



DES MOINES POOL METROPOLITAN PARK DISTRICT

2021 BUDGET

Prepared by:

Scott Deschenes

District General Manager

and

Lauryne Thurmond

District Clerk

Board of Commissioners

Shane Young, president

Joe Dusenbury, clerk of the Board

Gene Achziger

Holly Campbell

Shane Stender

BUDGET

Table of Contents

Statement of Significant Event (COVID-19 Pandemic).....	3-4
Budget Resolution	5-6
Budget Message from District General Manager.....	7-9
Vision, Mission, Core Objectives and Cultural Values.....	10-11
District Contact Information.....	12
Organizational Chart.....	13
District Funds.....	14
2021 Budgeted Revenues	15
2021 Budgeted Expenditures.....	16
2021 Capital Projects.....	17
Capital Reserve Fund.....	18
Glossary of Budget Terms.....	19-20

BUDGET

Statement of Significant Event (COVID-19)

In February 2020, Washington Gov. Jay Inslee declared a state of emergency in response to the spread of the deadly new COVID-19 virus. Since then, precautionary measures to slow the spread of the virus have been ordered and frequently updated. These measures have included closing schools, colleges, and universities; canceling public events; prohibiting public and private gatherings; and requiring people to stay home except for essential functions.

Mount Rainier Pool and the Des Moines Pool Metropolitan Park District administration office were initially closed as a result. The pool has reopened, the district office has not.

On March 23, 2020, the governor issued Proclamation 20-25 "Stay Home, Stay Healthy" (extended by 20-25.1, 20-25.2 and 20-25.3 until Phase 3 of the Safe Start Plan, which requires all non-essential service personnel to stay home. The District Commissioners issued a declaration of emergency on April 21, 2020, closed its facilities and only staffed essential services until directed by the governor's proclamation.

Mount Rainier Pool re-opened on Aug. 2, 2020 with limited services and additional staff for cleaning and a state-required social distancing officer. The District ran limited services including lap swims with one-person per lane, water walking and water exercise. All swims were appointment-only with breaks in-between for cleaning and disinfection for user safety.

During this time, many municipal pools around the state remained closed. For community safety, the District delayed services including swim lessons, open and family swims, swim teams (restarted December 2020) and other programming that did not allow for social distancing.

On January 4, 2021, the district had to go back to appointment only usage due to another outbreak. Both swim lessons and the high school swim team were delayed until the Spring. Private swim teams were allowed to use the pool under strict safety regulations, as this was seen as a way to provide youth programming with good supervision.

On March 2, 2021, the district reintroduced swim lessons with strict Covid-19 guidelines, including low instructor/student ratios (1:3), parents in the water with their children and masked instructors teaching from the deck.

On March 8, 2021, the school district started abbreviated six-week seasons that went through May.

On March 29, 2021, the district removed appointment only usage as Covid-19 cases dropped in King County.

On June 21, 2021, the district added a community swim club and lifeguard preparatory class for youth outside of swim lessons. These programs were developed to cover open spaces left by day camps and daycares that were not being operated due to Covid-19 protocols.

BUDGET

In September 2021, schools went back into session for the first-time since the pandemic began (a year and a half). Many parents held their children out of working at the pool due to wanting them to focus on their academics. This caused the District to reduce services including limited operational hours and no swim lessons. The staff dropped to only six lifeguards, which was dramatically lower than previous years.

On October 25, 2021, vaccine verification was required for all patrons and workers. For workers this made it difficult as some staff were unable to be accommodated and ended up leaving the organization. As the vaccine verification was dropped in 2022 for patrons and employees for most businesses, the Mount Rainier Pool continues to require staff to be vaccine verified. This is due to the pool being located on school district property. Although the staff is growing back to previous levels, this caveat does turn away some potential employees, which makes it more difficult to offer the capacity of programming our community requests and lowers potential revenues.

At this time, the pool is growing its capacity after Covid-19, and actively recruiting and training staff to support this. The projected budget numbers on this report reflect a full year of uninterrupted services, but reality will prove otherwise. Any updated projections will be included in budget packets for planning for the 2022 Budget and Levy Certification.

Sincerely,

Scott Deschenes

Scott Deschenes, District General Manager
Des Moines Pool Metropolitan Park District

BUDGET

DES MOINES POOL METROPOLITAN PARK DISTRICT KING COUNTY, WASHINGTON

RESOLUTION NUMBER 2020-12

CERTIFYING PROPERTY TAX LEVY AND ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021

WHEREAS, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2020 is \$4,655,062,375.00 and;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT as follows:

1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2020, to be collected in 2021 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$1,008,202 which includes new construction, any increase in state-assessed property and refunds in the amount of \$8,855.
2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT
3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2021 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:
 - A. \$ 933,202.00 to the Current Expense Fund of the District
 - B. \$ 75,000.00 to the Capital Reserve Fund of the District
4. That certified copies of this resolution, together with exhibits, shall be delivered to:

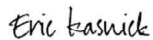
Clerk's Office
Metropolitan King County Council
516 Third Avenue
Room W-1025
Seattle, WA 98104

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

BUDGET

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 17th day of November 2020.

DocuSigned by:

AB3A851D7860478
Commissioner

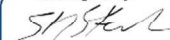
DocuSigned by:

0D00E227C9C4457
Commissioner

DocuSigned by:

94C69539CE3B943
Commissioner

DocuSigned by:

69BA2573B4E48C
Commissioner

DocuSigned by:

5E8DDA9889FE2474
Commissioner

DocuSigned by:

1194C72904B424
District Clerk

DRAFT

BUDGET

Budget Message

It is my pleasure to present the district budget for the 2022 fiscal year.

The district's budget serves three primary purposes:

- Formation of public policy
- Control of spending
- A written financial plan that reflects the district's ongoing commitment to providing aquatic programs for patrons of all ages in a fiscally responsible and sustainable fashion

2021 Issues/Accomplishments

The continued effects of COVID-19 caused 2021 to be a challenging year with COVID-19. The district dealt with several issues but still was able to serve the community.

First, the district had a goal to reinstitute programming with proper safety measures. I am proud to report that the Mount Rainier Pool experienced no public outbreaks of COVID-19 while offering programming throughout the pandemic. The diligence of our staff and public cooperation enabled us to provide a safe environment.

Second, even as many public facilities were closed due to staffing issues caused by the pandemic, Mount Rainier Pool was able to stay open year-round. One of our most significant challenges was being unable to hire and train new staff due to strict guidelines. During Fall 2021, we had to reduce our hours of operation due to staffing issues. Since that low point, our team has done a great job increasing staff. We more than tripled lifeguard staff from our lowest point (six to 25).

Third, in late Spring 2021, we realized that there were almost no community programs for families due to increased COVID-19 in our area. With a King County Youth and Amateur Sports grant, the district developed a free community swim program that included a swim club and a lifeguard preparatory class. Combined, 55 underserved patrons remained active, and some even became employees at Mount Rainier Pool. We hope these programs promote lifelong swimming skills and help youth gain experience working in aquatics or other first-responder careers.

Fourth, the district offered a record number of free-swimming opportunities thanks to the swim club grant and scholarships. The district provided more than \$10,000 in free programming in 2021, the district's most significant allocation of free programming.

Finally, the district continued to lower its levy rate to .2094/1,000, representing the lowest rate since its formation in 2009. Our goal is to get the levy back to .2000/1,000 in 2023.

2022 Outlook

The start of 2022 saw record numbers of COVID-19 cases, but by April 2022, case numbers had decreased. We continued to be diligent as restrictions were lifted, updating our safety plans, monitoring staff vaccination rates, and keeping an eye on updates from state and federal agencies.

BUDGET

In 2022, the district lowered its levy rate for the fourth straight year to \$.2000. The rate was down from its highest level of \$.3438 in 2018, which was due to unforeseen repairs. The district continues to work to find value for the services it provides.

Second, the district has received two grants to help with community programming. A Summer Enrichment and Experience for Kids grant of \$79,735 from the state Office of the Superintendent of Public Instruction allowed us to provide free swim lessons for youth ages 4 to 14 between April and October. The district has been working to increase its swim lesson offerings. At this time, we have around 175 children actively taking swim lessons. The grant also provides swim attire, goggles, a bag, and a towel to help reduce economic barriers for swimmers. The district will also bring back the swim club and lifeguard preparatory classes thanks to another \$5,000 grant provided by King County Youth Amateur Sports program. This 10-week program will help children move beyond swim lessons and have a positive activity to keep them active and engaged during the summer months.

Fourth, the district continues to face staffing challenges. Due to staffing issues, approximately 1/3 of pools around the country are scheduled not to open during the summer of 2022. With the help of a \$10,000 grant from the Des Moines Legacy Foundation, we will be offering free lifeguard and swim instructor training programs through the end of summer. The district wants to provide as many swim lessons, operational hours, and other aquatics programming as possible, which requires additional staff. Beyond the increased programming for the Mount Rainier Pool, these trainings offer teens and young adults an opportunity to gain on-the-job skills to help them later in life, a safe place to spend outside of school hours, and great experiences to place on their resumes and college applications. District staff is working with other pools and service providers to help as many youths as possible participate in aquatic experiences at Mount Rainier Pool and other pools in the area.

Fifth, the district received a \$100,000 grant to perform a site and conditions assessment on the Mount Rainier Pool as it enters its 46th year of operation. The district has contracted with Stemper Architects of Seattle as its Engineer of Record. Stemper has an extensive background that includes a comprehensive study of the City of Seattle's seven Forward Thrust pools and an Americans with Disabilities Act study of their community centers. The district hopes to work with them to modernize Mount Rainier Pool or develop alternatives for the future of aquatics in the Des Moines area. Updates will be available on the district's website and our email notification system.

Sixth, the district will also bring back public meetings and update its website for continued transparency and ease of use. The new format will be for a hybrid component that will allow users to view meetings from the comfort of their homes. The website will be updated to meet best practices, including remote viewing of Board of Commissioners meetings. We estimate launching both in 2022.

Finally, the district continues to work toward enhancing pre-pandemic service levels of service. In March, the district reinstituted public swim events. In April, it is reintroducing Parent-Teacher-Student Association swims. This summer, the pool will be the busiest it has been in years, and in the Fall, we hope to bring back special events and broader operational hours. It will be a challenge, but our staff is up to it!

Respectfully,



BUDGET

Scott Deschenes

Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District

DRAFT

Vision, Mission, Core Objectives and Cultural Values

Vision Statement

To create a healthy community by embracing swimming as an essential life skill.

Mission Statement

The Des Moines Pool Metropolitan Park District is the operator of Mount Rainier Pool.

- We provide aquatic programs and services for our constituents, affiliates and the interested public.
- We value all members of the swimming community, and the staff and volunteers who serve them.
- We are committed to excellence and the proliferation of swimming.
We are committed to providing a safe and positive environment for all members of our community, regardless of race, gender, ethnicity, belief or economic circumstance.

Core Objectives

The Des Moines Pool Metropolitan Park District's mission is to grow and strengthen the activity of swimming. Specifically, we seek to:

- Rigorously strive to eliminate implicit bias in swimming
- Increase our reach by expanding participation in swimming throughout the community. Our goal is that every child will have the opportunity to swim.
- Promote swimming as a healthy lifestyle and encourage participation in aquatic endeavors.
- Restore and sustain the competitive success of local swimming affiliated teams on both local and regional levels.

Cultural Values Operational Principles

The organizational and business culture of the Des Moines Pool Metropolitan Park District is founded upon a strong value system. This value system is the cornerstone for the attitude and work ethic to which we are all committed. In short, we will continue to:

- Embrace the responsibilities of leadership and strive for excellence in everything we do.
- Conduct business with integrity, transparency, and a spirit of stewardship – act in the best interests of swimming and our constituents.
- Be service-oriented with our constituents, customers and each other.
- Engage in disciplined planning, but not be afraid to act intuitively to confront challenges and seize opportunities.
- Identify clear priorities and allocate our time and resources accordingly.
- Hold ourselves and each other accountable to the highest standards of professionalism and transparency; treat others fairly and with respect.
- Exhibit an entrepreneurial spirit, enthusiasm for expanding access, and a positive “I can do” attitude.
- Encourage environments in which our patrons are safe.
- Eliminate implicit bias and promote the importance of diversity and inclusion.
- Strive to learn and improve, always be open to questions, and maintain a willingness to change.

District Contact Information

Des Moines Pool Metropolitan Park District (Administration)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-429-3852

Email: scott.deschenes@desmoinespool.org

website: www.mtrainierpool.com

Mount Rainier Pool (Operations)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-824-4722

Email: info@mtrainierpool.com

website: www.mtrainierpool.com

Organizational Chart

DISTRICT ADMINISTRATION OFFICES

22015 Marine View Dr. S. #2B

Des Moines, WA 98198

(206) 429-3852

BOARD OF COMMISSIONERS

Shane Young
President

Joe Dusenbury
Clerk of the Board

Gene Achziger
Commissioner

Holly Campbell
Commissioner

Shane Stender
Commissioner

DISTRICT ADMINISTRATION STAFF

Scott Deschenes
District G.M.

Lauryne Thurmond
District Clerk

Brian Snure
Legal Counsel

MOUNT RAINIER POOL STAFF

22722 19th Ave S.

Des Moines, WA 98198

(206) 824-4722

Quentin Knox
Aquatics Manager

Jared Wold
Aquatics Coordinator

BUDGET

District Funds

The accounting rules applicable to the District requires the use of “fund accounting,” wherein the money received (revenues) and the money spent (expenditures) are accounted for in separate funds. This is done to ensure that money collected or designated by the District for a special purpose is spent for the purpose intended. The District budget has two major funds:

General Fund – This fund is used to account for the District’s ongoing activities. It includes aquatic programming, administration, planning, and facility maintenance. The General Fund accounts for the majority of the Des Moines Pool Metropolitan Park District budget.

Capital Projects/Reserves Fund – This fund is used to accumulate dollars over a period of time to allow for the future purchase and/or acquisition of major equipment or aquatic facility upgrades/replacement.

Fund	2018	2019*	2020*	2021*	2022***** Budget Projections
GENERAL FUND					
Beginning Cash	\$336,467	\$491,811	\$915,890	\$1,336,489	\$1,000,000
Revenues	\$1,437,823	\$1,473,355	\$1,157,288	\$1,415,614	\$1,402,572
Interfund Loan**	\$182,718	-	-	-	-
Expenditures	\$1,477,951	\$936,549	\$780,804	\$1,025,414	\$1,727,572
Ending Cash	\$614,205	\$853,697	\$1,336,489	\$949,064	\$600,000
CAPITAL FUND					
Beginning Cash	\$145,000	\$0	\$175,000	\$297,500	\$420,000
Revenues	\$0	\$0	\$0		0
Transfer from General Fund	\$0**	\$175,000	\$122,500***	\$175,000***	\$75,000***
Expenditures	\$145,000**	\$0	\$52,500****	\$0	
Ending Cash	\$0	\$175,000	\$297,500	\$420,000	\$495,000***

*COVID-19 will affect revenues, expenses and cost-recovery actuals in 2020-2022.

**The District had an interfund loan from 2017-2018 project. Capital Fund was used to payoff project with no transfers.

***The District has allocated \$150k in emergency maintenance for 2021 and \$100k in 2022 due to age of facility. Unused budgeted monies from this account will be transferred to capital at the end of 2021.

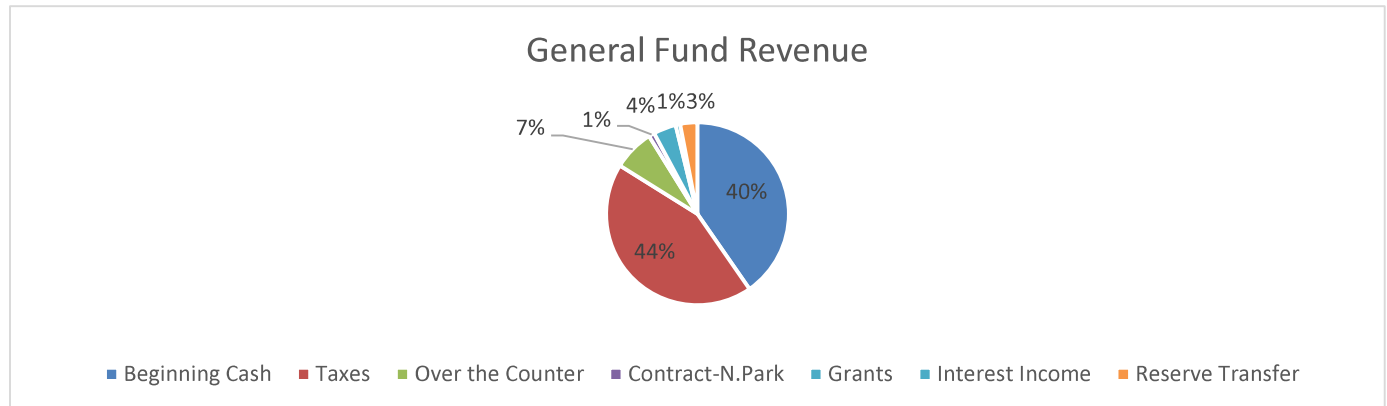
*****Retainage from the 2017-2018 project was paid in 2020. \$52,500 from the capital reserve fund was allocated towards these projects.

*****2022 Budget Projections were passed in November 2021 before the end-of-the-year, which will cause differences between the 2021 end-of-year balance and the 2022 beginning balance.

BUDGET

General Fund Revenue

General fund revenues consist of property taxes, intergovernmental grants, charges for services through interlocal agreement and interest income from investments. Due to the COVID-19 pandemic, revenues will be lower than forecasted due to closures and lower participation due to COVID-19.



Beginning Cash - represents the carry forward amount from the previous fiscal year.

Property Taxes – the primary revenue source for the district.

Intergovernmental Revenues (grants) – the 2022 budget does not include \$5,000 KCYAS Grant (Community Programming), \$79,575 SEEK Grant and \$10,000 DMLF Grant. (All grants were announced in 2022 and \$94,575 is not accounted for). Only a \$100,000 KCYAS Grant (Aquatic Facilities), was accounted for.

Charges for Services – reflects a contractual agreement between DMPMPD and the Normandy Park Metropolitan Park District for aquatic facility access.

Interest and Miscellaneous Income – interest earnings from King County Treasurer’s office. Some fees 2018-2021 are from Over the Counter. (Fixed in 2022).

Transfer from Reserves – transfer from capital reserves for capital projects of the District in 2021.

Over the Counter (Revenues) – in 2018 the District took over operations of the pool and it was the first time it received revenues for usage of Mount Rainier Pool.

Revenue by Classification	2018*	2019	2020**	2021**	2022 Budget Projections
Beginning Cash	\$336,467	\$481,467	\$915,890	\$1,336,489	\$1,000,000
Taxes	\$1,296,237	\$1,299,184	\$1,003,785	\$1,415,614	\$1,077,572
Over the Counter	\$8,893 *	\$14,408	\$64,028**	\$87,754**	\$180,000**
Grants/Intergov't	\$82,500	\$82,500	\$0	\$5,000	\$100,000
Contract-NPMPD	\$25,000	\$25,000	\$0***	\$50,000****	\$25,000
Interest Income	\$5,641	\$6,594	\$17,320	\$9,508	\$20,000
Miscellaneous Income	\$92,062	\$9,562	\$24,171	\$57,306	\$0
Donations	-	-	-	\$1,072	
Reserve Transfer	\$0	\$175,000	\$122,500***	\$175,000***	\$75,000***

*Pool facility was closed for 266 of the 365 days in 2018.

**COVID-19 will affect revenues, expenses and cost-recovery actuals in 2020-2022.

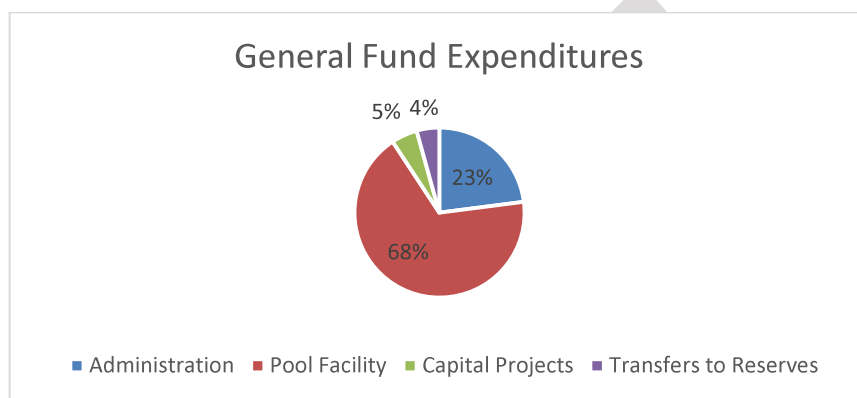
***For the 2020 and 2021 Budgets, the District allocated \$75,000 to go directly to the capital reserve fund and any unused monies budget of the \$150,000 for emergency maintenance due to the age of the facility. In 2022 this was adjust to \$100,000 for emergency maintenance.

****The Normandy Park fee was billed late in 2020 due to Covid-19 that pushed the payment into 2021. This caused there to be two payments in 2021.

BUDGET

General Fund Expenditures

General Fund expenditures are used to support the ordinary operations of the District including aquatic programs, facility maintenance and all other central operations and services. The years 2018 and 2019 included start-up expenses and indirect expenses with the pool closures. Fiscal year 2020 was supposed to be the District's first full-year of operations, but due to the COVID-19 pandemic, the District will have lower staffing expenses, higher COVID-19 safety measure expenses and a lower cost-recovery than projected for 2020 and 2021. Fiscal year 2022 will see the District reintroducing services that are anticipated be back to full-service by Summer 2022.



Expenditures by Category	2018*	2019	2020	2021	2022
Administration	\$276,331	\$396,000	\$338,121	\$284,782	\$399,656
Pool Facility	\$128,336*	\$752,077	\$431,844****	\$730,526****	\$1,179,517
Capital Projects	\$521,637	\$126,600**	\$166,841**	\$102,000	\$86,500
Transfers to Reserves	\$0***	\$175,000	\$122,500*****	\$175,000*****	\$75,000*****
Total General Fund	\$926,304*	\$1,449,677***	\$928,103	\$923,414	\$1,000,000

*Pool facility was closed for 266 of the 365 days in 2018.

**Due to the delay of the project. Some project overages were paid in 2018, while the retainage was paid in 2020 and architecture fees are not known at this time for the 2017 project. This also includes non-project critical repairs including the sewer line, heat exchanger and circulation pump.

***The General Fund Balance is low due to the 2017-2018 projects. The District held off on forwarding cash to reserves until the end of 2019.

****Due to COVID-19, the Mount Rainier Pool was closed from March 19 to Aug. 2 and on reduced services for the remainder of 2020, all of 2021 and the first quarter of 2022.

*****Due to age of Mount Rainier Pool and end of HSD lease, \$150,000 for emergency maintenance has been set aside. This money is allocated to operations, but some of it may be transferred to capital projects, while the remaining balance will be transferred to the Capital Projects/ Reserves Fund. This was reduced to \$100,000 in 2022 to allow for money to be allocated for overages for an aquatic feasibility study for the remaining life of the Mount Rainier Pool.

BUDGET

Capital Projects and Expenditures for 2022

Due to the facility age and the looming renegotiation of the lease for Mount Rainier Pool, the District is putting all capital projects on hold. The District is finalizing steps with an Engineer of Record to develop longer-term plans that will better utilize expenses toward a long-term solution. A sum of \$100,000 was placed in an emergency maintenance fund to cover any emergency repairs during 2022.

The 10-year lease with the Highline School District was expected to be renewed in 2022, but both agencies have agreed to a one-year extension to get past the COVID-19 pandemic and have a deeper discussion about the long-term future of Mount Rainier Pool. This lease is in negotiations.

In 2022, the District was approved for an aquatic study grant through King County Youth and Amateur Sports. This grant will cover \$100,000 of the estimated NTE study of \$130,000.

Project Name	Project #	Project Budget	Funding Source
MRP Site Feasibility Study	2022-A	\$130,000	Up to \$30k Capital \$100k from KCYAS Grant
No Other Projects Listed*			
Total Projects - 2022		\$0	\$130,000

The District also has allocated \$25,000 for architecture and \$1,500 for permits that if unused will be added to the Capital Projects/Reserves Fund.

BUDGET

Capital Projects/Reserves Fund

The District had established and committed to increasing its Capital Projects/Reserves Fund to meet the future capital needs of the district's aquatic facility. Annual contributions were made from the general fund to a separate reserve fund. This annual commitment to reserves was set at \$70,000.

In 2018, all Capital Fund monies were used to cover repairs, which brought the fund's balance to \$0. This was done to pay off critical repairs in 2017, which included repaying an interfund loan for the project.

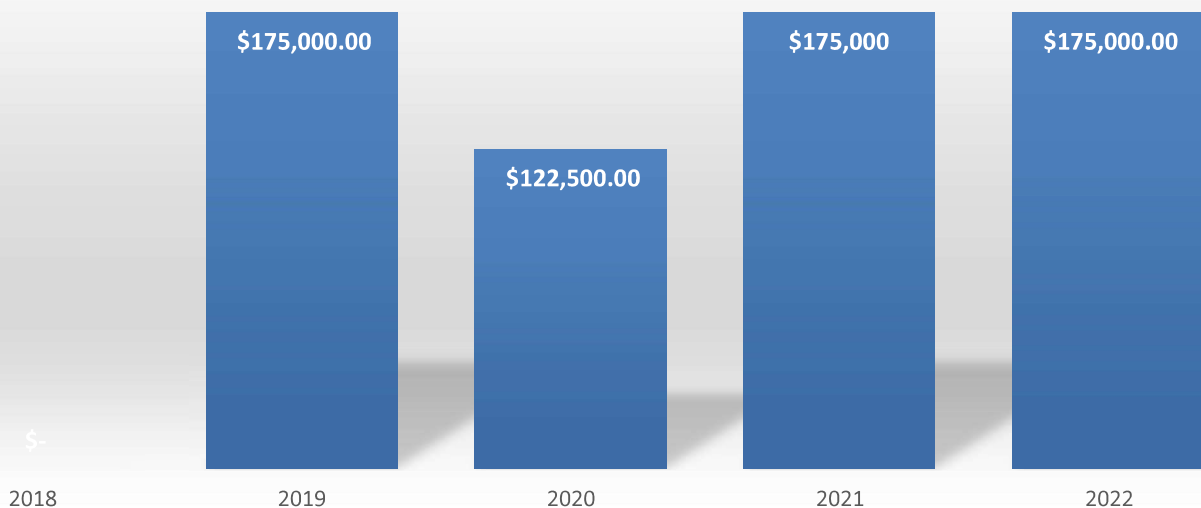
In 2019, the District set aside \$175,000 towards the Capital Projects/Reserves Fund. The increased amount was to cover the potential age-related repairs and replacement that could occur to the then 44-year-old facility.

In 2020, the District allocated \$75,000 plus an additional \$47,500 of unused maintenance funds to the Capital Projects/Reserves Fund.

In 2021, the District also allocated \$75,000 towards the Capital Projects/Reserves Fund. It increased its allocation for unforeseen repairs to \$150,000, provided that any unused funds would be allocated to the Capital Projects/Reserves Fund at the end of the year. The remaining balance of \$100,00 of the unforeseen repairs was used for a total allocation of \$175,000. At the end of 2021, the District's Capital Reserve Fund is at \$420,000.

In 2022, the District also allocated \$75,000 towards the Capital Projects/Reserves Fund. It decreased its allocation for unforeseen repairs to \$100,000, and allocated that portion of the budget towards an aquatic study on the remaining life of the Mount Rainier Pool.

Capital Reserve Contributions (Per Year)



Glossary of Terms

APPROPRIATIONS - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

CAPITAL ASSETS - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have a cost greater than \$5,000 and an initial useful life extending beyond five years.

CAPITAL PROJECTS/RESERVES FUND - Funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

CAPITAL OUTLAYS - Expenditures which result in the acquisition of/or addition to capital assets.

INTERFUND TRANSFERS - Flows of assets (such as cash or goods) without equivalent flows of assets in return and without a requirement for repayment.

MAINTENANCE – Routine, regularly scheduled events which extend the life of a capital item.

NON-CAPITALIZED ASSETS – Building improvements, machinery, equipment, works of art, infrastructure, and all tangible or intangible assets that are used in operations with an initial cost less than \$5,000 and a useful life of less than 5 years.

PROJECT MANAGEMENT SYSTEM – DMPMPD uses Job Numbers to organize and track costs related to specific projects. The nomenclature is each new project number will be identified by the year plus the chronological numbering of projects for that year. As an example, the first project of 2014 was identified with 2014-01. DMPMPD will further differentiate between projects by assigning the following suffix:

- C for Capital
- R for Repair/replacement
- M for Maintenance
- E for Equipment Purchase
- A for Administrative projects/purchases
- P for Professional Services (consultants, engineers, etc.)

BUDGET

PUBLIC WORK – To ensure DMPMPD meets the state’s requirements for labor, construction, alternation, repair or improvement other than ordinary maintenance, the District must adhere to elements of the state of Washington’s definition of a Public Work found in RCW 39.04.010. Public Work rules do not apply to equipment purchased or work contracted for services such as consultants.

REPAIR – Corrects or prevents a failure of machinery, equipment or infrastructure and is expected to extend its useful life.

SMALL AND ATTRACTIVE ASSETS – See definition of “Non-Capitalized Assets.”

TAX ANTICIPATION NOTES (TANS) – aka Interfund Loan -- Notes issued in anticipation of future tax receipts, such as receipts of ad valorem taxes that are due and payable at a set time of year.

DRAFT