



Des Moines Pool Metropolitan Park District

22015 Marine View Drive South

March 17, 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)**
- 6:25 **6. CONSENT AGENDA**
 - a. EXPENDITURE/REVENUE SUMMARY**
February Financials
 - b. STAFF/CONTRACTOR/COMMITTEE REPORTS**
Board Committees
District General Manager Administration Report
 - c. ADOPTION OF MINUTES**
February 18, 2020, Regular Meeting
 - d. CORRESPONDENCE**
None
 - e. BANK TRANSFERS (REVENUE)**
\$15,009.58 was received by MRP in the month of February 2020.
 - f. VOUCHER APPROVAL**
\$43,006.18 was processed in February 2020
 - g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**
\$43,855.50 was processed in February 2020 for payroll
- 7. OLD BUSINESS**
- 6:30 **a. Joint Meeting**
- 6:42 **b. Mission, Vision, & Values**
- 6:54 **c. 2020 Goals Setting**

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
March 17, 2020

7:06 **d. Pacific Middle School PE Classes**

7:18 **e. Board Committees**

8. NEW BUSINESS

7:30 **a. Corona Virus Updates**

7:45 **b. Policy/Procedures Review**

UPCOMING MEETINGS

- ~~April 7 Retreat Meeting~~ (Cancelled)
- April 21, 2020, Regular Meeting, 6:00 p.m., District Office
- May 19, 2020, Regular Meeting, 6:00 p.m., District Office

ADJOURNMENT

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

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: Clerk of the Board

Meeting Date: March 17, 2020

Under: Consent Agenda

Attachment: Yes

Subject: Consent Agenda

Background/Summary:

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

Item 6a: Financial Summary

Expenditures February 2020: Total **\$87,550.02**

• Admin Expenditures = \$37,703.78 Ops Expenditures = \$49,846.24 Capital Expenditures = \$0.00

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

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

Item 6b: Staff/Committee Reports

- Committee
- District General Manager Administration Report

Item 6c: Adoption of Minutes

- February 18, 2020, Regular Meeting Minutes

Item 6d: Correspondence – None

Item 6e: Bank Transfers (MRP Revenue) reported above

Item 7f: Voucher Approval - The following voucher/warrants totaling **\$43,006.18** were approved for payment

- \$17,619.71 was processed on February 3, 2020
- \$5,756.33 was processed on February 10, 2020
- \$2,754.35 was processed on February 17, 2020
- \$8,910.31 was processed on February 20, 2020
- \$5,964.15 was processed on February 24, 2020
- \$2,001.33 was processed on February 27, 2020

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$43,855.50** were processed for payment

- \$20,533.37 approved for payroll on February 13, 2020
- \$23,322.13 was approved for payroll on February 28, 2020

A total of **\$86,861.68** was processed in February 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 February 2020 totaling **\$86,861.68**.

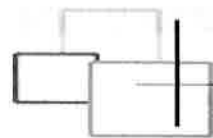
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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

Action Taken: Adopted Rejected Postponed

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

Notes:



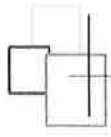
2020 EXPENDITURES -- February 2020

Beginning Balance = \$1,062,561.90

Category/ Acct #	Reference	Feb 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,049.19	\$1,573.79	\$12,800.00	11,226.21	12%
001-000-000-576-20-10-01	District Manager - Wage	\$5,981.26	\$12,255.25	\$98,365.00	86,109.75	12%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,833.06	\$3,660.80	\$27,037.50	23,376.70	14%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$3,849.61	\$8,261.50	\$71,997.00	63,735.50	11%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,378.46	\$5,485.50	\$105,000.00	99,514.50	5%
001-000-000-576-21-30-01	Lifeguards	\$15,632.88	\$29,128.64	\$190,000.00	160,871.36	15%
001-000-000-576-21-30-02	Instructors	\$1,286.90	\$1,987.41	\$40,000.00	38,012.59	5%
001-000-000-576-21-32-02	Head Lifeguards	\$4,062.03	\$7,612.01	\$33,742.80	26,130.79	23%
001-000-000-576-20-21-19	Payroll Taxes	\$11,649.28	\$22,599.32	\$169,000.00	146,400.68	13%
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	\$855.80	\$1,084.28	\$12,942.98	11,858.70	8%
	Total Salaries & Wages	\$49,578.47	\$92,564.22	\$750,310.50	657,746.28	12%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$3,620.72	\$5,615.32	\$35,728.00	30,112.68	16%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$270.00	\$2,000.00	1,730.00	14%
	Total Personal Benefits	\$3,755.72	\$5,885.32	\$37,728.00	\$31,842.68	\$0.29
Office Supplies						
001-000-000-576-20-31-00	District Office Supplies	\$675.05	\$675.05	\$5,000.00	4,324.95	14%
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%
	Total Office Supplies	\$675.05	\$675.05	\$14,000.00	13,324.95	5%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$25.26	\$25.26	\$3,000.00	2,974.74	1%
001-000-000-576-21-35-02	Janitorial Supplies	\$433.63	\$938.40	\$5,000.00	4,061.60	19%
	Total Maintenance & Repair Supplies	\$458.89	\$963.66	\$8,000.00	7,036.34	12%
Pool Supplies						
001-000-000-576-20-40-00	Employee Recognition	\$30.87	\$30.87	\$1,200.00	1,169.13	3%
001-000-000-576-21-35-01	Pool Chemicals	\$205.60	\$644.61	\$20,000.00	19,355.39	3%
001-000-000-576-21-35-15	Special Pool Events	\$1,081.23	\$1,081.23	\$2,750.00	1,668.77	39%
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	\$1,446.45	\$1,446.45	\$1,000.00	(446.45)	145%
	Total Pool Supplies	\$2,764.15	\$3,203.16	\$25,750.00	22,546.84	12%
Scholarships						
001-000-000-576-20-40-20	Faith Callahan	\$616.04	\$1,493.14	\$18,000.00	16,506.86	8%
	Total Scholarships	\$616.04	\$1,493.14	\$18,000.00	16,506.86	8%
Pool Equipment						
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%
	Total Pool Equipment	\$0.00	\$0.00	\$15,700.00	15,700.00	0%

Category/ Acct #	Reference	Feb 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Professional Svcs - Front Offc						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$837.50	\$1,605.50	\$14,000.00	12,394.50	11%
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$0.00	\$980.03	\$7,700.00	6,719.97	13%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,226.00	\$2,452.00	\$22,500.00	20,048.00	11%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$254.27	\$422.67	\$5,250.00	4,827.33	8%
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)	\$130.20	\$130.20	\$1,500.00	1,369.80	9%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$504.75	\$1,014.25	\$7,700.00	6,685.75	13%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$102.15	\$225.75	\$3,000.00	2,774.25	8%
	Total Prof Services-Front Offc	\$3,054.87	\$6,830.40	\$77,095.00	70,264.60	9%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$128.00	\$288.00	\$2,160.00	1,872.00	13%
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)	\$744.34	\$813.70	\$1,000.00	186.30	81%
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)	\$548.91	\$1,845.82	\$6,798.00	4,952.18	27%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,573.80	\$4,573.80	\$20,119.52	15,545.72	23%
001-000-000-576-21-48-11	Maintenance Contract (Aquatic Specialty)	\$379.21	\$544.21	\$3,000.00	2,455.79	18%
	Total Prof Services-Maintenance	\$6,374.26	\$8,065.53	\$40,622.52	32,556.99	20%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$1,794.07	\$2,113.07	\$100,000.00	97,886.93	2%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
	Total Repairs & Maintenance	\$1,794.07	\$2,113.07	\$102,000.00	99,886.93	2%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$62.50	\$62.50	\$2,000.00	1,937.50	3%
001-000-000-576-20-41-10	MS Subscription MS Office 365	\$669.90	\$669.90	\$6,000.00	5,330.10	11%
001-000-000-576-20-42-00	Postage & Mailing	\$8.10	\$8.10	\$1,000.00	991.90	1%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$397.94	\$1,028.08	\$6,750.00	5,721.92	15%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$115.65	\$115.65	\$1,500.00	1,384.35	8%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$75.83	\$75.83	\$500.00	424.17	15%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$118.00	\$118.00	\$840.00	722.00	14%
	Total Communications	\$1,447.92	\$2,078.06	\$18,590.00	16,511.94	11%
Training & Travel						
001-000-000-576-20-43-00	Training/Conferences (Administration)	\$160.00	\$160.00			
001-000-000-576-20-43-10	Travel Expenses (Administration)	\$7.36	\$7.36	\$1,500.00	1,492.64	0%
001-000-000-576-21-43-01	Travel Expenses (Operations)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-43-02	Training/Conferences (LGI/WSI Certs)	\$498.40	\$498.40	\$2,500.00	2,001.60	20%
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%
	Total Training & Travel	\$665.76	\$505.76	\$14,500.00	11,494.24	3%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$566.66	\$566.66	\$22,500.00	21,933.34	3%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,000.00	4,000.00	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
001-000-000-576-21-41-04	Ad Design	\$0.00	\$560.00	\$500.00	(60.00)	112%
	Total Advertising	\$566.66	\$1,126.66	\$31,200.00	30,073.34	4%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$1,435.00	\$1,435.00	\$12,500.00	11,065.00	11%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$550.00	\$550.00	\$3,600.00	3,050.00	15%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$520.36	\$2,500.00	1,979.64	21%
	Total Rentals & Leases	\$1,985.00	\$2,505.36	\$18,600.00	16,094.64	13%

Category/ Acct #	Reference	Feb 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$7,301.32	\$13,845.52	\$75,000.00	61,154.48	18%
001-000-000-576-21-47-02	Water (Highline)	\$625.97	\$1,204.32	\$9,000.00	7,795.68	13%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$385.27	\$1,034.99	\$4,200.00	3,165.01	25%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$657.06	\$3,000.00	2,342.94	22%
	Total Utilities	\$8,312.56	\$16,741.89	\$91,200.00	74,458.11	18%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$273.00	\$12,332.00	\$16,000.00	3,668.00	77%
	Total Insurance	\$273.00	\$12,332.00	\$16,000.00	3,668.00	77%
Miscellaneous						
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	\$59.05	\$59.05	\$1,000.00	940.95	6%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$233.20	\$233.20	\$1,500.00	1,266.80	16%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$50.14	\$350.14	\$2,625.00	2,274.86	13%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$174.00	\$232.00	\$1,750.00	1,518.00	13%
	Total Miscellaneous	\$516.39	\$874.39	\$7,375.00	6,500.61	12%
Intergovernmental Services						
001-000-000-576-20-41-11	State Audit	\$3,933.63	\$4,664.36	\$6,000.00	1,335.64	78%
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)	\$273.97	\$273.97	\$1,000.00	726.03	27%
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$503.61	\$503.61	\$5,000.00	4,496.39	10%
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%
	Total Intergov Services	\$4,711.21	\$5,441.94	\$44,000.00	38,558.06	12%
Capital						
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%
	Total Capitals	\$0.00	\$0.00	\$83,750.00	\$83,750.00	0%
	TOTAL ADMINISTRATION	\$37,703.78	\$75,757.91	\$575,505.50	499,747.59	13%
	TOTAL OPERATIONS	\$49,846.24	\$87,276.74	\$752,408.50	665,131.76	12%
	TOTAL CAPITAL	\$0.00	\$163,034.65	\$83,750.00	(79,284.65)	195%
	GRAND TOTAL MO. EXPENDITURES	\$87,550.02	\$326,069.30	\$1,411,664.00	\$1,085,594.70	23%



2020 REVENUE -- February 2020

Account #	Reference	Feb 2020	YTD Balance	2020 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$14,856.58	\$16,550.85	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$1,315.86	\$1,315.86	\$0.00	\$0.00
	Total General Fund	\$16,172.44	\$17,866.71	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$1,901.81	\$4,048.54	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$103.00	\$103.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue* (detail below)	\$194.98	\$21,038.73	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$2,549.75	\$16,551.25	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits	\$12,459.83	\$23,687.46	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$30.00	\$42.00	\$0.00	\$0.00
	Total Revenue	\$17,239.37	\$65,470.98	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$175,000.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$175,000.00	\$175,000.00
	Grand Total Revenue	\$33,411.81	\$83,337.69	\$200,000.00	\$116,662.31

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Friday, February 7, 2020
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: February 14, 2020 to March 6, 2020 District General Manager Report

Week Ending February 14, 2020

BOARD MEETING FOLLOW-UP

I forwarded the question about a non-certified teacher and potential union issues to the P.E. contact. She stated that there should be no problem as both her and another P.E. teacher will be present during the program. She did not think this was going to be a problem. This will be on the agenda for March 17's board meeting.

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- SilverSneakers/Silver and Fit Classes: We also received a comment about wanting SilverSneaker water exercise classes, but the person did not leave a name to be added to our interest list. (See below for more information on these classes.) We currently have seven names on our interest list.

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SWIM LESSON PAGE

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<https://mtrainierpool.com/swim-lessons-2/>

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NEW RETAIL ITEMS

Dominic ordered some rash guards and shammy towels for purchase. The rash guards will be \$30 and the shammy towels will be \$17. The towels are for people that forget their towels when going to the pool.

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MEDICATE MEMBERSHIPS

- Classes: We currently have two instructors that are taking online training to teach these classes. I will put another reminder out to people in the future about class interest. This should grow our numbers.
- Active and Fit: We had a request to the ASH network to add MRP to their network. You had agreed to the Silver and Fit and Active and Fit contracts through American Specialty Health when they were approved last year. I went ahead and activated it, and we will update their list.

RESEARCH

- Corona Virus Tips from MRSC - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2020/Managing-Your-Agency-s-Response-to-the-Coronavirus.aspx>
- Older Age Doesn't Stop People from Taking the Plunge - <https://www.newsday.com/lifestyle/retirement/older-age-doesn-t-stop-them-from-taking-the-plunge-1.42424296>

Week Ending February 21, 2020

LIFEGUARD CLASS

Our Spring Break (April 6-10) Lifeguard class has 6/10 spots filled. We also have received additional applications via Facebook that we are going through.

SPECIAL MEETING

I am still waiting back for information about having a special meeting. I should have more information next week.

JOINT MEETING W/ TUKWILA

Tukwila was not available on April 4th and are not available the rest of April. They suggested having the meeting this summer. I have contacted them about meeting earlier. Their Director said he will call me back on Monday.

CERTIFICATIONS

Quentin just completed his LGI certification, which will allow him to teach lifeguards. This should help us have more staff to train lifeguards locally.

Lauryne and Dominic are taking AFO (Aquatic Facility Operators) Certifications in late April and early May. Legally we are required to have two AFO's on staff. Dominic and I are the current AFO certified staff. WCIA will cover one of the training fees, while we will need to cover the other which is within budget.

MAINTENANCE

- SHOWERS: The men's showers have been fixed by MacMiller under warranty. They are also ordering replacement mixing valves. It was also reported to me that Commissioner Croom spoke with Dominic about two of the showers in the women's locker room. He has fixed one but will need a little more time on the second.
- GUTTERS: Dominic is working having companies come out and get bids on replacing the damaged rear gutters on the exterior of the building.
- EZ CONNECT: Dominic is working with CMIT and Aquatic Specialties on the remote connection for the BecSys Unit.

FREE PASSES

Just a reminder that the free passes that were handed out were to give to other people to try to use the pool. We know that each of you talk to people that may not use the pool. If you need additional passes, let me know.

PEACH JAR

Now that we have increased capacity for swim lessons, we have placed flyers in Peach Jar to local schools in the Highline, Federal Way and Kent Districts. I followed the schools we selected for banners (and added Kent Elementary).

We are approved for all sites and the distribution will be February 24th. New student registration starts on February 26th.

SWIM LESSON SURVEYS

We are starting to survey swim lesson participants next week. Should have some information to share at the next aquatics manager meeting.

SILVER PROGRAMS UPDATE

We are up to 10 people in Tivity (SilverSneakers and Silver and Fit) and 6 people for American Specialty Health (Silver and Fit). We are close to being given a tablet by Tivity that directly links to their database to help with billing for the front desk.

WCIA GRANT

Joe and I met at the marina where he showed me the gates they set up at the marina. He also gave me a contact for the gate. I have contacted the contractor and am awaiting a response.



WEBSITE CHANGES

The swim lesson updates should be in place next week. We are looking at an accordion style listing of the information to make the page smaller and easier to access information. We are also updating the Silver Programs Page to be Healthcare Programs and include the Prime Fitness program, which is for ages 18-64. Dominic and Kyle are finalizing the information for the before you visit page, which will become a button on the main page. We are making these changes from feedback from our frontline staff.

RESEARCH

- Near Drowning (Water Quality and Need for Lifeguards) - <https://www.fox10phoenix.com/news/michigan-police-hail-heroic-individuals-after-toddler-saved-from-drowning-in-hotel-pool>
- Taking Action: Using ordinances, resolutions, motions and proclamations - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2020/Taking-Action-Using-Ordinances-Resolutions-Motio.aspx>
- Stores Close – Counties Use Unwanted Spaces - <https://www.naco.org/articles/store-closures-counties-repurpose-unused-spaces>

Week Ending February 28, 2020

SPECIAL MEETING UPDATE

We will probably have a special meeting over the next week or so. I will probably contact you when I have more information.

JOINT MEETING UPDATE

Tukwila's clerk sent out a timetable of available times. Please color in the dates you are available in green and the ones you are not in red. If you need help, I can fill it in for you. All times listed are Friday nights starting at 6pm or Saturdays at 9am. Here is the link...

https://docs.google.com/spreadsheets/d/19z7yQsF1BeLg3ZPvKg9-oKufz3_8SZNsdbOb2u8vVEs/edit#gid=0

GOALS

Just a reminder that we need your goals. Please email them or drop them off at the offices next week.

COMMENT BOX

Below are items taken care of since comment box installed.

- Staff parking moved to rear lots.
- Exterior lighting repaired.
- Men's shower water fixed.
- Women's showers.
- Toilet seats in women's lockerroom.
- Tightened bolts on water stairs.

All items have been taken care of with the exception of one shower head that Dominic is working on.

SPRING SCHEDULE

The Spring Schedule is now available. It starts on Sunday, March 1st.

- Email Blast – <http://createsend.com/t/d-6A2B794CF909F4C42540EF23F30FEDED>
- Website – <https://mtrainierpool.com/schedule-2/>
- PDF of Schedule - <https://mtrainierpool.com/wp-content/uploads/Spring-2020-MPR-Schedule.pdf>

SCHOLARSHIPS

We have already allocated over \$3,000 for scholarships this year. It is good that you allocated more money. We originally had \$4,500 (25% of \$18,000) allocated to last us through May, but with the \$5,000 from King County, we will have a total of \$5,750.

In donations, we are up to \$103 since taking donations earlier this month. This includes Commissioner Croom donating \$64 of her February stipend. We have setup a donation for coffee at the pool.

SWIM LESSON SURVEYS

We surveyed the last session of swim lessons. The Aquatics Manager will report the results at the first quarter meeting.

REORGANIZATION OF STORAGE SPACES & EQUIPMENT ROOMS

Staff moved leftover items to storage. Staff has reorganized these areas and moved the leftover items to storage. We will now start working on surplus for Spring.

TREASURE "TOY" CHEST

We purchased some dive rings, balls and other toys for younger kids to be used in the pool. We will implement it this Sunday at Family Swim with our new times from Noon to 2pm.

PTSA NIGHT

Lauryne booked our first PTSA Night on Friday, April 17th. We will get the banner out of storage for posting at their school. The school is Parkside Elementary.

PACIFIC MIDDLE SCHOOL

We met with Pacific Middle School on Thursday, February 27, 2020. They are now interested in having two, full periods of PE classes, and have requested 100% to be covered by the District. Dominic and Lauryne are putting a budget together that we will have ready for our next meeting.

LOBBY CHANGES

- Stanchions: We added stanchions and a sign-in podium to ensure people are signing in. The stanchions cut down on people going around the corner and checking in, and the podium is used on registration days to help people get signed in and into the pool.
- Digital Display: We are having the television replaced in the lobby. It will be installed next Thursday. We discovered a free app called Play and are using a refurbished fire stick (\$20) to post the digital signage. The television will also be used for trainings.

NEW ITEMS FOR SALE

We are adding Rash Guards and Chamois Towels to retail items. We currently offer swim goggles, swim caps, combination locks and swim diapers.

WCIA ANNUAL REVIEW

WCIA will be out Monday (March 2nd) from Noon to 2pm. Eric is our WCIA delegate and will be at the meeting. We will share results at our March board meeting.

WCIA GRANT

We put together a grant for gates for the parking lot. We continue to find drug items onsite and suspicious cars afterhours. We will inform you if we receive it or not.

OVERNIGHT PARKING

We continue to have patrons park on our site afterhours. Dominic has created a form to place on cars. If the person parks at the pool after the warning, then their car may be towed. This is probably a good practice to start now, if we are going to potentially add gates later.

CLERK OFF

Linda will be off next week. Please call or email me if you have any questions.

RESEARCH

- Unhappy About Washington's Rising Property Taxes - <https://www.thenewtribune.com/opinion/op-ed/article240499706.html>
- How Does Washington Stack Up in Tax Burden - <https://www.thenewtribune.com/news/state/washington/article240479811.html>
- Energy Cost Per Degree Warmer of Pool Water - <https://www.energy.gov/energysaver/managing-swimming-pool-temperature-energy-efficiency>
- Making Corporate Partnerships Work - <https://www.nrpa.org/parks-recreation-magazine/2020/march/making-corporate-partnerships-work/>
- Liability Outside the Pool (Bellingham)- <https://www.nrpa.org/parks-recreation-magazine/2020/march/city-lifeguard-videotaped-women-in-staff-changing-room/>

- New Jersey Looks to Offer School-Mandated Lessons- <https://www.aquaticsintl.com/lifeguards/new-jersey-considers-mandatory-water-education-in-schools>

Week Ending March 6, 2020

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Des Moines Pool Metropolitan Park District

February 18, 2020

6:00 p.m.

District Office

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 6:02 p.m. Present were Commissioners Dusenbury and Achziger, District Clerk Ray, Aquatic Manager Finazzo, and District General Manager Deschenes. Commissioners Kasnick, and Croom arrived after the Pledge.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

President Young requested changes to the agenda as follows:

Item 6 – Executive Session postponed

Item 8e added to Old Business – Mission, Vision and Values

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT – None

CONSENT AGENDA

Commissioner Dusenbury moved to approve, Commissioner Achziger 2nd, Passed 3-0.

OLD BUSINESS

a. 4th Quarter 2019 Aquatic Manager's Report

The 4th Quarter 2019 Report was distributed in the Meeting Packet to the Board prior to this meeting. AM Finazzo reported on a decline in swim lesson participation in December and a pickup in participation in January 2020. He added that this is natural for most pools around holidays. There are presently 50 part-time staff members with an additional water aerobics instructor. Swim lessons are over 50% full at ideal capacity which is five staff members at a time. December classes were 84% full. March classes will comprise four classes on Mondays and Wednesdays, and three on Tuesdays and Thursdays. Approximately 20 staff members are qualified instructors at present; however, many are busy with extracurricular school activities and are unavailable to teach. Private lessons during the fall were most successful on Tuesdays and Thursdays and generally do not have a wait list.

The pool was closed on Monday, January 27 for maintenance while the PH solenoid was replaced by Aquatic Specialty and opened the next day. The AM is researching an easy connect for chemical disbursement to cut down on service calls and provide improved chemical monitoring.

Upcoming Spring lessons will be an hour later on Saturdays (9:00 am) with adult lessons at 8:00 am. The pool's opening start time on Sundays will be an hour later as well (11:00 am to 2:00 pm).

The full report is on file.

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

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 02/18/2020**

In answer to questions from Board members, the AM addressed a way for increased Sunday user participation by adjusting hours and offering swim lesson participants and a guardian a free swim on Sundays. Swim lessons on Sundays will be offered in the future.

It was suggested that future reports contain a comparison of revenue levels for each month of the previous year. The AM responded that this will start with the 1st Quarter report of 2020. It was also suggested that the report be condensed with regard to swim lessons and membership information.

A question was also asked regarding the number of staff members and participants present at the pool on Wibit Saturdays. The AM answered there are 2-3 individuals on the Wibit at a time with four guards present.

b. 4th Quarter 2019 Financial Report

District General Manager Deschenes reported on Financials from October through December 2019. His presentation is on file.

c. Consortium Update

DGM Deschenes met with the Director of Operations at the Tukwila pool. Topics of discussion included management, staffing, the future of the respective facilities, and pool temperature. They would like to set a meeting with the Board for March 28; however, President Young is not available and suggested April 4th. Tukwila is offering to set an agenda. The DGM will contact them for their availability on April 4th and will confirm with the District Board members.

d. 2020 Goal Setting

The DGM is awaiting goals from a couple of Board members. When those are received this subject will be addressed at a future meeting.

e. Vision, Mission and Values

Commissioner Achziger proposed a change to the District's Vision, Mission, and Values at a previous meeting and was asked to present a draft of his proposal to the Board. He stated that his proposal is based on the USA Swimming vision statement.

A discussion ensued which included comments in opposition to changing the present Mission statement. Commissioner Kasnick moved to keep the old Mission, Vision, and Values. There was no 2nd and so the motion did not carry.

The Board members desire that District management staff be included in development of the Mission statement to encourage wider acceptance of the message.

President Young asked Commissioner Achziger to re-draft his proposal to include reader friendly language and include in the agenda of the March 17th meeting for further discussion. Comments should be forwarded to the DGM and/or District Clerk.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 02/18/2020**

NEW BUSINESS

a. Lifeguard Salary Review

At a previous meeting, the Board requested the DGM to put together a salary comparison of local pools and businesses in order to justify merit salary increases for the District and pool employees. A 3% cost of living increase has already been given to the lifeguard staff. The average salary of lifeguards in King County and Seattle is on the high end of \$15.09 to \$15.27 an hour. Comparing with other jobs in the area; i.e. Dick's Drive-In, Starbucks, they offer medical and dental benefits and, in some instances, subsidized schooling. The DGM's starting salary recommendation for Mt. Rainier Pool is \$14.25 to \$14.85 in order to attract quality candidates. A priority requirement is for swim lesson certification. Daytime positions are difficult to fill, and as such, the DGM recommends paying \$1.00 more an hour for daytime shifts. During the summer Tukwila pays \$2.00/hr more. The industry standard is to pay more to those individuals who are qualified instructors.

The Board's decision is to postpone merit raises until after the April 21st Regular Board meeting.

Commissioner Achziger reports that the Tukwila pool employs less staff members for longer hours with a team of Coordinators who fill in as required. He mentioned that they are also cutting back their staff.

b. WCIA Audit Delegate

At the January 21st meeting, Commissioner Kasnick volunteered to be the WCIA delegate. A walk through of the pool facility has been scheduled with an auditor on March 2nd. Commissioner Kasnick and DGM Deschenes will be in attendance. A report of the audit results will be presented at the March 17th Regular meeting.

c. Pacific Middle School PE Classes

The DGM was approached by Pacific Middle School for availability to schedule physical education classes at the pool facility. The cost would be \$13,000 per period. Pacific Middle School is hoping the District can subsidize some of the cost. We would provide lifeguards and one instructor for 40-50 students for 30-minute classes during the timeframe starting at 12:00 p.m. until 2:00 p.m.

The DGM will draft a proposal and present to the Board at the March 17th Board meeting.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:40 pm.

GENERAL DISCUSSION

President Young will not be available to attend the March 17th meeting and asked the Clerk of the Board, Commissioner Croom to preside. He requests that the Executive Session addressing negotiations be scheduled when all Board members can be in attendance.

UPCOMING MEETINGS –

- March 17, 2020, Regular Meeting, 6:00 p.m., District Office
- April 7, 2020, Retreat Meeting, T.B.D.
- April 21, 2020, Regular Meeting, 6:00 p.m., District Office

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 02/18/2020**

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Kasnick

Commissioner Croom

Commissioner Achziger

Linda Ray, District Clerk

DRAFT

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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 Feb 13, 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 2/10/2020	170950010			24219		00000	20,533.37
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$20,533.37

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 *Tricia Croom* Title Clerk of the Board Date Feb 6, 2020
Print Name Tricia Croom Phone # 206-429-3852 Email TriciaCroom@comcast.net



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 **Feb 28, 2020**

PAYMENT INFORMATION

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) ☐ ACH Debit Pay Code (COLXX) ☒ Automatic Withdrawal
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1	Heartland Payroll PE 2/25/2020	170950010			24219		00000	23,322.13
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$23,322.13

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

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

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Title Clerk of the Board Date Feb 20, 2020
Print Name Tricia Croom Phone # 206-429-3852 Email TriciaCroom@comcast.net



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/03/2020

Total Amount: \$17,619.71

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200129103010.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 Office(s) or Board Member(s)):

Jessica Green

Authorized District Signature

Date

1/29/20

[Signature]

Authorized District Signature

Date

01/29/20

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable

Attn: Special Districts

401 5th Avenue, Room 323

Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov

Fax: (206) 263-3767

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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_DIMPOLPRK_APSUPINV_20200129103010.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASSOCIATION OF WASHINGTON CITIES			20200101NWA	01/22/2020	\$934.79	EMPLOYEE TRUST BENEFIT - D FINAZZO - FEB 2020
CENTRAL WELDING SUPPLY			CG84346	01/21/2020	\$339.72	POOL CHEMICALS
DEPARTMENT OF RETIREMENT SYSTEMS			20200131DOR	01/29/2020	\$605.50	DEFERRED COMP - S DESCHENES - PE 1/25/2020
HIGHLINE WATER DISTRICT			20200116HSD/MRP	01/23/2020	\$625.97	WATER UTILITY - 12/18/2019 TO 1/16/2020
MACDONALD-MILLER FACILITY SOLUTIONS			PM095493	01/01/2020	\$4,573.80	1ST QTR PM - HVAC MAINTENANCE
PUGET SOUND ENERGY			20200122PSE/MRP	01/22/2020	\$7,301.32	ELECTRIC/GAS UTILITY - 12/19/2019 TO 1/12/2020
US BANK			20200110USB	01/10/2020	\$2,848.11	BANKCARD STMT - 12/16/2019 TO 1/8/2020
WCIA			14624_02	01/01/2020	\$273.00	BALANCE OF ASSESSMENT FOR 2020
ZEN 22015, LLC			20200201ZEN	01/29/2020	\$717.50	DISTRICT OFFC RENT - FEB 2020



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/10/2020

Total Amount: \$5,756.33

Control Total: 17

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200206101314.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)):

Linda Ray Date 02/10/2020
Authorized District Signature

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable

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Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov

Fax: (206) 263-3767

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Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200206101314.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			15911	02/01/2020	\$128.00	DISTRICT JANITORIAL - FEB 2020
BREE CASWELL			20200206BC55	02/06/2020	\$28.34	PAYROLL PE 1/25/2020
BTOWN WEB			MRP020420	02/04/2020	\$62.50	WEBSITE SUPPORT - JAN 2020
CAMERON COCHRAN			20200206CC58	02/06/2020	\$330.43	PAYROLL PE 1/25/2020
CELINA LAM			20200206CL45	02/06/2020	\$481.18	PAYROLL PE 1/25/2020
CENTRAL WELDING SUPPLY			RN01202458	01/31/2020	\$69.36	LIQ CARBON/MRP
CHANCELLOR HOPPENRATH			20200206CH57	02/06/2020	\$141.94	PAYROLL PE 1/25/2020
DATAQUEST, LLC			11218	01/31/2020	\$174.00	BACKGROUND CHECKS/MRP - JAN 2020
DEPARTMENT OF RETIREMENT SYSTEMS			20200204DOR	02/04/2020	\$605.50	DEFERRED COMP - S DESCHENES
HANNA LAI			20200206HL44	02/06/2020	\$243.58	PAYROLL PE 1/25/2020
JARED WOLD			20200206JW61	02/06/2020	\$790.96	PAYROLL PE 1/25/2020
MEENA LAI			20200206ML54	02/06/2020	\$312.06	PAYROLL PE 1/25/2020
MIANNA BEHRENS			20200206MB31	02/06/2020	\$515.72	PAYROLL PE 1/25/2020
NORTHWEST LANDSCAPING SERVICES			CD50063636	02/01/2020	\$548.91	MRP LANDSCAPE - FEB 2020
SADIE IKEMEIER			20200206SI59	02/06/2020	\$338.09	PAYROLL PE 1/25/2020
SNURE LAW OFFICE			20200201BS	02/01/2020	\$837.50	PROFESSIONAL SERVICES - JAN 2020
TANNER HUCK			20200206TH27	02/06/2020	\$148.26	PAYROLL PE 1/25/2020



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/17/2020

Total Amount: \$2,754.35

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200212143639.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name:

Linda A Ray

Email Address:

linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

Linda A Ray
Authorized District Signature

2/13/2020
Date

Linda A Ray
Authorized District Signature

02/12/20
Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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401 5th Avenue, Room 323

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Fax: (206) 263-3767

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Special District Voucher Approval Document

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMIPOLPRK_APSUPINV_20200212143639.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			EC230221	02/06/2020	\$335.26	BULK BEVCARB/MRP
CMIT SOLUTIONS EASTSIDE			7723	01/31/2020	\$1,226.00	IT SUPPORT - JAN 2020
GRAINGER			9426145497	01/28/2020	\$158.24	JANITORIAL SUPPLIES/MRP
MOUNTAIN MIST			20200131MTM	01/31/2020	\$102.15	WATER/COFFEE DELIVERY - JAN 2020
PRINT PLACE			30351	01/30/2020	\$233.20	SWIM ACH CARDS/MRP
RECOLOGY			0003065364	01/31/2020	\$385.27	GARBAGE/RECYCLE UTILITY - JAN 2020
SIGN STOPNW			10232024-06	02/10/2020	\$314.23	PARKING SIGNS/MRP



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/20/2020

Total Amount: \$8,910.31

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200218135444.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, that 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)) :

Linda Ray
Authorized District Signature

2/18/2020
Date

Linda Ray
Authorized District Signature

02/18/20
Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200218135444.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			21119897	02/11/2020	\$125.78	COPIER GRAPHICS EQUIP - JAN TO FEB 2020
COMCAST			202002208CB	02/08/2020	\$171.37	INTERNET SVCS/PHONE/DMP - 2/18 TO 3/17/2020
COPIERS NORTHWEST			2101148	02/13/2020	\$128.49	CONTRACT LEASE - JAN 2020
ORCA PACIFIC INC.			41817	02/12/2020	\$572.00	POOL CHEMICALS
STATE AUDITOR'S OFFICE			L135303	02/12/2020	\$3,933.63	ACCOUNTABILITY AUDIT & TRAVEL - AUDIT #49563
US BANK			20200210USB	02/10/2020	\$3,979.04	BANKCARD STMT - 1/20 TO 2/7/2020



King County

KC v2.0

Special District Voucher Approval Document

Scheduled Payment Date: 02/24/2020

Total Amount: \$5,964.15

Control Total: 15

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200220103807.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name:

Linda Ray

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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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_20200220103807.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			1881	02/06/2020	\$152.81	MURIATIC ACID/PICK-UP
AWC EMPLOYEE BENEFIT TRUST			20200220NWA	02/20/2020	\$634.79	EMPLOYEE BENEFIT TRUST - D FINAZZO - MAR 2020
BREE CASWELL			20200220BC55	02/20/2020	\$54.27	PAYROLL PE 2/10/2020
CAMERON COCHRAN			20200220CC58	02/20/2020	\$473.31	PAYROLL PE 2/10/2020
CELINA LAM			20200220CL45	02/20/2020	\$403.98	PAYROLL PE 2/10/2020
CHANCELLOR HOPPENRATH			20200220CH57	02/20/2020	\$161.78	PAYROLL PE 2/10/2020
DEPARTMENT OF RETIREMENT SYSTEMS			20200218DOR	02/18/2020	\$605.50	DEFERRED COMP S DESCHENES PE 2/25/2020
HANNA LAI			20200220HL44	02/20/2020	\$156.14	PAYROLL PE 2/10/2020
JARED WOLD			20200220JW61	02/20/2020	\$1,140.22	PAYROLL PE 2/10/2020
JOE DUSENBURY			20200220JD08	02/20/2020	\$209.84	COMMISSIONER SUBSIDY - JAN 2021
MEENA LAI			20200220ML54	02/20/2020	\$296.50	PAYROLL PE 2/10/2020
MIANNA BEHRENS			20200220MB31	02/20/2020	\$517.40	PAYROLL PE 2/10/2020
SADIE IKEMEIER			20200220SI59	02/20/2020	\$230.27	PAYROLL PE 2/10/2020
SHANE YOUNG			20200220SY10	02/20/2020	\$209.84	COMMISSIONER SUBSIDY - JAN 2020
ZEN 22015, LLC			20200301ZEN	02/20/2020	\$717.50	DISTRICT RENT - MAR 2020



King County

Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/27/2020

Total Amount: \$2,001.33

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200225111130.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)) :

Juicio Gamm 2/25/2020
Authorized District Signature Date

Scott Dush 02/25/20
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

File Name: AP_DMPOLPRK_APSUPINV_20200225111130.csv

District Name: Des Moines Pool Metropolitan Park District

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			18791	02/03/2020	\$597.96	SERVICE CALL/PH LEVEL
AQUATIC SPECIALTY SERVICES			18843	02/12/2020	\$208.70	MONTHLY SERVICE - FEB 2020
AQUATIC SPECIALTY SERVICES			18796	02/04/2020	\$170.51	MONTHLY SERVICE - JAN 2020
ASSOCIATION OF WASHINGTON CITIES			78954	11/27/2019	\$50.14	2020 AWC EMP BEENFIT TR ANNUAL ASSESSMENT FEE
CITY OF DES MOINES			7116	01/31/2020	\$503.65	CITY POOL SVCS - JAN 2020
COMCAST			20200212CB/MRP	02/12/2020	\$226.57	INTERNET/PHONE - MRP - 2/22 TO 3/21/2020
GRAINGER			9441956969	02/12/2020	\$175.95	JANITORIAL SUPPLIES/MRP
GRAINGER			9441956951	02/12/2020	\$67.85	JANITORIAL SUPPLIES/MRP

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: District GM Meeting Date: March 17, 2020

Under: Old Business Attachment: No

Subject: Joint Meeting

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.

On Tuesday, February 25, the Tukwila MPD sent a joint-meeting request for days and times to both boards.

On Tuesday, March 3, the DGM met with two board members to complete the table.

As of Wednesday, March 11, we have not received a request for a meeting. If a message is sent, we will let board members know at the March 17 meeting.

Fiscal Impact: N/A

Proposed Motion: Motion dependent on discussion

Reviewed by Legal Counsel: Yes No X Date:

Two Touch Rule:	<u>1/14/20 Retreat</u>	Committee Review
	<u>02/18/20</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:

No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** Commissioner Achziger **Meeting Date:** March 17, 2020

Under: Old Business

Attachment: None

Subject: *Mission, Vision and Values*

Background/Summary:

At the March 3, 2020 Board Meeting, Commissioner Achziger presented his update to the District's Mission, Vision and Values. He was requested to present an updated version of the Mission, Vision and Values for the March 17th Board Meeting.

Fiscal Impact: No fiscal impact.

Proposed Motion:

I move to replace the existing Mission, Vision and Values with the Mission, Vision and Values presented at the March 17, 2020 Board Meeting.

--or--

I move to replace the existing Mission, Vision and Values with the "amended" Mission, Vision and Values presented at the March 17, 2020 Board Meeting.

Reviewed by District Legal Counsel: Yes ☐ No ☒ Date:

Three Touch Rule:

<u>N/A</u>	Committee Review
<u>10/08/2019</u>	First Board Meeting (Informational)
<u>03/17/2020</u>	Second Board Meeting (Action)

Action Taken: Adopted ☐ Rejected ☐ Postponed ☐

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

Notes: Commissioner Achziger will bring the updated Mission, Vision and Values to the meeting or send it to the District General Manager to be sent to the rest of the board.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c Assigned to: District GM Meeting Date: March 17, 2020

Under: Old Business Attachment: None

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 20th.

1/21 HOMEWORK: The District GM will put these goals together to be handed out at the regular board meeting on January 21st 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 18th 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 17th regular board meeting.

3/17 BOARD MEETING: The goal-prioritizing homework will be handed out at the meeting to be completed by **Thursday, April 2nd**.

Fiscal Impact: N/A

Proposed Motion: No motion necessary at this time.

Reviewed by Legal Counsel: Yes No X 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:

No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District GM **Meeting Date:** March 17, 2020

Under: Old 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 P.E. 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.

February 18 – Item was introduced to board, where a program budget and impact on overall financials was requested.

March 3 – A budget and financial impact was presented by staff to the board to make a decision at the next regular board meeting. At this meeting, a question was asked about having a certified teacher. The question was forwarded to the point-of-contact for the school district and the district representative stated that herself and another teacher would be part of the program and there should be no issue.

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

Fiscal Impact: Estimated at \$25,876.04. (Note - this is for 2020-2021 school year as a portion will come out of the 2021 budget.)

Proposed Motion: I move to approve subsidizing the Pacific Middle School Physical education class for the school year 2020-2021.

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>02/18/20</u>	First Board Meeting (Informational)
	<u>03/17/20</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes: See attached program budget.

P.E. Budget for Pacific Middle School Special Meeting – Tuesday, March 3, 2020

Estimated Expenses:

Expenses for One Class in 2020/21 Schoolyear		
Personnel	LG at \$17/hr x 2hrs x 180 days x 20%	\$7,344.00
	INST at \$18/hr x 2hrs x 180 days x 20%	\$7,776.00
Administrative Costs	4 qtrs x 24 hrs x 25/hr x 20%	\$2,880.00
Lifejackets	18 lifejackets	\$316.04
Total Expenses		\$18,316.04

Expenses for Two Classes in 2020/21 Schoolyear		
Personnel	LG at \$17/hr x 3hrs x 180 days x 20%	\$11,016.00
	INST at \$18/hr x 3hrs x 180 days x 20%	\$11,664.00
Administrative Costs	4 qtrs x 24 hrs x 25/hr x 20%	\$2,880.00
Lifejackets	18 lifejackets	\$316.04
Total Expenses		\$25,876.04

Funding Source:

1. Use leftover, overall budget at end of 2020.
2. Any levy monies generated in addition due to inflation.
3. Dedicated part of scholarship monies. In first two months, we have allocated over \$3,000. On pace to use all monies in 2020.
 - a. 25% of Scholarships (January – May)
 - b. 50% of Scholarships (June-August) – Peak swim lesson time.
 - c. 25% of Scholarships (September-December)

Combination of all three options above would be required to cover amount, but budget is very tight this year*.

**Note-In previous years, we were able to have rebates and new construction on top of levy amount. In 2020, King County had us include this in the balance. Also, request was made after King County Grant, Letter of Intent deadline.*

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e **Assigned to:** President Young **Meeting Date:** March 17, 2020

Under: Old Business **Attachment:** No

Subject: Board Committees

Background/Summary:

Board President, Young will lead a discussion on Board Committees. All committees will be volunteer.

Fiscal Impact: No Fiscal Impact.

Proposed Motion: No motion necessary.

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>03/03/20</u>	First Board Meeting (Informational)
	<u>03/17/20</u>	Second Board Meeting (Action)

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

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

Notes: No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** March 17, 2020

Under: New Business **Attachment:** No

Subject: Coronavirus (COVID 19 Update)

Background/Summary:

District staff has been closely monitoring the Corona Virus and updates. Since there are updates every day, staff will update the board at the meeting.

Any and all handouts will be made at the meeting.

Fiscal Impact: N/A

Proposed Motion: No Motion Necessary.

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

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

Action Taken: Adopted Rejected Postponed

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

Notes:

No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** March 17, 2020

Under: New Business **Attachment:** No

Subject: Policy and Procedure Review

Background/Summary:

The District Clerk is preparing the Policy and Procedure Review for board members and needs direction.

Options for review are as follows:

1. The District Clerk can save word versions of each of the documents onto a USB (thumb) drive and board members can edit the Policy and Procedures, or;
2. Board members can view PDF's of the Policy and Procedures on our website's governance page (<https://mtrainierpool.com/about/governance/>). They can print and highlight the changes they want to be completed.

The board should select a future meeting and a deadline at least two weeks before the meeting for staff to make changes and put back out to the board.

Fiscal Impact: N/A

Proposed Motion: No Motion. Information Only.

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

Three Touch Rule: T.B.D. Committee Review
 3/17/2020 First Board Meeting (Informational)
 T.B.D. Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

No attachments at this time.

