



# **Des Moines Pool Metropolitan Park District**

## **22015 Marine View Drive South**

February 18, 2020

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)**
- 6:13      **6. EXECUTIVE SESSION, "Negotiations of Publicly Bid Contract"**  
            - Tom Burke, Legal Counsel
- 6:25      **7. CONSENT AGENDA**
- a. EXPENDITURE/REVENUE SUMMARY**  
January Financials
  - b. STAFF/CONTRACTOR/COMMITTEE REPORTS**  
Board Committees  
District General Manager Administration Report
  - c. ADOPTION OF MINUTES**  
December 17, 2019, Regular Meeting  
January 14, 2020, Retreat Meeting  
January 21, 2020, Regular Meeting
  - d. CORRESPONDENCE**  
None
  - e. BANK TRANSFERS (REVENUE)**  
\$24,724.88 was received by MRP in the month of January 2020.
  - f. VOUCHER APPROVAL**  
\$32,983.29 was processed in January 2020
  - g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**  
\$43,233.48 was processed in January 2020 for payroll
- 8. OLD BUSINESS**
- 6:30      **a. 4<sup>th</sup> Quarter 2019 Aquatics Manager's Report**

### **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.

**AGENDA – Regular Meeting**  
**February 18, 2020**

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- |      |   |
|------|---|
| 6:50 | <b>b. 4<sup>th</sup> Quarter 2019 Financial Report</b><br>- October through December 2019 |
| 7:00 | <b>c. Consortium Update</b>   |
| 7:10 | <b>d. 2020 Goals Setting</b>  |

**9. NEW BUSINESS**

- |      |  |
|------|--|
| 7:30 | <b>a. Lifeguard Salary Review</b>          |
| 7:40 | <b>b. WCIA Audit Delegate</b>              |
| 7:50 | <b>c. Pacific Middle School PE Classes</b> |

**UPCOMING MEETINGS**

- March 17, 2020, Regular Meeting, 6:00 p.m., District Office
- April 7, 2020, Retreat Meeting, 6:00 p.m., District Office
- April 21, 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 #:** 6      **Assigned to:** Board President/Legal Counsel      **Meeting Date** February 18, 2020

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

**Subject:** Closure/Retainage (Executive Session)

#### Background/Summary:

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

**Fiscal Impact:** N/A

#### Proposed Motion:

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

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

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

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

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

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

#### Notes:

No attachments.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a-g Assigned to: Clerk of the Board Meeting Date: February 18, 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 7a: Financial Summary

**Expenditures** January 2020: Total **\$77,093.87**

• Admin Expenditures = \$38,054.13      Ops Expenditures = \$37,430.50      Capital Expenditures = \$0.00

**Revenue** January 2020: Total **\$49,925.88**

Taxes & Interest = \$3,841.00      Misc Revenue = \$20,855.74      MRP Revenue = \$25,229.13

Item 7b: Staff/Committee Reports

- Committee
- District General Manager Administration Report

Item 7c: Adoption of Minutes

- December 17, 2019, Regular Meeting Minutes
- January 14, 2020, Retreat Meeting Minutes
- January 21, 2020, Regular Meeting Minutes

Item 7d: Correspondence – None

Item 7e: Bank Transfers (MRP Revenue) reported above

Item 7f: Voucher Approval - The following voucher/warrants totaling **\$32,983.29** were approved for payment

- \$10,077.79 was processed on January 6, 2020
- \$16,638.60 was processed on January 13, 2020
- \$3,925.58 was processed on January 23, 2020
- \$2,341.32 was processed on January 24, 2020

Item 7g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$43,233.48** were processed for payment

- \$21,003.47 approved for payroll on January 14, 2020
- \$22,230.01 was approved for payroll on January 29, 2020

A total of **\$76,216.77** was processed in January 2020 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 January 2020 totaling **\$76,216.77**.

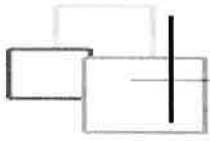
**Reviewed by District Legal Counsel:** Yes \_\_\_\_\_ No x Date: \_\_\_\_\_

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

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

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

Notes:



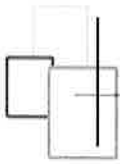
## 2020 EXPENDITURES -- January 2020

Beginning Balance = \$1,090,889.82

Category/ Acct #	Reference	Jan 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$524.60	\$524.60	\$12,800.00	12,275.40	4%
001-000-000-576-20-10-01	District Manager - Wage	\$6,273.99	\$6,273.99	\$98,365.00	92,091.01	6%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,827.74	\$1,827.74	\$27,037.50	25,209.76	7%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,411.89	\$4,411.89	\$71,997.00	67,585.11	6%
001-000-000-576-21-25-02	Aquatic Coordinator	\$2,107.04	\$2,107.04	\$105,000.00	102,892.96	2%
001-000-000-576-21-30-01	Lifeguards	\$13,495.76	\$13,495.76	\$190,000.00	176,504.24	7%
001-000-000-576-21-30-02	Instructors	\$700.51	\$700.51	\$40,000.00	39,299.49	2%
001-000-000-576-21-32-02	Head Lifeguards	\$3,549.98	\$3,549.98	\$33,742.80	30,192.82	11%
001-000-000-576-20-21-19	Payroll Taxes	\$10,950.04	\$10,950.04	\$169,000.00	158,049.96	6%
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	\$228.48	\$228.48	\$12,942.98	12,714.50	2%
	<b>Total Salaries &amp; Wages</b>	<b>\$44,070.03</b>	<b>\$43,841.55</b>	<b>\$750,310.50</b>	<b>706,468.95</b>	<b>6%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,994.60	\$1,994.60	\$35,728.00	33,733.40	6%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$135.00	\$2,000.00	1,865.00	7%
	<b>Total Personal Benefits</b>	<b>\$2,129.60</b>	<b>\$2,129.60</b>	<b>\$37,728.00</b>	<b>\$35,598.40</b>	<b>\$0.12</b>
<b>Office Supplies</b>						
001-000-000-576-20-31-00	District Office Supplies	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$0.00	\$5,500.00	5,500.00	0%
	<b>Total Office Supplies</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,000.00</b>	<b>14,000.00</b>	<b>0%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-35-02	Janitorial Supplies	\$504.77	\$504.77	\$5,000.00	4,495.23	10%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$504.77</b>	<b>\$504.77</b>	<b>\$8,000.00</b>	<b>7,495.23</b>	<b>6%</b>
<b>Pool Supplies</b>						
001-000-000-576-20-40-00	Employee Recognition	\$0.00	\$0.00	\$1,200.00	1,200.00	0%
001-000-000-576-21-35-01	Pool Chemicals	\$439.01	\$439.01	\$20,000.00	19,560.99	2%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$0.00	\$2,750.00	2,750.00	0%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$0.00	\$300.00	300.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
	<b>Total Pool Supplies</b>	<b>\$439.01</b>	<b>\$439.01</b>	<b>\$25,750.00</b>	<b>25,310.99</b>	<b>2%</b>
<b>Scholarships</b>						
001-000-000-576-20-40-20	Faith Callahan	\$877.10	\$877.10	\$18,000.00	17,122.90	5%
	<b>Total Scholarships</b>	<b>\$877.10</b>	<b>\$877.10</b>	<b>\$18,000.00</b>	<b>17,122.90</b>	<b>5%</b>
<b>Pool Equipment</b>						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$5,500.00	5,500.00	0%
001-000-000-576-21-35-11	Ceiling Tile Replacement (ER&R)	\$0.00		\$2,000.00	2,000.00	0%
001-000-000-576-21-35-12	ADA Pool Stairs (ER&R)	\$0.00		\$6,000.00	6,000.00	0%
001-000-000-576-21-35-13	Emergency Lighting Replacement (ER&R)	\$0.00		\$2,200.00	2,200.00	0%
	<b>Total Pool Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,700.00</b>	<b>15,700.00</b>	<b>0%</b>

Category/ Acct #	Reference	Jan 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<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)	\$768.00	\$768.00	\$14,000.00	13,232.00	5%
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$980.03	\$980.03	\$7,700.00	6,719.97	13%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,226.00	\$1,226.00	\$22,500.00	21,274.00	5%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$168.40	\$168.40	\$5,250.00	5,081.60	3%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$5,445.00	5,445.00	0%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$509.50	\$509.50	\$7,700.00	7,190.50	7%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$123.60	\$123.60	\$3,000.00	2,876.40	4%
	<b>Total Prof Services-Front Offc</b>	<b>\$3,775.53</b>	<b>\$3,775.53</b>	<b>\$77,095.00</b>	<b>73,319.47</b>	<b>5%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$160.00	\$160.00	\$2,160.00	2,000.00	7%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00	\$3,245.00	3,245.00	0%
001-000-000-576-21-31-02	CO2 Services (AirGas)	\$69.36	\$69.36	\$1,000.00	930.64	7%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,300.00	3,300.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$1,296.91	\$1,296.91	\$6,798.00	5,501.09	19%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$0.00	\$20,119.52	20,119.52	0%
001-000-000-576-21-48-11	Maintenance Contract (Aquatic Specialty)	\$165.00	\$165.00	\$3,000.00	2,835.00	6%
	<b>Total Prof Services-Maintenance</b>	<b>\$1,691.27</b>	<b>\$1,691.27</b>	<b>\$40,622.52</b>	<b>38,931.25</b>	<b>4%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$319.00	\$319.00	\$100,000.00	99,681.00	0%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$319.00</b>	<b>\$319.00</b>	<b>\$102,000.00</b>	<b>101,681.00</b>	<b>0%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-41-10	MS Subscription MS Office 365	\$0.00	\$0.00	\$6,000.00	6,000.00	0%
001-000-000-576-20-42-00	Postage & Mailing	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$630.14	\$630.14	\$6,750.00	6,119.86	9%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$0.00	\$840.00	840.00	0%
	<b>Total Communications</b>	<b>\$630.14</b>	<b>\$630.14</b>	<b>\$18,590.00</b>	<b>17,959.86</b>	<b>3%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$0.00	\$2,500.00	2,500.00	0%
	<b>Total Training &amp; Travel</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,500.00</b>	<b>12,000.00</b>	<b>0%</b>
<b>Advertising</b>						
001-000-000-576-20-41-07	District Advertising	\$0.00	\$0.00	\$22,500.00	22,500.00	0%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,000.00	4,000.00	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
001-000-000-576-21-41-04	Ad Design	\$560.00	\$560.00	\$500.00	(60.00)	112%
	<b>Total Advertising</b>	<b>\$560.00</b>	<b>\$560.00</b>	<b>\$31,200.00</b>	<b>30,640.00</b>	<b>2%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$0.00	\$0.00	\$12,500.00	12,500.00	0%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$0.00	\$3,600.00	3,600.00	0%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$520.36	\$520.36	\$2,500.00	1,979.64	21%
	<b>Total Rentals &amp; Leases</b>	<b>\$520.36</b>	<b>\$520.36</b>	<b>\$18,600.00</b>	<b>18,079.64</b>	<b>3%</b>

Category/ Acct #	Reference	Jan 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<b>Utilities</b>						
001-000-000-576-21-47-01	Electricity (PSE)	\$6,544.20	\$6,544.20	\$75,000.00	68,455.80	9%
001-000-000-576-21-47-02	Water (Highline)	\$578.35	\$578.35	\$9,000.00	8,421.65	6%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$649.72	\$649.72	\$4,200.00	3,550.28	15%
001-000-000-576-21-47-04	Sewer (Midway)	\$657.06	\$657.06	\$3,000.00	2,342.94	22%
	<b>Total Utilities</b>	<b>\$8,429.33</b>	<b>\$8,429.33</b>	<b>\$91,200.00</b>	<b>82,770.67</b>	<b>9%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$12,059.00	\$12,059.00	\$16,000.00	3,941.00	75%
	<b>Total Insurance</b>	<b>\$12,059.00</b>	<b>\$12,059.00</b>	<b>\$16,000.00</b>	<b>3,941.00</b>	<b>75%</b>
<b>Miscellaneous</b>						
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$300.00	\$300.00	\$2,625.00	2,325.00	11%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$58.00	\$58.00	\$1,750.00	1,692.00	3%
	<b>Total Miscellaneous</b>	<b>\$358.00</b>	<b>\$358.00</b>	<b>\$7,375.00</b>	<b>7,017.00</b>	<b>5%</b>
<b>Intergovernmental Services</b>						
001-000-000-576-20-41-11	State Audit	\$730.73	\$730.73	\$6,000.00	5,269.27	12%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$0.00	\$30,000.00	30,000.00	0%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
	<b>Total Intergov Services</b>	<b>\$730.73</b>	<b>\$730.73</b>	<b>\$44,000.00</b>	<b>43,269.27</b>	<b>2%</b>
<b>Capital</b>						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,250.00	1,250.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$7,500.00	7,500.00	0%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,750.00</b>	<b>\$83,750.00</b>	<b>0%</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$38,054.13</b>	<b>\$38,054.13</b>	<b>\$575,505.50</b>	<b>537,451.37</b>	<b>7%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$37,430.50</b>	<b>\$37,430.50</b>	<b>\$752,408.50</b>	<b>714,978.00</b>	<b>5%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,750.00</b>	<b>83,750.00</b>	<b>0%</b>
	<b>GRAND TOTAL MO. EXPENDITURES</b>	<b>\$77,093.87</b>	<b>\$76,865.39</b>	<b>\$1,414,421.02</b>	<b>\$1,335,055.63</b>	<b>5%</b>



## 2020 REVENUE -- January 2020

Reference	Jan 2020	YTD Balance	2020 Budget	Budget Balance
<b>General Fund Taxes</b>				
Property Taxes	\$1,694.27	\$1,694.27	\$0.00	\$0.00
Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
Leasehold Excise Tax	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total General Fund</b>	<b>\$1,694.27</b>	<b>\$1,694.27</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Charges for Goods and Services</b>				
Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
<b>Miscellaneous Revenues</b>				
Investment Interest	\$2,146.73	\$2,146.73	\$0.00	\$0.00
Cash Over/Shorts	\$0.00	\$0.00	\$0.00	\$0.00
Misc Revenue* ( <b>detail below</b> )	\$20,855.75	\$20,855.75	\$0.00	\$0.00
MRP Cash Deposits	\$14,001.50	\$14,001.50	\$0.00	\$0.00
MRP Credit Card Deposits	\$11,227.63	\$11,227.63	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$48,231.61</b>	<b>\$48,231.61</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Projects/Reserve</b>				
Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$175,000.00
Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,000.00</b>	<b>\$175,000.00</b>
<b>Grand Total Revenue</b>	<b>\$49,925.88</b>	<b>\$49,925.88</b>	<b>\$200,000.00</b>	<b>\$150,074.12</b>

**\* Misc Revenue = \$20,855.75**

Silver & Fit = \$12.00

Refund from Sound Gutter = \$343.75

Youth Grant = \$20,500.00



# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Friday, February 7, 2020  
**To:** District Board Commissioners  
**From:** Scott Deschenes, District General Manager  
**Subject:** January 18, 2020 to February 7, 2020 District General Manager Report

## Week Ending January 24, 2020

### BOARD MEETING FOLLOWUP

- SAO Audit: Here is link to SAO's Center for Government Innovation - <https://www.sao.wa.gov/improving-government/the-center-for-government-innovation/>
- Goals: I am hoping to have all goals by next week and will send out the homework for February 18<sup>th</sup>'s meeting when I have all responses.
- Minutes: Linda sent each of you a copy of the minutes. If you are missing them, please send me an email.
- Updated Financial Report: Linda updated the revenues for the report. I will present it as part of the fourth quarter report at the February 18<sup>th</sup> board meeting.
- Clerk of the Board/Signatory: Clerk of the Board and the District Clerk will be meeting on Wednesday.

### AQUATICS MANAGER REPORT

The Aquatics Manager is wrapping up his report and we hope to have it to you in early February. At that time, we will set up a window for questions at the February 18<sup>th</sup> board meeting. I will send you a direct email when we have more information.

### ORDINANCE 18890

I contacted King County about Ordinance 18890. There is 44 million from the ordinance that is being allocated towards pools. They are still in the development stage of the grant program and asked if we may be interested in testifying at a King County council meeting. When I receive more information, I will share it with the board.

### CANCELLED SWIM MEET

HSD cancelled this Saturday's swim jamboree, which had caused us to cancel Saturday swim lessons. They cancelled it on Tuesday afternoon. Just another item to add to our contract planning.

For that morning, we added a WaterWalking session, 7-10am and an Extended Family Swim from 10am-1pm and extended Lap Swim to be from 7am-1pm.

### ANNUAL FINANCIAL REPORT

There have been some changes to the annual financial reports since TSN setup our format for reporting. See link for more information on the changes... <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2020/%E2%80%8BThe-Annual-Financial-Report-for-2019.aspx>

I signed up for a WFOA/MRSC training that will be held on March 11<sup>th</sup> in Algona.

The report is due on May 29, 2020, so this should give us enough time for the two-touch rule for April and May before the report is due to the State.

## BANNERS

Staff took the banners down on Friday.



## PTSA NIGHT

We will have our first PTSA Night on Friday, March 20. The PTSA will be Des Moines Elementary.

### **AGES AND STAGES DAYCARE**

Clerk of the Board Croom contacted Ages and Stages Childcare, who are looking for another place for their swim lessons after leaving the YMCA. She setup a call with me on Monday.

### **SPRING SCHEDULE**

We are working on updating the schedule for after the swim season is over.

### **KING COUNTY YOUTH AND AMATEUR SPORTS GRANT**

The deadline for LOI's to King County is January 29. See link below for more information...

[https://www.dropbox.com/s/oxazlnlyxmh6o4g/Youth\\_Sports\\_2020\\_Guidelines\\_Final.pdf?dl=0](https://www.dropbox.com/s/oxazlnlyxmh6o4g/Youth_Sports_2020_Guidelines_Final.pdf?dl=0)

### **RESEARCH**

- Article on Pool Temperature - <https://poolonomics.com/swimming-pool-temperature/>
- Why Your Workforce Strategy Needs to Be More Talent Centric - <https://icma.org/blog-posts/why-your-workforce-strategy-needs-be-more-talent-centric>
- Knowing Your Roles: City and Town Government - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2020/Knowing-Your-Roles-City-and-Town-Governments-Edit.aspx>
- Addressing Teen Equity through Social Programming - <https://ezine.nrpa.org/html5/reader/production/default.aspx?pubname=&edid=140590ee-ce2d-48a6-a5f2-492aa716325f&pnum=28>

## **Week Ending January 31, 2020**

### **NEXT BOARD MEETING**

Just a friendly reminder that we do not have any Regular Board Meetings until Tuesday, February 18<sup>th</sup>.

### **LAST BOARD MEETING**

At the last board meeting, it was requested that we send out the MacMiller report (Budgetary Replacement Assessment) on capital needs for the Mount Rainier Pool. Attached is that report. I am hoping we will be able to work with King County on Ordinance 18890 for some funding and to pool some of these repairs for less closures in the future.

### **AQUATICS MANAGER REPORT**

The Aquatics Manager's (AM) report should be sent out sometime next week. We will put a timeline out for questions from board members that the AM will have responses at that meeting.

### **SAO REPORT**

SAO has published their report and it is posted on the Governance page.

### **GOVERNANCE PAGE UPDATE**

We updated the website with the SAO Report, 2020 Budget and will be updating the information for the board of commissioners. If you have any information that you would like changed for your contact information or headshot, please let us know. <https://mtrainierpool.com/about/governance/>

### **LIFEGUARDING CLASS**

We are now promoting a lifeguard class that will be held during HSD's Spring Break on April 6-10. If you know anyone that might be interested, please forward this link to them. We would love to hire more local kids and this helps us grow our capacity for programming. <http://createsend.com/t/d-31D54E73F034E5952540EF23F30FEDED>

## GOALS

Just a reminder to send your goals in if you have not already done so. Please email them to me or arrange a time to drop them off at the office.

## SWIM LESSONS

Even though, we added an instructor on each day of swim lessons, we are almost full again in all lessons.

## CLOSURE LAST MONDAY

We had a broken solenoid valve that was constantly feeding CO2 into the system that was affecting our pH levels. The pH was too high on Monday morning and it took the rest of the day to get the water back within safe levels. Below is the second email notification after we realized we needed to be closed the entire day.

[http://createsend.com/t/d-FFACA6D2D4B238BC2540EF23F30FEDED?fbclid=IwAR2J6pjd\\_FVTQArAqYMqZylSvgoiubyYLAyAm4VQGAE\\_Q2Cgt83\\_TGKERG4](http://createsend.com/t/d-FFACA6D2D4B238BC2540EF23F30FEDED?fbclid=IwAR2J6pjd_FVTQArAqYMqZylSvgoiubyYLAyAm4VQGAE_Q2Cgt83_TGKERG4)

## PUMP REPAIRS

We have a pump that MacMiller will be replacing parts for in the boiler room. We do not estimate any closure for these repairs at this time.

## DONATIONS

We are working with St. Philomena's for a donation for their auction.

## REFUND

Sound Cleaning forgot to clean our back gutters, so we got a half our money back. Good job to Dominic and Linda. We are pursuing a new company to perform these duties, which are important. We will use MRSC rosters for this process.

## OUTSIDE LIGHT

We are working to repair a couple of entry lights. One is blinking by the entry.

## PARKING LOT SIGN VANDALISM

We had one of our parking lot signs. It was by the batting cages and tells people that lot is for pool patrons only. We will be replacing it next week.

## \$1 SWIM THIS SATURDAY

Just a reminder that our first Saturday Open Swim is this weekend.

<https://www.facebook.com/events/1538659476272878/>

## KCYAS GRANT

We got our Letter of Intent in for our Equal Starts Swim Program. We will be waiting to see if we make the application stage.

## WCIA GRANT

We are working on an application for the WCIA Grant coming up next month. We are working on parking lot security. Joe is going to give us a tour of the video monitoring system at the marina.

## RESEARCH

- Restoring Civil Discourse - <https://www.sequimgazette.com/opinion/guest-opinion-restoring-civil-political-discourse/>
- William Shore Pool Remodel - <https://www.peninsuladailynews.com/news/expanded-port-angeles-pool-set-to-reopen-in-june/>
- What is the Perfect Water Temperature - <https://poolonomics.com/swimming-pool-temperature/>

## **Week Ending February 7, 2020**

### **AQUATICS MANAGER REPORT**

Dominic sent his report out on Thursday. Please have all of your responses in by the end of the day on Monday, February 10<sup>th</sup>. We will work with him to compile answers to be included in the packet sent out on the 12<sup>th</sup>.

### **NEXT BOARD MEETING**

Our next board meeting is Tuesday, February 18 at 6:00pm.

### **CONSORTIUM**

I met with Tukwila's Director of Operations on Tuesday. We are working on scheduling a joint meeting. He will present to his board on Monday and we can meet on Tuesday, February 18 to discuss scheduling.

I have not approached Evergreen yet, since they are in the middle of closure. Once they re-open, I will schedule a meeting to setup a joint meeting with them too.

### **CAMP KHAOS**

We are trying to set aside Thursdays (and potentially Tuesdays) during the summer for Camp KHAOS and other childcare/watch programs. Our goal is to have a balance between these programs and open swims. This will ensure we do not go over capacity and it might work better for the camps for safety. We offered them the standard 20% group discount/resident rate. We are waiting for confirmation.

### **PACIFIC MIDDLE SCHOOL**

Pacific Middle School has reached out to us to collaborate on a sixth period PE class. Lauryne is scheduling a meeting with them soon.

### **MID-WINTER BREAK**

Mid-Winter Break will be February 14-17. We will have no school swims on February 14 and 17, and our 3<sup>rd</sup> Saturday Wibit Swim will be on February 15. We will be marketing this next week.

### **SPRING SCHEDULE**

We are working with Phillips Publishing on the ad for the Spring Schedule/Pricing/Info Sheet. We will hopefully have everything finalized and printed the week after next to start the first week of March. Philips does the graphics as part of our contract for magazine advertising and we will use it for print outs at the facility and PeachJar ads.

### **PARKING**

Parking has been at or above capacity Monday through Thursday evenings.

### **PARKING SIGNAGE**

One of our parking signs was vandalized next to the batting cages. I am guessing it was due to us enforcing parking, although it was not in connection with a specific situation. The sign has been replaced by an extra we had ordered for situations like this and a couple of other replacements have been ordered since baseball season is starting later this month.



### **DOWNGUARD GAMES**

Laurayne and Natalie have put together a contest for down guard duties between staff. Staff members perform cleaning and other cleaning and maintenance related activities.

### **MAINTENANCE UPDATE**

We had our monthly maintenance meeting. The pool heat pump is leaking and will be repaired under the MacMiller Contract (this should not affect operations) and we are working to get an outdoor light replaced. We are also going to change the set point in the men's showers to be warmer. I also got a couple of vendors for a gutter repair that should be occurring soon.

### **WCIA GRANT**

I am working with Commissioner Dusenbury and the Aquatics Manager to get a quote for a gate for the parking lot to apply for a WCIA grant. This is a safety issue for staff showing up in the morning and hypodermic needles and broken glass found from afterhours activities. The gate will not affect the circular drive that is used by the neighbor.

### **WCIA AUDIT**

We received a message from WCIA that our audit will be the week of March 2<sup>nd</sup>. I am working to complete the audit walkthrough inspection of the facility instead of the risk management focused sections we have done before. The last inspection WCIA performed was in 2014, so it will be interesting to see what progress we have made.

### **COMMENT BOX**

Last week, we added a comment box in the lobby. We have received some good feedback and hope to utilize this more in the future.

### **TREASURE CHEST**

We are adding a treasure chest of water-related toys for the shallow end. We hope to have it out no later than early March.

### **STAFF SCHEDULING SOFTWARE**

Linda and Lauryne are exploring a replacement for When to Work since our contract is ending. The product that we are exploring is Sub It Up (<http://www.subitup.com/>). The software was created in MIT to replace When to Work.

### **RESEARCH**

- Tips for Avoiding OPMA Violations (MRSC) - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2020/Tips-for-Avoiding-OPMA-Violations.aspx>
- When Cities Don't Accept Cash (CityLab) - <https://www.citylab.com/equity/2019/12/cash-free-government-services-unbanked-equity-security/602566/>
- Creating Atmosphere for Lifeguards - [https://www.aquaticsintl.com/lifeguards/how-i-shaped-70-teenagers-into-lifeguards\\_o](https://www.aquaticsintl.com/lifeguards/how-i-shaped-70-teenagers-into-lifeguards_o)
- Remote Meeting Access - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2020/Remote-Meeting-Attendance-guidelines.aspx>



# 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

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# Des Moines Pool Metropolitan Park District

January 14, 2020

5:00 p.m.

District Office

## MINUTES RETREAT MEETING

### CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:00 p.m. by Clerk of the Board, Commissioner Dusenbury. Present were Commissioners Kasnick, Young, Achziger, and Croom; and District General Manager Deschenes.

Also in attendance was Des Moines resident, Martin Martinson.

District Clerk, Linda Ray was absent.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – None

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – None

**PUBLIC COMMENT** – None

### BUSINESS

#### a. Board of Commissioners Elections

Commissioner Dusenbury opened the floor for nominations for Board President and Clerk of the Board.

Commissioner Dusenbury nominated Commissioner Young for President and Commissioner Young accepted. Commissioner Kasnick 2<sup>nd</sup>. With no discussion, the nomination passed 4-0 with one abstention.

Commissioner Young nominated Commissioner Croom for Clerk of the Board and Commissioner Croom accepted. Commissioner Young called all in favor and the nomination passed 4-0 with one abstention.

Resolutions for both positions will be presented and formalized by resolution at the 1/21/2020 meeting for signature by the Board along with a resolution for Authorized Signatures.

#### b. 2019 Review.

DGM Deschenes gave a presentation summarizing accomplishments in 2019. The presentation is on file. Included in his review were an increase in staff members from 5 team members to 55 with a full-time Manager and Coordinator. The pool operates at 96 hours a week. The staff includes four instructors presently and hiring continues to be a goal. He emphasized that there is a nation-wide shortage of lifeguards.

Silver & Fit and Silver Sneakers programs were installed, as well as water aerobics seven days a week. Swim lessons have been added with capacity participation.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 01/14/2020**

The District was granted an Interfund Loan in order to go forward with expenses incurred by a facility renovation project started in 2017 and was paid off in its entirety in 2019.

The levy was lowered to just over 22 cents. A percentage of budget report will be presented at the 1/21 meeting.

We have \$600 remaining fund after processing \$7500 in scholarships for swim lessons.

Commissioner Achziger inquired why the school banners that were hung previously at the pool facility had not been removed as per Board decision. DGM Deschenes will arrange to have them taken down. He also stated that PTSA's in the area had not responded to invitations for banner events which is the reason for creation of the banners.

**c. 2020 Upcoming Items**

DGM Deschenes presented a commentary on future goals which is on file. His presentation included negotiations on a new Highline School District lease agreement, end of life for the pool facility, grants for programming, and on-going retainage issues resulting from the pool renovation.

Commissioner Achziger encouraged open dialogue between Tukwila, Highline School District, and other area pools regarding next steps for the future of the Mt. Rainer Pool in order to possibly develop a single-unit solution for a new facility.

**d. Mission, Vision & Values**

It was decided at the 12/17/19 meeting to open a discussion on changes to the Mission statement. Commissioner Achziger's suggestion was to adopt USA Swimming language in place of the present statement. He states that USA Swimming embodies a more diverse aquatic environment which in turn will attract all groups of people in the community.

Commissioner Dusenbury observed that while regularly attending Mt Rainier Pool, there is already a large number of diverse groups represented both in staff members and users of the pool.

President Young asked the Board members to take some time to think about the Mission statement and review at a later time. He also requested Commissioner Achziger to draft a clear recommendation to share with the Board.

**e. Highline School District Lease**

DGM Deschenes stated that the lease with Highline School District was signed in 2012 and will expire in April 2022. An amendment was agreed upon on January 6, 2020 outlining obligations of the District and HSD with regard to schedule deadlines, use of the diving tank, use of the scoreboard and fees that will be associated for usage. Negotiations on a new contract should begin approximately 18 months prior to expiration of the old agreement.

**f. Staffing and Wages**

Commissioner Achziger introduced the subject of increased wages for District staff at a previous meeting and feels that offering a higher wage will not attract candidates for open positions. A new minimum wage rate of \$13.50 went into effect on 1/1/2020. He stated that the WRPA salary study is not an adequate comparison because it contains information from outside of our area.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 01/14/2020**

Commissioner Dusenbury suggested that a comprehensive pay plan should be drafted with steps and ranges that encompasses all levels of what is currently being paid to Mt. Rainer Pool staff.

DGM Deschenes added that we are educating young adults to be responsible for not only themselves but others as well. Our standards are higher as are our expectations of our staff members. We should be willing to pay a slightly higher wages in order to attract quality candidates.

President Young asked for the DGM to produce a comparison and make it available to the Board prior to the February 18 meeting.

**g. 2020 Rate Schedule**

DGM Deschenes presented a comparison spreadsheet of rates for area swim lessons which is on file. He stated that we are offering \$1 events and special after school effects at lower rates. We also offer scholarships for swim lessons to qualifying participants. Lessons are presently at capacity. Commissioner Dusenbury added that our rates are lower than area pools except for Federal Way.

President Young suggested adding this item to the agenda for next meeting for further discussion, as well as adding to the list for discussion with the local pools consortium.

**h. MRP Operations Report**

The Aquatic Manager will give his 2019 4<sup>th</sup> Quarter Report on the Mt. Rainier Pool at the February 18 meeting and as such DGM Deschenes has created a template to ensure comprehensive reporting. The Board has asked for comparisons with regard to membership and users on a month to month basis and in some cases since re-opening last year.

President Young would prefer to receive the report ahead of the reporting date so the Aquatic Manager can be prepared to answer Board member's questions at the actual meeting.

**i. 2020 Goal Setting Homework**

DGM Deschenes created a worksheet on which the Board members can report their top five goals for 2020. Goals should be sent to the DGM no later than Monday, 1/20. He will compile the information and have ready for the February 18 meeting. Goals will then be voted on at the March 17 meeting.

Commissioner Achziger asked if a report was available on mechanical issues that have caused facility downtime in the past year.

DGM answered that repairs in 2019 caused minimal downtime and that these are reported on by the Aquatic Manager during his quarterly reports. There will always be maintenance issues due to the age of the facility which may cause unplanned outages. It is during planned outages where larger undetected issues have been discovered that is the larger problem.

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

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 01/14/2020**

**j. SAO Exit Interview**

DGM Deschenes stated that the District completed a State Audit on 1/14. The District was in full compliance with all areas of the audit. Two areas of improvement were noted: 1) Deposits of cash and checks received at the pool must be made on a 24-hour basis unless a waiver is submitted to King County Finance requesting a weekly deposit schedule; and 2) an updated asset management report needs to be created.

The Auditor's representatives will attend the January 21 meeting to finalize the audit with an exit interview. An invitation letter is forthcoming to the Board Members.

**k. 2020 Business Calendar and Meeting/Report Deadlines**

A 2020 Business Calendar was distributed to the Board Members. The DGM noted that retreat meeting schedules will be decided on as they occur. Meeting start times will also be finalized at the February 18 meeting.

The DGM asked if the Board Members would prefer to use their personal email addresses or the District email account. Before the February meeting he will research g-mail accounts as an option to using Outlook as the preferred method for receipt of District business emails.

**GENERAL DISCUSSION**

Commissioner Kasnick commented regarding Goal Setting that he is happy with how things are working out at the pool. Numbers are up in all areas.

Des Moines resident, Marty Martinson, invited all Board Members to use the pool. Several Commissioners commented on their regular use of the facility with one enrolled in the Silver & Fit program.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:30 pm.

**UPCOMING MEETINGS –**

- January 21, 2020, Regular Meeting, 6:00 p.m., District Office
- February 18, 2020, Regular Meeting, 6:00 p.m., District Office

Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool Metropolitan Park District Board of Commissioners

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Commissioner Young

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Commissioner Dusenbury

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Commissioner Kasnick

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Commissioner Croom

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Commissioner Achziger

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Linda Ray, District Clerk

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

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# Des Moines Pool Metropolitan Park District

January 21, 2020

6:00 p.m.

District Office

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

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

Commissioner Croom was absent.

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

### ADOPTION/MODIFICATIONS OF AGENDA

In view of the State Auditors exit interview, District General Manager Deschenes suggested moving Item 8a ahead of the Announcements. President Young asked for Board motion to approve the modified agenda which passed 4-0.

#### 8a. SAO Exit Interview

Washington State Auditors Sandeep Kaur and Evan Anglin reported on the audit of District records on 1/14/2020. The Audit concentrated on accountability for the time period January 2016 through December 2018. The areas of concentration were cash receipting, tracking and monitoring, assets, and fiscal responsibility. Based on the findings of on-site Auditor Kaur, the District was in full compliance with no matters of concern. She commented that DGM Deschenes and District Clerk Ray were very helpful. All documents requested were provided quickly.

The Audit report will be posted on our website as soon as it is finalized by the auditors.

Recommendations included in the report for management consideration were for deposit of funds within 24 hours or provision of a waiver which is in progress; and policy on small and attractive assets. This is also in progress.

The next State Audit is set for 2021 and will cover the timeline January 2019 through December 2020.

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

DGM Deschenes announced that concrete in the pipes in the men's restroom showers caused the mixing valve to fail producing luke-warm water. Our vendor, MacDonald Miller repaired the valve under warranty.

Sound Gutter did a bi-yearly cleaning but missed a gutter in the back causing the gutter to come away from the building. We are working with the vendor on repairs.

As a matter of point, DGM Deschenes stated there have been two instances of downtime at the pool for repairs in 2019 for a total of 10.5 hours.

There was a lock out issue with the boiler which MacDonald Miller repaired.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 01/21/2020**

During the holiday break on a day posted as an open swim, the pool was shut down mistakenly. It was discovered by 2:00 p.m. but was too late for and the Aquatic Manager to re-open. Free passes were distributed to users and an apology was issued.

**PUBLIC COMMENT – None**

**CONSENT AGENDA**

Commissioner Dusenbury questioned the Budget Balance on the Revenue spreadsheet which was incorrect. The numbers will be amended, and an update sent to the Board Members. The DGM will report this during 4<sup>th</sup> Quarter financial report at the February 18<sup>th</sup> Regular Board Meeting.

Since Commissioner Dusenbury was acting Clerk of the Board during the month of December 2019, he was asked to make the motion to approve. As such he moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in December 2019 totaling \$71,020.47; Commissioner Kasnick 2<sup>nd</sup>. Passed 4-0.

**OLD BUSINESS**

**a. Resolution 2020-01 Appointing Board Officers**

At the meeting on January 14, the Board elected Commissioner Shane Young to serve as President of the Board, and Commissioner Tricia Croom to serve as Clerk of the Board for the year 2020. Resolution 2020-01 Appointing Board Officers was presented to solidify the election.

Commissioner Achziger moved 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; Commissioner Kasnick 2<sup>nd</sup>. Passed 4-0.

**b. Resolution 2020-02 Auditing Officers**

King County requires the Board to adopt Resolution 2020-02 naming Auditing Officers for approval of warrant requests and other financial transactions, along with designation of a third officer for back up if required.

Commissioner Kasnick moved to approve Resolution 2020-02 authorizing, Tricia Croom, Clerk of the Board; Shane Young, Board President; and Commissioner Kasnick as auditing officers for the purpose of signing payment vouchers and electronic transfers. Commissioner Achziger 2<sup>nd</sup>. Passed 4-0.

**c. Board Committees**

President Young requested to move this item to a future meeting when all Commissioners are present. He stated that the subject of compensating Commissioners for meeting time on Board Committees will be discussed at the same future meeting. He then asked DGM Deschenes to research RCW's for a precedent.

At this time, Commissioner Kasnick volunteered to serve as representative for WCIA meetings. The requirement is attendance at two meetings annually for which he will be compensated.

**d. HSD Lease Amendment**

District General Manager Deschenes reported that an amendment to the existing agreement had been proposed to and signed by Highline School District outlining swim team usage, use of the scoreboard and associated equipment, expectations of both the swim team and the District, and fees associated with usage. A copy of the amendment is on file.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 01/21/2020**

The DGM is asking for approval to sign the amendment. Commissioner Kasnick moved to approve a motion for the District General Manager to sign the amendment made to the contract with Highline School District; Commissioner Dusenbury 2<sup>nd</sup>. Passed 4-0.

**e. 2020 Rate Schedule**

The issue of increased rates has been discussed at previous meetings. The Board has not been able to settle on a schedule for the increase and as such the DGM is requesting to delay an increase until 2021. Discussions will continue during future meetings as well as with other area pools to establish rates for next year.

**NEW BUSINESS**

**b. Authorization to Waive 24-hour Deposits at MRP**

Per Auditor Kaur's recommendation included in the report for management consideration was the option of a waiver for weekly deposits at the Mt. Rainier Pool instead of daily. It is often a hardship for management to deliver the deposits daily to the bank depository and so the option is to make a request to King County Finance in the form of a signed waiver to deposit funds weekly. In the interim, cash and checks are kept in a drop safe in the Aquatic Manager's office.

Commissioner Dusenbury made the motion to approve Authorization to Waiver 24-hour Deposits at Mount Rainier Pool; Commissioner Kasnick 2<sup>nd</sup>. Passed 4-0.

An amendment to Policy 535 – Cash and Deposit Management will be made for review by the Board before the February 18 meeting.

**GENERAL DISCUSSION**

DGM Deschenes reported that he had received goals from some Commissioners, but not all. He will wait until the February 18<sup>th</sup> meeting to address this. Also, at the February 18<sup>th</sup> meeting, the Aquatic Manager will make a report on the 4<sup>th</sup> Quarter of 2019.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:01 pm.

**UPCOMING MEETINGS –**

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

Respectfully submitted by Linda Ray, District Clerk

Des Moines Pool Metropolitan Park District Board of Commissioners

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Commissioner Young

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Commissioner Dusenbury

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Commissioner Kasnick

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Commissioner Croom

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Commissioner Achziger

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Linda Ray, District Clerk

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# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/06/2020  
Total Amount: \$10,077.79  
Control Total: 9  
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
File Name: AP\_DMPOLPRK\_APSUPINV\_20200102120525.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)):

Joe Eisenburg 1/2/2020  
Authorized District Signature Date

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

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

## SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
Attn: Special Districts  
401 5th Avenue, Room 323  
Seattle, WA 98104  
Email: SpecialDist.AP@kingcounty.gov  
Fax: (206) 263-3767

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# Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District File Name: AP\_DMPOLPRK\_APSUPINV\_20200102120525.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			18579	12/11/2019	\$165.00	MONTHLY SERVICE
ASSOCIATION OF WASHINGTON CITIES			79141	11/29/2019	\$300.00	ASSOCIATE MEMBER DUES - 2020
COMCAST			20191212CB/MRP	12/12/2019	\$222.20	INTERNET/PHONE SERVICE
COPIERS NORTHWEST			INV2070206	12/17/2019	\$101.00	DISTRICT COPIER METER - 11/16 TO 12/15/19
HIGHLINE WATER DISTRICT			20191218HWD/MRP	12/18/2019	\$578.35	WATER UTILITY/MRP
NORTHWEST LANDSCAPING SERVICES			CD50057390	12/18/2019	\$748.00	LANDSCAPE SERVICE/MRP - WO#29019
ORCA PACIFIC INC.			41331	12/19/2019	\$439.01	POOL CHEMICALS
PUGET SOUND ENERGY			20191220PSE/MRP	12/20/2019	\$6,544.20	ELECTRIC UTILITY/MRP 11/19 TO 12/19/19
VISION MUNICIPAL SOLUTIONS, LLC			09-7414	12/01/2019	\$980.03	SOFTWARE ASSURANCE - 2020



King County

# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/13/2020

Total Amount: \$16,638.60

Control Total: 21

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200109105803.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)):

Joel Dyer 01/09/20  
Authorized District Signature Date

Joel Dyer 1/9/2020  
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

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Seattle, WA 98104

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

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**King County**

## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200109105803.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			15816	01/01/2020	\$160.00	JANITORIAL/DMP - JAN 2020
AQUATIC SPECIALTY SERVICES			18652	12/30/2019	\$319.00	SERVICE CALL - NO FLOW/LOW WATER
BREE CASWELL			20200109BC55	01/09/2020	\$39.48	PAYROLL PE 12/25/2019
CAMERON COCHRAN			20200109CC58	01/09/2020	\$149.64	PAYROLL PE 12/25/2019
CELINA LAM			20200109CL45	01/09/2020	\$466.76	PAYROLL PE 12/25/2019
CENTRAL WELDING SUPPLY			RN12192478	12/31/2019	\$69.36	LIQUID CARBON
CHANCELLOR HOPPENRATH			20200109CH57	01/09/2020	\$39.48	PAYROLL PE 12/25/2019
DATAQUEST, LLC			10962	12/31/2019	\$58.00	BACKGROUND CHECKS NEW STAFF - DEC 2019
HANNA LAI			20200109HL44	01/09/2020	\$165.24	PAYROLL PE 12/25/2019
JARED WOLD			20200109JW61	01/09/2020	\$201.03	PAYROLL PE 12/25/2019
JOE DUSENBURY			20200109JD08	01/09/2020	\$104.92	PAYROLL PE 12/25/2019
MEENA LAI			20200109OML54	01/09/2020	\$73.44	PAYROLL PE 12/25/2019
MIANNA BEHRENS			20200109MB31	01/09/2020	\$242.25	PAYROLL PE 12/25/2019
MIDWAY SEWER DISTRICT			20191225MWD	12/25/2019	\$657.06	SEWER UTILITY/MRP - 10/25 TO 12/25/19
MOUNTAIN MIST			201912314MtM	12/31/2019	\$123.60	WATER/COFFEE DELIVERY
NORTHWEST LANDSCAPING SERVICES			10510	01/01/2020	\$548.91	LANDSCAPE SERVICES/MRP - JAN 2020
SADIE IKEMEIER			20200109SI59	01/09/2020	\$183.59	PAYROLL PE 12/25/2019
SHANE YOUNG			20200109SY10	01/09/2020	\$104.92	COMMISSIONER SUBSIDY - DEC 2019
SNURE LAW OFFICE			20200101BS	01/01/2020	\$768.00	PROFESSIONAL SERVICES - DEC 2019
TONI OVERMYER			20200109TO04	01/09/2020	\$104.92	PAYROLL PE 12/25/2019
WCIA			14624	01/01/2020	\$12,059.00	ANNUAL LIABILITY AND PROGRAM ASSESSMENT - 2020



King County

# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/23/2020

Total Amount: \$3,925.58

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
File Name: AP\_DMPOLPRK\_APSUPINV\_20200120145838.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)) :

Joe Swanburg 1/21/2020  
Authorized District Signature Date

Scott Jeschke 01/21/20  
Authorized District Signature Date

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

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

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Attn: Special Districts  
401 5th Avenue, Room 323  
Seattle, WA 98104

Email: 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\_20200120145838.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			21006068	01/13/2020	\$29.12	DISTRICT COPIER LEASE
CMIT SOLUTIONS EASTSIDE			7598	12/31/2019	\$1,226.00	IT SUPPORT - DEC 2019
COMCAST			20200108CB/DMP	01/08/2020	\$171.37	INTERNET/PHONE SERVICES
COPIERS NORTHWEST			2082476	01/08/2020	\$38.28	COPIERS OVERAGE - DEC 2019
PHILLIPS PUBLISHING			31028	01/10/2020	\$560.00	DISTRICT ADVERTISING - WINTER 2020 NP CITY SCENE
RECOLOGY			3030134	12/31/2019	\$649.72	RECYCLE/GARBAGE UTILITY - DEC 2019
STATE AUDITOR'S OFFICE			L134719	01/14/2020	\$730.73	ACCOUNTABILITY AUDIT #49563
UNITED RENTALS (NORTH AMERICA), INC.			176563095-002	11/27/2019	\$520.36	19' SCISSOR LIFT/MRP



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/24/2020  
Total Amount: \$2,341.32  
Control Total: 10  
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District  
File Name: AP\_DMPOLPRK\_APSUPINV\_20200121151011.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)):

*Joe Wimbury*

Authorized District Signature

Date

*1/21/2020*

Authorized District Signature

Date

*Scott Des Moines*

Authorized District Signature

Date

Authorized District Signature

Date

*01/21/20*

Authorized District Signature

Date

Authorized District Signature

Date

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Seattle, WA 98104

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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\_20200121151011.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BREE CASWELL			20200121BC55	01/21/2020	\$52.65	PAYROLL PE 1/10/2020
CAMERON COCHRAN			20200121CC58	01/21/2020	\$427.57	PAYROLL PE 1/10/2020
CELINA LAM			20200121CL45	01/21/2020	\$531.84	PAYROLL PE 1/10/2020
COMCAST			20200112CB/MRP	01/12/2020	\$236.57	TELEPHONE/INTERNET/MRP - 1/22 TO 2/21/2020
GRAINGER			9407270744	01/10/2020	\$269.98	JANITORIAL SUPPLIES/MRP
GRAINGER			9407383695	01/10/2020	\$234.79	JANITORIAL SUPPLIES/MRP
HANNA LAI			20200121HL44	01/21/2020	\$177.46	PAYROLL PE 1/10/2020
MEENA LAI			20200121ML54	01/21/2020	\$79.55	PAYROLL PE 1/10/2020
MIANNA BEHRENS			20200121MB31	01/21/2020	\$116.71	PAYROLL PE 1/10/2020
SADIE IKEMEIER			20200121SI59	01/21/2020	\$214.20	PAYROLL PE 1/10/2020





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 Jan 14, 2020

## 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 01/10/2020	170950010			24219		00000	21,003.47
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$21,003.47</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                                      Title Clerk of the Board Date Jan 9, 2020  
Print Name Joe Dusenbury Phone # 206-429-3852 Email joe.dusenbury@desmoinespool.org

*Joe Dusenbury*  
080712



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

## King County

# ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date Jan 29, 2020

### 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 1/25/2020	170950010			24219		00000	22,230.01
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								\$22,230.01

### 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 *Linda Green* Title Clerk of the Board Date Jan 21, 2020  
Print Name Linda Green Phone # 206-429-3852 Email ~~TriciaGroom@comcast.net~~ *linda.ray@desmoinespool.org*

*JOE Dusenbury*

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8a **Assigned to:** Aquatics Manager **Meeting Date:** February 18, 2020

**Under:** Old Business

**Attachment:** Yes

**Subject:** Aquatics Manager 4<sup>th</sup> Quarter (October-December) Report

**Background/Summary:**

Attached is the Aquatic Manager's report for the Fourth Quarter (Q4) of 2019. The format was developed after the Q3 meeting to better inform the board.

The board was also sent the report early (as directed) on February 6 with a deadline of February 10. Two commissioners sent in questions that will be answered at the meeting.

**Fiscal Impact:** N/A

**Proposed Motion:** No Motion. Information Only.

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

**Three Touch Rule:**

N/A

**Committee Review**

N/A

**First Board Meeting (Informational)**

N/A

**Second Board Meeting (Action)**

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

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

**Notes:**

See attached. Aquatics Manager Report.

## OVERALL VISITATION REPORT

### QUARTER 4 MONTHLY REPORT

October	November	December
3658	3067	1697

### DAILY AND MONTHLY BREAKDOWN

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

### OCTOBER

	Admissions (POS + Members)	Swim Teams	Rentals/Meets	Swim Lessons	Special Event	Total Daily
1	49	29				78
2	45	78		69		192
3	36	78			25	139
4	62	29				91
5	6	18	50	50	33	136
6	12					12
7	51	78		69		198
8	45	29				74
9	39	78		69		186
10	47	78				125
11	84	29				113
12	16	18	50	50		134
13	9					9
14	42	78		73		193
15	56	29				85
16	48	78		73		199
17	47	78				125
18	49	29				78
19	5	18	50		49	88
20	9					9
21	54	78		73		205
22	35	29				64
23	49	78		73		200
24	34	78				112

25	45	29			12	81
26	21	18	50		66	155
27	3					3
28	47	78		73		198
29	41	29				70
30	48	78		73		199
31	29	78				107
T	1163	1425	200	745	125	3658

#### NOVEMBER

	Admissions (POS + Members)	Swim Teams	Rentals/Meets	Swim Lessons	Special Events	Total Daily
1	52	29				52
2	8	18	50		42	8
3	11		78			89
4	63	78		73		214
5	50	29				79
6	47	78		73		198
7	37	78			15	142
8	58	29				87
9	19	18	50			87
10	8					8
11	48	70				118
12	41	21				62
13	48	70		66		184
14	36	70				106
15	50					50
16	58	18	50		58	184
17	8					8
18	57	71		66		194
19	40	22				62
20	60	71		66		197
21	46	71				117
22	56	22				78

23	30	18	75			123
24	11					11
25	68	71		66		205
26	47	22				69
27	48	71		66		185
28	Closed					0
29	33	22			11	66
30	16	18	50			84
Total	1154	1038	303	476	96	3067

#### DECEMBER

	Admissions (POS + Members)	Swim Teams	Rentals/Meets	Swim Lessons	Special Events	Total Daily
1	19					19
2	44	79		66		123
3	45	27	50		98	220
4	55	79		66		55
5	39	79			18	57
6	62	27				62
7	14		50	70	32	116
8	7					7
9	76	79		66		76
10	45	27				45
11	42	79		66		42
12	46	79				46
13	61	27				61
14	16	18	75	70		86
15	13					13
16	61	79				61
17	16	27				16
18	13	79				13
19	61	79				61
20	38	27				38
21	40	18	75		14	58
22	35	79				35
23	43	79				43

24	CLOSED					0
25	CLOSED					0
26	37					37
27	6	27				33
28	23	18				41
29	7					7
30	65	79				144
31	32	27	50			82
T	1061	248	100	140	148	1697

### SWIM LESSON INFORMATION

September- October

M/W Evenings (4:30-7pm): All 30 minutes.

9/16- 10/9

GROUP LESSONS	Instructors Available During This Time (Out of 5)	# of Group Classes Offered	Total Served (Out of 25 per 30 mins)	% of Ideal Capacity -Out of 25 (Doesn't Include Privates)*
4:30pm	3	3	15	60%
5:00pm	3	3	15	60%
5:30pm	3	3	15	60%
6:00pm	3	3	15	60%
6:30pm	3	2	9	36%
<b>Totals</b>	<b>3</b>	<b>14</b>	<b>69</b>	<b>55.2%</b>

Private Lessons:

Available Time Slots	Filled Time Slots	% of Capacity
7	0	0%

# Waitlisted (& Unable to Get Into Classes) – 28

October- November

M/W Evenings (4:30-7pm): All 30 minutes.

10/14-11/6

GROUP LESSONS	Instructors Available During This Time (Out of 5)	# of Group Classes Offered	Total Served (Out of 25)	% of Ideal Capacity -Out of 25 (Doesn't Include Privates)*
4:30pm	3	3	14	56%
5:00pm	3	3	15	60%
5:30pm	3	3	14	56%
6:00pm	3	3	15	60%
6:30pm	3	3	15	60%
<b>Totals</b>	<b>3</b>	<b>15</b>	<b>73</b>	<b>58.4%</b>

Private Lessons:

Available Time Slots	Filled Time Slots	% of Capacity
15	15	<b>100%</b>

# Waitlisted (& Unable to Get Into Classes) – 8

November- December

M/W Evenings (4:30-7pm): All 30 minutes.

11/13- 12/11

GROUP LESSONS	Instructors Available During This Time (Out of 5)	# of Group Classes Offered	Total Served (Out of 25)	% of Ideal Capacity -Out of 25 (Doesn't Include Privates)
4:30pm	3	1	3	12%
5:00pm	4	4	19	76%
5:30pm	4	4	18	72%
6:00pm	4	4	15	60%
6:30pm	4	4	14	56%
<b>Totals</b>	<b>3</b>	<b>16</b>	<b>66</b>	<b>55.2%</b>

Private Lessons:

Available Time Slots	Filled Time Slots	% of Capacity
36	9	<b>25%</b>

# Waitlisted (& Unable to Get Into Classes) – 6

October- December

Saturday Mornings (7-11am): All 30 minutes.

10/19-12/14

GROUP LESSONS	Instructors Available During This Time (Out of 5)	# of Group Classes Offered	Total Served (Out of 25, P&C 30, Adult 10)	% of Ideal Capacity -Out of 25 (Doesn't Include Privates)*
7:00am (Adult Only)	1	1	3	30%
8:00am	3	1	5	20%
8:30am	3	3	15	60%
9:00am	3	3	15	60%
9:30am	3	2	10	40%
10:00am	3	3	13	52%
10:30am	3	2	9	36%
<b>Totals</b>	<b>3</b>	<b>15</b>	<b>70</b>	<b>42.6%</b>

Private Lessons:

Available Time Slots	Filled Time Slots	% of Capacity
72	40	<b>56%</b>

#Waitlisted (& Unable to Get Into Classes) - 6



**SWIM LESSON PROCESS:** The process for booking swim lessons is ideally five classes in the pool at one time, with four in the shallow end and one in the deep end. Classes are scheduled based on instructor availability. Registration opens and all class times that have three or more participants to the instructor are scheduled. Classes with 2 or less participants are cancelled and re-opened as Private or Semi-Private Lessons. Private lessons are booked on a specific date period. Thus, a time slot can look at 100% capacity, but we are serving one or two with the Private lesson, where a class would normally serve 4 to 5.

Note-The table above features percentages of our maximum capacity of instructors. The actual percentage of attendance for classes with instructors available is 84% (281/335).

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### Check-In Summary by Membership

**Run On** 01/22/2020 03:51 PM

**Run By** Dominic Finazzo

**From** 10/01/2019 12:00 AM

**To** 10/31/2019 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	139
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	108
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	2
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	26
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	28
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	14
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	45
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	75
9. 3-Month Facility Passes Adult 3-Month Pass	59
10. 3-Month Facility Passes Family 3-Month Pass	2
11. 3-Month Facility Passes Senior 3-Month Pass	68

12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	25
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	51
14. Annual Facility Passes - Pay at Once Adult Annual Pass	20
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	27
16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	131
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	13
18. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	22
	855

**Totals for Check-In Summary by Membership**

855

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**Check-In Summary by Membership**

**Run On** 01/22/2020 03:52 PM

**Run By** Dominic Finazzo

**From** 11/01/2019 12:00 AM

**To** 11/30/2019 11:59 PM

<b>Membership Name</b>	<b>Total Check-Ins</b>
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	164
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	109
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	2
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	23
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	15

6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	5
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	25
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	56
9. 3-Month Facility Passes Adult 3-Month Pass	53
10. 3-Month Facility Passes Family 3-Month Pass	11
11. 3-Month Facility Passes Senior 3-Month Pass	64
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	36
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	28
14. Annual Facility Passes - Pay at Once Adult Annual Pass	28
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	9
16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	135
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	19
18. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	26
	808

**Totals for Check-In Summary by Membership**

808

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**Check-In Summary by Membership**

**Run On** 01/22/2020 03:52 PM

**Run By** Dominic Finazzo

**From** 12/01/2019 12:00 AM

**To** 12/31/2019 11:59 PM

**Membership Name**

**Total Check-Ins**

1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	176
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	109
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	5
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	24
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	15
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	4
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	26
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	48
9. 3-Month Facility Passes Adult 3-Month Pass	64
10. 3-Month Facility Passes Family 3-Month Pass	5
11. 3-Month Facility Passes Senior 3-Month Pass	32
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	24
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	31
14. Annual Facility Passes - Pay at Once Adult Annual Pass	21
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	2
16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	85
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	17
18. Monthly Auto Billing- Facility Passes Family Monthly Auto-Bill (Requires 12-Month Commitment)	1
19. SILVER AND FIT PLAN Silver & Fit 2019-2020	11
20. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness 2019-2020	8
21. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	32

**Totals for Check-In Summary by Membership**

740

**Check-In Summary by Membership****Run On** 01/23/2020 09:42 AM**Run By** Dominic Finazzo**From** 10/01/2019 12:00 AM**To** 12/31/2019 11:59 PM

<b>Membership Name</b>	<b>Total Check-Ins</b>
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	479
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	326
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	9
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	73
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	58
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	23
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	96
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	179
9. 3-Month Facility Passes Adult 3-Month Pass	176
10. 3-Month Facility Passes Family 3-Month Pass	18
11. 3-Month Facility Passes Senior 3-Month Pass	164
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	85
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	110
14. Annual Facility Passes - Pay at Once Adult Annual Pass	69
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	38

16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	351
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	49
18. Monthly Auto Billing- Facility Passes Family Monthly Auto-Bill (Requires 12-Month Commitment)	1
19. SILVER AND FIT PLAN Silver & Fit 2019-2020	11
20. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness 2019-2020	8
21. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	80
	2403

**Totals for Check-In Summary by Membership**

2403

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**General Ledger Summary**

**Run On** 01/22/2020 12:43 PM

**Run By** Dominic Finazzo

**From** 10/01/2019 12:00 AM

**To** 10/31/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	\$0.00	\$183.63	(\$183.63)
2. Revenue	001.347.31 : Passes	\$0.00	\$2,540.82	(\$2,540.82)
3. Revenue	001.347.32: General Admission	\$8.59	\$1,179.26	(\$1,170.67)
4. Revenue	001.347.61: Swim Instruction	\$1,007.46	\$11,207.20	(\$10,199.74)
5. Revenue	001.347.62: Aquatic Fitness	\$42.50	\$1,187.87	(\$1,145.37)
6. Revenue	001.362.41: Single Event	\$0.00	\$613.65	(\$613.65)
7. Liability	000: Sales Tax	\$3.40	\$443.80	(\$440.40)
8. Asset	100: Payment Account	\$16,526.73	\$1,022.95	\$15,503.78
		\$17,588.68	\$18,379.18	(\$790.50)

**Totals for General Ledger Summary**

\$17,588.68	\$18,379.18	(\$790.50)
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**General Ledger Summary****Run On** 01/22/2020 12:44 PM**Run By** Dominic Finazzo**From** 11/01/2019 12:00 AM**To** 11/30/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	\$0.00	\$72.72	(\$72.72)
2. Revenue	001.347.31 : Passes	\$150.90	\$1,984.81	(\$1,833.91)
3. Revenue	001.347.32: General Admission	\$0.00	\$1,436.51	(\$1,436.51)
4. Revenue	001.347.61: Swim Instruction	\$604.73	\$4,906.13	(\$4,301.40)
5. Revenue	001.347.62: Aquatic Fitness	\$0.00	\$1,390.21	(\$1,390.21)
6. Revenue	001.362.41: Single Event	\$0.00	\$13,277.96	(\$13,277.96)
7. Revenue	576.2040.20: Scholarship Donation - Faith Callahan	\$0.00	\$1.00	(\$1.00)
8. Liability	000: Sales Tax	\$20.36	\$1,688.64	(\$1,668.28)
9. Asset	100: Payment Account	\$24,757.98	\$775.99	\$23,981.99
		\$25,533.97	\$25,533.97	\$0.00

**Totals for General Ledger Summary**

\$25,533.97	\$25,533.97	\$0.00
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**General Ledger Summary****Run On** 01/22/2020 12:44 PM**Run By** Dominic Finazzo**From** 12/01/2019 12:00 AM**To** 12/31/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
---------	--------------	----------	-----------	--------

1. Revenue	001.341.71: Product Sales	\$0.00	\$50.00	(\$50.00)
2. Revenue	001.347.31 : Passes	\$54.26	\$2,482.89	(\$2,428.63)
3. Revenue	001.347.32: General Admission	\$0.00	\$1,515.08	(\$1,515.08)
4. Revenue	001.347.61: Swim Instruction	\$1,022.19	\$8,589.18	(\$7,566.99)
5. Revenue	001.347.62: Aquatic Fitness	\$13.75	\$701.48	(\$687.73)
6. Revenue	001.362.41: Single Event	\$0.00	\$1,111.82	(\$1,111.82)
7. Liability	000: Sales Tax	\$9.23	\$540.51	(\$531.28)
8. Asset	100: Payment Account	\$14,298.86	\$1,099.43	\$13,199.43
		\$15,398.29	\$16,090.39	(\$692.10)

**Totals for General Ledger Summary**

\$15,398.29      \$16,090.39      (\$692.10)

**General Ledger Summary**

**Run On** 01/22/2020 12:45 PM

**Run By** Dominic Finazzo

**From** 10/01/2019 12:00 AM

**To** 12/31/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	\$0.00	\$306.35	(\$306.35)
2. Revenue	001.347.31 : Passes	\$205.16	\$7,008.52	(\$6,803.36)
3. Revenue	001.347.32: General Admission	\$8.59	\$4,130.85	(\$4,122.26)
4. Revenue	001.347.61: Swim Instruction	\$2,634.38	\$24,702.51	(\$22,068.13)
5. Revenue	001.347.62: Aquatic Fitness	\$56.25	\$3,279.56	(\$3,223.31)
6. Revenue	001.362.41: Single Event	\$0.00	\$15,003.43	(\$15,003.43)



7. Revenue	576.2040.20: Scholarship Donation - Faith Callahan	\$0.00	\$1.00	(\$1.00)
8. Liability	000: Sales Tax	\$32.99	\$2,672.95	(\$2,639.96)
9. Asset	100: Payment Account	\$55,583.57	\$2,898.37	\$52,685.20
		\$58,520.94	\$60,003.54	(\$1,482.60)

**Totals for General Ledger Summary**

\$58,520.94      \$60,003.54      (\$1,482.60)

**POS Summary Report**

**Run On** 01/22/2020 03:54 PM

**Run By** Dominic Finazzo

**From** 10/01/2019 12:00 AM

**To** 10/31/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	25	\$119.28
2. POS Item: Adult Lap Swim (Resident)	26	\$106.34
3. POS Item: Adult Open Swim (Non-Resident)	12	\$49.08
4. POS Item: Adult Open Swim (Resident)	53	\$180.73
5. POS Item: Adult Swim Goggles (Tax Included)	5	\$54.55
6. POS Item: Adult Water Exercise (Resident)	19	\$123.50
7. POS Item: First Saturday Open Swim \$1	24	\$21.84
8. POS Item: MRP Swim Pass	2	\$0.00
9. POS Item: No School Day	52	\$141.78
10. POS Item: Pad Lock	1	\$9.09
11. POS Item: Practice Card	15	\$0.00
12. POS Item: Senior Lap Swim (Non-Resident)	2	\$7.28
13. POS Item: Senior Lap Swim (Resident)	8	\$23.60
14. POS Item: Senior Open Swim (Non- Resident)	1	\$3.41
15. POS Item: Senior Open Swim (Resident)	3	\$8.18
16. POS Item: Senior Water Exercise (Resident)	25	\$125.00
17. POS Item: Swim Caps	4	\$29.09

18. POS Item: Teen Night Special Rate	7	\$6.37
19. POS Item: Under 2	2	\$0.00
20. POS Item: Youth Open Swim (Non-Resident)	7	\$23.87
21. POS Item: Youth Lap Swim (Resident)	15	\$44.32
22. POS Item: Youth Open Swim (Resident)	114	\$313.88
23. POS Item: Youth Swim Goggles (Tax Included)	10	\$90.90
24. POS Item: Youth Youth Lap Swim (Non-Resident)	1	\$3.64
	433	\$1,485.73

**Totals for POS Summary Report**

433 \$1,485.73

**POS Summary Report**

**Run On** 01/22/2020 03:54 PM

**Run By** Dominic Finazzo

**From** 11/01/2019 12:00 AM

**To** 11/30/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	47	\$224.22
2. POS Item: Adult Lap Swim (Resident)	51	\$208.59
3. POS Item: Adult Open Swim (Non-Resident)	13	\$53.17
4. POS Item: Adult Open Swim (Resident)	48	\$163.67
5. POS Item: Adult Swim Goggles (Tax Included)	2	\$21.82
6. POS Item: Adult Water Exercise (Non-Resident)	1	\$7.25
7. POS Item: Adult Water Exercise (Resident)	5	\$32.50
8. POS Item: Ear Plugs	1	\$7.27
9. POS Item: First Saturday Open Swim \$1	38	\$34.57
10. POS Item: MRP Swim Pass	8	\$0.00
11. POS Item: No School Day	22	\$59.98
12. POS Item: Pad Lock	1	\$9.09

13. POS Item: Practice Card	12	\$0.00
14. POS Item: Rental (Admin only)	5	\$13,155.23
15. POS Item: Senior Lap Swim (Non-Resident)	21	\$76.44
16. POS Item: Senior Lap Swim (Resident)	6	\$17.70
17. POS Item: Senior Open Swim (Non-Resident)	4	\$13.64
18. POS Item: Senior Open Swim (Resident)	2	\$5.45
19. POS Item: Senior Water Exercise (Resident)	14	\$70.00
20. POS Item: Swim Caps	1	\$7.27
21. POS Item: Swim Scholarship - Faith Callahan	1	\$1.00
22. POS Item: Teen Night Special Rate	4	\$3.64
23. POS Item: Under 2	3	\$0.00
24. POS Item: Youth Open Swim (Non-Resident)	18	\$61.38
25. POS Item: Youth Lap Swim (Resident)	11	\$32.49
26. POS Item: Youth Open Swim (Resident)	122	\$332.68
27. POS Item: Youth Swim Goggles (Tax Included)	3	\$27.27
28. POS Item: Youth Youth Lap Swim (Non-Resident)	11	\$40.01
	475	\$14,666.33

**Totals for POS Summary Report**

475 \$14,666.33

**POS Summary Report**

**Run On** 01/22/2020 03:55 PM

**Run By** Dominic Finazzo

**From** 12/01/2019 12:00 AM

**To** 12/31/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	68	\$324.46
2. POS Item: Adult Lap Swim (Resident)	46	\$188.14
3. POS Item: Adult Open Swim (Non-Resident)	18	\$73.62

4. POS Item: Adult Open Swim (Resident)	23	\$78.43
5. POS Item: Adult Swim Goggles (Tax Included)	2	\$21.82
6. POS Item: Adult Water Exercise (Non-Resident)	2	\$14.50
7. POS Item: Adult Water Exercise (Resident)	10	\$65.00
8. POS Item: Ear Plugs	1	\$7.27
9. POS Item: First Saturday Open Swim \$1	30	\$27.30
10. POS Item: Free Senior Thursday	4	\$0.00
11. POS Item: Key Chain Tag Replacement	1	\$4.55
12. POS Item: No School Day	55	\$149.97
13. POS Item: Practice Card	1	\$0.00
14. POS Item: Rental (Admin only)	1	\$780.00
15. POS Item: Senior Lap Swim (Non-Resident)	34	\$123.76
16. POS Item: Senior Lap Swim (Resident)	20	\$59.00
17. POS Item: Senior Open Swim (Non-Resident)	1	\$3.41
18. POS Item: Senior Open Swim (Resident)	2	\$5.46
19. POS Item: Senior Water Exercise (Resident)	2	\$10.00
20. POS Item: Swim Caps	2	\$14.54
21. POS Item: Swim Diapers	1	\$1.82
22. POS Item: Youth Open Swim (Non-Resident)	10	\$34.10
23. POS Item: Youth Lap Swim (Resident)	19	\$56.13
24. POS Item: Youth Open Swim (Resident)	104	\$283.54
25. POS Item: Youth Youth Lap Swim (Non-Resident)	3	\$10.91
	460	\$2,337.73

**Totals for POS Summary Report**

460 \$2,337.73

## POS Summary Report

Run On 01/22/2020 03:59 PM

Run By Dominic Finazzo

From 10/01/2019 12:00 AM

To 12/31/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	140	\$667.96
2. POS Item: Adult Lap Swim (Resident)	123	\$503.07
3. POS Item: Adult Open Swim (Non-Resident)	43	\$175.87
4. POS Item: Adult Open Swim (Resident)	124	\$422.83
5. POS Item: Adult Swim Goggles (Tax Included)	9	\$98.19
6. POS Item: Adult Water Exercise (Non-Resident)	3	\$21.75
7. POS Item: Adult Water Exercise (Resident)	34	\$221.00
8. POS Item: Ear Plugs	2	\$14.54
9. POS Item: First Saturday Open Swim \$1	92	\$83.71
10. POS Item: Free Senior Thursday	4	\$0.00
11. POS Item: Key Chain Tag Replacement	1	\$4.55
12. POS Item: MRP Swim Pass	10	\$0.00
13. POS Item: No School Day	129	\$351.73
14. POS Item: Pad Lock	2	\$18.18
15. POS Item: Practice Card	28	\$0.00
16. POS Item: Rental (Admin only)	6	\$13,935.23
17. POS Item: Senior Lap Swim (Non-Resident)	57	\$207.48
18. POS Item: Senior Lap Swim (Resident)	34	\$100.30
19. POS Item: Senior Open Swim (Non-Resident)	6	\$20.46
20. POS Item: Senior Open Swim (Resident)	7	\$19.09
21. POS Item: Senior Water Exercise (Resident)	41	\$205.00
22. POS Item: Swim Caps	7	\$50.90
23. POS Item: Swim Diapers	1	\$1.82
24. POS Item: Swim Scholarship - Faith Callahan	1	\$1.00
25. POS Item: Teen Night Special Rate	11	\$10.01

26. POS Item: Under 2	5	\$0.00
27. POS Item: Youth Open Swim (Non-Resident)	35	\$119.35
28. POS Item: Youth Lap Swim (Resident)	45	\$132.94
29. POS Item: Youth Open Swim (Resident)	340	\$930.10
30. POS Item: Youth Swim Goggles (Tax Included)	13	\$118.17
31. POS Item: Youth Youth Lap Swim (Non-Resident)	15	\$54.56
	1368	\$18,489.79

**Totals for POS Summary Report**

1368                      \$18,489.79

**SPECIAL EVENTS**

October

Halloween Swim, October 26<sup>th</sup>, 2-4pm

Attendance:

- Pool- 48
- Stands-18
- Turned Away- 0
- Total - 66

Notes: The Halloween Swim went very well. Staff decorated the lobby and the pool deck for the event. We had goody bags for attendees set out in the lobby, and the wibit was in the pool for all to enjoy. This event was lots of fun with a good turnout. I was very impressed by the innumerable amounts of positive feedback we received for this event and enthusiasm for coming special events from the public.

November

Harvest Swim, November 16th, 2-4pm

Attendance:

- Pool- 40
- Stands- 15
- Turned Away- 0
- Total – 55

Notes: We had games in lobby including ring toss and stuff the turkey, pumpkin race, arts and crafts and word searches. Lots of participants

decorated the hands we had prepared, and we decorated the lobby with them after. The wibit was in use the whole time.

### December

Holiday Swim, December 21<sup>st</sup>, 2-4pm

Attendance:

- Pool- 6
- Stands- 4
- Turned Away- 0
  - Total - 10

Notes: There were fun games in the lobby: Pin the Tail on Rudolph and hat on Frosty, and a snowball toss. There was also a photobooth set up in the hallway with a festive frame for participants to take a picture with. We also did a photobooth giveaway prior to the event to bolster attendance. We had very low attendance for this swim. In the future, we will have this swim not fall on the same week as Christmas.

**PROMOTIONAL DAYS:** List of promotional days each month. All numbers are figured into admission column.

#### a. October

- i. Free Senior Thursday:
  1. Swimmers- 5
  2. Water Exercise-14
  3. Water Walkers-6
  - a. Total - 25
- ii. \$1 First Saturday Open Swim
  1. Swimmers-26
  2. Spectators- 7
  3. Turned Away- 0
  - a. Total 33
- iii. 3<sup>rd</sup> Saturday Wibit Open Swim:
  1. Swimmers-41
  2. Spectators- 8
  3. Turned Away- 0
  - a. Total 49
- iv. \$1 Final Friday Teen Night:
  1. Swimmers- 9
  2. Spectators- 3
  3. Turned Away- 0
  - a. Total - 12

#### b. **November**

- i. Free Senior Thursday:
  1. Swimmers-3

- 2. Water Exercise-11
    - 3. Water Walkers-1
      - a. Total - 15
  - ii. \$1 First Saturday Open Swim:
    - 1. Swimmers-38
    - 2. Spectators-4
    - 3. Turned Away-0
      - a. Total - 42
  - iii. 3<sup>rd</sup> Saturday Wibit Open Swim: See Harvest Swim
    - 1. Swimmers-N/A
    - 2. Spectators-N/A
    - 3. Turned Away-N/A
  - iv. \$1 Final Friday Teen Night:
    - 1. Swimmers- 0
    - 2. Spectators-0
    - 3. Turned Away- 0
      - a. Total - 0
- c. December:**
- i. Free Senior Thursday:
    - 1. Swimmers- 6
    - 2. Water Exercise- 9
    - 3. Water Walkers- 3
      - a. Total 18
  - ii. \$1 First Saturday Open Swim:
    - 1. Swimmers- 27
    - 2. Spectators- 5
    - 3. Turned Away- 0
      - a. Total - 32
  - iii. 3<sup>rd</sup> Saturday Wibit Open Swim:
    - 1. Swimmers-12
    - 2. Spectators- 7
    - 3. Turned Away- 0
      - a. Total 19
  - iv. \$1 Final Friday Teen Night:
    - 1. Swimmers-3
    - 2. Spectators-1
    - 3. Turned Away- 0
      - a. Total - 4



**Overview of Pool Operations:**

The Mt. Rainier Pool has continued to offer new programming with the rollout of Silver Programs. During Boy's Swim season we hosted other swim teams in the area that were displaced by pool closures. We also continued to improve the equipment at our facility to ensure that operations run smoothly. Our Teen Night Swims have had low attendance and we have decided to open it up to a larger demographic to see if that will bolster the numbers by including Tweens (ages 11-12). The night is now called TNT Night for Teens and Tweens.

**WRPA Network and Aquatic Trends:**

At the last WRPA meeting there were some interesting conversations that will be discussed again at future meetings:

- Recognition and unintentional blindness- Different organizations discussed how they combat these issues including silhouette testing, white caps, and other various recognition drills.
- Sexual harassment training for Aquatics- As our industry is a different sort of workplace to traditional jobs, there was a discussion about providing sexual harassment training and particularly if there were any specific trainings for Aquatics. The main issue that was discussed was patrons interacting with employees inappropriately and training staff to know what their rights are and what to do when the situations arise.

**Staffing:**

We currently have 50 part-time staff not including management. We have hired a new head guard who worked at FWCC and KCAC and previously worked at this facility under previous management (one month). He has around ten years of experience in Aquatics and is a great addition to our team.

**Pool Water Temperature:**

As directed by the board, we have logged the daily water temperature of the pool. The average for the fourth quarter was 83.6 degrees. This was including some boiler lockouts that we experienced that saw the temperature dip slightly on those days.

**Programming Notes:**

- **General:** We have kept the same operational hours as Summer. This has been tough to regularly staff and has resulted in the Aquatics Coordinator being in-program hours more than I would prefer. Many of the staff that had more availability in the summer now have obligations to their schoolwork, extracurricular activities and sports. We are actively searching for potential staff members who have more availability in the mornings and weekends to alleviate this. We should also see an increase in staff availability as high school swim season at the end of February.
- **Water aerobics:** We have had community members asking about having a Silver program water aerobics class, we are collecting requests and looking to build interest before implementing. We are also trying to work with Judson Park on being part of this class.
- **Swim Lessons:** M/W: 3 instructors and 4 instructors depending on the session (see charts above), Sat: 3 instructors.

- **Scholarship Information:**  
From October to December we gave out twenty-four scholarships for a total of \$1521.60.
- **Private Party Rentals-** 39 rentals from October to December, 39 rentals x 25 swimmers= 975 swimmers.
- **SMAC Swim Meet-** November 3rd
- **USER GROUP INFORMATION**  
Below is a breakdown of rental groups for 4<sup>th</sup> Quarter:
  - Alaska Airlines- November 20<sup>th</sup>, December 4<sup>th</sup> and 18<sup>th</sup>
  - Alpha Dive Team- Monday, Wednesday and Saturdays
  - MRHS Girls Swim and Dive Teams
  - MRHS Boys Swim and Dive Teams
  - HI/EV/TY Co-Op Swim and Dive Teams (during Evergreen Pool closure)
  - Kennedy Dive Team (during Tukwila Pool closure)
  - SMAC- Monday through Saturdays
- **PTSA Swims:**
  - We have held dates for four PTSA Nights on 10/18, 11/15, 11/22, and 12/20. None of them were utilized by any school that Lauryne reached out to (list of schools was included in last report).
- **Maintenance**
  1. MacMiller HVAC Specialist came out and did routine HVAC and Boiler Maintenance. We had several situations after MacMiller did routine boiler maintenance where the boiler was going into lockout mode and had to have a part replaced. The labor was included under our service contract.
  2. Aquatic Specialty Services- Monthly service (ongoing).
- **Issues**
  - The boiler had several instances where it was going into lockout. The part was replaced, and we have not had this issue since.
  - Men's Locker Room mixing valve had a piece of debris in it causing the hot water to be contaminated with cold water. MacMiller came out and removed the debris which solved the issue. This repair was completed under warranty.
- **Repairs/ Installs:**
  1. Aquatic Specialty Services installed a SLS sensor and water solenoid to replace the autofill valve that was malfunctioning. This did not interrupt any programming and has been working well. We are one of the first organizations to have this equipment in our facility.
  2. Boiler part replaced to mitigate lockouts.
- **Accident and Incident Reports:**
  1. A patron fell on the sidewalk while walking between the high school and the pool. The person came in seeking first aid, lifeguards cleaned and bandaged the wound.

2. A swimmer's goggles fogged up while swimming and they hit their head on the bulkhead. They were given an icepack from staff.
3. A swim team member was accidentally struck in the nose by a passing swimmer's hand. They were given an icepack; they had no sign of head injury or concussion and were allowed to continue practicing.
4. A patron who had visited the pool for water walking, lost their balance and fell in the parking lot while trying to get into their car. Another patron leaving the pool heard the person call out for help and went to get an employee to assist. The helping patron and employee got the water walker to their feet and ensured that they got in their car safely. No first aid was performed.
5. An employee leaving the facility exited the facility after a shift to find that their front driver's side window had been broken out. The employee informed staff of the incident and the police were called. Staff were told by police to fill out a non-emergency report and that no units would be dispatched to the scene. Staff filled out an incident report to document the situation and informed management. The employee's parent arrived to take the car home. This was the first break-in incident we have had onsite since opening.

#### **Community Outreach**

Events for Community Outreach during the 4<sup>th</sup> Quarter:

- On November 3<sup>rd</sup> staff went to the Des Moines Farmers' Market for the Holiday Market. Unfortunately, we did not have a booth as Lauryne was informed of it the day of but was able to still attend and see what it will look like for next year.
- **Marketing Update**

- City Scene
- City Currents
- No School Swims
- Special Promotions Calendar

#### **Marketing Objectives to enhance our Mission:**

- Promote swimming as a lifelong and lifesaving skill, along with the importance of knowledge of how to be safe in, on and around the water through programming.
- Increasing opportunities for all community members to utilize Mt. Rainier Pool, regardless of age, swimming skill, and economic status.
- Creating and promoting programming that will enable public to use Mt. Rainier Pool from a young child through adulthood.
- Ensuring opportunities for teens/ young adults as a safe place to socialize and better their skills and knowledge of the water.
- Creating partnerships with other agencies in our community to offer opportunities for better access to our facility.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8b **Assigned to:** District GM **Meeting Date:** February 18, 2020

**Under:** Old Business

**Attachment:** Yes

**Subject:** 2019 Fourth Quarter/EOY Financial Report

**Background/Summary:**

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

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

**Fiscal Impact:** None.

**Proposed Motion:** No motion necessary.

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

**Two Touch Rule:**

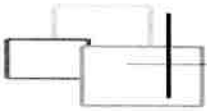
<u>      N/A      </u>	<b>Committee Review (WCIA Audit)</b>
<u>      N/A      </u>	<b>First Board Meeting (Informational)</b>
<u>      N/A      </u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:**

Attached: Copy of Updated 2019 Fourth Quarter Financial Report.



## 2019 EXPENDITURES -- 4th Quarter

Acct #	Reference	Oct 2019	Nov 2019	Dec 2019	4th Q Totals	YTD Expense	2019 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>									
001-000-000-576-20-10-00	Commissioners - Subsidies	\$419.71	\$937.36	\$944.34	\$2,301.41	\$10,401.21	\$15,400.00	4,998.79	68%
001-000-000-576-20-10-01	District Manager - Wage	\$6,273.37	\$6,271.46	\$6,274.88	\$18,819.71	\$74,817.61	\$95,550.00	20,732.39	78%
001-000-000-576-20-10-02	District Clerk -Wage	\$2,064.57	\$1,875.12	\$1,832.47	\$5,772.16	\$22,767.37	\$26,250.00	3,482.63	87%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$1,910.13	\$4,405.66	\$4,407.45	\$10,723.24	\$48,006.84	\$69,000.00	20,993.16	70%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,859.97	\$3,273.39	\$3,842.24	\$10,975.60	\$33,305.36	\$52,500.00	19,194.64	63%
001-000-000-576-21-30-01	Lifeguards	\$14,845.84	\$16,064.31	\$15,386.76	\$46,296.91	\$163,381.86	\$185,850.00	22,468.14	88%
001-000-000-576-21-30-02	Instructors	\$1,320.05	\$2,338.73	\$1,429.84	\$5,088.62	\$17,058.04	\$69,300.00	52,241.96	25%
001-000-000-576-21-32-02	Head Lifeguards	\$3,120.73	\$1,894.41	\$2,620.63	\$7,635.77	\$29,054.17	\$32,760.00	3,705.83	89%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$868.20	868.20	0%
001-000-000-576-21-33-00	Sick Pay	\$2,497.55	\$0.00	\$0.00	\$2,497.55	\$4,526.37	\$12,566.40	8,040.03	36%
	<b>Total Salaries &amp; Wages</b>	<b>\$36,311.92</b>	<b>\$37,060.44</b>	<b>\$36,738.61</b>	<b>\$110,110.97</b>	<b>\$398,792.46</b>	<b>\$648,978.20</b>	<b>150,185.74</b>	<b>73%</b>
<b>Personal Benefits</b>									
001-000-000-576-20-21-20	Tax - Federal (Employer)	\$3,290.37	\$3,190.92	\$3,064.01	\$9,545.30	\$40,815.85	\$0.00	(40,815.85)	
001-000-000-576-20-21-30	Tax - Social Sec (FICA)	\$5,493.60	\$5,600.26	\$5,540.00	\$16,633.86	\$57,418.52	\$32,262.32	(25,156.20)	178%
001-000-000-576-20-21-35	Tax - Medicare (Employer)	\$1,284.80	\$1,309.72	\$1,295.68	\$3,890.20	\$18,965.08	\$11,908.22	(7,056.86)	159%
001-000-000-576-20-21-40	Tax - Workers Compensation(L&I)	\$782.38	\$634.93	\$1,076.20	\$2,493.51	\$15,021.34	\$15,000.00	(21.34)	100%
001-000-000-576-20-21-21	Tax - Unemployment Insurance (Employer)	\$630.27	\$600.44	\$103.35	\$1,334.06	\$5,812.69	\$29,135.00	23,322.31	20%
001-000-000-576-20-21-22	Tax - Family Medical Leave (FMLA) (Employer)	\$177.19	\$180.60	\$178.69	\$536.48	\$1,996.78	\$0.00	(1,996.78)	
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$2,578.65	\$2,715.56	\$3,109.75	\$8,403.96	\$36,505.21	\$35,728.00	(777.21)	102%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$135.00	\$135.00	\$405.00	\$1,620.00	\$2,000.00	380.00	81%
	<b>Total Personal Benefits</b>	<b>\$14,372.26</b>	<b>\$14,367.43</b>	<b>\$14,502.68</b>	<b>\$43,242.37</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	\$0.00	\$257.49	\$602.60	\$860.09	\$3,143.02	\$4,500.00	1,356.98	70%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$14.92	\$0.00	\$14.92	\$358.27	\$525.00	166.73	68%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$116.00	\$0.00	\$116.00	\$159.99	\$8,200.00	8,040.01	2%
	<b>Total Office Supplies</b>	<b>\$0.00</b>	<b>\$388.41</b>	<b>\$602.60</b>	<b>\$991.01</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	\$0.00	\$531.23	\$64.68	\$595.91	\$3,952.09	\$2,000.00	(1,952.09)	198%
001-000-000-576-21-35-02	Janitorial Supplies	\$0.00	\$684.06	\$443.50	\$1,127.56	\$4,273.48	\$4,625.00	351.52	92%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$0.00</b>	<b>\$1,215.29</b>	<b>\$508.18</b>	<b>\$1,723.47</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	\$100.00	\$100.00	\$0.00	\$200.00	\$228.75	\$1,200.00	971.25	19%
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$750.00	750.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$324.90	\$80.00	\$404.90	\$1,369.38	\$1,000.00	(369.38)	137%
	<b>Total Pool Supplies</b>	<b>\$100.00</b>	<b>\$424.90</b>	<b>\$80.00</b>	<b>\$604.90</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	\$790.50	\$0.00	\$750.60	\$1,541.10	\$5,225.04	\$6,443.68	1,218.64	81%
	<b>Total Scholarships</b>	<b>\$790.50</b>	<b>\$0.00</b>	<b>\$750.60</b>	<b>\$1,541.10</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	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-07	Scoreboard & Timing Pads (ER&R)	\$176.00	\$0.00	\$0.00	\$176.00	\$34,305.60	\$8,000.00	(26,305.60)	429%
001-000-000-576-21-35-08	Pressure Washer, Gas-Powered (ER&R)	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-49-00	Pool Operating - Miscellaneous Expenses	\$0.00	\$1,954.33	\$653.20	\$2,607.53	\$6,940.46	\$5,000.00	(1,940.46)	139%
	<b>Total Pool Equipment</b>	<b>\$176.00</b>	<b>\$1,954.33</b>	<b>\$653.20</b>	<b>\$2,783.53</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	\$0.00	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$2,328.00	\$1,368.00	\$3,345.00	\$7,041.00	\$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	\$0.00	\$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	\$1,226.00	\$1,226.00	\$3,678.00	\$18,717.03	\$20,950.00	2,232.97	89%
001-000-000-576-21-41-02	Software Program & Installation	\$0.00	\$944.19	\$0.00	\$944.19	\$1,280.19	\$0.00	(1,280.19)	0%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$103.65	\$29.12	\$149.76	\$282.53	\$949.09	\$1,000.00	50.91	95%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$0.00	\$0.00	\$4,950.00	\$4,750.00	(200.00)	104%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$115.20	\$60.40	\$175.60	\$685.90	\$2,500.00	1,814.10	27%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$433.00	\$460.00	\$798.75	\$1,691.75	\$5,460.75	\$8,200.00	2,739.25	67%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$116.45	\$109.30	\$109.30	\$335.05	\$1,516.43	\$2,000.00	483.57	76%
	<b>Total Prof Services-Front Offc</b>	<b>\$4,207.10</b>	<b>\$4,251.81</b>	<b>\$5,689.21</b>	<b>\$14,148.12</b>	<b>\$50,246.89</b>	<b>\$70,505.00</b>	<b>20,258.11</b>	<b>71%</b>

Acct #	Reference	Oct 2019	Nov 2019	Dec 2019	4th Q Totals	YTD Expense	2019 Budget	Budget Balance	% of Budget
<b>Professional Svcs - Maintenance</b>									
001-000-000-576-20-41-09	Janitorial Services-District Office	\$160.00	\$160.00	\$160.00	\$480.00	\$1,883.22	\$2,100.00	216.78	90%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00	\$0.00	\$0.00	\$2,348.51	\$3,244.50	895.99	72%
001-000-000-576-21-31-02	CO2 Services (AirGas)	\$284.80	\$69.36	\$362.23	\$716.39	\$1,337.33	\$900.00	(437.33)	149%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)	\$0.00	\$0.00	\$0.00	\$0.00	\$2,368.74	\$1,750.00	(618.74)	135%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$687.50	\$687.50	\$687.50	\$3,200.00	2,512.50	21%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$548.91	\$548.91	\$548.91	\$1,646.73	\$6,586.91	\$8,600.00	13.09	100%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,356.00	\$0.00	\$0.00	\$4,356.00	\$17,424.00	\$19,161.45	1,737.45	91%
001-000-000-576-21-48-11	Maintenance Contract (Aquatic Specialty)	\$518.39	\$0.00	\$0.00	\$518.39	\$2,552.26	\$3,000.00	447.74	85%
	<b>Total Prof Services-Maintenance</b>	<b>\$5,868.10</b>	<b>\$778.27</b>	<b>\$1,758.64</b>	<b>\$8,405.01</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)	\$242.00	\$0.00	\$3,848.82	\$4,090.82	\$40,087.24	\$50,000.00	9,912.76	80%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$1,000.00	940.00	6%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$242.00</b>	<b>\$0.00</b>	<b>\$3,848.82</b>	<b>\$4,090.82</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	\$0.00	\$0.00	\$375.00	\$375.00	\$1,835.00	\$2,500.00	665.00	73%
001-000-000-576-20-41-10	MS Subscription MS Office 365	\$0.00	\$675.40	\$337.70	\$1,013.10	\$4,168.15	\$2,050.00	(2,118.15)	203%
001-000-000-576-20-42-00	Postage & Mailing	\$0.00	\$153.98	\$0.00	\$153.98	\$272.33	\$3,000.00	2,727.67	9%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$388.80	\$388.80	\$166.60	\$944.20	\$5,323.30	\$5,000.00	(323.30)	106%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$0.00	\$115.41	\$57.77	\$173.18	\$1,056.37	\$750.00	(306.37)	141%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$0.00	\$66.00	\$33.00	\$99.00	\$351.63	\$500.00	148.37	70%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$118.00	\$59.00	\$177.00	\$767.00	\$840.00	73.00	91%
	<b>Total Communications</b>	<b>\$388.80</b>	<b>\$1,517.59</b>	<b>\$1,029.07</b>	<b>\$2,935.46</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)	\$0.00	\$689.00	\$135.00	\$824.00	\$1,025.67	\$2,000.00	974.33	51%
001-000-000-576-21-43-00	Training/Conferences (Ops)	\$0.00	\$0.00	\$120.00	\$120.00	\$538.43	\$1,000.00	461.57	54%
001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$0.00	\$8.58	\$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	\$0.00	\$0.00	\$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	\$0.00	\$450.00	\$450.00	\$3,000.00	2,550.00	15%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$790.00	\$3,000.00	2,210.00	26%
	<b>Total Training &amp; Travel</b>	<b>\$0.00</b>	<b>\$1,139.00</b>	<b>\$263.58</b>	<b>\$1,402.58</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	\$0.00	\$280.10	\$61.86	\$341.96	\$14,358.92	\$22,500.00	8,141.08	64%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
001-000-000-576-21-41-04	Ad Design	\$560.00	\$0.00	\$1,721.25	\$2,281.25	\$2,781.25	\$500.00	(2,281.25)	556%
	<b>Total Advertising</b>	<b>\$560.00</b>	<b>\$280.10</b>	<b>\$1,783.11</b>	<b>\$2,623.21</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)	\$1,435.00	\$717.50	\$717.50	\$2,870.00	\$8,610.00	\$12,500.00	3,890.00	69%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$550.00	\$275.00	\$825.00	\$2,625.00	\$1,800.00	(825.00)	146%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$1,210.80	\$2,500.00	1,289.20	48%
	<b>Total Rentals &amp; Leases</b>	<b>\$1,435.00</b>	<b>\$1,267.50</b>	<b>\$992.50</b>	<b>\$3,695.00</b>	<b>\$12,445.80</b>	<b>\$16,800.00</b>	<b>4,354.20</b>	<b>74%</b>
<b>Utilities</b>									
001-000-000-576-21-47-01	Electricity (PSE)	\$3,696.17	\$9,831.59	\$689.00	\$14,216.76	\$55,650.37	\$75,000.00	19,349.63	74%
001-000-000-576-21-47-02	Water (Highline)	\$660.13	\$695.72	\$665.31	\$2,021.16	\$10,121.05	\$8,000.00	(2,121.05)	127%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$0.00	\$324.86	\$324.86	\$3,869.10	\$4,200.00	310.90	93%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$688.73	\$0.00	\$688.73	\$6,982.49	\$2,000.00	(4,982.49)	349%
	<b>Total Utilities</b>	<b>\$4,356.30</b>	<b>\$11,216.04</b>	<b>\$1,679.17</b>	<b>\$17,251.51</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	\$0.00	\$0.00	\$659.30	\$659.30	\$12,273.52	\$15,000.00	2,726.48	82%
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$659.30</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	\$0.00	\$0.00	\$0.00	\$1,483.25	\$2,500.00	1,016.75	59%
001-000-000-576-20-49-07	Misc. Services/Discrepancies*	\$0.00	\$0.00	\$0.00	\$0.00	\$928.91	\$1,000.00	71.09	93%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$590.14	\$0.00	\$590.14	\$1,304.47	\$3,000.00	1,695.53	43%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$675.00	\$163.54	\$0.00	\$838.54	\$2,563.54	\$2,625.00	61.46	98%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$46.00	\$58.00	\$232.00	\$336.00	\$1,812.00	\$1,500.00	(112.00)	107%
	<b>Total Miscellaneous</b>	<b>\$721.00</b>	<b>\$811.68</b>	<b>\$232.00</b>	<b>\$1,764.68</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	\$0.00	\$0.00	\$0.00	\$6,000.00	6,000.00	0%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$0.00	\$0.00	\$158.40	\$1,000.00	841.60	16%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$222.60	\$0.00	\$222.60	\$1,034.37	\$1,000.00	(34.37)	103%
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$604.38	\$0.00	\$0.00	\$604.38	\$5,237.96	\$20,000.00	14,762.04	26%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$100.00	\$0.00	\$0.00	\$100.00	\$1,497.02	\$1,000.00	(497.02)	150%
	<b>Total Intergov Services</b>	<b>\$704.38</b>	<b>\$222.60</b>	<b>\$0.00</b>	<b>\$926.98</b>	<b>\$7,927.75</b>	<b>\$29,000.00</b>	<b>21,072.25</b>	<b>27%</b>

Acct #	Reference	Oct 2019	Nov 2019	Dec 2019	4th Q Totals	YTD Expense	2019 Budget	Budget Balance	% of Budget
<b>Capital</b>									
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$7,700.00	7,700.00	0%
001-000-000-594-76-64-04	2017 Capital Projects	\$0.00	\$0.00	-\$50,664.80	-\$50,664.80	\$0.00	\$168,556.32	117,891.52	30%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$50,664.80</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>\$31,247.24</b>	<b>\$31,511.37</b>	<b>\$32,905.44</b>	<b>\$95,664.05</b>	<b>\$410,777.59</b>	<b>\$422,941.54</b>	<b>12,163.95</b>	<b>97%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$40,172.67</b>	<b>\$45,384.02</b>	<b>\$38,864.63</b>	<b>\$124,421.32</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>-\$50,664.80</b>	<b>-\$50,664.80</b>	<b>-\$50,664.80</b>	<b>\$83,000.00</b>	<b>133,664.80</b>	<b>-61%</b>
	<b>GRAND TOTAL 4th Q. EXPENDITURES</b>	<b>\$71,419.91</b>	<b>\$76,895.39</b>	<b>\$71,770.07</b>	<b>\$220,085.37</b>	<b>\$897,723.28</b>	<b>\$1,336,839.01</b>	<b>439,115.73</b>	<b>67%</b>

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8c    **Assigned to:** District GM    **Meeting Date:** February 18, 2020

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

**Subject:** Consortium

#### Background/Summary:

At the January 14 retreat, the board directed the District GM to setup a consortium meeting with Tukwila and Evergreen Community Aquatic Centers.

The District GM met with Tukwila's Director of Operations and Tukwila's board sent the attached email for a potential meeting on Saturday, March 28 at 9:00am. See attached message.

**Fiscal Impact:** N/A

**Proposed Motion:** Motion dependent on discussion.

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

<b>Two Touch Rule:</b>	<u>1/14/20 Retreat</u>	<b>Committee Review</b>
	<u>02/18/20</u>	<b>First Board Meeting (Informational)</b>
	<u>TBD</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:**      Adopted             Rejected             Postponed       

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

#### Notes:

See attached: Email from Tukwila Metropolitan Pool's District Administrator.



**Subject:** Possible Joint Commissioner Meeting: Tukwila Pool MPD / Des Moines MPD  
**Date:** Monday, February 10, 2020 at 6:39:02 PM Pacific Standard Time  
**From:** district@tukwilapool.org  
**To:** Scott Deschenes  
**CC:** Bradley Harpin, Aaron Shipman

Hello Scott,

I'm reaching out to schedule a joint meeting for our Elected Officials. Saturday morning, March 28th, at 9am works best for us, but if this won't work for your party, please suggest another weekend morning. We are unavailable the last two weeks of April.

Cheers,  
Kristine Selleck  
District Administrator

Sent from my iPhone

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d Assigned to: District GM Meeting Date: February 18, 2020

Under: Old Business Attachment: Yes

Subject: 2020 Goals and Objectives (Homework)

#### Background/Summary:

In 2019, the District created a process for setting goals and objectives. The District GM is following the same process. At the District's Retreat on January 29, 2019, the Board of Commissioners gave the District General Manager an outline of items to be included in developing the 2019 Goals and Objectives.

I have attached the two sets of goals and objectives set up over the past couple of years and a homework sheet.

**1/14 HOMEWORK:** Please write up five goals that you would like to see the District pursue during 2020. Please email the District GM by Monday, January 20<sup>th</sup>.

**1/21 HOMEWORK:** The District GM will put these goals together to be handed out at the regular board meeting on January 21<sup>st</sup> for homework that will be put out to the board to vote on the importance and urgency of each goal.

**2/18 BOARD MEETING:** The voted items will be compiled into a spreadsheet that will be handed out to the board at the February 18<sup>th</sup> regular board meeting, along with a draft of the goals and objectives. If there are any changes, the board goals will be voted on at the March 17<sup>th</sup> regular board meeting.

We have attached the homework sheet for 1/14/2020, in case anyone forgot to take their packet home.

**UPDATE:** We still have not received goals from two of the board members. Attached is a copy of the goals. Please complete and bring to the Tuesday, February 18 meeting.

Fiscal Impact: N/A

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

Reviewed by Legal Counsel: Yes ☐ No ☒ Date:

Two Touch Rule:	<u>1/14/20 Retreat</u>	Committee Review
	<u>1/21/20</u>	First Board Meeting (Informational)
	<u>TBD</u>	Second Board Meeting (Action)

Action Taken: Adopted ☐ Rejected ☐ Postponed ☐

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

**Notes:**

See attached: 1/14/2020 Goal Setting Homework.

**GOAL SETTING**  
**Des Moines Pool Metropolitan Park District**  
**TOP FIVE (5) GOALS OF 2020**  
**DES MOINES POOL METROPOLITAN PARK DISTRICT**

Please complete the worksheet below. What do you consider to be the top five (5) goals of the District from your perspective and why do you believe that these goals are paramount to the District. Please email your goals to the District GM by Monday, January 20 at Noon.

**TOP FIVE GOALS**

What do you consider to be the top five goals presented by board members above and why?

	GOAL	REASONING (WHY?)
1.		
2.		
3.		
4.		
5.		

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9a      **Assigned to:** District GM      **Meeting Date:** February 18, 2020

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

**Subject:** 2020 Lifeguard and Swim Lesson Instructor Survey

**Background/Summary:**

In 2019, minimum wage increased from \$12.00 to \$13.50/hour. The District waited until 2020 to see what other local pools. Attached is a PowerPoint report of local pools including pools in Federal Way that other MRP staff worked.

At the retreat, the board directed the District GM to put together an analysis that included local pools and other employers competing for local teens.

The report includes recommendations for lifeguard and swim instructors.

**Fiscal Impact:** N/A

**Proposed Motion:** I move to approve staff recommendations for lifeguard and water safety instructors to be effective immediately.

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

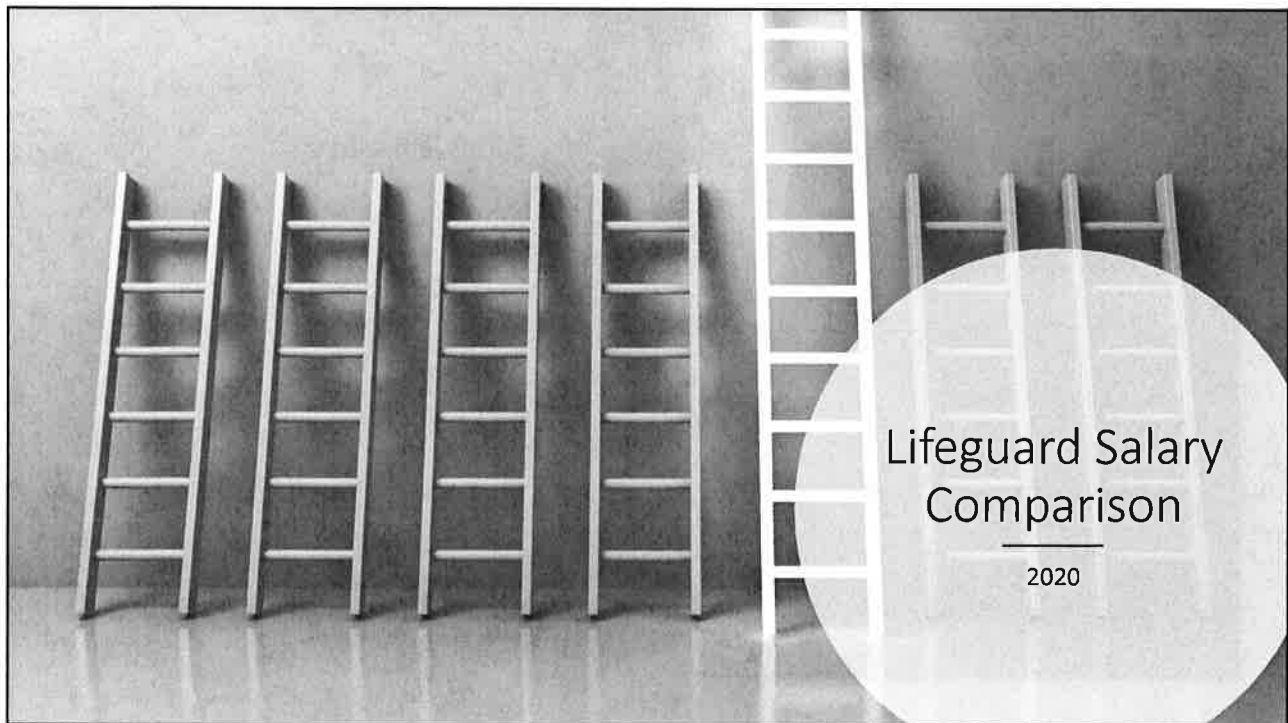
<b>Two Touch Rule:</b>	<u>1/14/20 Retreat</u>	<b>Committee Review</b>
	<u>11/19/19</u>	<b>First Board Meeting (Informational)</b>
	<u>2/18/20 or TBD</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:**      Adopted             Rejected             Postponed       

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

**Notes:**

See attached: PowerPoint of Salary Comparison for Lifeguards and Swim Lesson Instructors.



1

## Comparison of Local Organizations

	Low	High
Tukwila Metropolitan Park District	\$ 14.00	\$ 17.50
Evergreen Community Aquatic Center	\$ 13.75	\$ 15.00
Federal Way Community Center	\$ 13.50	\$ 16.50
King County Aquatic Center	\$ 17.26	\$ 21.87
City of Seattle	\$ 16.92	\$ 20.48
<b>Average</b>	<b>\$ 15.09</b>	<b>\$ 18.27</b>

### Lifeguard

King County 4.1 ★

Federal Way, WA 98023

**\$17.26 - \$21.87 an hour**

- Current Northwest Lifeguard Preparation Course certification.
- Current Northwest Lifeguard Certification (highly recommended).
- Able to lift 50 pounds.

30+ days ago · Save job · more...

2

## Other Local Companies Hiring Teens



Dick's Drive-In



Starbuck's



Camp/Club Khaos

3



### \$17/hour in Seattle

Dick's employees earn a base wage which varies from \$16/hr (Kent) to \$18/hr (Broadway & Queen Anne)

Shift Managers earn up to \$7/hour over-and-above their base wage. Store Managers earn considerably more and all are promoted from within the company.



### \$25,000 Scholarship

All employees who work 20 hours a week for at least six months and continue to work at least 20 hours a week while going to school have access to a \$25,000 scholarship over 4 years. You can use this scholarship for any college, vocational or self-improvement program.



### Childcare Assistance

As an extension of our Scholarship Program, childcare assistance of between \$3,500-\$9,000 per year is available to employees working 20 hours per week for at least six months — and continue to work at least 20 hours per week while receiving childcare assistance.

If an employee doesn't use any or all of their available scholarship fund for tuition, they can use it for



### Free Health Insurance

Dick's offers 100% employer-paid health insurance for all employees. Children are covered at 75%, spouses at 50%.

Dental coverage is 100% employer-paid for non-smoking employees, 50% for smokers.

Dick's Drive-In

4

**Health Coverage**

Starbucks offers comprehensive medical, dental, vision, life, and disability insurance to eligible partners. Starbucks also offers a flexible health savings account (HSA) for eligible partners.

**Education**

Starbucks offers tuition reimbursement for eligible partners pursuing a degree at an accredited institution. Starbucks also offers a flexible education savings account (ESA) for eligible partners.

**Commuter Benefit**

Starbucks offers a commuter benefit to eligible partners, allowing them to prepay for public transit or carpooling costs.

**Stock and Savings**

Starbucks offers a stock ownership plan (SOP) to eligible partners, allowing them to purchase Starbucks stock. Starbucks also offers a flexible savings account (FSA) for eligible partners.

**BENEFITS AND PERKS**  
Investing in you

Starbucks

5

**Paid Time Off**

Both non-retail and retail partners are eligible for paid vacation days and partner and family sick time. While salaried / non-retail partners also receive two personal days per year. Starbucks observes seven paid holidays, during which retail hourly partners are paid 1/2 times their base hourly rate of pay for any hours worked on these holidays.

**Parental Leave**

Eligible partners welcoming a new child may receive time off and pay replacement through parental leave. Starbucks also provides Family Expansion Reimbursement of up to \$10,000 per adoption, surrogacy or intrauterine insemination for eligible partners.

**Coffee and Tea Markout**

Partners are eligible to receive a free pound of coffee or box of tea every week.

**In-Store Discount**

Partners receive a 30% discount on purchases of beverages, merchandise and food.

**Recognition Programs**

Starbucks recognizes partner contributions at all levels of achievement through formal and informal programs.

**Partner Networks**

These employee resource groups bring together partners with common interests, helping connect them to growth opportunities and ways to serve communities.

**Affiliate Discounts**

Partners enjoy discounts at local and national retailers as well as select providers of benefits like auto, home and pet insurance.

**Care@Work by Care.com**

All U.S. partners have access to up to 10 backup care days for kids and adults per year, plus senior care planning and a premium membership to Care.com.

**Spotify Premium Subscription**

All U.S. partners enjoy full-service Spotify, choosing what to listen to, creating radio stations and accessing Starbucks in-store playlists.

**Elite Athlete Program**

Starbucks supports partners participating in athletics at a world-class level.

**Matching Gift Programs**

We match partners' individual contributions of financial gifts - time to eligible nonprofits, up to \$1,500 per fiscal year.

**On-Site Gym, Daycare and Dry Cleaning**

Partners working in the Starbucks Support Center enjoy multiple services under one roof, designed to enhance work-life balance.

Starbucks

**Barista**  
16 salaries reported

**Shift Manager**  
9 salaries reported

**\$16.19** per hour

**\$16.91** per hour

\$9.65

\$24.75

\$7.25

\$21.85

6

3



## Club/Camp KHAOS

### 2020 Hourly Wages

- **Recreation Leader I \$13.50 to \$15.50:** This is the entry-level in the job series, focusing on assisting other Recreation Leaders in the instruction and implementation of recreational programs. Must be at least 16 years of age. See education and experience requirements below.
- **Recreation Leader II \$14.00 to \$17.00:** This is the lead level in the job series, performing all duties of a Recreation Leader I while providing lead direction to Recreation Leader I staff members, leading program activities, and may transport program participants and staff. Must be High School graduate or equivalent. See education and experience requirements below.
- **Recreation Leader III \$15.50 to \$19.50:** This is the supervisory level in the job series, performing all duties of Recreation I and II, while providing direction to and supervision of Recreation Leader I and II staff, leading program activities. Must be High School graduate or equivalent. See education and experience requirements below.

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## Staff Recommendation


### Lifeguard - \$14.25 - \$18.25

- \$.50 more if WSI (swim lesson) certified.
  - Get more instructors on sta
- \$1.00 more if work between 8:00am-3:00pm.
- \$2.00 more for opening guard.
  - Most difficult shift to fill.
- Need to work out summer bonus.
  - Tukwila paid \$2/hour more per employee.

### Water Safety Instructor - \$15.25-\$19.25

- Industry standard to pay more for teaching classes.
- Incentive to teach over guarding.
- Need to grow for swim lesson capacity.

8



## Other Staff Recommendations

- Continue to fund certifications.
- Allow for Second Aquatics Coordinator (budgeted) or split into two Assistant Aquatic Coordinators (new staff recommendation) to help develop staff and manage programming.
- Pool management will continue to develop atmosphere for staff.
- Research incentives that other pools are using state and nationwide to grow programs.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9b      **Assigned to:** District GM      **Meeting Date:** February 18, 2020

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

**Subject:** WCIA Delegate and Risk Management Audit

#### Background/Summary:

At the District's last board meeting, Commissioner Kasnick, agreed to be the board's representative for the Washington Cities' Insurance Authority (WCIA). Attached is the paperwork to delegate Commissioner Kasnick as the District's representative.

Also, in February, WCIA announced their audit schedule, which will have the Des Moines Pool Metropolitan Park District as the first organization to be audited.

The District GM has elected to do a property loss inspection. The previous property loss inspection was performed in 2014. Due to the changes with the facility and management it is important to have these conditions checked and ensure we have a safe facility. See attached 2014 report and a collect of pictures with the report.

The audit is scheduled for Monday, March 2<sup>nd</sup>. The inspection will be at noon, and the annual WCIA review will be at 1:00pm. Both are scheduled to be performed at the Mount Rainier Pool. Commissioner Kasnick and the District GM will be present.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary. Informational only.

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

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>01/21/20</u>	<b>First Board Meeting (Informational)</b>
	<u>02/18/20</u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:** 2014 Property Loss Inspection and Documentation Pictures.



## PROPERTY LOSS PREVENTION INSPECTION

LOCATION

Mt Rainier Pool

ADDRESS

22722-19th

DATE

6-25-2

NOTE: FILL OUT FORM DURING INSPECTION. SUBMIT COMPLETED FORM TO FACILITY MANAGER. PLEASE FILE REPORT FOR REVIEW BY INSURANCE COMPANY AND FIRE DEPARTMENT REPRESENTATIVES. ANY "NO" ANSWER SHOULD HAVE AN ACTION ITEM ON PAGE 3.

**YES NO NA**

<b>FIRE PROTECTION</b>	SPRINKLER SYSTEM AND VALVE INSPECTION FORMS ON FILE?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ANNUAL INSPECTIONS BY SPRINKLER CONTRACTOR ON FILE?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ALL SYSTEMS IN SERVICE?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	FIRE ALARM PANELS OPERATIONAL?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	CLEAR ACCESS TO FIRE PROTECTION EQUIPMENT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	WATER CONTROL VALVES SECURED (LOCKED, CHAIN AND LOCK, ETC.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	DESCRIBE ANY EQUIPMENT OUT OF SERVICE:	<input type="text"/>		
	No sprinkler system or fire alarm system. All fire extinguisher inspections up to date.			
<b>HOUSE KEEPING</b>	IS COMBUSTIBLE WASTE REMOVED ON SCHEDULE?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	OILY RAGS AND OTHER OILY WASTE KEPT IN APPROVED SELF-CLOSING METAL CONTAINERS?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ARE CONTAINERS EMPTIED DAILY?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	EXCESS BOXES, STYROFOAM, PACKAGING MATERIALS REMOVED FROM BUILDING?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	IS THERE ANY COMBUSTIBLE STORAGE IN COMPUTER ROOMS OR ELECTRICAL ROOMS?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ADEQUATE CLEARANCE AROUND ELECTRICAL PANELS AND HEAT PRODUCING APPLIANCES (3' MINIMUM)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OUTSIDE WASTE STORAGE KEPT AT LEAST 20 FEET FROM BUILDINGS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	DRY GRASS AND WEEDS REMOVED AROUND BUILDINGS AND YARD STORAGE AREAS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AREAS REQUIRING ATTENTION:	<input type="text"/>			
	The storage room contains really old but still in use electrical boxes/panel. Items stored too close to par			
<b>KITCHEN AREAS</b>	HOOD SYSTEMS ARE PROPERLY MAINTAINED, CLEANED AND FILTERS IN PLACE?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	HOOD PROTECTION SYSTEMS ARE INSPECTED SEMI-ANNUALLY AND TAGGED FOR LAST SERVICE?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ARE PROTECTIVE CAGES IN GOOD REPAIR (IF PROVIDED)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ARE MANUAL ACTIVATION OF HOOD PROTECTION SYSTEMS ACCESSIBLE AND IN GOOD REPAIR?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	APPROPRIATE FIRE EXTINGUISHER LOCATED BY EXIT IN KITCHEN (K-TYPE OR WET CHEMICAL)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	GFCI FOR KITCHEN/BATHROOM OUTLETS TESTS PROPERLY?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	CO2 CYLINDER STORAGE SECURE FROM TOPPLING?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>SMOKING REGULATIONS</b>	ARE DESIGNATED SMOKING AREAS ESTABLISHED AND PROPERLY SIZED RECEPTACLES PROVIDED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SMOKING RECEPTACLES AWAY FROM BUILDINGS (25')?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE "NO SMOKING" SIGNS PROMINENTLY POSTED WHERE NEEDED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ANY EVIDENCE OF SMOKING IN UNAUTHORIZED AREAS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	LOCATIONS WHERE VIOLATIONS WERE NOTED:	<input type="text"/>		

		YES	NO	NA
<b>CUTTING AND WELDING</b>	ARE ALL HOTWORK JOBS COMPLETED IN A DESIGNATED REPAIR SHOP?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	IS JOB AREA INSPECTED BEFORE THE JOB OCCURS (FREE OF COMBUSTIBLES)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	AREAS ABOVE, BEHIND, BELOW AND INSIDE CLEANED OF COMBUSTIBLES, OILS, FUELS, AND GREASES?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	SPARK SCREENS USED FOR ULTRAVIOLET RAY PROTECTION AND CONTAINING SPARKS?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	IS WELDING EQUIPMENT INSPECTED PRIOR TO USE?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	IS ALL WELDING EQUIPMENT IN GOOD REPAIR (WORN HOSES, DAMAGED REGULATORS, DAMAGED ELECTRODES AND CABLES, ETC.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	PROBLEM AREAS:	<input type="text"/>		
<b>OUTSIDE CONTRACTORS</b>	ANY OUTSIDE CONTRACTORS WORKING ON PREMISES?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	IF SO, ARE THEY COMPLYING WITH FACILITY SAFETY REGULATIONS (SMOKING, HOT WORK, FALL PROTECTION, ETC.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	PROBLEM AREAS:	<input type="text"/>		
<b>PORTABLE FIRE EXTINGUISHER</b>	ARE ALL UNITS CHARGED AND TAGGED WITH DATE OF INSPECTION? (MONTHLY VISUAL AND ANNUAL TESTS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PROPERLY HUNG AND ACCESSIBLE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	HYDROSTATIC TESTS ARE UP TO DATE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE THE FIRE EXTINGUISHERS CORRECT FOR THE TYPE OF FIRE THAT COULD BE ENCOUNTERED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ANY ADDITIONAL EXTINGUISHERS NEEDED? IF SO, WHERE?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>SECURITY</b>	ADEQUATE LIGHTING FOR THE FACILITY?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DOORS AND WINDOWS SECURED DURING NON-OPERATIONAL HOURS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	SECURITY/BURLARY SYSTEMS OPERATIONAL?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	FENCING, GATES, ARE IN GOOD CONDITION?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ARE EMPTY, VACANT BUILDINGS INSPECTED REGULARLY FOR SIGNS OF ENTRY, CRIME, ARSON AND SECURITY?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	EXPLAIN ANY DEFICIENCIES:	<input type="text"/>		
	Doors in the filter and chemical rooms do not close properly. Door to the outside from both of these rooms			
<b>BUILDING MAINTENANCE</b>	ROOF COVERINGS IN GOOD CONDITION? EAVES? <input type="checkbox"/> FLASHINGS <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE ROOF DRAINS CLEAR, AND ROOF FREE OF STANDING WATER OR SNOW ACCUMULATION?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ARE SMOKE STACKS AND SIGNS SECURELY ANCHORED AND PROPERLY GUYED FOR WIND STORMS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MASONRY WALLS AND STACKS IN GOOD CONDITION?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ANY SIGNIFICANT CRACKS IN CONCRETE SLABS, WALLS OR SIDEWALKS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ANY SIGNS OF WATER IN WALLS, CEILINGS AND DOORS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ARE STAIRS IN GOOD CONDITION?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ARE STAIRS EQUALLY SPACED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE ALL ENTRANCES CLEAR AND HAVE EASY ACCESS?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE SIDEWALKS IN GOOD REPAIR?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE ELEVATORS INSPECTED AND SERVICED REGULARLY? FREQUENCY?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	EXPLAIN ANY DEFICIENCIES:	<input type="text"/>		
	Could not see roof. Member recently had a roof inspection and roof needs to be replace in the next cc			
<b>FIRE DOORS AND FIRE EXITS</b>	ARE FIRE DOORS IN GOOD CONDITION AND OPERATE PROPERLY?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ARE ANY DOORS BLOCKED OPEN OR OBSTRUCTED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE SELF- CLOSING ROLL DOWN DOORS INSPECTED ANNUALY FOR PROPER OPERATION?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ADEQUATE LIGHTING AND SIGNS PROVIDED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EMERGENCY LIGHTING AND EXIT SIGNS TESTED?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PROBLEM AREAS:	<input type="text"/>		
	Several doors need to be replaced.			



		YES	NO	NA
<b>ELECTRICAL EQUIPMENT</b>	ANY CIRCUITS OVERFUSED OR BRIDGED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE ANY OUTLETS OVERLOADED ( MULTI TAPS, MULTIPLE PLUGS OR POWER STRIPS CONNECTED END ON END, ETC.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OUTLET AND JUNCTION BOX COVERS IN PLACE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ANY TEMPORARY WIRING OR EXTENSION CORDS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	MOTORS KEPT CLEAN AND WELL LUBRICATED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	HAZARDOUS LOCATION ELECTRICALS PROVIDED WHERE NEEDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE THERE ANY PENETRATIONS THROUGH FIRE RATED WALLS THAT SHOULD BE SEALED WITH APPROVED FIRESTOPPING?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EXPLAIN DEFICIENCIES:	<input type="text" value="I don't know the answer to many of these technical questions."/>		
<b>HEATING EQUIPMENT</b>	ALL HEATING EQUIPMENT KEPT IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE PORTABLE HEATERS FREE OF COMBUSTIBLES AND TURNED OFF WHEN NOT IN USE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE SAFETY CONTROLS IN SERVICE AND PROPERLY ADJUSTED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE ALL HEATERS, FLUES, VENTS, AND STEAMPIPES KEPT CLEAR OF COMBUSTIBLES?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE THEY SUPPORTED SAFELY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DESCRIBE PROBLEM AREAS:	<input type="text" value="I don't know the answer to these technical questions."/>		
<b>STORAGE</b>	IS STORAGE WELL ARRANGED WITH ADEQUATE CLEAR AISLES?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	IS STORAGE KEPT AT LEAST 18 INCHES BELOW THE LEVEL OF SPRINKLERS?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	IS STORAGE CLEAR OF LIGHT FIXTURES, HEATERS, STEAMPIPES, ETC.?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ANY STORAGE 12 FEET OR HIGHER?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ARE LIQUIDS STORED ABOVE SOLIDS THAT WOULD MAKE AN INCOMPATIBLE COMBINATION?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ARE STORAGE RACKS SECURED FROM TOPPLING (I.E. EARTHQUAKES)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	DESCRIBE PROBLEM AREAS:	<input type="text" value="The areas where there is storage need to be addressed for piling too close to machinery or electrical"/>		
<b>FLAMMABLE LIQUIDS</b>	ARE FLAMMABLE LIQUIDS IN EACH AREA RESTRICTED TO A ONE DAY SUPPLY?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	SPILL CONTAINMENT PROVIDED?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	ARE APPROVED SAFETY CANS USED FOR DISPENSING OPERATIONS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE SAFETY CANS IN GOOD CONDITION AND EQUIPPED WITH FLAME ARRESTORS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BONDING AND GROUNDING WIRES PROVIDED AND IN USE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE DISPENSING DRUMS EQUIPPED WITH APPROVED HAND-OPERATED PUMPS OR SELF CLOSING VALVES?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE DRUMS EQUIPPED WITH APPROVED SAFETY VENTS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	QUANTITIES LIMITED TO 60 GALLONS CLASSES I & II, AND 120 GALLONS TOTAL?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	IF NOT, IS STORAGE KEPT IN UL LISTED/ FM APPROVED FLAMMABLE LIQUIDS CABINETS OR CUT OFF ROOMS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE MSDS/ SDS RECORDS UP TO DATE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EXPLAIN DEFICIENCIES:	<input type="text" value="We recommended that the flammable products in the maintenance room and storage room be kept in a fire cabinet"/>		
<b>EARTHQUAKE</b>	ARE FURNITURE AND EQUIPMENT THAT COULD TIP AND BLOCK AN EXIT PROPERLY ANCHORED?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ARE COMPUTERS AND COPYING EQUIPMENT HELD FIRMLY IN PLACE?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ARE MACHINE SHOP FIXED EQUIPMENT/ELECTRONIC RACKS ANCHORED?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ARE AIR CONDITIONERS PROPERLY SECURED; CABLE TRAYS BRACED AT INTERVALS OF 10 FEET OR LESS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EMERGENCY ACTION PLANS</b>	ARE EMERGENCY ACTION PLANS ESTABLISHED AND DRILLED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE EVACUATION MAPS POSTED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE ASSEMBLY AREAS IDENTIFIED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE VISITORS, VENDORS, PUBLIC CONSIDERED IN EMERGENCY ACTION PLAN?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ARE IMPROVEMENTS NEEDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DESCRIBE IMPROVEMENTS:			

I don't know the answer to these questions. The pool is operated by a vendor.

REMARKS

HAVE PREVIOUS DEFICIENCIES RECEIVED PROPER ATTENTION?

☒ ☐ ☐

ANY SPECIAL PROBLEM AREAS?

☒ ☐ ☐

ANY REPEAT PROBLEM AREAS?

☒ ☐ ☐

DESCRIBE PROBLEM AREAS:

Since DMPPD took over management of the facility, they have been making repairs and upgrades as time and mon



INSPECTED BY <div></div>	SUPERVISOR <div></div>	TITLE <div></div>	DATE <div></div>
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[illegible]

## 2020 COMPACT

### COMPACT Emphasis

For 2020 WCIA once again offers a tailored approach to the annual audit. Members will work with their designated Risk Management Representative to select from 3 options based upon loss history and applicability. The Risk Management Representative will be in contact with the member to discuss what might be the appropriate option.

Option 1 is a Traditional Audit questionnaire. The member will complete an audit questionnaire through the WCIA website on one of the following topics: **Homelessness, Personnel (emphasis on Supervisors), or Public Works (emphasis on Roadways)**.

Option 2 is a Targeted Risk Management Review. The review will consist of a thorough review and analysis of an agreed upon area of exposure, such as a member's special events forms and processes, facility use agreements, insurance and indemnification requirements for contract templates or a walk-through and inspection of one or more member-owned premises such as parks, community/senior centers, swimming pools, marinas, etc.

Option 3 is a Loss and Exposure Reduction plan. The plan involves an in depth review of the member's loss history to identify the greatest area of risk and then development of an action plan using best practices to assist the member in reducing its losses.

Each of the options above will require a meeting with the member's assigned Risk Management Representative, delegate, and appropriate member staff. This meeting will also include the annual review.

### Audit Questionnaire Permissions

For those members completing a traditional audit questionnaire for 2020, please note the required audit questionnaire(s) will be individually assigned and provided to you on the WCIA website once you have logged in to the website.

Member Delegates automatically have the security permission level to access the online audit questionnaires through the WCIA website <http://www.wciapool.org/services/AuditQuestionnaire>. The audit is designed to allow multiple users to enter data simultaneously. The Delegate or Alternate may request access for other users by contacting Katie Madsen, at (206) 687-7897 or email [katiem@wciapool.org](mailto:katiem@wciapool.org). She will need to know the users full name, email address, phone number, title and department.

***All questionnaires must be completed online for data tracking purposes.***

### **Annual Audit Scheduling**

Your assigned Risk Management Representative will contact you 30-60 days before your audit month to discuss an appropriate audit topic and to schedule your annual audit and review. Please feel free to contact your Risk Management Representative with any questions. The audit and review calendar is attached and is also in the 2020 COMPACT Information document on our website under [Risk Management](#). You must be logged in to view the calendar.

### **Training & Education Support**

Training programs to support the COMPACT topics will be offered throughout the year regionally, on-site, as well as through reimbursed municipal education programs. All confirmed trainings will be posted on the WCIA website.

The **2020 COMPACT CORE Topics Trainings List** is included in this document and may also be located at: <http://www.wciapool.org/education-training>.

**To register for scheduled Regional Trainings**, click: [Washington Cities Insurance Authority - Training Calendar](#)

**To view eligible Reimbursable Programs**, click: [Reimbursement Programs](#)

For questions regarding training programs, please contact Member Services at [memberservices@wciapool.org](mailto:memberservices@wciapool.org)

## WCIA Full Board Delegate Job Description

Entity: \_\_\_\_\_

### The appointed Board Delegate's responsibilities and tasks are as follows:

1. Function as the primary source to coordinate communication with the Full Board, Executive Committee, and Authority staff regarding its member's needs. An appointed WCIA Delegate must be in a position of authority to implement policy and procedures requested by WCIA. The Delegate must be responsive and accountable to the WCIA Delegate job description. WCIA will schedule New Delegate orientation within 30 days of appointment.
2. Arrange for orientation of elected officials, department heads and staff.
3. Notify WCIA of changes in or additions to department directors, especially those who are unfamiliar with the organization.
4. Attend at least one, and strongly encouraged to attend the Full Board Meetings annually, come informed as to the issues, and vote appropriately. Full Board decisions voted by Board Delegates are binding for the member entity.
5. Develop a working knowledge of pool operations, understanding of the budget, investment strategies, assessment formulae to transcribe community Authority services and resources.
6. Timely coordinate with the Authority, liability and the WCIA reporting procedures, newsletter distribution, risk management and loss on issues, field audits, insurance and indemnity requirements for member contracts within 30 days of appointment. The ability to communicate issues throughout the member entity, of elected officials, degree of training offered, distribute training announcements within three (3) days of appointment.
7. Coordinate insurance coverage, inter-agency requests, Authority annual requests for worker hour and property or automobile schedule, and changes on a timely basis.
8. Receive and ensure informed processes the issues, annual assessment billing.
9. Monitor and coordinate the member's COMPACT.
10. Contact WCIA develop a working knowledge of investment strategies, indemnification requirements, seek assistance resources.
11. Other duties develop the authority.

Signature of Appointing Official	Title	Date
Signature of Delegate	Title	Date
Printed Name of Delegate	Email Address	
Signature of Alternate Delegate	Title	Date
Printed Name of Alternate Delegate	Email Address	

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9c    **Assigned to:** District GM    **Meeting Date:** February 18, 2020

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

**Subject:** Pacific Middle School Physical Education Class Request

#### Background/Summary:

In 2019, the District was approached about offering physical education classes. In 2020, Pacific Middle School has again approached the District about offering classes.

The school has too many students for their physical education classes and would like to offer one or two elective class(es) of 20-25 for the pool. There will be a physical education component and also may ideally include swim lessons.

We discussed offering them our lowest rental rate of \$90/hour, which would include a higher staff than most rentals of 2 lifeguards and 1 swim instructor. We also discussed many possibilities. After the meeting the school sent the attached email and requested that we waive part of the fees to make it more affordable.

Since this deals with gifting of public monies and they amount requested would have a large impact on our scholarship fund and this program was not budgeted; staff is requesting direction from the board.

*Note-this request was made after the deadline for the King County Youth Amateur Sports Grant.*

**Fiscal Impact:** \$13,000 to \$26,000

**Proposed Motion:** Motion dependent on discussion.

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

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>02/18/20</u>	<b>First Board Meeting (Informational)</b>
	<u>TBD</u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:** Request email from Michelle Williams of Highline School District.

**Subject:** RE: Pacific Middle School

**Date:** Tuesday, February 11, 2020 at 3:03:57 PM Pacific Standard Time

**From:** Michelle Williams

**To:** Lauryne Bartlett, Scott Deschenes

**CC:** Claudia House

I had a "." After Scott's email address so it was incorrect...hopefully this email will make it to him!

**Thank you,  
Michelle Williams  
NBCT PE/Health  
Pacific Middle School**

**From:** Michelle Williams

**Sent:** Tuesday, February 11, 2020 3:01 PM

**To:** 'lauryne.bartlett@desmoinespool.org' <lauryne.bartlett@desmoinespool.org>

**Cc:** 'scott.deschenes@desmoinespool.org.' <scott.deschenes@desmoinespool.org.>; Claudia House <Claudia.House@highlineschools.org>

**Subject:** Pacific Middle School

Lauryne & Scott,

Thank you guys so much for meeting with me today! I ran things by my coworker Claudia and before I talk with my principal I want to see if we can modify a few things.

Claudia said she thinks we need 25 in a class to make it worthwhile, we talked about 20 kids in a class...so I am not sure the implications of adding 5 more to the class size?

The second thing is the cost. We did the math and it would be approximately \$13,000 for 1 class period all year long and \$26,000 for 2 class periods all year long. I don't think that number will be within reason for our budget. Is there anything else we could work out?

**Thank you,  
Michelle Williams  
NBCT PE/Health  
Pacific Middle School**