



## Des Moines Pool Metropolitan Park District

### 22015 Marine View Drive South

December 17, 2019

6:00 p.m.

Regular Meeting

### AGENDA

- |      |  |
|------|--|
| 6:00 | <b>1. CALL TO ORDER ROLL CALL</b>  |
| 6:03 | <b>2. PLEDGE OF ALLEGIANCE</b>   |
| 6:05 | <b>3. ADOPTION/MODIFICATIONS OF AGENDA</b>   |
| 6:08 | <b>4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS</b>   |
| 6:10 | <b>5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)</b>   |
| 6:15 | <b>6. CONSENT AGENDA</b> <ul style="list-style-type: none"> <li><b>a. EXPENDITURE/REVENUE SUMMARY</b><br/>October Financials</li> <li><b>b. STAFF/CONTRACTOR/COMMITTEE REPORTS</b><br/>Board Committees<br/>District General Manager Administration Report</li> <li><b>c. ADOPTION OF MINUTES</b><br/>November 5, 2019, Special Meeting<br/>November 19, 2019, Regular Meeting</li> <li><b>d. CORRESPONDENCE</b><br/>None</li> <li><b>e. BANK TRANSFERS (REVENUE)</b><br/>\$23,804.26 was received by MRP in the month of November 2019.</li> <li><b>f. VOUCHER APPROVAL</b><br/>\$32,192.73 was processed in November 2019</li> <li><b>g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)</b><br/>\$44,702.66 was processed in November 2019 for payroll</li> </ul> |
|      | <b>7. OLD BUSINESS</b>   |
| 6:30 | <b>a. Amended Resolutions</b> <ul style="list-style-type: none"> <li>-- 2019-04 Certifying Tax Levy and Adopting 2020 Budget</li> <li>-- 2019-05 Property Tax Decrease</li> </ul>  |
| 6:55 | <b>b. Resolution 2019-07 Cancelling Warrant</b>  |

**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. 2020 MRP Rate Schedule

d. BLRB Report

e. Mission, Vision & Values

## 8. NEW BUSINESS

7:45

a. January Retreat

## UPCOMING MEETINGS

- January 2020 meetings TBA

## ADJOURNMENT

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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:** December 17, 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** November 2019: Total **\$76,895.39**

• Admin Expenditures = \$31,511.37      Ops Expenditures = \$45,384.02      Capital Expenditures = \$0.00

**Revenue** November 2019: Total **\$67,998.67**

Taxes = \$55,957.70      MRP Revenue = \$23,804.26      Interest = \$1,483.95

Cash Short (MRP deposits not recorded by KCty) = (\$13,247.24)

Item 6b: Staff/Committee Reports

- Committee
- District General Manager Administration Report

Item 6c: Adoption of Minutes

- November 5, 2019, Special Meeting Minutes
- November 19, 2019, Regular Meeting Minutes

Item 6d: Correspondence – None

Item 6e: Voucher Approval - The following voucher/warrants totaling **\$32,192.73** were approved for payment

- \$9,803.36 was processed on November 7, 2019
- \$2,354.27 was processed on November 8, 2019
- \$8,741.41 was processed on November 12, 2019
- \$4,220.14 was processed on November 21, 2019
- \$7,073.55 was processed on November 25, 2019

Item 6f: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$44,702.69** were processed for payment

- \$21,982.98 was approved for payroll on November 7, 2019
- \$22,719.71 was approved for payroll on November 21, 2019

A total of **\$76,895.42** was processed in November 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 November 2019 totaling **\$76,895.42**.

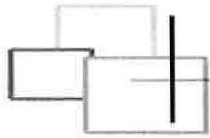
**Reviewed by District Legal Counsel:** Yes \_\_\_\_\_ No x Date: \_\_\_\_\_

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

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

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

**Notes:**



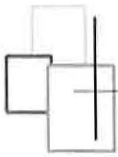
## 2019 EXPENDITURES -- November 2019

Acct #	Reference	Nov 2019	YTD Expense	2019 Budget	Budget Balance	% of Budget
<b>Advertising</b>						
001-000-000-576-20-41-07	District Advertising	\$280.10	\$14,297.06	\$22,500.00	8,202.94	64%
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	\$0.00	\$1,060.00	\$500.00	(560.00)	212%
	<b>Total Advertising</b>	<b>\$280.10</b>	<b>\$15,357.06</b>	<b>\$31,200.00</b>	<b>15,842.94</b>	<b>49%</b>
<b>Capital</b>						
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%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$50,664.80</b>	<b>\$251,556.32</b>	<b>83,000.00</b>	<b>20%</b>
<b>Communications</b>						
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	\$675.40	\$3,830.45	\$2,050.00	(1,780.45)	187%
001-000-000-576-20-42-00	Postage & Mailing	\$153.98	\$272.33	\$3,000.00	2,727.67	9%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$388.80	\$5,156.70	\$5,000.00	(156.70)	103%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$115.41	\$998.60	\$750.00	(248.60)	133%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$66.00	\$318.63	\$500.00	181.37	64%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$118.00	\$708.00	\$840.00	132.00	84%
	<b>Total Communications</b>	<b>\$1,517.59</b>	<b>\$12,744.71</b>	<b>\$14,640.00</b>	<b>1,895.29</b>	<b>87%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$11,614.22	\$15,000.00	3,385.78	77%
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$11,614.22</b>	<b>\$15,000.00</b>	<b>3,385.78</b>	<b>77%</b>
<b>Intergovernmental Services</b>						
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)	\$222.60	\$1,034.37	\$1,000.00	(34.37)	103%
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$0.00	\$5,237.96	\$20,000.00	14,762.04	26%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$1,497.02	\$1,000.00	(497.02)	150%
	<b>Total Intergov Services</b>	<b>\$222.60</b>	<b>\$7,927.75</b>	<b>\$29,000.00</b>	<b>21,072.25</b>	<b>27%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$531.23	\$3,887.41	\$2,000.00	(1,887.41)	194%
001-000-000-576-21-35-02	Janitorial Supplies	\$684.06	\$3,829.98	\$4,625.00	795.02	83%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$1,215.29</b>	<b>\$7,717.39</b>	<b>\$6,625.00</b>	<b>(1,092.39)</b>	<b>116%</b>
<b>Miscellaneous</b>						
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)	\$590.14	\$1,304.47	\$3,000.00	1,695.53	43%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$163.54	\$2,563.54	\$2,625.00	61.46	98%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$58.00	\$1,380.00	\$1,500.00	120.00	92%
	<b>Total Miscellaneous</b>	<b>\$811.68</b>	<b>\$7,660.17</b>	<b>\$10,625.00</b>	<b>2,964.83</b>	<b>72%</b>



Acct #	Reference	Nov 2019	YTD Expense	2019 Budget	Budget Balance	% of Budget
<b>Office Supplies</b>						
001-000-000-576-20-31-00	District Office Supplies	\$257.49	\$2,540.42	\$4,500.00	1,959.58	56%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$14.92	\$358.27	\$525.00	166.73	68%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$116.00	\$159.99	\$8,200.00	8,040.01	2%
	<b>Total Office Supplies</b>	<b>\$388.41</b>	<b>\$3,058.68</b>	<b>\$13,225.00</b>	<b>10,166.32</b>	<b>23%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-21-20	Tax - Federal (Employer)	\$3,190.92	\$37,751.84	\$0.00	(37,751.84)	
001-000-000-576-20-21-30	Tax - Social Sec (FICA)	\$5,600.26	\$51,878.52	\$32,262.32	(19,616.20)	161%
001-000-000-576-20-21-35	Tax - Medicare (Employer)	\$1,309.72	\$17,669.40	\$11,906.22	(5,763.18)	148%
001-000-000-576-20-21-40	Tax - Workers Compensation(L&I)	\$634.93	\$13,945.14	\$15,000.00	1,054.86	93%
001-000-000-576-20-21-21	Tax - Unemployment Insurance (Employer)	\$600.44	\$5,709.34	\$29,135.00	23,425.66	20%
001-000-000-576-20-21-22	Tax - Family Medical Leave (FMLA) (Employer)	\$180.60	\$1,818.09	\$0.00	(1,818.09)	
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$2,715.56	\$33,395.46	\$35,728.00	2,332.54	93%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,485.00	\$2,000.00	515.00	74%
	<b>Total Personal Benefits</b>	<b>\$14,367.43</b>	<b>\$89,202.40</b>	<b>\$88,303.54</b>	<b>(898.86)</b>	<b>101%</b>
<b>Pool Equipment</b>						
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 PRobes (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)	\$0.00	\$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	\$1,954.33	\$6,287.26	\$5,000.00	(1,287.26)	126%
	<b>Total Pool Equipment</b>	<b>\$1,954.33</b>	<b>\$47,924.71</b>	<b>\$22,300.00</b>	<b>(25,624.71)</b>	<b>215%</b>
<b>Pool Supplies</b>						
001-000-000-576-20-40-00	Employee Recognition	\$100.00	\$228.75	\$1,200.00	971.25	19%
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	\$324.90	\$1,289.38	\$1,000.00	(289.38)	129%
	<b>Total Pool Supplies</b>	<b>\$424.90</b>	<b>\$8,479.90</b>	<b>\$21,850.00</b>	<b>13,370.10</b>	<b>39%</b>
<b>Professional Svcs - Front Offc</b>						
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)	\$1,368.00	\$13,342.50	\$14,175.00	832.50	94%
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	\$17,491.03	\$20,950.00	3,458.97	83%
001-000-000-576-21-41-02	Software Program & Installation	\$944.19	\$1,280.19	\$0.00	(1,280.19)	0%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$29.12	\$799.33	\$1,000.00	200.67	80%
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)	\$115.20	\$625.50	\$2,500.00	1,874.50	25%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$460.00	\$4,662.00	\$8,200.00	3,538.00	57%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$109.30	\$1,407.13	\$2,000.00	592.87	70%
	<b>Total Prof Services-Front Offc</b>	<b>\$4,251.81</b>	<b>\$44,557.68</b>	<b>\$70,505.00</b>	<b>25,947.32</b>	<b>63%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$160.00	\$1,723.22	\$2,100.00	376.78	82%
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)	\$69.36	\$975.10	\$900.00	(75.10)	108%
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	\$6,038.00	\$6,600.00	562.00	91%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$17,424.00	\$19,161.45	1,737.45	91%
001-000-000-576-21-48-11	Maintenance Contract (Aquatic Specialty)	\$0.00	\$2,552.26	\$3,000.00	447.74	85%
	<b>Total Prof Services-Maintenance</b>	<b>\$778.27</b>	<b>\$33,429.83</b>	<b>\$39,955.95</b>	<b>6,526.12</b>	<b>84%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$7,892.50	\$12,500.00	4,607.50	63%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$550.00	\$2,350.00	\$1,800.00	(550.00)	131%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$1,210.80	\$2,500.00	1,289.20	48%
	<b>Total Prof Services-Maintenance</b>	<b>\$1,267.50</b>	<b>\$11,453.30</b>	<b>\$16,800.00</b>	<b>5,346.70</b>	<b>68%</b>

Acct #	Reference	Nov 2019	YTD Expense	2019 Budget	Budget Balance	% of Budget
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$0.00	\$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%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$0.00</b>	<b>\$36,298.42</b>	<b>\$51,000.00</b>	<b>14,701.58</b>	<b>71%</b>
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-11	Commissioners - Subsidies	\$937.36	\$9,456.87	\$15,400.00	5,943.13	61%
001-000-000-576-20-10-01	District Manager - Wage	\$6,271.46	\$68,542.73	\$95,550.00	27,007.27	72%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,875.12	\$20,934.90	\$26,250.00	5,315.10	80%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,405.66	\$43,599.39	\$69,000.00	25,400.61	63%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,273.39	\$29,463.12	\$52,500.00	23,036.88	56%
001-000-000-576-21-30-01	Lifeguards	\$16,064.31	\$147,995.10	\$185,850.00	37,854.90	80%
001-000-000-576-21-30-02	Instructors	\$2,338.73	\$15,628.20	\$69,300.00	53,671.80	23%
001-000-000-576-21-32-02	Head Lifeguards	\$1,894.41	\$26,433.54	\$32,760.00	6,326.46	81%
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	\$0.00	\$4,526.37	\$12,566.40	8,040.03	36%
	<b>Total Salaries &amp; Wages</b>	<b>\$37,060.44</b>	<b>\$362,053.85</b>	<b>\$548,978.20</b>	<b>186,924.35</b>	<b>66%</b>
<b>Scholarships</b>						
001-000-000-576-20-40-20	Faith Callahan	\$0.00	\$4,474.44	\$6,443.68	1,969.24	69%
	<b>Total Scholarships</b>	<b>\$0.00</b>	<b>\$4,474.44</b>	<b>\$6,443.68</b>	<b>1,969.24</b>	<b>69%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-20-43-00	Training/Conferences (Admin)	\$689.00	\$890.67	\$2,000.00	1,109.33	45%
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)	\$450.00	\$450.00	\$3,000.00	2,550.00	15%
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%
	<b>Total Training &amp; Travel</b>	<b>\$1,139.00</b>	<b>\$4,592.42</b>	<b>\$16,075.00</b>	<b>11,482.58</b>	<b>29%</b>
<b>Utilities</b>						
001-000-000-576-21-47-01	Electricity (PSE)	\$9,831.59	\$54,961.37	\$75,000.00	20,038.63	73%
001-000-000-576-21-47-02	Water (Highline)	\$695.72	\$9,455.74	\$8,000.00	(1,455.74)	118%
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)	\$688.73	\$6,982.49	\$2,000.00	(4,982.49)	349%
	<b>Total Utilities</b>	<b>\$11,216.04</b>	<b>\$74,963.84</b>	<b>\$89,200.00</b>	<b>14,236.16</b>	<b>84%</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$31,511.37</b>	<b>\$377,872.15</b>	<b>\$422,941.54</b>	<b>45,069.39</b>	<b>89%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$45,384.02</b>	<b>\$498,745.86</b>	<b>\$711,635.55</b>	<b>212,889.69</b>	<b>70%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$50,664.80</b>	<b>\$83,000.00</b>	<b>32,335.20</b>	<b>61%</b>
	<b>GRAND TOTAL MO. EXPENDITURES</b>	<b>\$76,895.39</b>	<b>\$927,282.81</b>	<b>\$1,336,839.01</b>	<b>409,556.20</b>	<b>69%</b>



## 2019 REVENUE -- November 2019

Reference	Nov 2019	YTD Balance	2019 Budget	Budget Balance
<b>General Fund Taxes</b>				
Property Taxes	\$55,957.70	\$1,161,787.58	\$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
<b>Total General Fund</b>	<b>\$55,957.70</b>	<b>\$1,167,312.50</b>	<b>\$2,265,769.49</b>	<b>-\$3,802.48</b>
<b>Charges for Goods and Services</b>				
Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
<b>Miscellaneous Revenues</b>				
Investment Interest	\$1,483.95	\$14,942.31	\$0.00	\$0.00
Cash Over/Shorts*	-\$13,247.24	-\$13,247.24	\$0.00	\$0.00
Misc Revenue	\$0.00	\$17,363.32	\$0.00	\$0.00
MRP Cash Deposits	\$16,031.00	\$41,043.83	\$0.00	\$0.00
MRP Credit Card Deposits	\$7,773.26	\$131,422.42	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$12,040.97</b>	<b>\$191,524.64</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Projects/Reserve</b>				
Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$175,000.00
<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,000.00</b>	<b>\$175,000.00</b>
<b>Grand Total Revenue</b>	<b>\$67,998.67</b>	<b>\$1,383,837.14</b>	<b>\$2,440,769.49</b>	<b>\$1,056,932.35</b>

\*Deposits recorded in December from King County

# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Tuesday, December 10, 2019  
**To:** District Board Commissioners  
**From:** Scott Deschenes, District General Manager  
**Subject:** November 22, 2019 to December 6, 2019 District General Manager Report

## 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. 1<sup>st</sup> 2020 all Part-time staff teaching:

- Lessons
- Fitness
- Safety classes
  - 1<sup>st</sup> 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](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/>

## **Week Ending November 27, 2019**

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

Attached is the updated form of Dominic's report. I received a lot of points of feedback, and this might be a good topic for our January retreat

Linda will send minutes out when she returns next week.

### **THANKSGIVING HOURS**

We will be closed Thanksgiving and will be open 8am to 9pm on Friday. We will have a \$3 No School Swim from 1-3pm and Teen Night, 7-9pm on Friday. All other days the pool will be open regular hours. Here is the email blast we put out and on social media.

<http://createsend.com/t/d->

[551A1E009242957D2540EF23F30FEDED?fbclid=IwAR3cNr3KFCccMrwiL7pyQaAqHHD9fCgPg7IV6j-XyyDRFuSXXwH7NdMcZ7I](http://createsend.com/t/d-551A1E009242957D2540EF23F30FEDED?fbclid=IwAR3cNr3KFCccMrwiL7pyQaAqHHD9fCgPg7IV6j-XyyDRFuSXXwH7NdMcZ7I)

### **SCOREBOARD**

We have updated the scoreboard and it should be fully functional. Dominic is going to do some tests on it. Our first two meets will be next week, December 3 and 5. We are putting an email blast out on December 2<sup>nd</sup> to remind patrons of the meets. Also, Dominic notified me that he is going to setup the timing system on Monday for the swim team to test it out. We also saved the old Colorado Timing and mismatched panels, so we can take them to a sign company to have them if we ever decide to change artwork.



### **ICE AND SNOW PREP**

I took a portion of our ice melt to the pool. We also are setting up email notifications to go out, if we have to close or adjust our hours like last year. I am also working with website company to have pop-up on our website that we could activate on snow days. The Highline School District also does this.

### **LEVY**

The levy information is into King County Assessor's office. There was a technicality with the new construction that we will need to represent the new construction totals. They have approved us to do this at our regular December 17<sup>th</sup> meeting. This is the first time they had us do this, but it is now a requirement. This will not affect the levy percentage or budget. We will just have some additional new construction money that we can allocate toward capital reserve, or wherever the board decides.

### **WINTER SCHEDULE**

We are finalizing the winter schedule and should have it out in the next week or so. We are finalizing the additional usage from the other school's swim teams. We have no additional information on other pool closures but are working with HSD.

### **HSD CONTRACT AMENDMENT**

We are working with legal and HSD on a contract amendment. The amendment will include contractually agreed times outside of the agreement that were not confirmed before the schedule was set, additional times for other swim and dive teams outside of the contracted times and use of the scoreboard and timing systems. All items were verbally agreed to, but we will be following it up with an amendment.

### **KENNEDY DIVE TEAM**

We have moved the HSD Swim and Dive Teams to one board, as there are five members of their team. We will be renting out the second board to Kennedy Swim and Dive Team.

### **SWIM LESSON AND SCHOLARSHIPS**

We have updated our next session of swim lessons on the website. We will put an email blast out next week too. The lessons will be scheduled through March. Registration will start the week after next. We usually like to post the lessons earlier, but with the schedule changes for school district, we had to wait.

Scholarships are already allocated into the system and we will start pre-registering them once the email blast goes out. Scholarships will be allocated per our policy at 25% in Winter, 50% over the Summer and 25% over the Fall months.



## **MEDICARE FITNESS PROGRAMS (SILVER SNEAKERS AND SILVER AND FIT)**

We are working with Btown to finalize the webpage. We are also working with SilverSneakers on reporting. Finally, we have an email notification going out next week (December 4<sup>th</sup>). There will be a preregistration day on Senior Thursday which will be December 5<sup>th</sup>. Patrons can come in and we will sign them up for memberships.

## **OUT OF OFFICE**

I will be out of the office from Wednesday, November 27 through Tuesday, December 3. If you have any questions, please call me on my mobile, or email me.

## **RESEARCH**

How Local Governments Can Celebrate the Holidays - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/November-2019/How-Can-Local-Governments-Celebrate-the-Holidays.aspx>

High schools are Changing to Esports - <https://www.govtech.com/education/k-12/high-schools-are-changing-the-playing-field-with-esports.html>

Community Engagement Best Practices - <https://www.nrpa.org/parks-recreation-magazine/2019/december/community-engagement-best-practices/>

Not On Their Watch - [https://www.redandblack.com/sports/not-on-their-watch-lifeguards-always-on-duty-during-georgia/article\\_18724a80-0bd6-11ea-a114-5f8840cf947a.html](https://www.redandblack.com/sports/not-on-their-watch-lifeguards-always-on-duty-during-georgia/article_18724a80-0bd6-11ea-a114-5f8840cf947a.html)

## **Week Ending December 6, 2019**

## **GUTTERS AND ROOF CLEANING**

In years past, the leaves from the deciduous trees around the pool have clogged up the gutters at Mount Rainier Pool. Over the past couple of years, we have had the leaves removed after one year where the plugged-up gutters were pouring water into the surge pit room. The cleaning is scheduled to be performed on December 10<sup>th</sup>.

## **LANDSCAPING**

We have contracted to have NLS remove some brush to the Southwest end of the building that has been there for years. It will better clean up the appearance of the front and make it easier to enforce weed and trash build up in the future. It will be completed over the next couple of landscaping cycles.

## **SWIM MEETS**

This last week we had two swim meets for the Highline School District. We are working with them to best fully utilize the system. The next swim meet is Tuesday, December 10<sup>th</sup>.

## **SILVER (MEDICARE) PROGRAMS**

On Thursday, we had preregistration for the Silver Programs (SilverSneakers and Silver and Fit). We also sent the following message out and posted it on Facebook. We are also working on adding a page with this information and put the following link. <http://createsend.com/t/d-D459EF0F2AAC3E692540EF23F30FEDED>

We also added a webpage for the program...<https://mtrainierpool.com/silver-membership-programs/>

## **SWIM LESSONS**

Registration begins next week for January Swim lessons.

- Website – <https://mtrainierpool.com/swim-lessons/>
- E-Blast - <http://createsend.com/t/d-09B9A1AA79F7389B2540EF23F30FEDED?fbclid=IwAR0Ds2Dj9ao2C7ahKYqgVLn-fxuhxQflWslL0lIS9pv-Nlj2nP2aBcL9BLA>



## RESEARCH

- City of Kent discusses Metropolitan Park District - <https://www.kentreporter.com/news/should-city-of-kent-form-a-park-district-for-funding/>
- Cities Anticipate Revenue Decline - <https://citiesspeak.org/2019/11/06/for-first-time-in-seven-years-cities-anticipate-revenue-decline/>
- Oath of Office for Public Officials - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/December-2019-1/The-Oath-of-Office-for-Local-Elected-Officials.aspx>

Low Income Swim Lessons - [https://www.aquaticsintl.com/awards/davie-aquatics-profiled-in-2019-best-of-aquatics-issue\\_o](https://www.aquaticsintl.com/awards/davie-aquatics-profiled-in-2019-best-of-aquatics-issue_o)



# Des Moines Pool Metropolitan Park District

November 5, 2019

6:00 p.m.

District Office

## MINUTES SPECIAL MEETING

### CALL TO ORDER/ROLL CALL

President Overmyer was absent and excused from the meeting. In her absence, District General Manager Scott Deschenes called the meeting to order at 6:00 p.m. Present at roll call were Commissioners Dusenbury, Young, and Achziger, District Clerk Linda Ray, District General Manager Deschenes, MRP Aquatic Manager Dominic Finazzo, and MRP Aquatic Coordinator Lauryne Bartlett. Also present was Des Moines resident Michelle Thyng and Tukwila resident David Puki.

Commissioner Kasnick joined the meeting at 6:12 p.m.

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

### ADOPTION/MODIFICATIONS OF AGENDA

District General Manager Deschenes asked for additions to the agenda as follows:

“h. – 2020 Budget”, and

“i. – Holiday Vacations”

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

District General Manager Deschenes reported that the Mt. Rainier Pool website has been down due to a caching issue causing certain browsers to have no visibility to the updates. The District’s website support group, BTown, is working to resolve issues. As of the date of the posting of these minutes, the webpage issues have been corrected and information updated.

### PUBLIC COMMENT

Tukwila resident, David Puki, addressed the board by stating that with the Tukwila Pool closing for repairs, he is using the Mt. Rainier Pool as a substitute for aquatic exercise. He feels the water temperature should be increased to a more comfortable level. Aquatic Manager Finazzo responded that the water temperature is measured daily and has tested at an average of 84-85 degrees. The DGM asked for a manual test for a couple of weeks in addition to the current test to be done on a daily basis as a way to validate the electronic testing.

Des Moines resident, Michelle Thyng added to this discussion by saying she has had complaints posted on Facebook about water temperature as well as a lack of scheduled swimming lessons.

*NOTE: In the response to the DGM’s request, the Aquatics Manager manually tested the temperature of the water the day after the meeting and it recorded at 84 degrees Fahrenheit.*

**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.

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 11/5/2019**

**BUSINESS**

**a. Motion to excuse from 10/15 meeting**

District General Manager Deschenes reading from the rules of order stated that because Commissioner Young informed the Board previously that he would be absent from the 10/15 meeting, no motion to excuse is necessary.

**b. 3<sup>rd</sup> Quarter Aquatic Manager Report**

District General Manager Deschenes introduced Aquatic Coordinator Lauryne Bartlett to the Board members.

Aquatic Manager Finazzo then summarized the 3<sup>rd</sup> Quarter Report addressing staffing, aquatic trends, programming, maintenance issues and repairs, community outreach and marketing strategies, upcoming and past special events, and revenue. The detailed report is on file and can also be viewed on the MRP website.

The subject of staffing was addressed by the Aquatic Coordinator. She stated there are 47 staff members. Some individuals are occasional staff members who work as lifeguards and instructors on a limited basis. There is a shortage of lifeguards nation-wide. Other area pools are also understaffed.

Commissioner Achziger asked why the District decreased the 2020 budget on instructors. The DGM responded that that the line item was overbudgeted in 2019. To date, the District has expended 17% of budget on instructors.

The subject of scheduling capacity was brought up with regard to swimming lessons. The Aquatic Coordinator responded that programming is currently at 60-80%. She continued that lessons are scheduled at the same time as the swim teams and other programming which maxes out the 93 individual pool capacity set by the Fire Department.

In further addressing staffing, the Aquatic Manager stated that weekends have been tough to staff. He is working on some creative staffing based on conversations he has had with other facilities. Presently, some staff members are available to work 20 hours a week and others only 7. They are individually scheduled according to their availability around school and other outside activities to enable balance.

The Board asked the AM and the AC for a detail of attendance at each special event as well as actual attendance at swim lessons per day. This information will be made available as an addendum to the 3<sup>rd</sup> Quarter Report.

The new timing system has been installed. After working out some problems with defective parts, the pool staff he is working with the vendor to integrate the score board with the timing system.

**c. Rate Increase**

Aquatic Manager Finazzo is proposing to raise pool rates 5% across the board incrementally. He feels this is necessary in order to keep up with the rising costs of operations at the pool. With the cost of living increasing it will also be necessary to give an annual raise to staff members in order to maintain a good employee base.

**d. Mission, Vision, & Values**

District General Manager Deschenes proposed to remove the word "Community" from the Mission Statement and replace it with "Equity" in order to better capture the District's commitment to aquatics. This will not be voted on until the next Regular meeting.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 11/5/2019**

**e. Closure and Retainage Update**

District General Manager Deschenes stated that a formal action may be suggested by the District's legal counsel which will be determined in the near future. At this time, no plans to close the pool for repairs to the defective caulk and joint has been discussed.

Commissioner Achziger expressed his concern about potential future closure given that the Tukwila Pool and Evergreen Pool facilities will be closed at the roughly the same time for needed repairs.

DGM Deschenes stated as there is no detectable loss of water in the pool, a possible closure in order to do repairs is not immediate. He also stated that all factors would be taken into account.

**f. Aquatic Feasibility Study**

DGM Deschenes reported on a Board request at the last regular meeting to obtain end of life information from Doug DuCharme from BLRB. Commissioner Young asked for the discussion to be tabled until all Board members are present.

**g. 3<sup>rd</sup> Quarter Financial Report**

District General Manager Deschenes provided updated information on expenditures adjusted to correct line items. He detailed overages on several line items that were incorrectly budgeted at the start of 2019. The budget total ending in September is \$586,444.75. A detail of the 3<sup>rd</sup> quarter financials are on file.

**h. 2020 Budget**

District General Manager Deschenes reported on 2020 budget adjustments including an increase under salaries and wages to accommodate hiring of a second Aquatic Coordinator. Personal benefits were merged under one line item. He stated that Repairs & Maintenance were allocated \$100K. Anything left over under that line item will be transferred into Capitals. The draft 2020 budget total is at \$1,489,497 vs. 2019 approved budget of \$1,356,357. This would put the estimated 2020 levy at \$0.2385 which is down from the 2019 rate of \$0.2771.

The 2020 budget and levy must be reported to the King County Assessor's office no later than December 2<sup>nd</sup>.

**i. Holiday Vacations**

District General Manager Deschenes will be on Thanksgiving vacation from November 27<sup>th</sup> thru December 2<sup>nd</sup>.

**GENERAL DISCUSSION**

Commissioner Young stated that the Aquatic Manager's Quarterly report should be condensed when reporting to the Board since all Board members are provided with a full copy prior to the meeting. He suggested that he would review the latest report and note what should and should not be communicated in the future.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:44 p.m.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 11/5/2019**

**UPCOMING MEETINGS –**

- November 19, 2019, Regular Meeting, 6:00 p.m., District Office
- December 17, 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

**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.



# Des Moines Pool Metropolitan Park District

November 19, 2019

6:00 p.m.

District Office

## MINUTES REGULAR MEETING/PUBLIC HEARING MEETING

### CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:00 p.m. by Clerk of the Board, Commissioner Joe Dusenbury. Present were Commissioners Kasnick, Achziger, and Young; District Clerk Linda Ray, and District General Manager Deschenes. President Overmyer attended the meeting via phone.

Also in attendance were Des Moines residents, Michelle Thyng and Tricia Croom.

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

**ADOPTION/MODIFICATIONS OF AGENDA** -- None

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – None

### PUBLIC COMMENT

Des Moines resident, Michelle Thyng, addressed the Board regarding the Aquatic Manager's report which was presented at the 10/8/2019 meeting. AM Finazzo stated he would review attendance numbers for swim lessons, but Ms. Thyng had not yet received that information.

District General Manager Deschenes indicated that he was working on the quarterly report amendments with the Aquatic Manager and would have that information by the end of the week.

Ms. Thyng stated she was unable to replicate the information presented in the report and encouraged the Commissioner's not to approve his report until discrepancies are fixed. Commissioner Dusenbury indicated that the report is not presented for approval, but that amendments would be published as promised.

President Overmyer offered that some of the information presented by AM Finazzo on swim lesson statistics was obtained from the AM's alliance with WRPA for which he was president of the local chapter. The Board and District learned a great deal from this aquatics network.

Commissioner Young indicated that he had received and reviewed a formatted report from the DGM to streamline future quarterly reports from the Aquatic Manager and Coordinator.

Commissioner Kasnick clarified for the Board that information for reporting is tabulated from the pool's point of sale software, CivicRec.

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**Des Moines Pool Metropolitan Park District  
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Ms. Thyng inquired if staff annual increases had been approved in the 2020 budget; i.e. money set aside for raises or specific raises approved. DGM Deschenes stated that the budget had not yet been approved but would be presented for approval later in this meeting. In addition, he stated that cost of living raises of 3% were included in the proposed budget. Commissioner Dusenbury added that the present pay plan calls for staff reviews and evaluation of expectations based on job performance although those steps have not yet been ratified.

**CONSENT AGENDA**

Commissioner Dusenbury moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in October 2019 totaling \$70,629.41. Commissioner Kasnick 2<sup>nd</sup>. With no further discussion, the motion passed 5-0.

**PUBLIC HEARING ON REVENUE SOURCES**

**a. Final 2020 Budget Review & Property Tax Rate**

Commissioner Dusenbury called the public hearing on revenue sources to order. The District General Manager was called upon to deliver a presentation.

District General Manager Deschenes stated he had received an email from the assessor's office indicating they had revised our levy rate. The calculations were originally set for 2020 at \$4.66B and was adjusted down to \$4.645B. This does not affect our budget or any of the additional information we are submitting. The District should have a balance of \$672K to start 2020 with \$75K being transferred to capital. The levy will be \$.227 and will possibly decrease even further.

Commissioner Kasnick inquired why a second Aquatics Coordinator was in the 2020 budget. DGM Deschenes answered that a second Coordinator would be necessary for additional programming now that the pool is fully operational 7 days a week, and to act as an evening manager.

Des Moines resident, Tricia Croom, asked why there was a decrease in budgeting for staff. DGM Deschenes answered that the 2019 budget for staffing was modelled on the Covington Pool since the Mt. Rainier Pool did not have budget history prior to this year. That line item had only used 17% of budget and has been readjusted for 2020.

Commissioner Achziger expressed a desire for the Board to reassess priorities at the first retreat meeting in January. As such, he asked the Board to freeze hiring any additional positions until after that meeting.

President Overmyer called a point of order and asked the Board to concentrate on the 2020 budget. Commissioner Dusenbury reaffirmed the President's point of order by asking the Board to postpone discussion and comment on subjects other than the 2020 budget.

Continuing, DGM Deschenes presented Resolution 2019-05 for decrease of Property Taxes in 2020, indicating a 5.53% drop from 2019.

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**Des Moines Pool Metropolitan Park District  
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**b. Public Hearing Comments and Questions**

At the conclusion of the DGM's presentation, Commissioner Dusenbury entertained comments and questions from the Board. Hearing none, he then asked for public comment. Hearing none, he concluded the Public Hearing on Revenue Sources.

Commissioner Kasnick moved to approve the 2020 budget of \$959,496.00 in Expenses and \$75,000 in Capital Reserve for the calendar year 2020; Commissioner Young 2<sup>nd</sup>. With no comments or further discussion, the motion was approved 5-0.

**c. Resolutions**

Commissioner Kasnick moved to approve Resolution 2019-04 Certifying Property Tax Levy and Adopting and Operating Budget for the Fiscal Year Beginning January 1, 2020; Commissioner Young 2<sup>nd</sup>. With no discussion the motion was approved 5-0.

Commissioner Young moved to approve Resolution 2019-05 Resolution of Decrease for a decrease of \$57,901; Commissioner Kasnick 2<sup>nd</sup>. With no discussion the motion was approved 5-0.

**OLD BUSINESS**

**a. Closure/Retainage (Executive Session)**

Commissioner Dusenbury called an Executive Session at 6:30 p.m. pursuant to RCW 42.30.110(1) (d) to review negotiations on the performance of a publicly bid contract and RCW 42.30.110 (1) (i) to meet with legal counsel to discuss potential litigation. The Executive Session will be for 20 minutes until 6:45 p.m. Any direction given by the Board will be made in open session and noted in the minutes.

At 6:45 p.m. the Executive Session was extended.

The meeting reconvened at 6:56 p.m.

**b. Mission, Vision, & Values**

District General Manager Deschenes suggested this topic be on the agenda at the January retreat meeting, TBA. By a show of hands the Board members approved 5-0.

**c. Policy 320 – Admissions & Refunds Amendment**

DGM Deschenes reported the policy contains amendment language to the original policy that was approved in January 2018. The policy amendments were reviewed by legal counsel, a WCIA representative, Aquatic Manager, District General Manager, and Board Members.

Commissioner Kasnick moved to approve amendments to Policy 320 addressing Admissions and Refunds; Commissioner Young 2<sup>nd</sup>. Discussion: Commissioner Achziger asked when the rate increases would go into effect. DGM Deschenes answered the policy enables future increases as of 1/1/2020. With no further discussion, the motion passed 5-0.

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**Des Moines Pool Metropolitan Park District  
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**d. 2020 MRP Rate Schedule**

DGM Deschenes indicated that rates had increased at the beginning of 2019. At a recent WRPA meeting it was stated that another area pool is increasing rates 20%. The Aquatic Manager proposed at the 10/5 meeting an incremental increase starting with 5%. After that, the Board will review further increases.

Commissioner Achziger voiced his concern that the Board has not established priorities with regard to swim lessons. He presented a comparison chart of current rates between Tukwila Pool and Mt. Rainier Pool. He proposed a discussion at the January retreat to review.

Commissioner Dusenbury indicated that since swim lessons are a priority topic of conversation the Board should approve the rate increase on all programming, except swim lessons until the Board can discuss fully at the January retreat. Rates can then be approved at the Regular Meeting in January 2020.

Commissioner Achziger moved to table rate increases until after the meeting following the retreat in January 2020; Commissioner Kasnick 2nd. Passed 5-0.

**e. BLRB Report**

The DGM reviewed the report from BLRB architects addressing equipment end of life at the Mt. Rainier Pool. It is specifically for our facility and based on studies done since the formation of the pool district.

Commissioner Dusenbury stated that in previous discussions, Board members agreed that we are in a 5-10-year end of life for the facility.

**NEW BUSINESS**

**a. Transfer to Capital**

The DGM introduced Resolution 2019-06 Amendment to Fiscal Year 2019 Operating Budget for transfer of funds to the capital reserve.

Commissioner Dusenbury moved to approve Resolution 2019-06 transferring \$175K from our Operating Fund to our Capital Reserve Fund; Commissioner Kasnick 2<sup>nd</sup>. No discussion. Passed 5-0.

**b. Clerk of the Board Signatory**

Clerk of the Board, Commissioner Dusenbury stated that President Overmyer was not able to sign the Silver & Fit contract due to illness as the Board had authorized at the September 17<sup>th</sup> Regular Meeting. Our legal counsel approved signature from the Clerk of the Board with Board approval of a motion.

Commissioner Kasnick moved to rescind the motion approved on September 17<sup>th</sup>, 2019 that gave the Board President authority to sign the contract with American Specialty Health to implement the Silver & Fit program, and to replace it with a motion to approve the Clerk of the Board to sign the contract with American Specialty Health to implement the Silver & Fit program; Commissioner Overmyer 2<sup>nd</sup>. No discussion. Passed 5-0

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 11/19/2019**

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:21 p.m.

**UPCOMING MEETINGS –**

- December 17, 2019, Regular Meeting 6:00, 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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## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/07/2019

Total Amount: \$9,803.36

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191105151411.csv

Fund #: 170950010

**CONTACT INFORMATION**Preparer's Name: LINDA RAYEmail 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

	11/5/19
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

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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\_20191105151411.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
GRAINGER			9324446583	10/15/2019	\$516.30	JANITORIAL SUPPLIES/MRP
HIGHLINE WATER DISTRICT			20191023HWD/MPR	10/23/2019	\$695.72	WATER UTILITY - 9/18 TO 10/18/19
MIDWAY SEWER DISTRICT			20191025MSD/MPR	10/25/2019	\$688.73	SEWER UTILITY - 8/26 TO 10/25/19
PUGET SOUND ENERGY			20191022PSE/MPR	10/22/2019	\$4,957.28	ELECTRIC/GAS UTILITY - 9/19 TO 10/21/19
US BANK			20191010USB	10/10/2019	\$2,945.33	BANKCARD STMT- 9/30 TO 10/7/10



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/08/2019

Total Amount: \$2,354.27

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191105154425.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name:

LINDA RAY

Email Address:

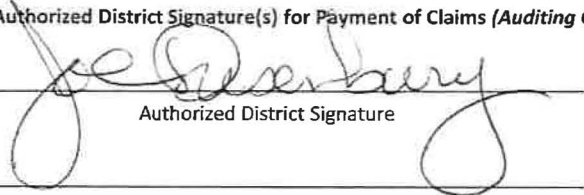
[linda.ray@desmoinespool.org](mailto:linda.ray@desmoinespool.org)

### PAYMENT CERTIFICATION

RCW (42.24.080)

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



Authorized District Signature

11/5/19  
Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191105154425.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			15621	11/01/2019	\$160.00	JANITORIAL SERVICES/DMP - NOV 2019
CENTRAL WELDING SUPPLY			RN10192482	10/31/2019	\$69.36	CO2 FOR MRP
CITY OF DES MOINES PARKS& RECREATION			22868	11/04/2019	\$150.00	DM STREET BANNER PROGRAM RENEWAL - 2020
DATAQUEST, LLC			10427	10/31/2019	\$58.00	BACKGROUND CHECKS/MRP - OCT 2019
NORTHWEST LANDSCAPING SERVICES			CD50049156	11/01/2019	\$548.91	LANDSCAPE SERVICE/MRP - NOV 2019
SNURE LAW OFFICE			20191101BS	11/01/2019	\$1,368.00	PROFESSIONAL SERVICES - OCT 2019



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/12/2019

Total Amount: \$8,741.41

Control Total: 14

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191107122555.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: LINDA RAY

Email Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

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

	<u>11/7/2019</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

	<u>11-7-19</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191107122555.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BREE CASWELL			20191107BC55	11/07/2019	\$39.48	PAYROLL PE 10/25/2019
CAMERON COCHRAN			20191107CC58	11/07/2019	\$538.78	PAYROLL PE 10/25/2019
CELINA LAM			2001911107CL45	11/07/2019	\$289.47	PAYROLL PE 10/25/2019
CHANCELLOR HOPPENRATH			20191107CH57	11/07/2019	\$178.45	PAYROLL PE 10/25/2019
DEPARTMENT OF RETIREMENT SYSTEMS			20191107DOR	11/07/2019	\$605.50	DEFERRED COMP S DESCHENES - PE 11/10/2019
HANNA LAI			20191107HL44	11/07/2019	\$171.39	PAYROLL PE 10/25/2019
JARED WOLD			20191107JW61	11/07/2019	\$1,019.43	PAYROLL PE 10/25/2019
MEENA LAI			20191107ML54	11/07/2019	\$58.15	PAYROLL PE 10/25/2019
MIANNA BEHRENS			20191107MB31	11/07/2019	\$227.17	PAYROLL PE 10/25/2019
MOUNTAIN MIST			20191031MtM	10/31/2019	\$109.30	WATER/COFFEE DELIVERY - OCT 2019
PUGET SOUND ENERGY			20191101PSE	11/01/2019	\$4,874.31	ELECTRIC/GAS UTILITY - 9/20 TO 10/21/2019
SADIE IKEMEIER			20191107SI59	11/07/2019	\$61.23	PAYROLL PE 10/25/2019
TANNER HUCK			20191107TH27	11/07/2019	\$48.39	PAYROLL PE 10/25/2019
UNITED RENTALS (NORTH AMERICA), INC.			173788502-001	09/24/2019	\$520.36	LIFT RENTAL/MRP - SEPT 2019





## Special District Voucher Approval Document

KC v2.0

**Scheduled Payment Date:** 11/21/2019

**Total Amount:** \$4,220.14

**Control Total:** 10

**Payment Method:** WARRANT

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

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20191119143204.csv

**Fund #:** 170950010

### CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

<u>Joe Rosenberg</u>	<u>11/19/19</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191119143204.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASSOCIATION OF WASHINGTON CITIES			20191119NWA	11/19/2019	\$623.89	EMP TRUST - D FINAZZO PE - DEC 2019
CANON FINANCIAL SERVICES, INC.			20778094	11/12/2019	\$29.12	COPIER EQUIPMENT - NOV 2019
CMIT SOLUTIONS EASTSIDE			7374	10/31/2019	\$1,226.00	IT SUPPORT - OCT 2019
COMCAST			20191108CB/DMP	11/08/2019	\$166.60	INTERNET/PHONE - 11/18 TO 12/17/19
COMCAST			20191112CB/MRP	11/12/2019	\$222.20	INTERNET/PHONE - 11/22 TO 12/21/19
DEPARTMENT OF RETIREMENT SYSTEMS			20191119DRS	11/19/2019	\$605.50	DEFERRED COMP S DESCHENES PE 11/25/2019
GRAINGER			9347165095	11/06/2019	\$5.38	POOL EQUIPMENT
GRAINGER			9339239312	10/30/2019	\$16.09	JANITORIAL SUPPLIES/MRP
ORCA PACIFIC INC.			41013	11/14/2019	\$607.86	POOL CHEMICALS
ZEN 22015, LLC			20191201ZEN	11/19/2019	\$717.50	DISTRICT RENT - DEC 2019



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/25/2019

Total Amount: \$7,073.55

Control Total: 14

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191121104014.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: LINDA RAY

Email Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

Joe Deschenes 11/21/19  
Authorized District Signature Date

Scott Deschenes 11/21/19  
Authorized District Signature Date

\_\_\_\_\_  
Authorized District Signature Date

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Authorized District Signature Date

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KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191121104014.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BREE CASWELL			20191125BC55	11/25/2019	\$39.49	PAYROLL PE 11/10/2019
CAMERON COCHRAN			20191125CC58	11/25/2019	\$629.87	PAYROLL PE 11/10/2019
CELINA LAM			2010925CL45	11/25/2019	\$137.73	PAYROLL PE 11/10/2019
CHANCELLOR HOPPENRATH			20191125CH57	11/25/2019	\$115.70	PAYROLL PE 11/10/2019
HANNA LAI			20191125HL44	11/25/2019	\$58.15	PAYROLL PE 11/10/2019
JARED WOLD			20191125JW61	11/25/2019	\$719.36	PAYROLL PE 11/10/2019
JOE DUSENBURY			20191125JD08	11/25/2019	\$209.85	PAYROLL PE 11/10/2019
MIANNA BEHRENS			20191125MB31	11/25/2019	\$350.01	PAYROLL PE 11/10/2019
PRINT PLACE			29936M	10/25/2019	\$590.14	COPIES/MRP
SADIE IKEMEIER			20191125SI59	11/25/2019	\$85.68	PAYROLL PE 11/10/2019
SHANE YOUNG			20191125SY10	11/25/2019	\$104.93	PAYROLL PE 11/10/2019
TANNER HUCK			20191125TH27	11/25/2019	\$64.73	PAYROLL PE 11/10/2019
TONI OVERMYER			20191125TO04	11/25/2019	\$202.88	PAYROLL PE 11/10/2019
US BANK			20191111USB	11/11/2019	\$3,765.03	BANKCARD STMT 10/15 TO 11/05/19

# ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Nov 14, 2019

## PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 11/10/2019	170950010			24219		00000	21,982.98
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$21,982.98

## 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

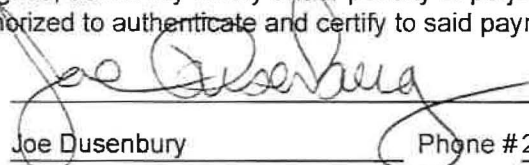
 Typed or Printed

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  Nov 7, 2019  
Print Name  Joe Dusenbury Phone #  206-429-3852 Email  joe.dusenbury@desmoinespool.org

# ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date **Nov 28, 2019**

## PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 11/25/2019	170950010			24219		00000	22,719.71
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$22,719.71</b>

## PAYEE INFORMATION

Company \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## BANK INFORMATION FOR WIRE PAYMENTS

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

## CONTACT INFORMATION

Typed or Printed

Contact Name 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 *Joe Dusenbury* Title Clerk of the Board Date Nov 21, 2019

Print Name Joe Dusenbury Phone # 206-429-3852 Email joe.dusenbury@desmoinespool.org

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7a **Assigned to:** DGM Deschenes **Meeting Date:** December 17, 2019

**Under:** Old Business

**Attachment:** Yes X No         

**Subject:** *Amended Resolutions 2019-04 & 2019-05*

#### Background/Summary:

The Budget and Levy Certification was due December 2nd.

At the November 19 meeting, we reviewed the budget, which will set the levy at \$1,034,496 or an estimated levy rate at \$.2217 (Note-In the past years, the King County Assessor's Office allowed us to list new construction and refunds without totaling them in levy rate.)

On the morning of the last board meeting, we received updated Assessed Value that included new construction and refunds. We also received the total for levy drawn in 2019.

This had two affects:

First, the new construction brings he levy total for 2020 up to \$1,055,089 including \$20,593 in new construction and \$2,514 in refunds. This still keeps the levy rate at \$.2217.

Second, the property resolution of decrease is now at \$111,664, which is a decrease of 9.74255% (up from original estimate of 5.3%).

Attached are the updated resolutions 2019-04 "Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2020."

**Fiscal Impact:** See attached documents.

#### Proposed Motion:

Motion 1: I move to approve (or not to approve) Resolution 2019-04 "Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2020".

Motion 2: I move to approve (or not to approve) Resolution 2019-05 "Resolution of Increase (Decrease)" for a decrease of \$111,664 or 9.74244%.

Reviewed by District Legal Counsel: Yes X No          **Date:** 12/10/19

#### 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 (OVER)                  Report back date: Monthly

**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



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

**RESOLUTION NUMBER 2019 – 04  
AMENDED**

**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 \$4,645,333,100.00 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 \$1,055,089 which includes new construction of \$20,593, 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. \$980,089 (\$ 959,496.00 in Levy and \$20,593 in New Construction) 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 17th day of December 2019.

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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District Clerk

DRAFT

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:

\$ 4,645,333,100.00

**REGULAR (STATUTORY) LEVY (AS APPLICABLE):**

EXPENSE FUND \$ 980,089.00

- TEMP. LID NAME \$

- TEMP. LID NAME \$

RESERVE FUND \$ 75,000

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

REFUNDS (Noted on worksheet) \$ 2,514.00

TOTAL REGULAR LEVY \$ 1,057,063.00

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: \$ 1,057,603.00

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 26, 2019

(DATE)

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

**RESOLUTION NUMBER 2019 – 05  
AMENDED**

**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 \$111,664 which is a percentage decrease of 9.74244% from the previous year (not including new construction \$20,593 plus refunds of \$2,514 from 2019).

**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.

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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District Clerk

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7b **Assigned to:** DGM Deschenes **Meeting Date:** December 17, 2019

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

**Subject:** *Resolution Cancelling Warrant 2019-07*

**Background/Summary:**

Warrant # 9788195 was created on August 26, 2019 in the amount of \$50,664.80 in response to a request from Werlech Construction for payment of retainage at the conclusion of the Mt. Rainier Pool renovation project. At this time, payment of retainage is being withheld from Werlech Construction and so a resolution to cancel is presented to the Board.

**Fiscal Impact:** See attached documents.

**Proposed Motion:** I move to approve (or not to approve) Resolution 2019-07 "Warrant Cancellation" voiding warrant #9788195 in the amount of \$50,664.80.

Reviewed by District Legal Counsel: Yes X No        Date: 12/10/19

**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: Resolution 2019-07 Warrant Cancellation

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

**RESOLUTION NUMBER 2019 – 07**

**WARRANT CANCELLATION**

**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 the issuance and cancellation of warrants issued to vendors and providers and;

**WHEREAS**, it is the policy of the Board that such warrants will be issued by the King County Finance Services Division subsequent to Voucher Requests submitted by the District and;

**WHEREAS**, the Board is cancelling the warrant requested for Werlech Construction which was written on August 26, 2019 in the amount of \$50,664.80.

**NOW THEREFORE BE IT RESOLVED** that the Des Moines Pool Metropolitan Park District Board of Commissioners here by directs that warrant #9788195 described above be cancelled and the King County Finance Services Division be notified of the Board's action.

**Adoption:** ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 17<sup>th</sup> of December 2019, the following Commissioners being present and voting.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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



**King County**

Finance and Business Operations Division  
Department of Executive Services  
401 Fifth Avenue, M/S CNK-ES-0323  
Seattle, WA 98104-1818

Payable Thru US Bank  
Canby, Oregon

96-651  
1232

No. 9788195

WARRANT DATE	WARRANT NO.	WARRANT AMOUNT
26-AUG-2019	9788195	\$50,664.80

PAY Fifty Thousand Six Hundred Sixty-Four Dollars And Eighty Cents\*\*\*\*

TO THE  
ORDER  
OF

MIKE WERLECH CONSTRUCTION INC.  
PO BOX 46579  
SEATTLE, WA 98146 UNITED STATES

\*\*\* Not valid after one year from date of issue\*\*\*

*Don Caruth*

Authorized Signature

⑈9788195⑈ ⑆123206516⑆ 153210000920⑈



**King County**

Finance and Business Operations Division  
Department of Executive Services  
401 Fifth Avenue, M/S CNK-ES-0323  
Seattle, WA. 98104-1818

Warrant No. 9788195

DATE 26-AUG-2019 VENDOR NAME MIKE WERLECH CONSTRUCTION INC.

VENDOR NO. 712701

INVOICE NUMBER	INV. DATE	DESCRIPTION	DISCOUNT	NET AMOUNT
APPIORETBILL	15-AUG-19	Des Moines Park District Contact Number (206) 429-3852/Retainage Project 185-17 Mt. Rainier Pool	\$0.00	\$50,664.80

COPY

PLEASE DETACH AND RETAIN THIS STATEMENT AS YOUR RECORD OF PAYMENT

**TOTAL**

\$0.00

\$50,664.80



COPY

Invoice # APP10RET BILL  
Job # 594-76-64-01  
Date approved 8/22/19  
Approved by [Signature]

Invoice # APP10RET BILL  
Job # 594-76-64-01  
Date approved 8/22/19  
Approved by [Signature]



Mike Werbach Construction, Inc.  
 Project: 185-17 2017 Improvements - Mt. Rainier Pool  
 Pay Application # 10 RETAINAGE BILLING

Original Contract (incl. Tax) \$ 553,569.00  
 Approved Changes (incl. Tax) \$ 581,056.30  
 Adjusted Total Contract: \$ 1,114,625.30

Item No.	Section	Description of Work	Org.	Scheduled Value	Work Completed		Materials Stored	Total Completed & Stored to Date	Balance to Finish	Percent Completed
					From Previous Application	This Period Plus Retainage				
1	01 00 00	General Conditions	MWC	\$ 31,225.00	\$ 31,225.00			\$ 31,225.00	\$ -	100%
		Shoring Allowance	MWC	\$ 3,000.00	\$ 3,000.00			\$ 3,000.00	\$ -	100%
2	02 41 18	Selective Demolition	MWC	\$ 6,300.00	\$ 6,300.00			\$ 6,300.00	\$ -	100%
		Abatement	HOLD	\$ 3,500.00	\$ 3,500.00			\$ 3,500.00	\$ -	100%
3	03 01 31	Concrete Repair	MWC	\$ 9,350.00	\$ 9,350.00			\$ 9,350.00	\$ -	100%
4	03 80 00	Cast-In-Place Concrete	MWC	\$ 700.00	\$ 700.00			\$ 700.00	\$ -	100%
5	04 10 20	Masonry Re-use & Repair	MWC	\$ 2,900.00	\$ 2,900.00			\$ 2,900.00	\$ -	100%
		Mobilization	Alpine	\$ 2,500.00	\$ 2,500.00			\$ 2,500.00	\$ -	100%
		De-mobilization	Alpine	\$ 2,500.00	\$ 2,500.00			\$ 2,500.00	\$ -	100%
		Infills	Alpine	\$ 11,000.00	\$ 11,000.00			\$ 11,000.00	\$ -	100%
		Selective Demolition	Alpine	\$ 8,000.00	\$ 8,000.00			\$ 8,000.00	\$ -	100%
		Tooth Out Masonry/Stone	Alpine	\$ 1,500.00	\$ 1,500.00			\$ 1,500.00	\$ -	100%
		Rigging/Scaffolding	Alpine	\$ 500.00	\$ 500.00			\$ 500.00	\$ -	100%
6	04 22 00	Unit Masonry	Alpine	\$ -				\$ -	\$ -	0%
7	05 52 13	Pipe & Tube Railing Repair	MWC	\$ 1,500.00	\$ 1,500.00			\$ 1,500.00	\$ -	100%
8	06 10 00	Rough Carpentry	MWC	\$ 4,800.00	\$ 4,800.00			\$ 4,800.00	\$ -	100%
9	07 16 16	Crystalline Waterproofing	Anderson	\$ 8,850.00	\$ 8,850.00			\$ 8,850.00	\$ -	100%
10	07 21 00	Thermal Insulation	MWC	\$ -				\$ -	\$ -	0%
11	07 27 27	Self-Adhering Water-Resistive Air Barrier Membrane	MWC	\$ 250.00	\$ 250.00			\$ 250.00	\$ -	100%
12	07 52 16	(SBS) Modified Bituminous Membrane Flashing	MWC	\$ 250.00	\$ 250.00			\$ 250.00	\$ -	100%
13	07 62 00	Sheet Metal Flashing & Trim	Arch. Sht. Mtl	\$ 8,550.00	\$ 8,550.00			\$ 8,550.00	\$ -	100%
14	07 92 00	Joint Sealants	MWC	\$ 300.00	\$ 300.00			\$ 300.00	\$ -	100%
15	08 45 23	Fiberglass Sandwich Panel Assemblies	Lacey Glass	\$ 23,438.00	\$ 23,438.00			\$ 23,438.00	\$ -	100%
16	08 67 16	Epoxy Flooring	CRJ	\$ 3,325.00	\$ 3,325.00			\$ 3,325.00	\$ -	100%
17	13 11 00	Swimming Pool Mob./Demo	Anderson	\$ 95,200.00	\$ 95,200.00			\$ 95,200.00	\$ -	100%
	13 11 00	Pool Equip. Steps & (2) ADA Lifts	Anderson	\$ 18,950.00	\$ 18,950.00			\$ 18,950.00	\$ -	100%
18	13 11 03	Pool Bulkhead Installation	Anderson	\$ 26,500.00	\$ 26,500.00			\$ 26,500.00	\$ -	100%
19	13 11 13	Pool General Requirements	Anderson	\$ -				\$ -	\$ -	0%
20	13 11 14	Pool Maint. & Operations Training	Anderson	\$ 13,600.00	\$ 13,600.00			\$ 13,600.00	\$ -	100%
21	13 11 18	Pool Grout	Anderson	\$ 8,800.00	\$ 8,800.00			\$ 8,800.00	\$ -	100%
22	13 11 60	Quartz Aggregate Finish - Labor	Anderson	\$ 11,070.00	\$ 11,070.00			\$ 11,070.00	\$ -	100%
	13 11 60	Quartz Aggregate Finish - Material	Anderson	\$ 25,830.00	\$ 25,830.00			\$ 25,830.00	\$ -	100%
		Stainless Hatch	MWC	\$ 2,000.00	\$ 2,000.00			\$ 2,000.00	\$ -	100%
		Electrical	MWC	\$ 5,000.00	\$ 5,000.00			\$ 5,000.00	\$ -	100%
23	13 11 61	Pool Ceramic Tile - Labor	Anderson	\$ 41,420.00	\$ 41,420.00			\$ 41,420.00	\$ -	100%
23	13 11 61	Pool Ceramic Tile - Materials	Anderson	\$ 59,130.00	\$ 59,130.00			\$ 59,130.00	\$ -	100%
C/O #01								\$ -	\$ -	0%
203	CCD 01	Add Filter Room Elect. Work	Modular	\$ 1,775.00	\$ 1,775.00			\$ 1,775.00	\$ -	100%
204	CCD 02	Add Tile Substrate Repair Work						\$ -	\$ -	0%
		Mike Werbach Construction	MWC	\$ 14,714.00	\$ 14,714.00			\$ 14,714.00	\$ -	100%
		Anderson Poolworks	Anderson	\$ 22,795.00	\$ 22,795.00			\$ 22,795.00	\$ -	100%
205	CCD 03	Add Cantilever Deck Repair						\$ -	\$ -	0%
		Labor	MWC	\$ 21,100.00	\$ 21,100.00			\$ 21,100.00	\$ -	100%
		Materials	MWC	\$ 7,482.00	\$ 7,482.00			\$ 7,482.00	\$ -	100%
C/O #02								\$ -	\$ -	0%
201	PR 01	Lifeguard Chair Removal	MWC	\$ 5,449.00	\$ 5,449.00			\$ 5,449.00	\$ -	100%
206	PR 02	Remove & Replace Sand Filter Media	Anderson/MWC	\$ 17,271.00	\$ 17,271.00			\$ 17,271.00	\$ -	100%
207	PR 03	Provide New Surge Tank Baffle (N/C)	Anderson	\$ -	\$ -			\$ -	\$ -	0%
208	PR 04	Repair Main Drain						\$ -	\$ -	0%
		Pool Main Drain Material	Anderson	\$ 52,400.00	\$ 52,400.00			\$ 52,400.00	\$ -	100%
		Pool Main Drain Labor	Anderson	\$ 23,600.00	\$ 23,600.00			\$ 23,600.00	\$ -	100%
		Gutter Piping Material	Anderson	\$ 17,520.00	\$ 17,520.00			\$ 17,520.00	\$ -	100%

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7c      **Assigned to:** District GM      **Meeting Date:** 12/17/19

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

**Subject:** 2020 MRP 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.

UPDATE: At the November 19, 2019 meeting. The board elected to move the 2020 rates to the next retreat. The main item they wanted reviewed was the swim lesson rates. I have included a copy of the local group and private swim lesson rates.

**Fiscal Impact:** Lowering swim lesson rates will lower cost-recovery of swim lesson programs.

**Proposed Motion:** *Moved to retreat. No motion necessary.*

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

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

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

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

#### Notes:

Attachment: Local Swim Lesson Comparables.

## 2020 Swim Lesson Rate Comparison

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Below are the Group and Private/Semi-Private Lessons.

GROUP LESSONS	Parent & Child		Other Classes		Other Value
	Res	NonRes	Res	NonRes	
Mt Rainier	\$6.25	\$7.75	\$8.50	\$10.25	5 Free Family/Open Swim Passes Per Session (\$18.75 Value).
Evergreen	\$9.00	\$9.00	\$9.00	\$9.00	\$0.00
Federal Way*	\$6.875	\$6.875	\$8.125	\$8.125	\$0.00
Tukwila	\$7.25	\$8.50	\$7.25	\$8.50	\$0.00
YMCA*	\$8.00	\$8.00	\$8-\$11**	\$8-\$11**	\$0.00

\*Federal Way CC and YMCA offer discounts for members. This is not included in pricing.

\*\*YMCA is \$8 for youth classes and \$11 for teen classes (per class).

<b>PRIVATE LESSONS</b>	Private		Semi-Private	
	Res	NonRes	Res	NonRes
Mt Rainier	\$27.50	\$38.00	\$14.75	\$21.00
Evergreen*	\$45.00	\$55.00	\$30.00	\$45.00
Federal Way**	\$25.00	\$25.00	\$35.00	\$35.00
Tukwila	\$40.00	\$48.00	\$24.00	\$30.00
YMCA*	N/A	N/A	N/A	N/A

\*Evergreen fees are for those registered (resident) and those not registered in swim lessons (non-resident).

\*\*Federal Way CC's semi-private lessons are a total fee of \$35 for up to 3 swimmers.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7d      **Assigned to:** District GM      **Meeting Date:** 12/17/19

**Under:** Old Business      **Attachment:** No

**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. There are no updates at this time.

**Fiscal Impact:** N/A

**Proposed Motion:** N/A

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

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

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

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

**Notes:**

No attachments.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7e **Assigned to:** District GM **Meeting Date:** December 17, 2019

**Under:** Old Business **Attachment:** Yes \_\_\_\_\_ No X

**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:** No attachments.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8a      **Assigned to:** District GM      **Meeting Date:** 12/17/19

**Under:** New Business      **Attachment:** No

**Subject:** District Retreat

#### Background/Summary:

At the start of each year, the board has a retreat to set the agenda for each year. Staff recommends including the required OPMA/PRA trainings and the following items.

- OPMA/PRA Training, Bylaws and Board Roles & Responsibilities (3 hours)\*
- Board Officer Elections (15 minutes)
- Mission, Vision and Values (30 minutes)
- 2020 Goal Setting (45-60 minutes)
- Staff Reporting (30 minutes)
- Estimate – 5 hours to 5 hours and 15 minutes (not including break(s)).

Other items that were discussed to be on this agenda, but may require second retreat:

- 2020 Rates (20 minutes)
- Staffing/Wages (60 minutes)
- Future of MRP (To be determined)
- Other: \_\_\_\_\_

Brian Snure will be leading the OPMA/PRA Training, Bylaws and Board Roles & Responsibilities. I asked if he was available a Tuesday, Friday or Saturday, the first two weeks of January. His availability is Tuesday, January 7 or 14, or Friday, January 10 or 17. He is not available Saturday, January 11 or 18.

**Fiscal Impact:** N/A

**Proposed Motion:** N/A

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

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

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

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

#### Notes:

No attachments.