



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

January 21, 2019

6:00 p.m.

Regular Meeting

### AGENDA

- 6:00      **1. CALL TO ORDER ROLL CALL**
- 6:03      **2. PLEDGE OF ALLEGIANCE**
- 6:05      **3. ADOPTION/MODIFICATIONS OF AGENDA**
- 6:08      **4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**
- 6:10      **5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)**
- 6:15      **6. CONSENT AGENDA**
  - a. EXPENDITURE/REVENUE SUMMARY**  
December Financials
  - b. STAFF/CONTRACTOR/COMMITTEE REPORTS**  
Board Committees  
District General Manager Administration Report
  - c. ADOPTION OF MINUTES**  
December 17, 2019, Regular Meeting
  - d. CORRESPONDENCE**  
None
  - e. BANK TRANSFERS (REVENUE)**  
\$13,045.72 was received by MRP in the month of December 2019.
  - f. VOUCHER APPROVAL**  
\$27,213.09 was processed in December 2019
  - g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**  
\$43,807.38 was processed in December 2019 for payroll
- 7. OLD BUSINESS**
  - 6:20      **a. Resolution 2020-01 Appointing Board Officers**
  - 6:40      **b. Resolution 2020-02 Auditing Officers**
  - 6:50      **c. Board Committees**

### 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.

7:10                    d. HSD Lease Amendment

7:30                    e. 2020 Rate Schedule

**8. NEW BUSINESS**

7:40                    a. SAO Exit Interview  
                              --Auditor Sandeep Kaur

7:50                    b. Authorization to Waive 24-hour Deposits at MRP

**UPCOMING MEETINGS**

- February 18, 2020, Regular Meeting, 6:00 p.m., District Office

**ADJOURNMENT**

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

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## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6a-g **Assigned to:** Clerk of the Board **Meeting Date:** January 21, 2020

**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** December 2019: Total **\$71,771.07**

• Admin Expenditures = \$32,095.44    Ops Expenditures = \$38,864.63    Capital Expenditures = \$0.00

**Revenue** December 2019: Total **\$85,095.51**

Taxes & Interest = \$21,384.99    MRP Revenue = \$13,045.72    Cash Over (Voided M Werlech check) = \$50,664.80

Item 6b: Staff/Committee Reports

- Committee
- District General Manager Administration Report

Item 6c: Adoption of Minutes

- December 17, 2019, Regular Meeting Minutes

Item 6d: Correspondence – None

Item 6e: Voucher Approval - The following voucher/warrants totaling **\$27,213.09** were approved for payment

- \$6,844.35 was processed on December 9, 2019
- \$7,964.42 was processed on December 9, 2019
- \$1,414.84 was processed on December 16, 2019
- \$10,989.48 was processed on December 23, 2019

Item 6f: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$43,807.38** were processed for payment

- \$21,834.81 approved for payroll on December 5, 2019
- \$21,972.57 was approved for payroll on December 19, 2019

A total of **\$71,020.47** was processed in December 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 December 2019 totaling **\$71,020.47**.

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

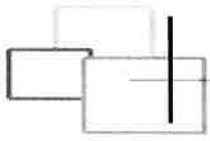
**Two Touch Rule:**                        N/A      First Board Meeting (Informational)  
     N/A      Second Board Meeting (Action)

**Action Taken:**    Adopted            Rejected            Postponed

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

**Notes:**





## 2019 EXPENDITURES -- December 2019

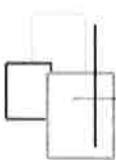
Acct #	Reference	Dec 2019	YTD Expense	2019 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$944.34	\$10,401.21	\$15,400.00	4,998.79	68%
001-000-000-576-20-10-01	District Manager - Wage	\$6,274.88	\$74,817.61	\$95,550.00	20,732.39	78%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,832.47	\$22,767.37	\$26,250.00	3,482.63	87%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,407.45	\$48,006.84	\$69,000.00	20,993.16	70%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,842.24	\$33,305.36	\$52,500.00	19,194.64	63%
001-000-000-576-21-30-01	Lifeguards	\$15,386.76	\$163,381.86	\$185,850.00	22,468.14	88%
001-000-000-576-21-30-02	Instructors	\$1,429.84	\$17,058.04	\$69,300.00	52,241.96	25%
001-000-000-576-21-32-02	Head Lifeguards	\$2,620.63	\$29,054.17	\$32,760.00	3,705.83	89%
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>\$36,738.61</b>	<b>\$398,792.46</b>	<b>\$548,978.20</b>	<b>150,185.74</b>	<b>73%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-21-20	Tax - Federal (Employer)	\$3,064.01	\$40,815.85	\$0.00	(40,815.85)	
001-000-000-576-20-21-30	Tax - Social Sec (FICA)	\$5,540.00	\$57,418.52	\$32,262.32	(25,156.20)	178%
001-000-000-576-20-21-35	Tax - Medicare (Employer)	\$1,295.68	\$18,965.08	\$11,906.22	(7,058.86)	159%
001-000-000-576-20-21-40	Tax - Workers Compensation(L&I)	\$1,076.20	\$15,021.34	\$15,000.00	(21.34)	100%
001-000-000-576-20-21-21	Tax - Unemployment Insurance (Employer)	\$103.35	\$5,812.69	\$29,135.00	23,322.31	20%
001-000-000-576-20-21-22	Tax - Family Medical Leave (FMLA) (Employer)	\$178.69	\$1,996.78	\$0.00	(1,996.78)	
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$3,109.75	\$36,505.21	\$35,728.00	(777.21)	102%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,620.00	\$2,000.00	380.00	81%
	<b>Total Personal Benefits</b>	<b>\$14,502.68</b>	<b>\$97,217.63</b>	<b>\$88,303.54</b>	<b>(8,914.09)</b>	<b>110%</b>
<b>Office Supplies</b>						
001-000-000-576-20-31-00	District Office Supplies	\$602.60	\$3,143.02	\$4,500.00	1,356.98	70%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$358.27	\$525.00	166.73	68%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$159.99	\$8,200.00	8,040.01	2%
	<b>Total Office Supplies</b>	<b>\$602.60</b>	<b>\$3,661.28</b>	<b>\$13,225.00</b>	<b>9,563.72</b>	<b>28%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$64.68	\$3,952.09	\$2,000.00	(1,952.09)	198%
001-000-000-576-21-35-02	Janitorial Supplies	\$443.50	\$4,273.48	\$4,625.00	351.52	92%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$508.18</b>	<b>\$8,225.57</b>	<b>\$6,625.00</b>	<b>(1,600.57)</b>	<b>124%</b>
<b>Pool Supplies</b>						
001-000-000-576-20-40-00	Employee Recognition	\$0.00	\$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	\$80.00	\$1,369.38	\$1,000.00	(369.38)	137%
	<b>Total Pool Supplies</b>	<b>\$80.00</b>	<b>\$8,559.90</b>	<b>\$21,850.00</b>	<b>13,290.10</b>	<b>39%</b>
<b>Scholarships</b>						
001-000-000-576-20-40-20	Faith Callahan	\$750.60	\$5,225.04	\$6,443.68	1,218.64	81%
	<b>Total Scholarships</b>	<b>\$750.60</b>	<b>\$5,225.04</b>	<b>\$6,443.68</b>	<b>1,218.64</b>	<b>81%</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	\$653.20	\$6,940.46	\$5,000.00	(1,940.46)	139%

Acct #	Reference	Dec 2019	YTD Expense	2019 Budget	Budget Balance	% of Budget
	<b>Total Pool Equipment</b>	<b>\$653.20</b>	<b>\$48,577.91</b>	<b>\$22,300.00</b>	<b>(26,277.91)</b>	<b>218%</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)	\$3,345.00	\$16,687.50	\$14,175.00	(2,512.50)	118%
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	\$18,717.03	\$20,950.00	2,232.97	89%
001-000-000-576-21-41-02	Software Program & Installation	\$0.00	\$1,280.19	\$0.00	(1,280.19)	0%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$149.76	\$949.09	\$1,000.00	50.91	95%
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)	\$60.40	\$685.90	\$2,500.00	1,814.10	27%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$798.75	\$5,460.75	\$8,200.00	2,739.25	67%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$109.30	\$1,516.43	\$2,000.00	483.57	76%
	<b>Total Prof Services-Front Offc</b>	<b>\$5,689.21</b>	<b>\$50,246.89</b>	<b>\$70,505.00</b>	<b>20,258.11</b>	<b>71%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$160.00	\$1,883.22	\$2,100.00	216.78	90%
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)	\$362.23	\$1,337.33	\$900.00	(437.33)	149%
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	\$687.50	\$687.50	\$3,200.00	2,512.50	21%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$548.91	\$6,586.91	\$6,600.00	13.09	100%
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>\$1,758.64</b>	<b>\$35,188.47</b>	<b>\$39,955.95</b>	<b>4,767.48</b>	<b>88%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$3,848.82	\$40,087.24	\$50,000.00	9,912.76	80%
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>\$3,848.82</b>	<b>\$40,147.24</b>	<b>\$51,000.00</b>	<b>10,852.76</b>	<b>79%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$375.00	\$1,835.00	\$2,500.00	665.00	73%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$337.70	\$4,168.15	\$2,050.00	(2,118.15)	203%
001-000-000-576-20-42-00	Postage & Mailing	\$0.00	\$272.33	\$3,000.00	2,727.67	9%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$166.60	\$5,323.30	\$5,000.00	(323.30)	106%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$57.77	\$1,056.37	\$750.00	(306.37)	141%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$33.00	\$351.63	\$500.00	148.37	70%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$767.00	\$840.00	73.00	91%
	<b>Total Communications</b>	<b>\$1,029.07</b>	<b>\$13,773.78</b>	<b>\$14,640.00</b>	<b>866.22</b>	<b>94%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-20-43-00	Training/Conferences (Admin)	\$135.00	\$1,025.67	\$2,000.00	974.33	51%
001-000-000-576-21-43-00	Training/Conferences (Ops)	\$120.00	\$538.43	\$1,000.00	461.57	54%
001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$8.58	\$70.92	\$1,500.00	1,429.08	5%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$483.90	\$1,000.00	516.10	48%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$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>\$263.58</b>	<b>\$4,856.00</b>	<b>\$16,075.00</b>	<b>11,219.00</b>	<b>30%</b>
<b>Advertising</b>						
001-000-000-576-20-41-07	District Advertising	\$61.86	\$14,358.92	\$22,500.00	8,141.08	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	\$1,721.25	\$2,781.25	\$500.00	(2,281.25)	556%
	<b>Total Advertising</b>	<b>\$1,783.11</b>	<b>\$17,140.17</b>	<b>\$31,200.00</b>	<b>14,059.83</b>	<b>55%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$8,610.00	\$12,500.00	3,890.00	69%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$2,625.00	\$1,800.00	(825.00)	146%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$1,210.80	\$2,500.00	1,289.20	48%
	<b>Total Rentals &amp; Leases</b>	<b>\$992.50</b>	<b>\$12,445.80</b>	<b>\$16,800.00</b>	<b>4,354.20</b>	<b>74%</b>

Acct #	Reference	Dec 2019	YTD Expense	2019 Budget	Budget Balance	% of Budget
<b>Utilities</b>						
001-000-000-576-21-47-01	Electricity (PSE)	\$689.00	\$55,650.37	\$75,000.00	19,349.63	74%
001-000-000-576-21-47-02	Water (Highline)	\$665.31	\$10,121.05	\$8,000.00	(2,121.05)	127%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$324.86	\$3,889.10	\$4,200.00	310.90	93%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$6,982.49	\$2,000.00	(4,982.49)	349%
	<b>Total Utilities</b>	<b>\$1,679.17</b>	<b>\$76,643.01</b>	<b>\$89,200.00</b>	<b>12,556.99</b>	<b>86%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$659.30	\$12,273.52	\$15,000.00	2,726.48	82%
	<b>Total Insurance</b>	<b>\$659.30</b>	<b>\$12,273.52</b>	<b>\$15,000.00</b>	<b>2,726.48</b>	<b>82%</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)	\$0.00	\$1,304.47	\$3,000.00	1,695.53	43%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$2,563.54	\$2,625.00	61.46	98%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$232.00	\$1,612.00	\$1,500.00	(112.00)	107%
	<b>Total Miscellaneous</b>	<b>\$232.00</b>	<b>\$7,892.17</b>	<b>\$10,625.00</b>	<b>2,732.83</b>	<b>74%</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)	\$0.00	\$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>\$0.00</b>	<b>\$7,927.75</b>	<b>\$29,000.00</b>	<b>21,072.25</b>	<b>27%</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	-\$50,664.80	\$0.00	\$168,556.32	117,891.52	30%
	<b>Total Capitals</b>	<b>-\$50,664.80</b>	<b>\$0.00</b>	<b>\$251,556.32</b>	<b>83,000.00</b>	<b>0%</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$32,905.44</b>	<b>\$410,777.59</b>	<b>\$422,941.54</b>	<b>12,163.95</b>	<b>97%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$38,864.63</b>	<b>\$537,610.49</b>	<b>\$711,635.55</b>	<b>174,025.06</b>	<b>76%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,000.00</b>	<b>83,000.00</b>	<b>0%</b>
	<b>GRAND TOTAL MO. EXPENDITURES</b>	<b>\$71,770.07</b>	<b>\$948,388.08</b>	<b>\$1,336,839.01</b>	<b>388,450.93</b>	<b>71%</b>







## 2019 REVENUE -- December 2019

Reference	Dec 2019	YTD Balance	2019 Budget	Budget Balance
<b>General Fund Taxes</b>				
Property Taxes	\$17,680.84	\$1,179,468.42	\$0.00	-\$3,802.48
Timber Harvest Tax	\$0.12	\$0.18	\$0.00	\$0.00
Leasehold Excise Tax	\$1,802.38	\$7,327.24	\$0.00	\$0.00
<b>Total General Fund</b>	<b>\$19,483.34</b>	<b>\$1,186,795.84</b>	<b>\$2,304,736.17</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	\$1,901.71	\$16,844.02	\$0.00	\$0.00
Cash Over/Shorts*	\$50,664.80	\$37,417.56	\$0.00	\$0.00
Misc Revenue	\$0.00	\$17,363.32	\$0.00	\$0.00
MRP Cash Deposits	\$2,086.62	\$43,130.45	\$0.00	\$0.00
MRP Credit Card Deposits	\$10,959.10	\$142,381.52	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$65,612.23</b>	<b>\$257,136.87</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Projects/Reserve</b>				
Transfer from General Fund - Capital	\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00
Transfer from Capital Projects Fund	\$0.00			
<b>Total Capital Projects/Reserve</b>	<b>\$175,000.00</b>	<b>\$175,000.00</b>	<b>\$175,000.00</b>	<b>\$175,000.00</b>
<b>Grand Total Revenue</b>	<b>\$260,095.57</b>	<b>\$1,383,837.14</b>	<b>\$2,479,736.17</b>	<b>\$1,095,899.03</b>



# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Friday, January 17, 2020  
**To:** District Board Commissioners  
**From:** Scott Deschenes, District General Manager  
**Subject:** December 13, 2019 to January 17, 2020 District General Manager Report

## Week Ending December 13, 2019

### **BOARD MEETING TUESDAY**

Just a reminder that the board meeting will be Tuesday. Each of you should have received an email with the packet.

### **OTHER POOL CLOSURE SCHEDULES**

We are working with HSD on an alternative schedule for the break and January. Pool staff is also trying to work with SMAC for additional pool time once the schedule is finalized.

### **GRANTS**

We will be getting two grant payments over the next couple of months: \$15,500 for the scoreboard and \$5,000 for scholarships.

### **WCIA INSURANCE**

The WCIA Insurance Rate for 2020 came in. It was \$12,059. We will pay it in January.

### **LANDSCAPING**

We had the front brush of the facility cleaned out by NLS on December 11<sup>th</sup>.



### **ROOF AND GUTTER CLEANING**

Roof and gutter cleaning were completed on December 10<sup>th</sup>. This was done due to the potential impact of leaves getting caught in gutters and downspouts. This fixed the surge pit room a couple of years before.

## SWIM LESSON REGISTRATION

Swim lesson registration started this week. We also started giving out scholarships for 2020.

[http://createsend.com/t/d-](http://createsend.com/t/d-17BB86AC938338792540EF23F30FEDED?fbclid=IwAR0JUWSFrKOkYDTc61eeBBxxbVMG1BRVGl0BpgwptevrAE0C6MI23iOe0)

[17BB86AC938338792540EF23F30FEDED?fbclid=IwAR0JUWSFrKOkYDTc61eeBBxxbVMG1BRVGl0BpgwptevrAE0C6MI23iOe0](http://createsend.com/t/d-17BB86AC938338792540EF23F30FEDED?fbclid=IwAR0JUWSFrKOkYDTc61eeBBxxbVMG1BRVGl0BpgwptevrAE0C6MI23iOe0)

## HOLIDAY SWIM EVENT

We have a Holiday Swim Event on Saturday, December 21<sup>st</sup> from 2 to 4pm with the Wibit and other festivities. The staff has already decorated the lobby, so come in and check it out.

We also setup a Facebook giveaway for people that use our photo booth and tag us.

<https://www.facebook.com/mtrainierpool/photos/a.673081669390704/2899857293379786/?type=3&theater>

## SILVER PROGRAMS

We worked with SilverSneakers to implement a report from Rec1 to make it easier for reports. We will be starting on Monday, December 16<sup>th</sup>. We have also reached out to the senior living entities, cities of Des Moines and Normandy Park. We had four people pre-register on the free senior Thursday. Here is the webpage for the Silver programs.

<https://mtrainierpool.com/silver-membership-programs/>

## SAO AUDIT

Our SAO Audit will be starting the week of January 6<sup>th</sup>. The audit will be for 2016-2018.

## WEBSITE

We updated the main page of the website to be readable on all formats (phone, tablet and desktop). We made the main page text standard and added an app for emergency notifications (inclement weather, breakdowns, etc.). We hopefully will not have to use it for a while. We also added the Virtual Tour Link to the main page.

<https://mtrainierpool.com/>

## BOILER REPAIR

From Dominic: On 12/13/19, MacMiller came out from around 10am-12pm to fix the boiler issue. Dain had performed routine maintenance on the boiler and HVAC systems yesterday, 12/12/19.

The pool temperature dropped to 82 degrees. It is normally at 84. It also affected the shower and air temperature. We did not put out an email notification, because most of the users until it as fixed were lap swimmers. We directed staff to notify patrons as they entered the facility.

## HOLIDAY BREAK

We will be busy during the holiday break.

- Saturday, December 21 – Holiday Swim with Wibit
- School Days Out - December 23, 26, 27\*, 30 & 31 and January 2, 3 (December 27 is Family Swim Only)
- Closed – December 24, 25 and January 1 (We might change the December 31 to Family Swim Only to accommodate the swim team (tentative))
- Reduced Hours – December 26, 8am-8pm and December 31, 5:30am-3pm

## RESEARCH

- New Finance Ethics - <https://www.governing.com/columns/public-money/gov-tax-collection.html>

- Camas Pool Bond Rejected By Voters - <https://www.clarkcountytoday.com/news/election-2019-camas-pool-bond-roundly-rejected-by-voters/>
- ICMA Mission Statement Recommendations - <https://icma.org/blog-posts/four-tips-mission-and-values-statements-local-government>
- Importance of Conscious Design - <https://www.nrpa.org/parks-recreation-magazine/2019/december/the-importance-of-conscious-design/>

## **Week Ending December 20, 2019**

### **BOARD MEETING WRAP-UP**

I will put together a proposed agenda for the retreat and put it out for your review later next week. I spoke with the Clerk of the Board and got some feedback that I need to include. We will put a formal agenda out the week of January 7<sup>th</sup>. We will also include an updated meeting calendar.

### **CASH YOUR STIPENDS**

Just a reminder to cash any outstanding Stipend Checks that you have before the end of the year.

### **HOLIDAY SWIM**

This Saturday is our Holiday Swim with Wibit. Staff has decorated the lobby and has a photo booth for people to post on social media. See link and images for more information...

<https://www.facebook.com/events/2517000281954278/>





### **SCHOLARSHIPS**

We gave out about \$800 in scholarships and allocated over \$1,000, since registrations for 2020 started last week. Swim lessons will start the first full week of January.

### **SWIM LESSONS**

Staff has added private lessons on Tuesday and Thursday starting in January. They are also working with the extended break to try to add more sought-after classes during lower attendance times on Monday and Wednesday lessons.

### **BUCKET TEST**

We had a small piece of the caulking come up last week, so we ran a bucket test overnight to see if we had lost any water. The answer was no. We had to turn the pool off overnight, but the temperature only dropped to 82 degrees. We did not know how much the water temperature would drop, so we put an announcement out. <http://createsend.com/t/d-1BDA871B2FF44F162540EF23F30FEDED>

### **WEBSITE CHANGES**

We updated the main page of the website to be more adaptable for cellphones, laptops and tablets. We had Btown setup a standard greeting to avoid issues with formatting. We were using the main page for news updates, instead we had them setup a pop-up notification that will be used for this. We are still working out some kinks but hope to have this available soon. We also linked the virtual tour to the main site and updated the online registration link. Linda also updated the Governance page. We will update the new commissioner and officers when we get information early in 2020.

### **HOLIDAY BREAK HOURS**

HSD and other school's holiday breaks start at the end of the week. We put out an announcement that includes the event, no school day swim, reduced and closed days and days with reduced lap lanes due to swim teams.

Also, Dominic ordered Chlorine and Gas to ensure that we are full throughout the holidays, especially with providers holidays and staff availability.

[http://createsend.com/t/d-B24F6F23FA6988B82540EF23F30FEDED?fbclid=IwAR1B4XbhSD8\\_q5keSnRuBjN5UFjLkECmNZPBIkSBuhCb0Zat1YJfT1Ivfx0](http://createsend.com/t/d-B24F6F23FA6988B82540EF23F30FEDED?fbclid=IwAR1B4XbhSD8_q5keSnRuBjN5UFjLkECmNZPBIkSBuhCb0Zat1YJfT1Ivfx0)

## **OTHER POOL CLOSURES**

We added Kennedy Dive Team during Tukwila's pool closure and will have the other Highline School District teams during January. Pool staff even added a few SMAC swim team practices during the break. We have been very positive feedback from users from other pools. Staff has reported that some patrons have told them that they will continue to use our pool.

## **LGI/T COURSE**

Dominic will be leading an LGI/T course at MRP starting on Friday. LGI/T stands for lifeguard instructor course.

This in-person Instructor/Instructor Trainer review course is the required course for all Lifeguarding Instructors and Instructor Trainers to re-certify. During this course, Lifeguard Instructors and Instructor Trainers will participate in an in-water practice and polish skills session with their peers and a classroom-based review of Red Cross administrative policies and procedures.

## **OUTREACH**

For the Silver Programs, I have been in touch with Judson Park and am reaching out to Wessley. We also reached out to the cities of Des Moines and Normandy Park. The program registration started last week, and we will be pushing more partners to work for outreach over the next couple of months.

## **CITY SCENE AD**

We are finalizing the City Scene ad for Normandy Park. I do not have a final proof to show at this time, but we will be changing the format a little.

## **RESEARCH**

- Larkspur Senior Center Expansion (Bend, OR) - <https://www.youtube.com/watch?v=b4pVU3DUBDo>
- MRSC Guide for Newly Elected Officials - <http://mrsc.org/getdoc/2f41d27e-10c1-498d-be38-bade250cd224/Candidates-and-Newly-Elected-Officials.aspx>
- City of Spokane Aquatics Program Honored - [https://www.aquaticsintl.com/awards/city-of-spokane-aquatics-gains-best-of-aquatics-honor\\_o](https://www.aquaticsintl.com/awards/city-of-spokane-aquatics-gains-best-of-aquatics-honor_o)

## **Week Ending December 27, 2019**

## **SWIM LESSONS**

We still have spots in all swim lessons. I was going to put a message out this week, but with mechanical issues, it got put off. I hope to have it out early next week.

## **RETREAT AGENDA**

I am still working on retreat agenda and we will have a suggested outline out next week.

## **MECHANICAL ISSUES AT POOL**

As you saw, we closed the pool Thursday at 7pm and re-opened Friday at noon. This is due to two separate issues at the pool that threw the chemicals off. We do not know if they are related, but we are working on it. We will be repairing these issues over the next couple of weeks.

First, MacMiller is awaiting a replacement part for the boiler. This part is estimated to be here the week of January 6<sup>th</sup>.

Second, we have a valve that needs to be replaced that may be affecting the surge pit. We are working with Aquatic Specialties to repair this issue.

I will let you know more when we have more definitive information.

Aquatic Specialties did come out the morning of Friday, December 27 and fixed the issue for the time being and recommended we re-open at noon. He also stated that it will take a couple of days until our water is back to our usual crystal clear water.

### **HSD ADDENDUM**

We sent off an addendum to HSD for their extra pool use. We have not gotten a response yet, as it is the holidays. I will follow up with them next week.

### **RESEARCH**

Harvard Health Article on Swim Lessons - <https://www.health.harvard.edu/blog/swimming-lessons-10-things-parents-should-know-2018061514064>

Pricing Strategies that Combat Social Injustice - <https://www.nrpa.org/parks-recreation-magazine/2020/january/pricing-strategies-that-combat-social-injustice/>

Top Trends in Parks and Recreation for 2020 - <https://www.nrpa.org/parks-recreation-magazine/2020/january/pricing-strategies-that-combat-social-injustice/>

## **Week Ending January 3, 2020**

### **ERROR BY STAFF**

On Thursday, January 2, there was a miscommunication on the No School Swim Days from 1-3pm. Facility staff onsite did not check the schedule and assumed it was closing as during school days. I found out by a post on Facebook. I made the response below and we are working with any families that showed up and were turned away. We will take their word if they showed up.

I personally want to apologize for your experience today. It is unacceptable that we were not open when you came in, especially that we advertised that we would be. I know how frustrating it can be to get your family dressed and ready to use the pool, and how upset your family must have been when it was not open. We are working to ensure this does not happen again. Please call me (206) 429-3852 or email me at [info@mtrainierpool.com](mailto:info@mtrainierpool.com) and I will do what I can to hopefully make this right for you.

Scott Deschenes  
District GM

We talked to the patron and Dominic is making free passes available for their next swim. The patrons seem happy with our response, but it should not happen again.

Dominic and I talked about how we can make sure that this does not happen again. We are having a staff meeting next week.

### **RETREAT TIME AND AGENDA EMAIL**

On Thursday, January 2<sup>nd</sup>, I sent the following email out about the Retreat.

Dear Board,

We are planning the January 14<sup>th</sup> retreat. The meeting ended on December 17<sup>th</sup> without a start time or formalized agenda.

Below is the agenda. Does the board want to move the meeting up to 5:00pm due to the length of the proposed agenda (with estimated times)?

- Board Elections – President and Clerk of the Board (15 minutes)
- 2019 Review/Accomplishments (15-30 minutes)



- 2020 Upcoming Items and Issues (15-30 minutes)
- Mission, Vision and Values (30 minutes)
- Highline School District Lease/MRP Future (30-45 minutes)
- Staffing and Wages (45-60 minutes)
- 2020 Rates (15-30 minutes)
- 2020 Goal-Setting Homework (30 minutes)

Please let me know by noon on Wednesday, January 8 if the 5:00pm start time works, or if you would feel more comfortable at the regular 6:00pm start time.

Thank you,

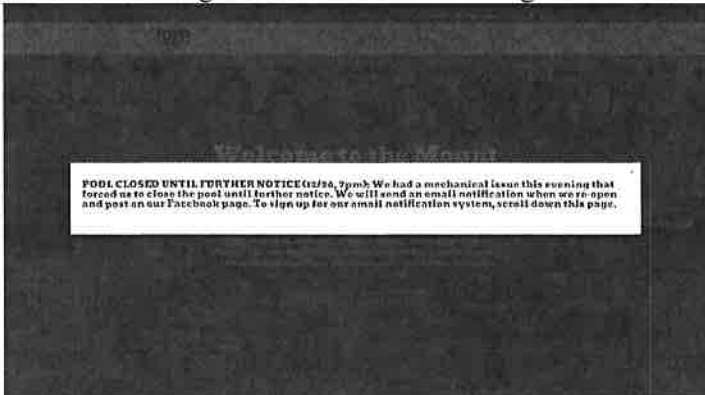
### **REPAIR UPDATE**

Last week's issue with the surge pit/chlorine has been working properly since. Pool staff is keeping an eye on the chemical and surge pit levels. This is a project that is in progress. I will update you when I have more information.

### **WEBSITE**

I updated the Governance page to add our new board member. Once we get a headshot and contact information, we will update the page. I also made all board members commissioners until you have elections on January 14<sup>th</sup>.

With the repair/closure I tested our new emergency pop-up that alerts people of issues at the pool. (See image below). I am still working out some of the formatting issues.



### **OUTREACH PRESENTATION**

On Friday, January 3, I presented at Judson Park to their residents and talked to their staff about potentially working together in the future. I gave out information on schedules and the Silver programs.

### **SILVER PROGRAMS**

I found out there are some more programs from a customer that people locally are eligible including Blue Cross and Blue Shield. I will update the website and flyers next week. We also working to get staff trained as instructors for both programs classes.

<https://fitnessyourway.tivityhealth.com/locations>

### **AUDIT**

We have our audit starting on Tuesday, January 7<sup>th</sup>. We will have limited time next week due to working with the auditor.

### **\$1 OPEN SWIM**

Just a reminder that we will have the \$1.00 Open Swim this Saturday (as we do every Saturday). See email below for more information.

<http://createsend.com/t/d-42B5EB8A06A6BDC52540EF23F30FEDED>

## RESEARCH

Forward Thrust Visionary's Death - <https://www.kiro7.com/news/local/jim-ellis-civic-visionary-who-led-forward-thrust-and-the-cleanup-of-lake-washington-dead-at-98/1000480044/>

Days of National Minimum Wage Are Over - <https://www.cnbc.com/2019/12/30/lasalle-network-ceo-the-days-of-a-national-minimum-wage-are-over.html>

Older Adult Fitness Programs - <https://www.todaysdietitian.com/newarchives/0817p26.shtml>

## Week Ending January 3, 2020

### OUTREACH

We donated a free Family Pass for the St. Philomena fundraiser. I valued it at \$99.

### MEDICARE PROGRAMS

We are up to four people in each program. We processed payment for the second half in December for \$24 for SilverSneaker/Prime and another \$33 for Silver and Fit. The participation has been picking up in January.

### INCLEMENT WEATHER

Snow is forecasted for next week. Monday is forecasted to be under one inch and the rest of the week is less than an inch each day. The only exception is Thursday, which calls for one to three inches. We moved ice melt and shovels from storage and are updating staff on our processes. We are also ready to make announcements.

### WCIA BOARD MEETING

The WCIA Board Meeting will be Friday, January 17 starting at 10:15am in Tukwila. If anyone is interested in attending, please let me know.

### REPAIR

MacMiller will be out Monday to make a repair on the boiler. They should be able to repair it without affecting the pool operations. This was the issue that was related to what forced us to close on December 27<sup>th</sup>.

## RESEARCH

Underwater Torpedo League/Building Water Confidence - <https://www.nrpa.org/parks-recreation-magazine/2020/january/building-water-confidence/>

Why Men and Boys Are More Likely to Drown - <https://www.today.com/health/men-boys-drown-more-women-why-how-avoid-risk-t160333>

Elected Officials – What's Public & What's Private - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2020/Elected-Officials-Guide-What-s-Personal-and-What-s.aspx>

## Week Ending January 17, 2020

### BOARD MEETING REMINDER

Just a reminder that we have our regular board meeting on Tuesday, January 21<sup>st</sup>. We had staff ill this week and had to break the agenda items away from the consent agenda. Linda should be in early next week to update the packet and send it to each of you. Each of you should have also received an invite that was forward from the SAO for our exit interview.

### BOARD MEETING FOLLOW-UP

- Goal-Setting Homework – Just a reminder that your top five goals are due on Monday, January 20 at noon.

- Outlook 365 Login on Browser – Besides the Outlook app or Your Phone, you can also access your Outlook 365 account on a browser. Here is a link to the directions... <https://support.office.com/en-us/article/how-to-sign-in-to-outlook-on-the-web-763fab4d-0138-4814-b450-37fc286bcb79>
- Everything else we can discuss at the board meeting.

### **DAYS OF MECHANICAL BREAKDOWN**

I think we only had two mechanical breakdowns in 2019, but I am double-checking with Dominic. When he gets back to the office next week, I will update the information for his report.

### **MEN'S SHOWER TEMPERATURE REPAIR**

There have been some issues with the mixing valves for the men's showers. The valves were rebuilt last year and are under warranty, so we estimate the repair will not cost us anything. Staff have been turning the showers on at opening and 5-10 minutes before water exercise classes end (when possible). They are also reminding users that come in. The women's showers were reported to be okay.

### **LOSING STAFF MEMBER**

Skyler who works a lot of hours will be leaving us to take a job with the VA. He stated that he will be leaving for a ¾ time job with benefits. The pay was much higher than our guards. He was a good employee that picked up a lot of shifts. He will be missed.

### **INCLEMENT WEATHER**

This week was a little challenging with weather. We were closed Tuesday, January 14 after 8:30am and opened at 8:00am on Wednesday, January 15.

### **MLK DAY**

Just a reminder that Monday is MLK Day. I will be off that day (Federal/State Holiday). We will also be having a No School Swim Day on Monday. Linda will be in the office from 9am-3pm, if you need anything that day.

### **WCIA BOARD MEETING**

I attended our annually required board meeting on Friday. Reminds me that we will need to setup our risk assessment audit. I am thinking of focusing it on either asset management or cash handling. Both have a potential for loss. The areas are Personnel or Public Works. It depends on how our WCIA representative interprets what is applicable.

### **PARKING SIGNAGE**

Currently, we have a sandwich board that we put out during times that the parking lot is at or above capacity. As we keep increasing our programming, and host more events, I think it would be good to post a fixed sign in a strategic location. I am still brainstorming this, so if you have any ideas or examples from other locations, please let me know.

### **PROMOTIONAL PASSES**

We have worked out a system for promotional passes including checking them out to staff and board. If you have questions, give me a call.

### **RESEARCH**

- Congressional Budget Office's Impact Tool on Increase of Minimum Wage Tool - <https://www.cbo.gov/publication/55681>
- National League of Cities, 2019 Fiscal Report (See Recession) - <https://www.nlc.org/resource/city-fiscal-conditions-2019-report>
- Top Trends in Parks and Recreation for 2020 - <https://www.nrpa.org/parks-recreation-magazine/2020/january/top-trends-in-parks-and-recreation-2020/>
- Athletic Design – 2020 Aquatic Design Portfolio - <https://www.athleticbusiness.com/images/digitalissues/0120/#50>

- Translation Software Article - <https://www.business.com/categories/translation-software-and-services/?t=1575819716>

I forgot to add this to the weekly report.

The Washington State Legislative session has started. Brian reminded me that there is House Bill 2625 that would allow the District to administer a sales tax of up to .1%. I will do the math on how much this could be for our District.

Here is the bill's page for the Washington State Legislature.

<https://app.leg.wa.gov/billsummary?BillNumber=2625&Initiative=false&Year=2019>

Here is a section of an older email from November 2019 from WRPA's Lobbyist summarizing the bill:

1. **Local parks funding options bill – term of bonding:** As you all know, we are working on WRPA priority legislation that would provide all types of local parks agencies (city-run, county-run, MPD-run, District-run) with authority to go to their voters with a 1/10<sup>th</sup> of 1 cent sales tax ballot measure – and, if approved, to have full bonding authority that goes with the new .1 sales tax. The legislation being prime-sponsored by Rep. Carolyn Eslick (R-Sultan/39<sup>th</sup> Dist.) and Sen. Marko Liias (D-Edmonds/21<sup>st</sup> Dist.) would provide this new authority for 10 years – and for a full term of bonding if agencies use their discretion to bond against it. We've been very gratified by the positive response to the legislation – and last Friday we learned that the House Finance Chair wants the bill to be referred directly to her Committee. I also want to give a very big shout-out to lobbying colleagues from the Strategies 360 firm representing the City of Monroe – they've made this a priority and have been invaluable helpers. Now, to the issue where I want your continued feedback:

Most of you will recall that in the legislation being introduced, there is no explicit timeline on the length of bonding you may use – it's up to your discretion. The Ranking Minority Member of the House Finance Committee, Rep. Ed Orcutt (R-Kalama/20<sup>th</sup> Dist.), has asked us to amend the Eslick legislation to limit bonding terms to no longer than 20 years. We're reluctant to do so because of *your* feedback – while some of you clearly indicated you could work with a 20-year term, others of you noted that bonds can and often do go for 25 or 30 years and you'd prefer the flexibility. The House Finance Chair, Rep. Gael Tarleton (D-Seattle/36<sup>th</sup> Dist.), is supportive of us keeping maximum flexibility but wants me to see if there's any in-between solution with Rep. Orcutt. Thus far we haven't found one, but one thing I've discussed with the House Democratic Caucus staff and my fellow lobbyists is something like a House Floor Amendment that uses 25 years. *If we were to go to something like 25 years, how would you all feel about that? Is it something you'd have concerns over? Could you work with it? Is it a big hindrance or restriction? Recognizing our goal is to keep as much flexibility as we can while still getting strong votes and passing a bill -- what is your overall perspective? FEEDBACK APPRECIATED – THANKS!*



# Des Moines Pool Metropolitan Park District

December 17, 2019

6:00 p.m.

District Office

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

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

Also in attendance was Tricia Croom, Des Moines resident.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – None

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – None

### PUBLIC COMMENT

Ms. Croom inquired of the Board why swimming lessons are posted as starting at 7:00 a.m. on Saturdays. District General Manager Deschenes answered that the first hour was for adults and that children's lessons began at 8:00 a.m.

In addition, Ms. Croom stated that Des Moines resident, Michelle Thyng, had not yet received a report of individuals taking swimming lessons at the pool which she asked for at a previous meeting. The DGM indicated the report had been sent and that he would forward the report to her again.

### CONSENT AGENDA

Commissioner Kasnick moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in November 2019 totaling \$76,895.39. Commissioner Dusenbury 2<sup>nd</sup>. With no further discussion, the motion passed 5-0.

### OLD BUSINESS

#### a. Amended Resolutions

District General Manager Deschenes explained that the District's original levy figures that were submitted to King County were changed by the assessor to include new construction. The changes will not affect our levy. The corrected assessment is on file. We were instructed by legal counsel to pass two motions for amended Resolutions 2019-04 and 2019-05.

Commissioner Dusenbury moved to approve Resolution 2019-04 "Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year beginning January 1, 2020." Commissioner Kasnick 2<sup>nd</sup>. With no discussion, the motion passed 5-0.

Commissioner Kasnick moved to approve Resolution 2019-05 "Resolution of Increase (Decrease)" for a decrease of \$111,664 or 9.74244%. Commissioner Dusenbury 2<sup>nd</sup>. With no discussion, the motion passed 5-0.

**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 – 12/17/2019**

**b. Resolution 2019-07 Cancelling Warrant**

DGM Deschenes stated that Warrant #9788195 was requested from King County on August 26, 2019 representing a final retainage payment to Werlech Construct for the renovation project at Mt. Rainier Pool. As we are not close to payment of this retainage at this time, a motion to cancel is presented to the Board.

Commissioner Dusenbury moved to approve Resolution 2019-07 "Warrant Cancellation" voiding warrant #9788195 in the amount of \$50,664.80. Commissioner Kasnick 2<sup>nd</sup>. With no discussion, the motion passed 5-0.

**c. MRP Rate Schedule**

DGM Deschenes is presenting the area rate schedule comparables which will be for discussion at the retreat in January 2020.

**d. BLRB Report**

There are no updates at this time.

**e. Mission, Vision & Values**

This item will be added to the January retreat agenda for discussion by the Board

**NEW BUSINESS**

**a. January Retreat**

District General Manager Deschenes suggested that the retreat be set for January 14, 2020 and will include election of officers and swearing in of the new commissioners. OPMA training by legal counsel, Brian Snure, will be scheduled later in January 2020. The date of the retreat will be confirmed after the holidays and an agenda will follow.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 6:21 pm.

**UPCOMING MEETINGS –**

- January 14, 2019, Special Retreat Meeting, 6:00 p.m., District Office
- January 21, 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**

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# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/09/2019

Total Amount: \$6,844.35

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
File Name: AP\_DMPOLPRK\_APSUPINV\_20191205133358.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)

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

[Signature]

Authorized District Signature

Date

12/5/19

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

## SUBMIT SIGNED DOCUMENT TO:

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

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

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Date Processed: \_\_\_\_\_



**King County**

## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191205133358.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BREE CASWELL			20191205BC55	12/05/2019	\$52.66	PAYROLL PE 11/25/2019
CAMERON COCHRAN			20191205CC58	12/05/2019	\$588.06	PAYROLL PE 11/25/2019
CELINA LAM			20191205CL45	12/05/2019	\$375.30	PAYROLL PE 11/25/2019
CHANCELLOR HOPPENRATH			201912056CH57	12/05/2019	\$88.76	PAYROLL PE 11/25/2019
DEPARTMENT OF RETIREMENT SYSTEMS			201091205DOR	12/05/2019	\$605.50	DEFERRED COMP S DESCHENES PE12/10/2019
HANNA LAI			20191205HL44	12/05/2019	\$148.00	PAYROLL PE 11/25/2019
JARED WOLD			20191205JW	12/05/2019	\$1,106.36	PAYROLL PE 11/25/2019
MEENA LAI			20191205ML54	12/05/2019	\$128.54	PAYROLL PE 11/25/2019
MIANNA BEHRENS			20191205MB31	12/05/2019	\$222.53	PAYROLL PE 11/25/2019
SADIE IKEMEIER			20191205SI	12/05/2019	\$183.64	PAYROLL PE 11/25/2019
SNURE LAW OFFICE			20191201BS	12/01/2019	\$3,345.00	PROFESSIONAL SERVICES - NOV 2019





King County

## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/09/2019

Total Amount: \$7,964.42

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191204103127.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Jeff Rosenberg 12/4/19  
Authorized District Signature Date

Scott Deschamps 12/4/19  
Authorized District Signature Date

Authorized District Signature Date

Date

Authorized District Signature

Date

Authorized District Signature Date

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

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Date Processed: \_\_\_\_\_



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191204103127.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			18478	11/21/2019	\$3,705.87	SLS SENSOR INSTALL - PROP #1023197
AQUATIC SPECIALTY SERVICES			18452	11/18/2019	\$212.08	MONTHLY MAINT CONTRACT - NOV 2019
CENTRAL WELDING SUPPLY			RN11192482	11/30/2019	\$69.36	POOL CHEMICALS - 75 LB LIQ CARBON
COPIERS NORTHWEST			2055027	11/19/2019	\$120.64	CONTRACT RATE DMP COPIER - 10/16 TO 11/15/19
DATAQUEST, LLC			10696	11/30/2019	\$232.00	BACKGROUND CHECKS/MRP - NOV 2019
HIGHLINE WATER DISTRICT			20191120HWD/MRP	11/22/2019	\$665.31	WATER UTILITY - 10/18 TO 11/20/19
NORTHWEST LANDSCAPING SERVICES			CD50053008	12/01/2019	\$548.91	MONTHLY LANDSCAPE CONTRACT/MRP - DEC 2019
PHILLIPS PUBLISHING			1362DM	11/20/2019	\$573.75	DISPLAY AD WINTER 2020 DM CITY CURRENTS
PHILLIPS PUBLISHING			1361DM	11/20/2019	\$1,147.50	DISPLAY AD WINTER 2020 DM CITY CURRENTS
PUGET SOUND ENERGY			20191120PSE/MRP	11/20/2019	\$689.00	ELECTRIC/GAS UTILITY - 10/21 TO 11/19/19



King County

# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/16/2019

Total Amount: \$1,414.84

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191211150019.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)

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)) :

*Joe Swenberg*

Authorized District Signature

12/12/19

Date

*Linda Ray*

Authorized District Signature

12/11/19

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

## SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable

Attn: Special Districts

401 5th Avenue, Room 323

Seattle, WA 98104

Email: [SpecialDist.AP@kingcounty.gov](mailto:SpecialDist.AP@kingcounty.gov)

Fax: (206) 263-3767

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Date Processed: \_\_\_\_\_



# Special District Voucher Approval Document

KC-v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191211150019.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			15723	12/01/2019	\$160.00	DISTRICT JANITORIAL SVC - DEC 2019
AQUATIC SPECIALTY SERVICES			18508	12/02/2019	\$152.81	POOL CHEMICALS
BTOWN WEB			MRP120519	12/05/2019	\$375.00	WEBSITE SUPPORT - NOV 2019
CENTRAL WELDING SUPPLY			CG82989	12/09/2019	\$292.87	CARBON DIOXIDE/MRP
MOUNTAIN MIST			20191130MtM	11/30/2019	\$109.30	WATER/COFFEE DELIVERY - NOV 2019
RECOLOGY			2992177	12/31/2019	\$324.86	GARBAGE/RECYCLING UTILITY - NOV 2019



King County

## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/23/2019

Total Amount: \$10,989.48

Control Total: 23

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191219115931.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Authorized District Signature

Date

[Signature]  
Authorized District Signature

Date

12/19/19

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

### SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable

Attn: Special Districts

401 5th Avenue, Room 323

Seattle, WA 98104

Email: [SpecialDist-AP@kingcounty.gov](mailto:SpecialDist-AP@kingcounty.gov)

Fax: (206) 263-3767

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Date Processed: \_\_\_\_\_



**Kling County**

## Special District Voucher Approval Document

KC-v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20191219115931.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASSOCIATION OF WASHINGTON CITIES			20191219NWA	12/18/2019	\$634.79	EMP TRUST - D FINAZZO - JAN 2020
BREE CASWELL			20191219BC55	12/19/2019	\$39.49	PAYROLL PE 12/10/2019
CAMERON COCHRAN			20191219CC58	12/19/2019	\$490.03	PAYROLL PE 12/10/2019
CANON FINANCIAL SERVICES, INC.			20892036	12/13/2019	\$29.12	DISTRICT COPIER LEASE
CELINA LAM			20191219CL45	12/19/2019	\$387.34	PAYROLL PE 12/10/2019
CHANCELLOR HOPPENRATH			20191219CH57	12/19/2019	\$118.47	PAYROLL PE 12/10/2019
CMIT SOLUTIONS EASTSIDE			7488	11/30/2019	\$1,226.00	IT SUPPORT - NOV 2019
COMCAST			20191208CB/MRP	12/08/2019	\$166.60	PHONE/INTERNET/DMP - 12/18/19 TO 1/17/20
DEPARTMENT OF LABOR & INDUSTRIES			20191210LI Indlins	12/10/2019	\$659.30	INDUSTRIAL INSURANCE ACCT ID19409500
DEPARTMENT OF RETIREMENT SYSTEMS			20191219DOR	12/19/2019	\$605.50	DEFERRED COMP - S DESCHENES - PE 12/25/2019
GRAINGER			9375984854	12/05/2019	\$443.50	JANITORIAL SUPPLIES/MRP
HANNA LAI			20191219HL44	12/19/2019	\$206.13	PAYROLL PE 12/10/2019
JARED WOLD			20191219JW61	12/19/2019	\$552.98	PAYROLL PE 12/10/2019
JOE DUSENBURY			20191219JD08	12/19/2019	\$209.85	COMMISSIONER SUBSIDY - NOV 2019
MEENA LAI			20191219ML54	12/19/2019	\$128.55	PAYROLL PE 12/10/2019
MIANNA BEHRENS			20191219MB31	12/19/2019	\$419.06	PAYROLL PE 12/10/2019
SADIE IKEMEIER			20191219SI59	12/19/2019	\$209.21	PAYROLL PE 12/10/2019
SHANE YOUNG			20191219SY10	12/19/2019	\$209.86	COMMISSIONER SUBSIDY - NOV 2019
SOUND WINDOW & GUTTER COMPANY			4942	12/10/2019	\$687.50	GUTTER CLEANING/MRP
TANNER HUCK			20191219TH27	12/19/2019	\$52.03	PAYROLL PE 12/10/2019
TONI OVERMYER			20191219TO04	12/19/2019	\$104.93	COMMISSIONER SUBSIDY - NOV 2019
US BANK			20191210USB	12/10/2019	\$2,691.74	US BANKCARD - 11/15 TO 12/10/2019
ZEN 22015, LLC			20200101ZEN	12/19/2019	\$717.50	DMP RENT - JAN 2020



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

# ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date **Dec 13, 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 12/10/2019	170950010			24219		00000	21,834.81
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$21,834.81</b>

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

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

## CONTACT INFORMATION Typed or Printed

Contact Name  Organization  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 Dec 5, 2019  
Print Name Joe Dusenbury Phone # 206-429-3852 Email joe.dusenbury@desmoinespool.org







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

# ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date Dec 30, 2019

## PAYMENT INFORMATION

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX)                      CACH Debit Pay Code (COLXX)                      ☒ Automatic Withdrawal  
☐ Book Transfers (Last 4 digits of the account) From                      To                      C 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 12/25/2019	170950010			24219		00000	21,972.57
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$21,972.57</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 Dec 19, 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:** Board President **Meeting Date:** January 21, 2020

**Under:** Old Business

**Attachment:** Yes

**Subject:** Resolution 2020-01 Appointing Board Officers

#### Background/Summary:

The first meeting of the year, was our retreat at the January 14, 2020 retreat. At this meeting, the board informally names the President and the Clerk of the Board.

Per RCW 35.61.120(1) and District Policy and Procedure 220-3.1.5, the Des Moines Pool Metropolitan Park District (District) will hold elections for its President of the Board and Clerk of the Board for 2020.

The President of the Board will preside at each Board Meeting and ensure the meeting is conducted in accordance to the published agenda. The President may sign on behalf of the Board any contract, resolutions and other instruments that were approved by the Board. In the President's absence, the Clerk of the Board will preside at the Board Meeting.

Clerk of the Board, preside at Board Meetings in the President's absence. Approve vouchers for payment, oversee compliance with public records disclosures.

Since the meeting was held at a Special Meeting, we are following it up with Resolution 2020-01 Appointing Board Officers to memorialize the decision.

**Fiscal Impact:** N/A

#### Proposed Motion:

I move to approve Resolution 2020-01 Appointing Board Officers to formalize the appointment of Shane Young to the office of President and Tricia Croom to the office of Clerk of the Board.

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

**Three Touch Rule:** N/A **Committee Review**  
01/14/2020 **First Board Meeting (Informational)**  
01/21/2020 **Second Board Meeting (Action)**

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

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

#### Notes:

See attached Resolution 2020-01 Appointing Board Officers.



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

**RESOLUTION NO. 2020-01**

**APPOINTING OFFICERS**

**WHEREAS**, RCW 35.61.10 requires the Board of Commissioners to annually elect a President and Clerk of the Board of Commissioners.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT hereby appoints:

Shane Young as President of the Board to serve until a successor is appointed in January 2021.

Tricia Croom as Clerk of the Board to serve until a successor is appointed in January 2021.

**Adoption:** ADOPTED by the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT at an open public meeting of such Board on the 21st day of January, 2020, the following Commissioners being present and voting:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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



## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b Assigned to: President Young Meeting Date: January 21, 2020

Under: New Business Attachment: Yes

Subject: Resolution 2020-02 Auditing Officer Delegation

**Background/Summary:**

With new elected officers on the board of commissioners, the District is needing to update the auditing officers for the purpose of authorizing the issuance of warrants and electronic transactions prior to the board of commissioners' approval in accordance with RCW 42.24.180. The Clerk of the Board and Board President will ask for a third officer to be designated if they are unable to tend to the vouchers.

Fiscal Impact: N/A

**Proposed Motion:** I moved approval of Resolution No. 2020-02 authorizing; Tricia Croom, Clerk of the Board; Shane Young, Board President; and \_\_\_\_\_ as auditing officers for the purpose of signing payment vouchers and electronic transfers.

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

**Three Touch Rule:**

_____	Committee Review
<u>1/21/2020</u>	First Board Meeting (Informational)
<u>1/21/2020</u>	Second Board Meeting (Action)

**Action Taken:**    Adopted       Rejected       Postponed

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

**Notes:**

Attachment: Resolution 2020-02 Auditing Officer Delegation





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

**RESOLUTION NO. 2020-02**

**AUDITING OFFICER DELEGATION**

**APPOINTING OF AUDITING OFFICER(S) FOR THE PURPOSE OF AUTHORIZING  
THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO  
BOARD OF COMMISSIONERS APPROVAL**

**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 making all District Policy and delegating all persons responsible for carrying out such Policy and;

**WHEREAS**, The monthly payment of the District's vouchers often requires the issuance and approval of the vouchers prior to The Board of Commissioner's regular monthly meetings insure timely processing by King County and;

**WHEREAS**, Under normal procedure vouchers are approved by the Board of Commissioners at its regular scheduled monthly meeting and;

**WHEREAS**, The District Board has determined that a more frequent payment schedule is in the District's best interests by taking early payment discounts, avoiding late payment fees, adhering to vendors invoicing schedules and building relationships with vendors and;

**WHEREAS**, The schedule of the meetings of the Board of Commissioners and the time required for issuance of warrants, occasionally restricts the ability of the Board to approve qualifying vouchers at its regular meeting and still pay the underlying invoices in a prompt and timely manner and;

**WHEREAS**, RCW 42.24.180 authorizes a procedure where the existing problem could be resolved;

**NOW THEREFORE, BE IT RESOLVED**, to accomplish the purposes expressed above and to comply with RCW 42.24.180, it is resolved by the BOARD OF COMMISSIONERS OF THE DES MOINES POOL METROPOLITAN PARK DISTRICT as follows:

1     The procedure for payment of claims prior to approval by the Board of Commissioners shall apply to any claims against the District under \$50,000.00 that the District Financial Officer determines need to be approved prior to the Board's regular meeting "qualifying vouchers".

2     The District General Manager, President of the Board Shane Young, Clerk of the Board Tricia Croom, and Commissioner \_\_\_\_\_ are designated as Auditing Officers and, as such, are further designated as officers to sign qualifying vouchers.

3 Each Commissioner authorized to sign the qualifying vouchers shall obtain, at District expense, an official bond in the amount of no less than \$50,000 to secure the faithful discharge of their respective duties under this resolution.

4 In preparation of the qualifying vouchers, the District shall follow the District's Administrative Directive on Purchasing Limits and its Administrative Directive on Voucher Processing.

5 The District Clerk shall prepare the voucher schedule and the District General Manager shall audit and sign the qualifying vouchers. In the absence of the District Manager, the President of the Board Shane Young, Clerk of the Board Tricia Croom or Commissioner \_\_\_\_\_ may sign the qualifying vouchers. The District Clerk shall submit the preapproved vouchers to King County.

6 The District Clerk shall submit to the Board, at its regular monthly meeting, a full and complete report of all claims paid on vouchers approved and signed pursuant to this resolution.

7 In any event that a warrant is issued on an erroneous voucher, the District Clerk and the District General Manager shall cause the disapproved payment to be recognized as a receivable and shall diligently pursue collection of the erroneous payment or take such other actions as may be directed by the Board of Commissioners.

**Adoption:** ADOPTED by the BOARD OF COMMISSIONERS OF THE DES MOINES POOL METROPOLITAN PARK DISTRICT at an open meeting of such Board on the 21st day of January 2020, the following Commissioners being present and voting:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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

**Accounts Payable Authorized Signature Form**  
(For Districts for which King County, as Treasurer, Issues Payments)

**SECTION 1 – GENERAL INFORMATION**

Please complete each field below. For the "Number" field, enter the first 5 digits of your Fund Numbers. Typed/ electronic entries are preferred for readability.

District/Organization Name: Des Moines Pool Metropolitan Park District Number: 17095

Street Address: 22015 Marine View Drive South

City/ State/ Zip: Des Moines, WA 98198

General Telephone #: 206.429.3852 Fax #: N/A

**Primary Contacts**

Name: Scott Deschenes Title: District General Manager

Telephone #: 206.429.3852 Email: scott.deschenes@desmoinespool.org

Name: Linda Ray Title: Assistant to the District General Manager

Telephone #: 206.429.3852 Email: linda.ray@desmoinespool.org

**SECTION 2 –AUDITING OFFICER(S) DELEGATED WITH PAYMENT AUTHORITY (If Applicable)**

Complete the fields below for each Auditing Officer who has been delegated signatory authority in accordance with RCW 42.24.180. This RCW is intended to expedite the issuance of warrants authorizing one or more persons signatory authority to approve warrant issuance. The Auditing Officer has been delegated to approve the claims. A copy of the resolution delegating this authority is attached to this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

Number of Required Auditing Officer Signatures for Payment of Claims: 1

**Auditing Officer:** Complete the fields below for each Auditing Officer who has been delegated signatory authority to approve warrant issuance. The Auditing Officer has been delegated to approve the claims. A copy of the resolution delegating this authority is attached to this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

	Signature	Telephone	Email
1	<u>Tricia Croom</u>	<u>206.429.3852</u>	<u>TriciaCroom@comcast.net</u>
2	<u>Shane Young</u>	<u>206.429.3852</u>	<u>Shaneyoung44@yahoo.com</u>
3	<u>Scott Deschenes</u>	<u>206.429.3852</u>	<u>scott.deschenes@desmoinespool.org</u>
4	<u>Linda Ray</u>	<u>206.429.3852</u>	<u>linda.ray@desmoinespool.org</u>

**Accounts Payable Authorized Signature Form**  
(For Districts for which King County, as Treasurer, Issues Payments)

**SECTION 3 – BOARD MEMBERS – APPROVALS AND PAYMENT CERTIFICATION AUTHORIZATION**

If an Auditing Officer with signing authority, per RCW 42.24.180, has not been delegated or, if such an Auditing Officer is delegated and any designated restriction is exceeded, board action is required for warrant issuance. As members of the board, the following persons are also authorized to sign for Approval and Payment Certification as per RCW 42.24.080 and other respective agency RCWs.

Number of Required Board Member Signatures for Payment of Claims: 2

**Board Member Signatures**

	Name	Telephone	E-mail
Sign:	_____	_____	_____
Print:	Shane Young	206.429.3852	ShaneYoung44@yahoo.com
Sign:	_____	_____	_____
Print:	Tricia Croom	206.429.3852	TriciaCroom@comcast.net
Sign:	_____	_____	_____
Print:	Joe Dusenbury	206.429.3852	mypeggysue@me.com
Sign:	_____	_____	_____
Print:	Gene Achziger	206.429.3852	gachziger@ykahoo.com
Sign:	_____	_____	_____
Print:	Eric Kasnick	206.429.3852	eric.kasnick@desmoinespool.org
Sign:	_____	_____	_____
Print:	_____	_____	_____

I attest the above information is true and correct and the signatures herein are authorized as described. Our district will not be responsible for King County Accounts Payable as Information or signatories change:

Signature: \_\_\_\_\_ Date: January 21, 2020  
Print Name: Shane Young Title: Board President  
Chairperson/ President  
District/Organization Name: \_\_\_\_\_

**Please send King County Accounts Payable this original completed form and, if applicable, a copy of a resolution delegating signatory authority (sample attached). Incomplete forms will be returned. Please send documents to:**

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

If you require assistance completing this form, please contact (206) 263-9400 or SpecialDist.AP@kingcounty.gov.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c Assigned to: President Young Meeting Date: January 21, 2020

Under: New Business Attachment: No

Subject: Committees

**Background/Summary:**

At the January 14, 2020 Retreat the Board of Commissioners Discussed forming boards. The board will continue this discussion at this meeting.

Fiscal Impact: N/A

Proposed Motion: No motion at this time.

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

**Three Touch Rule:**

_____	Committee Review
<u>1/14/2020</u>	First Board Meeting (Informational)
<u>1/21/2020</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

**Notes:**

No attachments.



## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7d      **Assigned to:** District GM      **Meeting Date:** January 21, 2020

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

**Subject:** School District Lease Amendment

**Background/Summary:**

The School District lease requires us to add contract amendments when applicable. In 2020 we developed an amendment to allow for additional other school usage, additional HSD time and usage of scoreboard and/or elements of the system.

In January 2020, another local pool closed that required the School District teams other than Mount Rainier High School to utilize our pool in addition to the original lease and previous amendments.

There also is an attached agreement as part of this lease for usage of the scoreboard and elements of the timing system.

Attached is the proposed Amendment that has been signed by HSD. When final financial numbers are available, we will bring them to the board.

**Fiscal Impact:** To be determined.

**Proposed Motion:** No motion necessary.

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

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review (WCIA Audit)</b>
	<u>01/14/2020</u>	<b>First Board Meeting (Informational)</b>
	<u>01/21/2020</u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:**

Attached:

- Lease Amendments







# Mount Rainier Pool Des Moines Pool Metropolitan Park District

## FACILITY RENTAL USE AGREEMENT FOR CONTINUED PARTNERS

This Agreement ("**Agreement**") is made this 6 day of JANUARY, 2020, by and between **Des Moines Pool Metropolitan Park District** ("**District**") and **Highline School District No. 401** ("**HSD**"), (individually a "Party" and collectively the "Parties").

### RECITALS

1. WHEREAS, the District operates a swimming Facility, also known as Mount Rainier Pool, located at 22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 ("**Facility**" or "**Pool**"); and
2. WHEREAS, the District leases the Facility from HSD pursuant to a Lease Agreement dated May 1, 2012 "Lease"
3. WHEREAS, HSD reserved certain Facility use rights under the Lease as set forth in Exhibit B to the Lease.
4. WHEREAS, Per section 5, of Exhibit B of the Lease HSD is, "Any changes in schedule will require mutual acceptance Pool District and School District."
5. WHEREAS, the 2019 -2020 schedule was set and confirmed by both parties in accordance with Exhibit B, and;
6. WHEREAS, HSD has requested additional times outside of mutually agreed times for the Mount Rainer High School swim and dive teams, and for the Highline/Evergreen/Tyee Co-op swim and dive teams;
7. WHEREAS HSD has requested temporary use of the Pool for school district swim practices and competitive swim meets outside of the mutually agreed times during a temporary period in which other pools used by HSD are temporarily closed.
8. WHEREAS, HSD usage outside of the mutually agreed times, have an impact on Pool District taxpayers, which include taxpayers outside of the Highline School District.
9. WHEREAS, the District is willing to cooperate with HSD to provide additional use times outside the scope the Lease.

NOW, THEREFORE, the Parties hereto agree as follows:

### AGREEMENT

1. **Premises.** the District agrees to allow HSD to use the Mount Rainier Pool Facility for the purposes and subject to the terms and conditions established in this Facility Rental Use Agreement.

2. **Term/Termination.** This Agreement shall be effective January 6, 2020 and will remain in effect until July 31, 2020 unless terminated by either Party in the manner set forth below.

2.1. Either Party may terminate this Agreement by giving 90 days advance written notice to the other Party. In addition, either Party may declare this Agreement to be terminated immediately if the other Party is in breach of any term or condition of this Agreement or in violation of any rule regarding use of the Pool or Facility and fails to correct or cure such breach or violation within 10 days after written notice of such breach or violation is given to the Party.

### 3. **Rules and Enforcement.**

3.1. HSD agrees to adhere to and enforce with its employees, volunteers, and team members ("Members") the District rules set forth in **Addendum #1** and any posted rules at the Facility and rules or direction given verbally by District staff. In addition, HSD agrees to comply with, adhere to, and enforce with its employees, volunteers, and team members ("Members") the following rules which by the below references are incorporated herein. Printed copies of rules will be provided to HSD upon written request:

A. Currently Adopted WIAA rules.

B. ~~Currently Adopted Safesport Code for the U.S. Olympic and Paralympic Movement.~~ *PH SD*


C. ~~Currently Adopted Safesport Practices and Procedures for the U.S. Olympic and Paralympic Movement.~~ *PH SD*

### 4. **Facility Use Obligations.**

4.1. **HSD Obligations.** HSD shall use the Facility only for swim practices and swim meets as described in Section 7. In addition, the parties agree HSD's use of the Facility shall be subject to the following additional terms and conditions:

A. HSD students will <sup>Pool</sup> not be permitted to use the Pool or Facility without a HSD coach on-site. A District lifeguard must also be present at the Facility while HSD swimmers are using the Facilities, including but not limited to practices or swim meets. It is the responsibility of HSD to ensure all its students, spectators and participants (who are not pass holders of the Facility) have

exited the Facility at the conclusion of HSD use with the exception of those students, spectators and participants who intend to remain at the Facility to participate in District programming, including, without limitation, open swim. Any such HSD Members will need to check-in with the front office prior to continuing to use the Facility.

- B. Red Cross Safety Training for Swim Coaches or Lifeguard Certification is required for all swim coaches. Red Cross Safety Training for Swim Coaches, U.S. Diving Safety certification or Lifeguard Certification is required for diving coaches.
  - (i) Each team must have a certified swim coach on site during practice and competition in order for an athlete(s) to be eligible to participate in swimming.
  - (ii) Each team must have a certified dive coach on site during practice and competition in order for an athlete(s) to be eligible to participate in diving.
- C. The District has the right in its sole discretion to deny access to the Facility to any coach or member of HSD if the District determines a coach or member is not in compliance with any of the requirements of this agreement.
- D. A HSD coach must maintain direct line of sight and supervision at all times.
- E. Use of the pool diving board is prohibited except during diving practices with a HSD coach present.
- F. HSD Members must follow locker room rules. HSD coaches or staff are responsible to ensure Members are following locker room rules.
- G. Entry and Exit of the Facility:
  - (i) All HSD coaches, students, volunteers and parents will enter and exit from the front entry doors of the facility.
  - (ii) All will check in at the front desk and follow all entry protocols.
- H. Incidents/Accidents:
  - (i) HSD will comply with the intent of the RCW 28A.600.190-195, Youth Sports Concussion and Head Injury and Sudden Cardiac Arrest Guidelines.
  -  (ii) HSD will report all incident and accidents relating to injuries or property damage at the Facility to a District supervisor or manager in a timely manner and work with District staff on gathering and providing additional information. For purposes of this reporting requirement timely manner shall be defined as follows:

- (a) Immediate Notification shall be required for deaths or injuries that require immediate medical assistance, major property damage or any suspected criminal conduct.
- (b) Four- hour Notification shall be required for minor injuries and minor property damage.

**4.2. District's Obligations:**

- A. The District shall comply with all federal, state and local health and safety laws and regulations related to operation and maintenance of the Facility.
- B. THE DISTRICT shall provide HSD 30 days advance written notice of any Facility scheduling changes and planned closures that may affect HSD's contracted use.

**5. Facility Usage Schedule:**

- 5.1. The District shall allow HSD to use the Pool at the times and for the purposes as established in **Addendum #2**

**6. Equipment.**

- 6.1. HSD agrees to provide its own practice equipment and to remove all such equipment from the pool deck area at the end of each practice. HSD is solely responsible for maintenance and storage of all such equipment.

**7. Use Fees.** District has set the following lane rates, meet rates, scoreboard rental rates and cancellation policies for other public users:

7.1. Lanes, \$12.50/hour,

7.2. Meets, \$100/hour (outside of four contracted hours and times),

7.3. Scoreboard rental rate \$400 per meet

7.4. Any cancellation or schedule change must be made 3 business days prior or HSD will be responsible for full payment of the above rates for the period scheduled.

7.5. The District will issue a written invoice to HSD within 15 days of the end of the month. HSD agrees to pay the invoice within 30 days of receipt thereof.

**8. Dispute Resolution.** If any issues or conflicts arise during the contract period, HSD agrees to first work with the District Aquatics Manager toward resolution. If no resolution is found, HSD may then communicate with the District General Manager to resolve the issue. The first point of contact shall be the Aquatics Manager for HSD coaches and Board members.

- 8.1. If the parties are unable to resolve a dispute regarding this Agreement through negotiation process outlined above, either party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and each party shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 8.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 30 calendar days, either party may submit the dispute to arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the King County Superior Court, King County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator selected pursuant to the Mandatory Arbitration Rules with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. The prevailing party in the arbitration, shall be entitled to its reasonable attorney fees and costs including expert witness fees.
- 8.3. Following the arbitrator's issuance of a ruling/award, either party shall have 30 calendar days from the date of the ruling/award to file and serve a demand for a bench trial de novo in the King County Superior Court. The court shall determine all questions of law and fact without a jury for any purpose. If the party demanding the trial de novo does not improve its position from the arbitrator's ruling/award following a final judgment, that party shall pay all costs, expenses and attorney fees to the other party, including all costs, attorney fees and expenses associated with any appeals.
- 8.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for either party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.
9. **Insurance.** HSD shall procure and maintain for the duration of this Agreement, insurance against claims for bodily injury, personal injury and/or damage to property, and sexual molestation that may arise from or in connection with the use of the Facility in a manner substantially equivalent to the requirements contained in Section 5(b) of the Lease..
10. **Notices.** Any demand or notice which either Party shall be required, or may desire, to make upon or give to the other Party shall be in writing and shall be sent by prepaid certified United States mail, return receipt requested, or in the alternative may be given by personal service to an authorized representative of the Party to be served, addressed to the respective Parties as follows:

THE DISTRICT:

Des Moines Pool Metropolitan Park District  
22015 Marine View Dr. #2B  
Des Moines, WA 98198

HSD:

- 10.1. Either Party may, at any time, change the address to which notice shall be given by giving a written notice thereof to the other Party as above provided. Notice or demand by prepaid certified mail addressed as aforesaid shall be deemed to be fully communicated upon three business days after time of mailing.
11. **Non-Waiver.** The failure by one Party to require performance of any provision shall not affect that Party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
12. **Amendments.** This Agreement may not be amended or modified except upon written agreement of the Parties hereto.
13. **Entire Agreement.** This Agreement constitutes the entire agreement between the District and HSD and shall supersede any and all previous negotiations, arrangements, agreements or representations, if any, between the Parties hereto.
14. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.
15. **Assignment.** Neither Party may assign its rights or obligations under this Agreement without the prior written consent of the other
16. **Indemnification.** HSD shall defend, indemnify and hold harmless the District, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for bodily injury, personal injury, player vs. player injury or death of any person, or for loss or damage to property, which arises out of the use of the Facility or from any activity, work or things done, permitted, or suffered by HSD in or about the Facility, except only such injury or damage as shall have been occasioned by the sole negligence of the District. HSD will be responsible for any damages arising out of or related to its use of the Facility for events and practices, including, without limitation, damage occasioned by HSD or any of its Members, employees, volunteers, invitees, guests or anyone else who may be present at the Facility for any such events or practices. HSD may be invoiced by the District for all damage.

IN WITNESS WHEREOF, the Parties hereby agree to the terms and conditions of this Agreement:

Des Moines Pool Metropolitan Park District

By: \_\_\_\_\_

By: Philip Wilkerson 1/6/2020  
Philip Wilkerson District AD HAS

Board President

Des Moines Pool Metropolitan Park District

## **Addendum #1**

### **Pool Facility Rules**

In order to facilitate use of the Mount Rainier Pool and to ensure a safe and healthful environment for all concerned, the following conditions of use must be adhered to:

1. An authorized ~~USA~~ Swimming Coach must be on deck at all times when the Facility is being used by HSD. Certification must be in accordance with USA Swimming regulations. *AW SD*
2. HSD Members, family members and spectators are subject to all Facility Rules.
3. HSD Members shall be supervised at all times by HSD coach/staff while inside the Facility and Pool area.
4. HSD Members may not enter locker rooms more than fifteen (15) minutes before their designated swim time and Members will exit the locker rooms within 20 minutes of the end of the designated swim time. Proper behavior is also required during use of the Facility.
5. HSD is to ensure that swimmers take showers immediately prior to entering the water.
6. Proper use of kick boards is required. There will be no throwing, submerging, sitting, standing on or hitting the kick boards on things such as the walls or the water.
7. There will be no diving except off the starting blocks. *WIAA* USA Swimming guidelines on proper progressive training by coaches required. Coaches will maintain positive line of sight supervision of starting block diving at all times.
8. Any repairs to damaged Facility items as a result of HSD Members shall be charged to HSD.
9. Swim Club Members must obey all posted Facility Rules, including, without limitation:
  - a. No Running No Pushing No Spitting
  - b. Shower first: head to toe
  - c. Feet first entry only
  - d. No Diving except on starting blocks and diving board with direct coach supervision during swim practice and meet times
  - e. No glass in Facility
  - f. No food or drink except in bleacher area
  - g. Containers with water only are allowed on pool deck
  - h. No hanging or sitting on lane lines or safety ropes



# EQUIPMENT RENTAL FORM

## MOUNT RAINIER POOL

22722 19 Ave S. – Des Moines, WA 98198 – (206) 824-4722

Club/Organization: Highline Athletics

Contact Name: Philip Willenbrock

Contact Email: philip.willenbrock@highlineschools.org Contact Phone: 206 641-5795  
631-3146

### Rates:

- Booking/Change Fee - \$30 (per occurrence)
- Timing System Rental - \$400 (up to four hours) – Club/organization must run their own software.
  - Each additional hour - \$100

- Off-site Booking – Not Available

• ~~\$100 STARTER ONLY~~ *SD PW*

*\*Note-please bring your own laptop with meet management software. Download Gen7 software off Colorado Timing Systems website. Choose option in Meet Manager under "Set up, Timing Console Interface "Colorado Timing System 6", click "OK." Call Aquatics Manager for questions regarding Colorado Timing System software.*

### System:

The Mount Rainier Pool has the Colorado Timing System Gen7 timer, LED Scoreboard, Championship Starting System, touchpads and secondary plunger timing.

### Date(s) and Times of Meet(s):

Dates:	Tuesday, December 3	Times:	1-5:30pm
Dates:	Thursday, December 5	Times:	1-5:30pm
Dates:	Tuesday, December 10	Times:	1-5:30pm
Dates:	Tuesday, January 14	Times:	1-5:30pm
Dates:	Tuesday, January 21	Times:	1-5:30pm
Dates:	Saturday, January 25	Times:	8:00am-Noon

### Additional Information:

- **Setup:** Equipment will be setup by staff at least 30 minutes before the start of the event.
- **Damage Deposit:** A damage deposit of \$200 is due at time of booking. Any damage above \$200 must be paid before (next) usage of facility.
- **Fees:** All fees are due at the time of rental. Any damages or change fees will be removed from the damage deposit.
- **Checks/Mailing:** Please title any checks, "Mount Rainier Pool", and mail to:

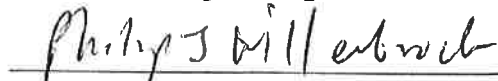


Mount Rainier Pool  
22722 19 Ave S.  
Des Moines, WA 98198

- **Questions:** If you have any questions, please contact Dominic Finazzo, Aquatics Manager at (206) 824-4722 or email [dominic.finazzo@desmoinespool.org](mailto:dominic.finazzo@desmoinespool.org).

Applicant shall be responsible for compliance by all participants with Mount Rainier Pool rules during applicant's use of the facilities. Applicant agrees to use equipment in instructed way. Applicant accepts conditions and status of above-mentioned facilities. Applicant agrees that School District and Des Moines Pool Metropolitan Park District (Mount Rainier Pool) agents, employees and directors shall not be liable for any damage to person or property by reason of the negligent acts of Applicant, its agents, employees, invitees or subcontractors. Applicant agrees to protect, indemnify, and hold harmless School District, Des Moines Pool Metropolitan Park District (Mount Rainier Pool) and their officers, employees, directors and agents from all claims, liabilities or suits arising out of injury to person or property from negligent acts of the Applicant, its agents, employees, invitees or subcontractors. Applicant agrees to obtain, prior to its use of the facilities, primary personal injury insurance, naming the Des Moines Pool Metropolitan Park District (Mount Rainier Pool) and Highline School District as coinsured, in the amount of \$1,000,000.00 (minimum). A certificate of such insurance or a copy of insurance policy is required. Together with the certificate of insurance a Des Moines Pool Metropolitan Park District (Mount Rainier Pool) /Highline School District Hold Harmless and Indemnification Agreement must also be signed. Applicant understands and agrees that this permit may be revoked or cancelled at any time with or without cause and Applicant shall have no claim or right to damages or reimbursement for any loss, damage or expense resulting from such revocation or cancellation. **Per RCW 28A.210.310, the use of tobacco products is prohibited on school district property.**

*I have read and understand all conditions, rules and regulations specified on this agreement form; I am authorized to sign the agreement.*



Printed Name of Applicant



Applicant's Signature



Date



## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7e      **Assigned to:** District GM      **Meeting Date:** 01/21/2020

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

**Subject:** 2020 Suggested Rates

#### 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.

01/16/2020 UPDATE: After discussing this with board president, we are proposing not having any rate increases in 2020.

**Fiscal Impact:** Increasing rates will work towards keeping up with increases in cost of living and the effects of Washington State's minimum wage.

**Proposed Motion:** No motion necessary. No action being taken.

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

<b>Two Touch Rule:</b>	<u>01/14/20 (Retreat)</u>	<b>Committee Review</b>
	<u>10/15/19</u>	<b>First Board Meeting (Informational)</b>
	<u>01/21/20</u>	<b>Second Board Meeting (Action)</b>

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

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

#### Notes:

No attachments.



## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8a      **Assigned to:** District GM      **Meeting Date:** 01/21/2020

**Under:** New Business      **Attachment:** Yes

**Subject:** SAO Audit Exit Interview (2016-2018)

#### Background/Summary:

The State Auditor's Office (SAO) performed the District's three-year accountability audit. The audit is for the year's 2016-2018. As part of the audit, there is an exit interview that is open to all board members.

The interview is scheduled for this meeting to ensure elected board members are aware of the process.

The auditors have a presentation at 5:00pm with another organization but will arrive sometime during our meeting. Our goal is to start the item after they arrive, so this item may be moved up or down the agenda.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary at this time. Gathering information.

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

<b>Two Touch Rule:</b>	<u>2019 District Clerk</u>	<b>Committee Review</b>
	<u>01/14/2020</u>	<b>First Board Meeting (Informational)</b>
	<u>01/21/2020</u>	<b>Second Board Meeting (Action)</b>

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

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

#### Notes:

Attachment:

- Exit Interview Invitation
- Letter of Representation (to be signed at meeting by 2019 Clerk of the Board and District GM)







**Office of the Washington State Auditor  
Pat McCarthy**

January 13, 2020

Board of Commissioners  
Des Moines Pool Metropolitan Park District  
22015 Marine View Dr. S  
Des Moines, WA 98098

Dear Commissioners:

We have completed our audit of the Des Moines Pool Metropolitan Park District for the fiscal years 2016-2018 and wanted to share our preliminary results with you. We are inviting you to attend an exit conference with your staff that we have scheduled for 6:00pm on January 21, 2020 at the District's office.

We believe participation at the exit conference by you and others charged with the management and governance of the District is an essential part of our audit process. It gives you an opportunity to hear our conclusions and discuss with us the resolution of any audit issues.

Please note that if a quorum of Commissioners attend the exit conference, the District is responsible for ensuring requirements of the Open Public Meetings Act are met.

If you have any questions or matters that you would like to discuss with us before the exit conference, feel free to contact me by email at [Sandeep.Kaur@sao.wa.gov](mailto:Sandeep.Kaur@sao.wa.gov)

Sincerely,

Sandeep Kaur  
Audit Lead





## **Des Moines Pool Metropolitan Park District**

Tuesday, January 21, 2020

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of Des Moines Pool Metropolitan Park District for the period from 2016 through 2018. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

### **General Representations:**

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
  - a. Financial records and related data.
  - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
  - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
  - e. Related party relationships and transactions.
  - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.

**206.429.3852**

**22015 Marine View Dr S**

**Suite 2B**

**Des Moines WA 98198**

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

3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records.

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Scott Deschenes  
District GM

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Joe Dusenbury  
Clerk of the Board

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM Meeting Date: January 21, 2020

Under: New Business Attachment: No

Subject: Authorization to Waiver 24-hour Deposits at Mount Rainer Pool

#### Background/Summary:

Per RCW 43.09.240, the District should be making deposits of any money received within 24-hours to ensure proper safekeeping and theft protection to reduce the risk of loss.

The Mount Rainier Pool is now open 7 days/week. With potential for illness, vacations, holidays and other factors this could require part-time employees including youth to make daily deposits at our local bank with its local branch located on Pacific Highway.

For the safety of staff and practicality, staff recommends passing Authorization to Waive 24-hour Deposit Requirement (handed out at meeting).

Although the amendment states once a week, it is the District's goal to deposit whenever management is in the office and especially at the end of month's for more accurate reporting.

This waiver is more for practicality and to insure we are meeting all RCW requirements.

This is a time-sensitive item to meet requirements. Unless board has strong reservations, the District GM is suggesting we pass this with one touch.

Fiscal Impact: N/A

Proposed Motion: I moved to approve Authorization to Waiver 24-hour Deposits at Mount Rainer Pool.

Reviewed by District Legal Counsel: Yes In Process No \_\_\_\_\_ Date: N/A

#### Three Touch Rule:

_____	Committee Review
<u>1/21/2020</u>	First Board Meeting (Informational)
<u>1/21/2020</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

#### Notes:

No attachment. Waiver will be handed out at meeting.





## **Des Moines Pool Metropolitan Park District**

### **AUTHORIZATION TO WAIVE 24-HOUR DEPOSIT REQUIREMENT**

January 21, 2020

District Name: Des Moines Pool Metropolitan Park District

Daily Average Total Monies Received: \$100.00

Daily Average Number of Receipts Given: 5

Largest Daily Deposit Received: \$350.00

Reason for Waiver: It will be more efficient from a staffing (workload) and processing standpoint for the Des Moines Pool Metropolitan Park District to transfer the funds from the depository (U.S. Bank) account to the King County account on a weekly basis rather than on a daily basis.

Method used to secure money between receipt and deposit: Locked in a drop safe in the Aquatic Manager's office.

Deposit Frequency Requested: Weekly deposits

I hereby certify that prior to deposit with the King County Finance Department, all money received will be held with proper safekeeping and theft protection to reduce risk of loss of funds in accordance with RCW43.04.240.

Authorized by: \_\_\_\_\_

(Print name and Title)

\_\_\_\_\_  
(Signature)

