAS, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) is the District's governing body and as such is responsible for adopting a Budget for Operations during any given Fiscal Year and;

WHEREAS, modifying the 2019 Fiscal Year Budget is in the overall interest of the District and;

WHEREAS, the Board has historically contributed \$70,000 of its Operating Fund into a Capital Reserve Fund;

WHEREAS, the Board's adopted budget allocated \$175,000 of its Operating Fund into a Capital Reserve Fund for Fiscal year 2019;

WHEREAS, as a result of expenditures for critical repairs, the reserve fund requires additional funds;

WHEREAS, an additional \$105,000 shall be transferred from the Des Moines Pool Metropolitan Park Department General Fund into the Capital Reserve Fund and a corresponding adjustment to the District budget reflecting a total allocation to the Capital Reserve fund for 2019 in the amount to \$175,000 shall be made, now:

NOW THEREFORE BE IT RESOLVED that the amount to be transferred from the Des Moines Pool Metropolitan Park District General Fund into the Des Moines Pool Metropolitan Park District Capital Reserve Fund be increased by \$105,000 (for a total of \$175,000 in fiscal year 2019) and direct that the District Clerk be directed to effect the total transfer prior to December 31, 2019.

Adoption: ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 19th of November, 2019, the following Commissioner being present and voting.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b **Assigned to:** District GM **Meeting Date:** 11/19/19

Under: New Business **Attachment:** None

Subject: Clerk of the Board Signatory - Silver and Fit Contract

Background/Summary:

American Specialty Health partners with insurance companies to offer fitness opportunities to insurance companies. They offer three programs: Silver and Fit, Active and Fit and Fitness Coach.

The District should at least pursue the Silver and Fit program and be open to adding the Active and Fit program in the future too.

The Silver and Fit program is a Medicare Plan B program. Local insurance providers that offer this program to its members include Kaiser Permanente, Regence Blue Shield and Apple Health (Washington state public program). This program is open to users 65 and older.

The Active and Fit is for 18-64 and even though it does not have the local insurance offerings that Silver and Fit does, it would be a similar process and help more people utilize the facility. These programs are being offered by more insurance companies, and it would be good for the District to have this contract in place for future growth.

This program would help reduce barriers for people to use the facility and the District GM is recommending the board approve this contract. The plans will be the Silver and Fit plan will help the district attract more people during its morning hours and could help fill the morning Aquatic Exercise classes.

July 3, 2019 UPDATE: The contract was sent to American Specialty Health on June 20, and we were notified that legal counsel's edits were forwarded to their legal department. As of today's date, we have not received any updates.

July 11, 2019 UPDATE: There is no information to update at this time.

August 2, 2019 UPDATE: The District was informed the week of July 23 that the legal team from American Healthways could potentially have a contract update for the District's legal and board of commissioners to review. This was placed on the agenda, in case the language was approved by District legal counsel. It did not arrive by the time the packet was sent out.

August 14, 2019 UPDATE: We received an edited contract from American Specialty Health. The contract edits were forwarded to District legal. Since negotiations are ongoing, we will bring any changes to the meeting on Tuesday, August 20.

October 19, 2019 – We are finalizing contracts with both companies with a soft-opening on November 1, 2019.

November 19, 2019 – We had the Clerk of the Board sign the Silver and Fit contract with the Board President unavailable. It was recommended by legal for the current situation. We are in the process of finalizing details and hope to start the program soon.

Fiscal Impact: Cost of social program or potential class, and free trial visit for person visiting the facility. The District has two choices for potential programming. The cheaper option is to host a bagel and donuts open house quarterly, or host Silver and Fit fitness classes. Each potential participant will fill out their paperwork the day they come in. Per the contract, this will be a free trial visit.

Proposed Motion: No motion necessary. Was already approved.

Reviewed by Legal Counsel:

Yes ☒ **No** ☐

Date: 6/11,8/14 & 9/10/19

Two Touch Rule:

6/17/19

6/18/19

11/19/19

Committee Review

First Board Meeting (Informational)

Second Board Meeting (Action)

Action Taken:

Adopted ☐

Rejected ☐

Postponed ☐

Follow-up Needed:

Yes ☐

No ☐

Reporting Back Date:

Notes:

None.