



Des Moines Pool Metropolitan Park District

May 18, 2021

7:00 p.m.

Regular Meeting *(Remote Meeting)*

Due to COVID-19 all district meetings are held remotely. If you wish to listen in, please do so at 1-866 899 4679 access code 155-351-525. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Linda Ray at linda.ray@desmoinespool.org or call us at (206) 429-3852.

AGENDA

7:00 1. **CALL TO ORDER ROLL CALL**

7:03 2. **PLEDGE OF ALLEGIANCE**

7:06 3. **ADOPTION/MODIFICATIONS OF AGENDA**

4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

7:12 5. **PUBLIC COMMENT (Please Limit to Three [3] Minutes)**

Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, May 18th. Please include your name, address and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting.

7:15 6. **CONSENT AGENDA**

a. **EXPENDITURE/REVENUE SUMMARY**

b. **STAFF/CONTRACTOR/COMMITTEE REPORTS**

Board Committees

District General Manager Administration Report

c. **ADOPTION OF MINUTES**

April 20, 2021, Regular Meeting

d. **CORRESPONDENCE**

None

e. **BANK TRANSFERS (REVENUE)**

\$4517.12 was received in the month of April 2021

f. **VOUCHER APPROVAL**

\$23,410.38 was processed in April 2021 for warrant requests

g. **KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**

\$52,594.55 was processed in April 2021 for payroll

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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 meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Linda Ray, District Clerk, 206.429.3852.

7. OLD BUSINESS

- 7:20 a. Engineer of Record Presentation
- 7:35 b. Aquatics Manager Report
- 7:55 c. Annual Financial Report
-- 2nd Touch
- 8:15 d. Small and Attractive Assets – Policy 560
-- 2nd Touch

8. NEW BUSINESS

- 8:30 a. Emergency Repair
-- Plumbing

UPCOMING MEETINGS

- June 15, 2021, Regular Meeting, 7:00 p.m., Location TBD

ADJOURNMENT

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)
22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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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: May 18, 2021

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 April 2021: Total **\$75,923.34**

Admin Expenditures = \$ Ops Expenditures = \$ Capital Expenditures = \$0.00

Revenue April 2021: Total **\$391,139.66**

Property Taxes & Interest = \$385,241.32 Misc Revenue = \$707.97 MRP Revenue = \$5,190.37

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- April 20, 2021, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 7f: Voucher Approval - The following voucher/warrants totaling **\$23,410.38** were approved for payment

- \$7,833.68 was processed on April 4, 2021
- \$4,295.31 was processed on April 14, 2021
- \$10,190.66 was processed on April 21, 2021
- \$1,909.73 was processed on April 28, 2021

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$52,594.55** were processed for payment

- \$27,009.84 was approved for payroll on April 7, 2021
- \$25,584.70 was approved for payroll on April 22, 2021

A total of **\$76,004.93** was processed in April 2021 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: Detailed above

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in April 2021 totaling **\$76,004.93**.

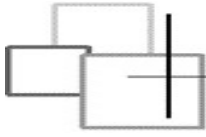
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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:



2021 April EXPENDITURES

Beginning Monthly Balance = \$1,218,444.32

Ending Monthly Balance = \$1,533,660.64

| Category/ Acct # | Reference | Apr 2021 | YTD Expense | 2021 Budget | Budget Balance | % of Budget |
|--|--|--------------------|---------------------|---------------------|---------------------|-------------|
| Salaries & Wages | | | | | | |
| 001-000-000-576-20-10-00 | Commissioners - Subsidies | 874.49 | \$6,431.81 | \$12,800.00 | 6,368.19 | 50% |
| 001-000-000-576-20-10-01 | District Manager - Wage | \$6,276.61 | \$24,878.59 | \$98,365.00 | 73,486.41 | 25% |
| 001-000-000-576-20-10-02 | District Clerk -Wage | \$1,835.82 | \$7,386.25 | \$28,119.00 | 20,732.75 | 26% |
| 001-000-000-576-21-10-01 | Aquatics Mgr -Wage | \$4,736.74 | \$17,646.24 | \$74,876.88 | 57,230.64 | 24% |
| 001-000-000-576-21-25-02 | Aquatic Coordinator | \$3,742.52 | \$19,813.07 | \$57,500.00 | 37,686.93 | 34% |
| 001-000-000-576-21-25-04 | Assistant Aquatic Coordinator | \$0.00 | \$0.00 | \$47,500.00 | 47,500.00 | 0% |
| 001-000-000-576-21-30-01 | Lifeguards | \$14,040.90 | \$60,041.77 | \$197,600.00 | 137,558.23 | 30% |
| 001-000-000-576-21-30-02 | Instructors | \$7,438.70 | \$22,348.79 | \$41,600.00 | 19,251.21 | 54% |
| 001-000-000-576-21-32-02 | Head Lifeguards | \$1,508.13 | \$8,484.98 | \$35,092.51 | 26,607.53 | 24% |
| 001-000-000-576-20-21-19 | Payroll Taxes | \$2,815.53 | \$11,626.42 | \$40,424.80 | 28,798.38 | 29% |
| 001-000-000-576-21-42-05 | | \$9,425.72 | \$38,923.02 | \$135,335.20 | 96,412.18 | 29% |
| 001-000-000-576-21-33-04 | Overtime (OT) | \$0.00 | \$0.00 | \$1,560.00 | 1,560.00 | 0% |
| 001-000-000-576-21-33-05 | Family Medical Leave (FMLA) | \$0.00 | \$0.00 | \$1,257.98 | 1,257.98 | 0% |
| 001-000-000-576-21-33-00 | Sick Pay | \$0.00 | \$572.08 | \$13,461.13 | 12,889.05 | 4% |
| | Total Salaries & Wages | \$52,695.16 | \$218,153.02 | \$785,492.50 | \$567,339.48 | 28% |
| Personal Benefits | | | | | | |
| 001-000-000-576-20-22-30 | Personal Benefits (AWC/DRS) | \$946.20 | \$6,074.23 | \$10,239.30 | 4,165.07 | 59% |
| 001-000-000-576-21-22-30 | | \$406.14 | \$4,995.87 | \$34,279.40 | | |
| 001-000-000-576-20-22-40 | Fringe Benefits (Car, Mileage) | \$135.00 | \$540.00 | \$2,000.00 | 1,460.00 | 27% |
| | Total Personal Benefits | \$1,487.34 | \$11,610.10 | \$46,518.70 | \$5,625.07 | 25% |
| Office Supplies | | | | | | |
| 001-000-000-576-20-31-00 | Office Supplies | \$7.50 | \$34.11 | \$575.00 | 540.89 | 6% |
| 001-000-000-576-21-35-03 | | \$280.98 | \$454.81 | \$1,925.00 | 1,470.19 | 24% |
| 001-000-000-576-21-35-04 | Office Equipment (non-capitalized-SAA) | \$0.00 | \$0.00 | \$2,000.00 | 2,000.00 | 0% |
| 001-000-000-576-20-35-01 | Computer Equipment (Non-capitalized) | \$360.02 | \$661.02 | \$4,000.00 | 3,338.98 | 17% |
| | Total Office Supplies | \$648.50 | \$1,149.94 | \$8,500.00 | 7,350.06 | 14% |
| Maintenance & Repair Supplies | | | | | | |
| 001-000-000-576-21-31-00 | Maintenance Supplies and Small Tools | \$114.94 | \$187.05 | \$3,120.00 | 2,932.95 | 6% |
| 001-000-000-576-21-35-02 | Janitorial Supplies | \$132.12 | \$1,701.14 | \$5,200.00 | 3,498.86 | 33% |
| | Total Maintenance & Repair Supplies | \$247.06 | \$1,888.19 | \$8,320.00 | 6,431.81 | 23% |
| Pool Supplies | | | | | | |
| 001-000-000-576-21-40-00 | Employee Recognition | \$0.00 | \$25.00 | \$500.00 | 475.00 | 5% |
| 001-000-000-576-21-35-01 | Pool Chemicals | \$0.00 | \$883.22 | \$25,000.00 | 24,116.78 | 4% |
| 001-000-000-576-21-35-15 | Special Pool Events | \$57.12 | \$374.54 | \$1,000.00 | 625.46 | 37% |
| 001-000-000-576-21-42-06 | Uniforms &Clothing | \$0.00 | \$0.00 | \$300.00 | 300.00 | 0% |
| 001-000-000-576-21-43-06 | First Aid Supplies (see COVID) | \$0.00 | \$452.50 | \$1,000.00 | 547.50 | 45% |
| 001-000-000-576-21-49-01 | Lifeguard Supplies & Equip | \$0.00 | \$50.66 | \$3,000.00 | 2,949.34 | 2% |
| | Total Pool Supplies | \$57.12 | \$1,785.92 | \$30,800.00 | 29,014.08 | 6% |
| Pool Equipment | | | | | | |
| 001-000-000-576-21-35-06 | Equipment - BecSys PProbes (ER&R) | \$0.00 | \$0.00 | \$1,100.00 | 1,100.00 | 0% |
| 001-000-000-576-21-35-14 | Misc Pool Equipment (ER&R) | \$106.43 | \$1,209.02 | \$5,000.00 | 3,790.98 | 24% |
| 001-000-000-576-21-35-16 | Suit Spinners (ER&R) | \$0.00 | \$0.00 | \$4,000.00 | 4,000.00 | 0% |
| 001-000-000-576-21-35-17 | BecSys Remote System | \$0.00 | \$0.00 | \$2,000.00 | 2,000.00 | 0% |
| 001-000-000-576-21-35-18 | Pulsar System | \$0.00 | \$0.00 | \$5,000.00 | 5,000.00 | 0% |
| | Total Pool Equipment | \$106.43 | \$1,209.02 | \$17,100.00 | 15,890.98 | 0% |
| 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) | \$1,925.00 | \$5,975.00 | \$14,000.00 | 8,025.00 | 43% |

| Category/ Acct # | Reference | Apr 2021 | YTD Expense | 2021 Budget | Budget Balance | % of Budget |
|--------------------------|--|-------------------|--------------------|--------------------|------------------|-------------|
| 001-000-000-576-20-41-05 | Financial Management Software - VisionMS | \$0.00 | \$0.00 | \$7,700.00 | 7,700.00 | 0% |
| 001-000-000-576-20-41-08 | IT Admin/Computer Services (CMIT) | \$1,321.00 | \$5,162.75 | \$22,500.00 | 17,337.25 | 23% |
| 001-000-000-576-20-49-10 | Printing/Copying (Canon) | \$31.44 | \$254.75 | \$2,625.00 | 2,370.25 | 10% |
| 001-000-000-576-21-49-10 | | \$176.96 | \$400.27 | \$2,625.00 | 2,224.73 | 15% |
| 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) | \$44.63 | \$181.13 | \$1,500.00 | 1,318.87 | 12% |
| 001-000-000-576-21-42-05 | Payroll/HR (Heartland) | \$446.50 | \$1,840.00 | \$7,700.00 | 5,860.00 | 24% |
| 001-000-000-576-21-42-09 | Timekeeping (SubitUp) | \$0.00 | \$2,400.00 | \$3,000.00 | 600.00 | 80% |
| 001-000-000-576-21-42-08 | Water/Coffee (Mountain Mist) | \$112.70 | \$148.12 | \$2,000.00 | 1,851.88 | 7% |
| | Total Prof Services-Front Offc | \$4,058.23 | \$16,362.02 | \$79,095.00 | 62,732.98 | 21% |

Professional Svcs - Maintenance

| | | | | | | |
|--------------------------|--|-------------------|--------------------|--------------------|------------------|------------|
| 001-000-000-576-20-41-09 | Janitorial Services-District Office | \$90.00 | \$360.00 | \$1,500.00 | 1,140.00 | 24% |
| 001-000-000-576-21-31-01 | Custodial | \$0.00 | \$0.00 | \$3,500.00 | 3,500.00 | 0% |
| 001-000-000-576-21-31-02 | CO2 Services (Central Welding) | \$503.80 | \$1,511.41 | \$2,000.00 | 488.59 | 76% |
| 001-000-000-576-21-41-20 | Gutter and Roof Management | \$0.00 | \$0.00 | \$3,432.00 | 3,432.00 | 0% |
| 001-000-000-576-21-48-02 | Rekey Services (Bill's Locksmith) | \$0.00 | \$0.00 | \$500.00 | 500.00 | 0% |
| 001-000-000-576-21-41-30 | Landscaping Services (NW Landscape) | \$549.41 | \$2,197.64 | \$7,069.92 | 4,872.28 | 31% |
| 001-000-000-576-21-48-10 | Maintenance Contract (MacD-Miller) | \$4,782.74 | \$9,565.48 | \$20,924.30 | 11,358.82 | 46% |
| 001-000-000-576-21-48-11 | Water Quality Main Contract (Aq Spec) | \$170.51 | \$1,656.00 | \$3,120.00 | 1,464.00 | 53% |
| 001-000-000-576-21-47-05 | Sewer Contingency | \$0.00 | \$0.00 | \$4,092.00 | 4,092.00 | 0% |
| | Total Prof Services-Maintenance | \$6,096.46 | \$15,290.53 | \$46,138.22 | 30,847.69 | 12% |

Repairs & Maintenance

| | | | | | | |
|--------------------------|--|-----------------|-------------------|---------------------|---------------------|-----------|
| 001-000-000-576-21-48-00 | Maintenance Services (non-contracted) | \$636.38 | \$3,637.15 | \$150,000.00 | 146,362.85 | 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 | \$636.38 | \$3,637.15 | \$152,000.00 | \$148,362.85 | 2% |

Communications

| | | | | | | |
|--------------------------|---|-----------------|-------------------|--------------------|------------------|------------|
| 001-000-000-576-20-41-02 | Web Design & Maintenance | \$0.00 | \$776.50 | \$3,000.00 | 2,223.50 | 26% |
| 001-000-000-576-20-41-10 | MS Suscription MS Office 365 | \$48.11 | \$361.78 | \$2,000.00 | 1,638.22 | 18% |
| 001-000-000-576-21-42-01 | | \$161.07 | \$474.76 | \$2,000.00 | 1,525.24 | 24% |
| 001-000-000-576-20-42-00 | Postage & Mailing | \$0.00 | \$229.05 | \$500.00 | 270.95 | 46% |
| 001-000-000-576-21-42-07 | | \$0.00 | \$229.05 | \$500.00 | 270.95 | 46% |
| 001-000-000-576-20-42-01 | Telephone/Internet Services (Comcast) | 189.08 | \$812.42 | \$3,750.00 | 2,937.58 | 22% |
| 001-000-000-576-21-42-20 | | 226.95 | \$850.29 | \$3,750.00 | 2,899.71 | 23% |
| 001-000-000-576-21-42-21 | Cell Phone (Google Fi) | \$0.00 | \$0.00 | \$750.00 | 750.00 | 0% |
| 001-000-000-576-20-42-03 | Work Email Accounts (Google Suite) | \$16.51 | \$66.03 | \$260.00 | 193.97 | 25% |
| 001-000-000-576-21-42-30 | | \$16.52 | \$66.06 | \$260.00 | 193.94 | 25% |
| 001-000-000-576-20-42-04 | Email Notification System (CampaignMonitor) | \$59.00 | \$236.00 | \$873.60 | 637.60 | 27% |
| | Total Communications | \$717.24 | \$4,101.94 | \$17,643.60 | 13,541.66 | 23% |

Training & Travel

| | | | | | | |
|--------------------------|---|-----------------|-----------------|--------------------|------------------|-----------|
| 001-000-000-576-21-43-10 | Travel Expenses (Mileage, Tolls) | \$0.00 | \$0.00 | \$1,560.00 | 1,560.00 | 0% |
| 001-000-000-576-21-43-01 | Travel Expenses (Lodging, Per Diem) | \$0.00 | \$0.00 | \$1,040.00 | 1,040.00 | 0% |
| 001-000-000-576-21-43-02 | Training (LGI/WSI Certs) | \$440.00 | \$440.00 | \$2,600.00 | 2,160.00 | 17% |
| 001-000-000-576-21-43-03 | Certifications (non WSI) | \$0.00 | \$0.00 | \$3,120.00 | 3,120.00 | 0% |
| 001-000-000-576-21-43-04 | In Service Supplies (Internal Training) | \$0.00 | \$0.00 | \$2,000.00 | 2,000.00 | 0% |
| 001-000-000-576-21-43-05 | Swim Lesson Licensing (Amer Red Cross) | \$0.00 | \$240.00 | \$1,560.00 | 1,320.00 | 15% |
| 001-000-000-576-21-43-07 | | \$0.00 | \$0.00 | \$2,000.00 | 2,000.00 | 0% |
| 001-000-000-576-20-43-07 | Management Staff Training | \$35.00 | \$105.00 | \$2,000.00 | 1,895.00 | 5% |
| | Total Training & Travel | \$440.00 | \$680.00 | \$15,880.00 | 15,095.00 | 4% |

Advertising

| | | | | | | |
|--------------------------|-----------------------------------|-----------------|-------------------|--------------------|------------------|------------|
| 001-000-000-576-20-41-07 | District Advertising | \$450.00 | \$4,041.25 | \$16,000.00 | 11,958.75 | 25% |
| 001-000-000-576-20-42-05 | Bulk Mailing - District Postcard | \$0.00 | \$0.00 | \$4,284.80 | 4,284.80 | 0% |
| 001-000-000-576-20-49-09 | Bulk Printing - District Postcard | \$0.00 | \$0.00 | \$2,356.64 | 2,356.64 | 0% |
| 001-000-000-576-20-41-40 | Ad Design | \$25.00 | \$116.53 | \$500.00 | 383.47 | 23% |
| | Total Advertising | \$475.00 | \$4,157.78 | \$23,141.44 | 18,983.66 | 18% |

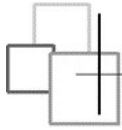
Rentals & Leases

| | | | | | | |
|--------------------------|-----------------------------------|-----------------|-------------------|--------------------|------------------|------------|
| 001-000-000-576-20-45-00 | District Office Rental (Zen) | \$0.00 | \$2,152.50 | \$13,000.00 | 10,847.50 | 17% |
| 001-000-000-576-20-45-01 | Storage Rental (AAAA) | \$275.00 | \$1,100.00 | \$3,600.00 | 2,500.00 | 31% |
| 001-000-000-576-20-45-02 | Miscellaneous Rentals | \$154.14 | \$154.14 | \$2,600.00 | 2,445.86 | 6% |
| | Total Rentals & Leases | \$429.14 | \$3,406.64 | \$19,200.00 | 15,793.36 | 18% |

Utilities

| | | | | | | |
|--------------------------|-------------------|------------|-------------|-------------|-----------|-----|
| 001-000-000-576-21-47-00 | Electricity (PSE) | \$6,358.25 | \$27,914.45 | \$78,000.00 | 50,085.55 | 36% |
|--------------------------|-------------------|------------|-------------|-------------|-----------|-----|

| Category/ Acct # | Reference | Apr 2021 | YTD Expense | 2021 Budget | Budget Balance | % of Budget |
|--|--|--------------------|---------------------|-----------------------|-----------------------|---------------|
| 001-000-000-576-21-47-02 | Water (Highline) | \$414.43 | \$1,892.52 | \$9,360.00 | 7,467.48 | 20% |
| 001-000-000-576-21-47-03 | Garbage/Recycling (Recology) | \$0.00 | \$0.00 | \$5,000.00 | 5,000.00 | 0% |
| 001-000-000-576-21-47-04 | Sewer (Midway) | \$0.00 | \$829.40 | \$4,092.00 | 3,262.60 | 20% |
| | Total Utilities | \$6,772.68 | \$30,636.37 | \$96,452.00 | 65,815.63 | 32% |
| Insurance | | | | | | |
| 001-000-000-576-20-46-00 | Insurance - WCIA, AWC | \$0.00 | \$22,843.59 | \$15,000.00 | (7,843.59) | 152% |
| | Total Insurance | \$0.00 | \$22,843.59 | \$15,000.00 | (7,843.59) | 152% |
| Miscellaneous | | | | | | |
| 001-000-000-576-21-40-20 | Scholarships | \$0.00 | \$115.20 | \$18,000.00 | 17,884.80 | 1% |
| 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 | \$82.90 | \$3,837.75 | \$1,040.00 | (2,797.75) | 369% |
| 001-000-000-576-20-49-08 | Printing & Copying (Outside Vendors) | \$75.97 | \$119.82 | \$1,560.00 | 1,440.18 | 8% |
| 001-000-000-576-20-49-60 | Dues/Membership/Subscriptions | \$0.00 | \$1,006.11 | \$4,000.00 | 2,993.89 | 25% |
| 001-000-000-576-20-51-50 | Background checks | \$58.00 | \$58.00 | \$1,820.00 | 1,762.00 | 3% |
| | Total Miscellaneous | \$216.87 | \$5,136.88 | \$26,920.00 | 3,898.32 | 19% |
| Intergovernmental Services | | | | | | |
| 001-000-000-576-20-51-02 | Inspections (Fire Ext) | \$0.00 | \$0.00 | \$1,000.00 | 1,000.00 | 0% |
| 001-000-000-576-20-51-03 | B&O Tax/Agency (DOR) | \$0.00 | \$15.46 | \$1,000.00 | 984.54 | 2% |
| 001-000-000-576-20-51-10 | Services Contract - City of Des Moines | \$0.00 | \$0.00 | \$5,000.00 | 5,000.00 | 0% |
| 001-000-000-576-21-49-20 | Permits and Fees (KCHD, CoDM, Cash Mgmt) | \$0.00 | \$282.00 | \$1,000.00 | 718.00 | 28% |
| | Total Intergov Services | \$0.00 | \$297.46 | \$8,000.00 | 7,702.54 | 4% |
| COVID-19 | | | | | | |
| 001-000-000-576-20-31-00 | Office Supplies | \$0.00 | \$0.00 | | 0.00 | 0% |
| 001-000-000-576-20-43-00 | Training/Conferences | \$0.00 | \$0.00 | | 0.00 | 0% |
| 001-000-000-576-21-31-01 | Custodial | \$0.00 | \$0.00 | | 0.00 | 0% |
| 001-000-000-576-21-35-02 | Janitorial Supplies | \$751.17 | \$1,192.67 | | (1,192.67) | 0% |
| 001-000-000-576-21-43-06 | First Aid Supplies | \$0.00 | \$1,619.39 | | (1,619.39) | 0% |
| 001-000-000-576-21-49-01 | Lifeguard Supplies | \$0.00 | \$32.92 | | (32.92) | 0% |
| 001-000-000-576-20-49-07 | Misc Services/Discrepancies | \$53.56 | \$133.89 | | (133.89) | 0% |
| | Total COVID-19 | \$804.73 | \$2,978.87 | \$0.00 | (2,978.87) | 0% |
| Capital * | | | | | | |
| 001-000-000-594-76-41-01 | Capital - Permits, Fees, Inspections | \$0.00 | \$0.00 | \$1,500.00 | 1,500.00 | 0% |
| 001-000-000-594-76-41-02 | Capital - Advertising/Public Notices | \$0.00 | \$0.00 | \$500.00 | 500.00 | 0% |
| 001-000-000-594-76-41-03 | Capital - Architects/Engineers | \$0.00 | \$0.00 | \$25,000.00 | 25,000.00 | 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 | \$102,000.00 | \$102,000.00 | |
| *Reserve starting balance \$214,079.00 | | | | | | |
| | TOTAL ADMINISTRATION | \$18,140.88 | \$107,550.75 | \$340,493.14 | 232,942.39 | 32% |
| | TOTAL OPERATIONS | \$57,782.46 | \$237,879.67 | \$1,055,708.32 | 817,828.65 | 23% |
| | TOTAL CAPITAL | \$0.00 | \$0.00 | \$102,000.00 | 102,000.00 | 0% |
| | | \$75,923.34 | \$345,430.42 | \$1,498,201.46 | \$1,152,771.04 | 54.12% |



2021 APRIL REVENUE

| Account # | Reference | Apr 2021 | YTD Balance | 2021 Budget | Budget Balance |
|---------------------------------------|---|---------------------|---------------------|---------------------|---------------------|
| General Fund Taxes | | | | | |
| 001-000000-311-11-00-00 | Property Taxes | \$384,375.83 | \$460,197.81 | \$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 | \$0.00 | \$1,396.53 | \$0.00 | \$0.00 |
| | Total General Fund | \$384,375.83 | \$461,594.34 | \$0.00 | \$0.00 |
| Charges for Goods and Services | | | | | |
| 001-000-000-347-60-00-00 | Normandy Pk - Pool Use Fee (annual) | \$0.00 | \$25,000.00 | \$25,000.00 | \$0.00 |
| | Total Charges for Goods and Services | \$0.00 | \$25,000.00 | \$25,000.00 | \$0.00 |
| Miscellaneous Revenues | | | | | |
| 001-000-000-361-11-00-00 | Investment Interest | \$865.49 | \$2,762.47 | \$0.00 | \$0.00 |
| 001-000-000-367-00-00-01 | Contributions/Donations (to Scholarships) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 001-000-000-369-81-00-00 | Cash Over/Shorts (Refunds) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 001-000-000-369-81-00-02 | Misc Revenue | \$707.97 | \$4,618.17 | \$0.00 | \$0.00 |
| 001-000-000-369-81-00-03 | MRP Cash Deposits | \$1,297.25 | \$4,231.37 | \$0.00 | \$0.00 |
| 001-000-000-369-81-00-04 | MRP Credit Card Deposits and Refunds | \$3,893.12 | \$16,574.17 | \$0.00 | \$0.00 |
| 001-000-000-369-81-00-05 | Reimbursements (Fitness Specialists) | \$0.00 | \$160.00 | \$0.00 | \$0.00 |
| | Total Revenue | \$6,763.83 | \$28,346.18 | \$0.00 | \$0.00 |
| Capital Projects/Reserve | | | | | |
| 301-000-000-397-00-00-00 | Transfer from General Fund - Capital | \$0.00 | \$245,000.00 | \$175,000.00 | \$245,000.00 |
| 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 | \$245,000.00 | \$175,000.00 | \$245,000.00 |
| | Grand Total Revenue | \$391,139.66 | \$759,940.52 | \$200,000.00 | -\$70,000.00 |

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Monday, April 12, 2020
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: April 10, 2021 to May 9, 2021 District General Manager Report

Week Ending April 15, 2020

HEAD GUARDS

Kyle, one of our head guards, accepted a full-time position with King County Aquatic Center. He was a good employee that helped out with front desk, great water exercise instructor and also with training of other staff. He will be missed but will still help us leading water exercise and might help us out with training, if it works with his schedule.

TRAINING

- New Lifeguard Training: Quentin is leading a lifeguard training this week, April 16-18. The class is full. He is planning on having our next training in June and should have information out soon. We will be putting promotional information and adding it to job resources soon.
- Lifeguard Review: Quentin finished a lifeguard review class last week. This is required for staff to keep their certifications.

SMAC MEETING

On Wednesday, Lauryne and I met with SMAC to discuss upcoming scheduling including the summer, future potential meets, a potential clinic and details on usage. From the meeting things seem to be moving forward well.

PUBLIC OUTREACH MEETING

We have our public outreach meeting today (Friday, April 16) to go over goals. This will be added to next week's report.

UNITED HEALTHCARE

I met with United Healthcare on Tuesday. They provide health memberships that are similar to ASH Networks (Silver and Fit & Active and Fit) and Tivity Health Networks (Silver Sneakers and Prime). I have a preliminary contract that I sent to legal, and we will probably add it to the agenda for the May 16 regular board meeting. There would be a little added work, but it would open up access to more health membership members. The only issue I have is the termination agreement is extreme, but I will see what legal's recommendation is.

SAO

State Auditor's Office (SAO) has a new process to remotely monitor municipal organizations and gave us two weeks to provide the last five years of detailed reports. Linda requested a two-week extension that was granted, so she will have all information to them by May 15.

MAINTENANCE

- Remote Notifications – Sunbelt Controls came in on Thursday and fixed the controls. We are also updating our contract with them which is part of the budget.
- Updated Router/WIFI – I am having CMIT update the office's WIFI system for having in-person meetings. The speed has been below levels that will even allow one person to teleconference. They should be fixing it in the next couple of weeks.
- Phone System at MRP – The phone system was offline at the pool on Tuesday morning. It appears to be a Comcast system issue and not local. It did create a question about the overall system. We are working to potentially update the system later this summer or early fall.
- Credit Card Chip Reader – CMIT came in Wednesday and updated our credit card readers to chip readers. The new system should add security for users.
- Benches – Former commissioner Marty Martinson has offered to sand some of the benches behind the diving board. He will be working with Lauryne and Quentin to perform this.

WEBINARS

I signed up for a four-week, free webinar series provided by CivicRec on using business practices. It is lead by Leon Younger, who is a well-respected professional who has performed comprehensive and business plans for many municipalities including the City of Kent. The program will have the following sessions:

- Session 1: Understanding the Importance of a Business-Minded Culture
- Session 2: Executing a Business-Minded Culture in Parks and Recreation Using a Key Performance Indicators (KPIs)
- Session 3: How to Apply KPIs to Programs, Facilities and Services
- Session 4: Overview of Tools to Manage a Business-Minded Culture

RESEARCH

- Des Moines Marina Plan Presentation (YouTube)
<https://www.youtube.com/watch?v=KJvhIYEvGE0>
- Special Events in the Time of COVID-19 (NRPA)
<https://www.nxtbook.com/nrpa/ParksRecreationMagazine/may-2021/index.php#/p/10>
- Bicultural Marketing and Closing the Gap (NRPA)
<https://www.nxtbook.com/nrpa/ParksRecreationMagazine/may-2021/index.php#/p/24>
- Is your park ready for its closeup? (NRPA)
<https://www.nxtbook.com/nrpa/ParksRecreationMagazine/may-2021/index.php#/p/34>

Week Ending April 23, 2021

BOARD MEETING WRAPUP

- Retreat Update – I reached out to Stemper and they are not available for the May 4th meeting. We have decided to move some non-voted agenda items from the May 18 regular board meeting to May 4th and will push their presentation and the MRP lease to the latter meeting. The agenda packet for the retreat will be mailed out on Thursday, April 29.
- Public Outreach Committee – The public outreach committee will tentatively meet on Tuesday, April 27 at 2:00pm to work on a goals' presentation at the May 4th board meeting.
- Small and Attractive Assets Policy – We are working on a policy for small and attractive assets. This will be implemented this summer when we institute our new policies to track and surplus items.

- Financial Report – Linda is working on the updates for this year to the financial reporting. We are working on getting the information in sooner to work through the changes made at the state level including new schedules to be reported.

MAINTENANCE

- Stairs – We are working on replacing the stairs in the shallow end. This was budgeted in 2020, but not completed due to the stairs working well and the pandemic. We are working on replacing the stairs with the exact same model for longevity and to not have to bore additional securing anchors into the pool deck. We are still doing research but will let you know.
- Lift Batteries – Quentin is replacing the batteries for both lifts. They are at the end of their life. Both have been ordered and should be re-installed next week.
- Project Manager Meeting – We have a couple of smaller projects that we are going to meet with the city's project manager to complete. We will be meeting the week of May 3rd. Small projects include completing the gate installation, ADA stairs replacement, sidewalk cracks and installation of the budgeted suit dryer.

TRAINING

- WRPA Conference – Lauryne and Quentin will be attending the WRPA virtual conference on April 28 and 29.
- Lifeguard Classes – Our next lifeguard training will be in early June. I have directed staff to only train internal candidates until we are up to maximum capacity.

PLANNING

We had a staff meeting on Wednesday and started working on a GANTT chart for reintroducing programming through the rest of the year. We are meeting again on Monday. Our goal is to develop a short-term plan and metrics to analyze future strategic planning to communicate to the board.

RECRUITMENT

I updated the job descriptions on the website, and we have posted the jobs to Facebook. We are working on updating a letter to students and a recruitment flyer. Once completed, we will start working reaching out to local HS counselors starting with MRHS. We hope to highlight the next trainings in June to bolster our recruitment.

RESEARCH

Health Experts Warn: Washington seeing fourth wave of COVID-19 cases (KOMO)

<https://komonews.com/news/local/state-health-experts-washington-seeing-beginning-of-4th-wave-of-covid-19-cases>

How to plan a safe trip to the swimming pool (CNN)

<https://www.cnn.com/travel/article/swimming-pool-safety-pandemic-wellness/index.html>

Swimming lesson registration delayed as City of Winnipeg awaits possible COVID-19 restrictions (CBC)

<https://www.cbc.ca/news/canada/manitoba/winnipeg-swimming-lesson-registration-delayed-covid-19-1.5990920>

Florida introduces legislation to help make every child a swimmer (Aquatics Int'l)

- <https://www.aquaticsintl.com/facilities/florida-introduces-legislation-to-help-make-every-child-a-swimmer>

Week Ending April 30, 2021

BACK TO PHASE 2

On Thursday, Jay Inslee made an announcement that many counties including King County may go back into Phase 2. This requires appointments. We met this week and updated potential guidelines; in case this happens. The governor stated in the press conference that he will have a press conference to discuss this on Tuesday, May 4th. The changes would not affect us too much, except that we would require appointments and limit lap swimmers to two a lane. We will put a notice out once we have a clearer picture.

<https://www.q13fox.com/news/king-county-likely-rolling-back-to-phase-2-of-states-covid-19-reopening-plan>

RETREAT

Linda mailed out the agenda and online invite for the May 4th retreat. Let me know if you have any questions. Just a reminder that the meeting will start at 5pm.

PUBLIC OUTREACH COMMITTEE

We met on Tuesday, April 27 to develop the presentation that is in the packet. We also discussed the next steps after goal setting, PTSA programming and social media software.

ENGINEER OF RECORD

The engineer of record is finishing up going through the reports. We are scheduling a meeting next week to go through the reports and answer any questions. They are confirmed for our board meeting on May 18.

MAINTENANCE

- Boiler Combustion Motor Repair-We were notified Sunday morning that the boiler had fallen below acceptable temperature range, and it was not improving. We had staff check the unit that morning and called MacMiller to inspect the unit. MacMiller had to get a temporary part, which moved the repair to Monday morning. The repair was completed by 11:45am. We were able to reopen the pool on Monday afternoon for SMAC and MRHS practices. There was an issue with the pump that was keeping the temperature below normal levels. MacMiller resolved the issue on Wednesday.
- Project Manager Meeting- I and the Aquatics Manager are meeting with the city's project manager on projects for the pool over the next couple of months including but not limited to:
 - ADA stairs replacement
 - Parking lot gate
 - Suit dryer
 - Sidewalk cracks
 - And overall mechanical equipment of pool

SCHEDULING/PLANNING

We are continuing to plan our summer schedule and Lauryne will present this at the May 18th meeting. We are going to publish our updates including swim lessons, swim club, junior lifeguarding, and other summer programming after the board meeting. It will be posted on Peach Jar and other resources. Programming will start the week of June 20.

- GANTT Chart Meeting – We will have a meeting on Wednesday, May 5th to continue planning out reintroduction of programs.

TRAINING UPDATE

With COVID-19 and having a year of online in-services, Lauryne is working to have a week of in-person, in-services the week of June 7th. They are also focusing on blood borne pathogen training and hope to do a mass of recertifications this week. Lauryne will explain this more at the May 18th regular board meeting.

TUKWILA POOL

The Tukwila Pool is closing in June for maintenance. They have a water polo team that uses their pool. Their manager contacted Lauryne to see if we might have space available. Lauryne is working to see if we might have staff available at 8:30pm, but the groups first choice is a pool up north that is closer to their group.

ANNUAL FINANCIAL REPORT

Linda and I are working on the annual financial report, which is due at the end of May. We will present a draft of the posted “public” copy at the retreat. I am also participating in an MRSC 4-part webinar on the process since there are so many changes this year.

Notes to Financials – NEW - Going Concern (continued)



If the government has substantial doubt about it's ability to continue to Operate, the note would be titled “Going Concern”

Substantial doubt not alleviated

Note X – Going Concern

The financial statements have been prepared on a going concern basis, which assumes the (city/county/district) will be able to realize its assets and settle its liabilities in the normal course of business for the foreseeable future. (Describe conditions or events giving rise to a substantial doubt about the government's ability to continue as a going concern for a reasonable period of time). [1]

These conditions raise substantial doubt about the (city/county/district)'s ability to continue operating as it has in the past. (Describe management's plan) [2] The ability to continue as a going concern is dependent upon (describe conditions needed, such as a favorable outcome to litigation, ability to secure permanent financing, continuing to receive outside assistance with deficits, reduction of certain expenditures or increase in certain revenues, success of management's plans as described above, etc.).

OFF

Just a heads up that I will be off on Friday, April 30 and Monday, May 3. I will be out of town, but available by phone. I may be out of reception, so it might take some time for me to get back to you.

PDC CONTACT INFORMATION

Just a heads up that the Public Disclosure Commission requested updated contact information on all the commissioners. Linda has already sent this in.

RESEARCH

- World's largest swim lesson takes place in-person in 2021 (Aquatics Intl) - https://www.aquaticsintl.com/facilities/worlds-largest-swimming-lesson-takes-place-in-person-for-2021_o
- Washington Legislature passes Juneteenth as State Holiday (Seattle Times) - <https://www.seattletimes.com/seattle-news/washington-legislature-approves-juneteenth-as-state-holiday/>
- Dream Big, Then Return to Reality: Managing the planning process for a new aquatic facility (PRB) - <https://www.parksandrecbusiness.com/articles/dream-big-then-return-to-reality>
- Looking ahead: holding hybrid public meetings (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/April-2021/Holding-Hybrid-Public-Meetings.aspx>

Week Ending May 7, 2021

NEXT BOARD MEETING

Just a reminder that the next board meeting is Tuesday, May 18 at 7:00pm. If you have any items to add, please contact us by Tuesday, May 11. You can also have items added at the start of the regular meetings.

BOARD RETREAT FOLLOW-UP

Below are follow-up items from the board meeting.

- Chlorine Shortage - Below is an article about the chlorine shortage that Shane Stender spoke of.
 - A major chlorine shortage is set to spoil summertime fun in the swimming pool (MSNBC) - <https://www.cnn.com/2021/04/30/a-major-chlorine-shortage-is-set-to-spoil-swimming-pool-fun-this-summer.html>
- Policy 560 Small and Attractive Assets – I sent an email with the policy attached. Please send any edits back on Tuesday, May 11 at noon.
- Annual Financial Report – The financial report was too large to send by email, so I sent a link to DropBox on Wednesday. All edits for this document should be turned in by Wednesday, May 12. Below is a link to the document.
 - <https://www.dropbox.com/scl/fi/re4q7ykvd07lwtkjdg4nz/2021-Financial-Report-SVD-Edits-Fourth-Version-05062021.docx?dl=0&rlkey=0wkjcs08ebz4ls1tIri319dae>
- Minutes – Linda should have a proof of the minutes out next week.

PHASE 2

On Tuesday, May 4, Governor Inslee announced a two-week freeze on counties moving back to Phase 2. It sounds like we are currently at the end of the peak. We will continue to monitor this and let you know if anything changes.

<https://waterlandblog.com/2021/05/04/king-county-will-stay-in-current-covid-phase-3-for-at-least-next-two-weeks/>

WRPA AQUATICS GROUP

Lauryne and Quentin will be attending the WRPA Aquatics Group meeting on Thursday, May 13. It will be interesting to see how other organizations are planning for the summer and how Pierce County pools that had to go back to Phase 2 handled the rollback

MRHS SWIM TEAM SEASONS

The MRHS team seasons end on Thursday, May 13. This should free up pool time and help with staffing. We will put a schedule update in June.

POOL CLOSURE

We have a pipe that needs to be replaced, and since we are shutting down, we are going to perform the chlorine replacement at that time. We have signed to have the repair completed on a Sunday to avoid a formal closure. The repair will take the entire day for the repair, treating and reheating the water.

KING COUNTY ELECTION FILINGS

Just a reminder that filing is coming up the week of May 17. This year position 1 (Joe Dusenbury), position 2 (Eric Kasnick) and position 4 (Shane Stender) are up for election. Position 1 and 2 are both six-year terms, while position four will be a four-year term due to the position finishing out the remainder of the six-year term.

Below is the email from King County Elections if you did not receive it.

Dear Prospective Candidates,

As we get closer to filing week, we wanted to reach out and let you know about the best way to stay up to date with us here at King County Elections – signing up for candidate notifications. [You can do so here.](#)

It takes just a few moments to sign up for the list and once you do, you'll be all set to receive notifications from us on important deadlines and what you need to know to ensure that you can file your candidacy during the week of May 17 – 21.

If you would not like to receive these emails, simply scroll to the bottom and click 'unsubscribe.'

We'll send out an email next week with some helpful information and links to videos that go into the process of filing in detail. If you'd like to watch those videos in the meantime, you can find them on our YouTube channel [here](#).

Thank you,

King County Elections

If you did not receive this email and I want me to forward it to you, please let me know.

OTHER MAINTENANCE ISSUES

- Staff Meeting - We have a staff meeting with the project manager to go over the status of current projects and communication with the staffing turnover.
- Boiler – The boiler has been a little temperamental since its repair. Quentin had MacMiller come back out on Friday. They will be sending me some information on the issue. I will share when I have more information.
- Sunbelt Controls – We are getting an estimate on updating the software for the controls. It has been over two years and the software needs to be updated.
- First Aid Cabinet – The first aid cabinet in the office area is set to be replaced on Friday.
- Parking Lot Gate – We are working to get some companies lined up to install the parking lot gates this summer.
- Walkway Cracks – We are exploring the cost of cutting or filling the cracks in the sidewalk. We are in the gathering information stage.

ENGINEER OF RECORD

Scott Romano and I will be meeting with the Engineer of Record on Tuesday, May 11 to go over questions they have after reviewing the reports.

RESEARCH

MRSC Website Improvements (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2021/New-MRSC-Website-Improvements-Make-Information-Eve.aspx>

Diversity in Aquatics: Building from the Ground Up (Aquatics International) - https://www.aquaticsintl.com/facilities/diversity-in-aquatics-building-from-the-ground-up_o

What to consider when waiving retainage and bonds (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2021/Considerations-When-Waiving-Retainage-and-Bonds.aspx>



Des Moines Pool Metropolitan Park District

April 20, 2021
7:00 p.m.
Remote Online

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Present were Commissioners Dusenbury, Kasnick, Stender, and Achziger; District General Manager Deschenes, and District Clerk Linda Ray.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

President Young called for adoption of the agenda. Commissioner Achziger so moved, Commissioner Kasnick 2nd. Adopted 5-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT – No public comments were received, and no one from the public phoned into the meeting.

CONSENT AGENDA

Commissioner Kasnick moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in March 2021 totaling \$81,211.34. Commissioner Dusenbury 2nd. The motion passed 5-0.

OLD BUSINESS

a. BLRB Billing and Closeout

District General Manager Deschenes reported that nothing had been received from BLRB and no update was given.

b. Engineer of Record Agreement

DGM Deschenes presented a 3-year term agreement with the consultant firm of Stemper Architects that has been vetted by legal counsel and WCIA. The scope of work they will provide to the District will be provided via task order.

Commissioner Achziger moved to approve the consultant agreement with Stemper Architects; Commissioner Kasnick 2nd, Passed 5-0.

c. Engineer of Record Task Order #1

DGM Deschenes reported that NTE's had not yet been established with Stemper Architects, but that a task order to proceed had been approved by the Capitals and Contracts Committee. This will give Stemper the ability to review reports of past work that was done for the District.

d. May Retreat Scheduling

In order to have discussions with Stemper regarding the future of the Mt. Rainier Pool facility, a retreat meeting date needs to be established by the Board. May 4th at 5:00 p.m. was decided upon. The DGM will contact Stemper to determine if they are available on that date.

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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 meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Linda Ray, District Clerk, 206.429.3852.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 04/20/2021**

e. Equity Resolution

DGM Deschenes reported that he discussed this outstanding item with the Public Outreach Committee. The members of that committee would like goals and objectives tied to the resolution. As such, this item will be taken off of the agenda for now and discussed at a later date.

f. Policy 555 – Capital Assets

DGM Deschenes stated that this addition to existing Policy 555 will define the process for surplussing assets at the Mt. Rainier Pool. A copy was sent previously to the Board members for their comments and edits.

A comprehensive audit will be performed at the pool in August and items for disposal will be red-tagged at that time.

With no discussion, Commissioner Achziger moved to replace 555, Capital Assets Policy with the amended version; Commissioner Kasnick 2nd. Passed 5-0.

g. Re-Opening/Transition Update

DGM Deschenes updated the Board on what has taken place at the pool since transitioning the new Aquatic Manager and Coordinator into their roles. A presentation is on file.

The DGM reported on programming during Phase 3. Physical distancing is still a top priority as well as cleanliness of the facility. The staff is taking advantage of COVID vaccines as first responders following a trend of letters to the Department of Health. Swim teams have returned to practice at MRP. The girl's season ended on 4/12 and the boy's will go now until 5/13. Home meets will be held on Tuesdays and Thursdays. A schedule with SMAC was agreed upon following a meeting with them.

Swim lessons are progressing with limits of 3 individuals being instructed in each class. More classes will be added in June.

Camp Khaos has been cancelled by the City for this year. The pool will be holding junior lifeguard classes and swim club to fill the hole in programming this summer.

The Aquatic Manager will give more information on all of the above during the 1st Quarter 2021 report at the Regular Board meeting on May 18th.

h. Waiver Update

The District General Manager and Commissioner Kasnick attended the WCIA Risk Audit on March 16th. The District has met all requirements for 2021. New waivers for pool users were drafted per request of WCIA through the audit. The COVID waiver will be established soon daily users sign-in, and separate waivers for adult and youth classes has been established. A presentation is on file detailing updates on the new processes.

NEW BUSINESS

a. SWOT on Public Outreach

Commissioner Achziger offered an analysis on strengths, weaknesses, opportunities, and threats (SWOT) in order to develop goals for the district regarding public outreach. The Commissioner urges attention to focusing on the District's audience and swim lessons for children of the community. He believes communication is a key factor through second language and an accurate website that can be easily accessible on a phone as well as a computer device.

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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 following COVID-19 guidelines and Proclamation 20-28 and will hold meetings remotely until further notice. The public may join meetings through the GoToMeeting app. Logon information is published in each Meeting Agenda. Contact Linda Ray, District Clerk at linda.ray@desmoinespool.org if you have questions.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 04/20/2021**

Commissioner Stender added that this was an engaging exercise involving the Aquatic Manager and Coordinator that will culminate in some real goals and measurements.

A presentation is on file.

b. 2020 Annual Financial Report

The DGM reported that this is a 1st touch item and is still a work in progress. As soon as a draft is produced, he will send a copy to the Board for review and comments.

c. 2021 1st Quarter Aquatics Manager Report Format Review

The DGM requested the Board members to email their suggestions for format of the report and where they would like to see more detail given with regard to the report content. He would like to receive input no later than April 30th.

d. Assistant Aquatic Coordinator Position

The DGM reported that the position of Assistant Aquatic Coordinator has been budgeted for in 2021; however, the position has not been posted. He stated that in order to add more swim lessons and to hold required lifeguarding training classes, it is necessary to add a full-time person to staff that has adequate requirements. This individual would also be a backup to management staff in the event a member of the team takes an extended leave of absence.

A discussion ensued about the priority of setting the goals and objectives of the District before committing to hiring this position. President Young requested this to be on the agenda for the next regular meeting in May after the Board has met for retreat and has had a chance to set goals.

GENERAL DISCUSSION

Commissioner Dusenbury gave praise to the pool staff citing a visit to the facility on a very busy Saturday.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:35 pm.

UPCOMING MEETINGS

- May 4, 2021, Retreat Board Meeting, 5:00 p.m., Location TBD
- May 18, 2021, Regular Board Meeting, 7:00 p.m., Location TBD

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Kasnick

Commissioner Stender

Commissioner Achziger

Linda Ray, District Clerk

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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 following COVID-19 guidelines and Proclamation 20-28 and will hold meetings remotely until further notice. The public may join meetings through the GoToMeeting app. Logon information is published in each Meeting Agenda. Contact Linda Ray, District Clerk at linda.ray@desmoinespool.org if you have questions.



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/07/2021

Total Amount: \$7,833.68

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210330140029.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

Scott Deschenes 3/30/2021
 Authorized District Signature Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

Joe Dusenbury 3/31/2021
 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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20210330140029.csv

| Payee (Vendor Name) | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|--------------------------------|------------|-------------|-------------|--------------|-------------|--------------------------------------|
| AQUATIC SPECIALTY SERVICES | | | 20256 | 03/17/2021 | \$170.51 | MAR 2021 SERVICE CONTRACT |
| CENTRAL WELDING SUPPLY | | | CG91790 | 12/03/2020 | \$193.90 | CARB DIOXIDE BULK |
| HIGHLINE WATER DISTRICT | | | 20210322HWD | 03/22/2021 | \$414.43 | WATER UTILITY - 2/22 TO 3/22/2021 |
| MOUNTAIN MIST | | | 4017963 | 03/22/2021 | \$71.21 | WATER DELIVERY TO MRP |
| NORTHWEST LANDSCAPING SERVICES | | | CD50133128 | 04/01/2021 | \$549.41 | MRP LANDSCAPE - APR 2021 |
| PRINT PLACE | | | 31499 | 03/22/2021 | \$75.97 | BUSINESS CARDS KNOX_THURMOND |
| PUGET SOUND ENERGY | | | 20210322PSE | 03/22/2021 | \$6,358.25 | ELEC/GAS UTILITY - 2/18 TO 3/19/2021 |



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/14/2021

Total Amount: \$4,295.31

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210407133315.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

4/7/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

4/7/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
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Seattle, WA 98104

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210407133315.csv

| Payee (Vendor Name) | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|----------------------------------|------------|-------------|--------------|--------------|-------------|----------------------------------|
| ABS | | | 16972 | 04/01/2021 | \$90.00 | DISTRICT JANITORIAL - APR 2021 |
| CENTRAL WELDING SUPPLY | | | CG95467 | 03/30/2021 | \$239.93 | POOL CHEMICALS |
| CENTRAL WELDING SUPPLY | | | RN03212413 | 03/31/2021 | \$69.97 | BEVCARB 750LB |
| COPIERS NORTHWEST | | | Inv2285275 | 04/07/2021 | \$145.52 | COPIERS CONTRACT |
| DATAQUEST, LLC | | | 14470 | 03/31/2021 | \$58.00 | BACKGROUND CHECK - MAR 2021 |
| DEPARTMENT OF RETIREMENT SYSTEMS | | | DRS_2_042021 | 04/07/2021 | \$605.50 | DEFERRED COMP S DESCHENES |
| GRAINGER | | | 9838965102 | 03/16/2021 | \$620.11 | MRP JANITORIAL SUPPLIES |
| GRAINGER | | | 9854203248 | 03/31/2021 | \$132.12 | MRP JANITORIAL SUPPLIES |
| MIANNA BEHRENS | | | 20210407MB31 | 04/07/2021 | \$241.54 | PAYROLL PE 3/25/2021 |
| SNURE LAW OFFICE | | | 20210401BS | 04/01/2021 | \$1,925.00 | PROFESSIONAL SERVICES - MAR 2021 |
| TRICIA CROOM | | | 20210407TC68 | 04/07/2021 | \$167.62 | COMMISSIONERS RETRO PAY |



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/21/2021

Total Amount: \$10,190.66

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210415123017.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

4/15/2021

2E03815D71304B0...
Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

4/15/2021

5E8DDA8899F2474...
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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210415123017.csv

| Payee (Vendor Name) | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|-------------------------------------|------------|-------------|-----------------|--------------|-------------|--|
| CANON FINANCIAL SERVICES, INC. | | | 26555477 | 04/11/2021 | \$62.88 | CONTRACT CHG - APR 2021 |
| CMIT SOLUTIONS EASTSIDE | | | 9203 | 03/31/2021 | \$1,321.00 | IT SUPPORT - MAR 2021 |
| COMCAST | | | 20210412CB_MRP | 04/12/2021 | \$226.94 | TELEPHONE/INTERNET/MRP 4/22 TO 5/21/21 |
| COMCAST | | | 20210408CB_DMP | 04/08/2021 | \$189.08 | TELEPHONE/INTERNET/DMP 4/18 TO 5/17/21 |
| DEPARTMENT OF RETIREMENT SYSTEMS | | | DRS01_042021_LT | 04/14/2021 | \$460.65 | DEFERRED COMP L THURMAN 042021 |
| MACDONALD-MILLER FACILITY SOLUTIONS | | | SVC202514 | 04/05/2021 | \$636.38 | BOILER LOW TEMP ALARM |
| MACDONALD-MILLER FACILITY SOLUTIONS | | | PM108626 | 04/01/2021 | \$4,782.74 | 2ND QTR HVAC MAINTENANCE |
| MOUNTAIN MIST | | | 004049474 | 04/12/2021 | \$41.49 | WATER DELIVERY_MRP |
| US BANK | | | 20210412USB | 04/12/2021 | \$2,469.50 | BANKCARD 3/11/2021 TO 4/12/2021 |



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/28/2021

Total Amount: \$1,090.73

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210421133143.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

4/21/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

4/21/2021

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_20210421133143.csv

| Payee (Vendor Name) | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|------------------------|------------|-------------|--------------|--------------|-------------|---------------------------------|
| COLIBRI NORTHWEST, LLC | | | 15NP | 04/22/2021 | \$450.00 | SPRING AD OF NP CITY SCENE |
| JOE DUSENBURY | | | 20210421JD08 | 04/21/2021 | \$117.81 | COMMISSIONER SUBSIDY - MAR 2021 |
| MIANNA BEHRENS | | | 20210421MB31 | 04/21/2021 | \$169.48 | PAYROLL PE 4/10/2021 |
| SHANE STENDER | | | 20210421SS77 | 04/21/2021 | \$235.62 | COMMISSIONER SUBSIDY - MAR 2021 |
| SHANE YOUNG | | | 20210421SY10 | 04/21/2021 | \$117.82 | COMMISSIONER SUBSIDY - MAR 2021 |

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Apr 14, 2021

PAYMENT INFORMATION

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____
 ☐ ACH Debit Pay Code (COLXX) _____
 ☒ Automatic Withdrawl
☐ 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 4/10/2021 | 170950010 | | | 24219 | | 00000 | 27,009.85 |
| 2 | | | | | | | 00000 | |
| 3 | | | | | | | 00000 | |
| 4 | | | | | | | 00000 | |
| 5 | | | | | | | 00000 | |
| 6 | | | | | | | 00000 | |
| | | | | | | | Total | \$27,009.85 |

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

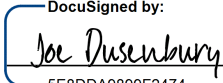
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 4/7/2021
DocuSigned by: 5E8DDA9899F2474...
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com



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

ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date 4/29/2021

PAYMENT INFORMATION

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____
 ☐ ACH Debit Pay Code (COLXX) _____
 ☒ Automatic Withdrawl
☐ 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 4/25/2021 | 170950010 | | | 24219 | | 00000 | 25,584.70 |
| 2 | | | | | | | 00000 | |
| 3 | | | | | | | 00000 | |
| 4 | | | | | | | 00000 | |
| 5 | | | | | | | 00000 | |
| 6 | | | | | | | 00000 | |
| Total | | | | | | | | \$25,584.70 |

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

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

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 4/21/2021
DocuSigned by: 5E8DDA9899F2474...
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** Stemper Architects **Meeting Date:** 5/18/2021

Under: Old Business **Attachment:** None

Subject: Engineer of Record

Background/Summary:

Stemper Architects was selected as the Engineer of Record for the District. The first directive they were given was to develop a path forward for the District. They have spent the past month touring the facility and going over past reports. The presentation will be 15-30 minutes.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Discussion only.

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

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

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

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

Notes: Attachments:

- No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** Aquatics Manager **Meeting Date:** 5/18/2021

Under: Old Business **Attachment:** Yes

Subject: 2021 First Quarter Aquatics Manager Report

Background/Summary:

The Aquatics Manager will provide her first report of the year. This report will be for the first quarter, which are from January through March 2021. The report will include:

- A report from the three months including comparisons to 2020
- A presentation with current and summer planning
- A presentation on staffing and training (not attached)

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Discussion only.

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

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

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

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

Notes: Attachments:

- 2020 Q1 (January-March) Report
- Aquatics Manager PowerPoint Presentation
- S-T-P (Situation, Target, Proposal) Report on Staffing and Training (Not attached will present at meeting)

AQUATICS MANAGER'S QUARTERLY REPORT – WINTER 2021

OVERALL VISITATION REPORT (QUARTER 1 MONTHLY REPORT 2021)

| January | February | March |
|---------|----------|-------|
| 1278 | 1165 | 1704 |

DAILY AND MONTHLY BREAKDOWN

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

JANUARY

| | Admissions (POS + Members) | Swim Teams | Rentals/Meets | Swim Lessons | Special Event | Total Daily |
|----|----------------------------------|---------------|---------------|-----------------|------------------|-------------|
| 1 | | | N/A | N/A | N/A | |
| 2 | 2 | 11 | N/A | N/A | N/A | 13 |
| 3 | | | N/A | N/A | N/A | |
| 4 | 45 | 21 | N/A | N/A | N/A | 66 |
| 5 | 64 | | N/A | N/A | N/A | 64 |
| 6 | 46 | 22 | N/A | N/A | N/A | 68 |
| 7 | 58 | | N/A | N/A | N/A | 58 |
| 8 | 41 | 23 | N/A | N/A | N/A | 64 |
| 9 | 14 | 28 | N/A | N/A | N/A | 42 |
| 10 | | | N/A | N/A | N/A | |
| 11 | 50 | 23 | N/A | N/A | N/A | 73 |
| 12 | 59 | | N/A | N/A | N/A | 59 |
| 13 | 47 | 21 | N/A | N/A | N/A | 68 |
| 14 | 66 | | N/A | N/A | N/A | 66 |
| 15 | 50 | 22 | N/A | N/A | N/A | 72 |
| 16 | 16 | 24 | N/A | N/A | N/A | 40 |
| 17 | | | N/A | N/A | N/A | |
| 18 | 47 | 21 | N/A | N/A | N/A | 68 |
| 19 | 23 | | N/A | N/A | N/A | 23 |
| 20 | 41 | 22 | N/A | N/A | N/A | 63 |
| 21 | | | N/A | N/A | N/A | |
| 22 | 19 | 24 | N/A | N/A | N/A | 43 |
| 23 | 1 | 24 | N/A | N/A | N/A | 25 |
| 24 | | | N/A | N/A | N/A | |
| 25 | 46 | 24 | N/A | N/A | N/A | 70 |
| 26 | 58 | | N/A | N/A | N/A | 58 |
| 27 | 45 | 22 | N/A | N/A | N/A | 67 |
| 28 | | | N/A | N/A | N/A | |

| | | | | | | |
|---------------|----|----|-----|-----|-----|-------------|
| 29 | 43 | 22 | N/A | N/A | N/A | 65 |
| 30 | 17 | 26 | N/A | N/A | N/A | 43 |
| Total: | | | | | | 1278 |

FEBRUARY

| | Admissions (POS + Members) | Swim Teams | Rentals/Meets | Swim Lessons | Special Events | Total Daily |
|--------------|----------------------------------|---------------|---------------|-----------------|-------------------|----------------|
| 1 | 45 | 23 | N/A | N/A | N/A | 68 |
| 2 | 56 | | N/A | N/A | N/A | 56 |
| 3 | 45 | 22 | N/A | N/A | N/A | 67 |
| 4 | 58 | | N/A | N/A | N/A | 58 |
| 5 | 45 | 23 | N/A | N/A | N/A | 68 |
| 6 | 14 | 26 | N/A | N/A | N/A | 40 |
| 7 | | | N/A | N/A | N/A | |
| 8 | 13 | 25 | N/A | N/A | N/A | 38 |
| 9 | 23 | | N/A | N/A | N/A | 23 |
| 10 | 15 | 22 | N/A | N/A | N/A | 37 |
| 11 | 31 | | N/A | N/A | N/A | 31 |
| 12 | 18 | 21 | N/A | N/A | N/A | 39 |
| 13 | | | N/A | N/A | N/A | |
| 14 | | | N/A | N/A | N/A | |
| 15 | 28 | 22 | N/A | N/A | N/A | 50 |
| 16 | 50 | | N/A | N/A | N/A | 50 |
| 17 | 44 | 23 | N/A | N/A | N/A | 67 |
| 18 | 57 | | N/A | N/A | N/A | 57 |
| 19 | 34 | 22 | N/A | N/A | N/A | 45 |
| 20 | 12 | 21 | N/A | N/A | N/A | 33 |
| 21 | | | N/A | N/A | N/A | |
| 22 | 45 | 22 | N/A | N/A | N/A | 67 |
| 23 | 59 | | N/A | N/A | N/A | 59 |
| 24 | 40 | 22 | N/A | N/A | N/A | 62 |
| 25 | 53 | | N/A | N/A | N/A | 53 |
| 26 | 41 | 23 | N/A | N/A | N/A | 64 |
| 27 | 13 | 20 | N/A | N/A | N/A | 33 |
| 28 | | | N/A | N/A | N/A | |
| Total | | | | | | 1165 |

MARCH

| | Admissions (POS + Members) | Swim Teams | HSD/Meets | Swim Lessons | Special Events | Total Daily |
|---------------|----------------------------------|---------------|-----------|-----------------|-------------------|----------------|
| 1 | 45 | 21 | | | N/A | 66 |
| 2 | 48 | | | 22 | N/A | 70 |
| 3 | 43 | 22 | | | N/A | 65 |
| 4 | 58 | | | 22 | N/A | 80 |
| 5 | 43 | 21 | | | N/A | 64 |
| 6 | 13 | 22 | | | N/A | 35 |
| 7 | | | | | N/A | |
| 8 | 44 | 22 | 19 | | N/A | 85 |
| 9 | 55 | | 19 | 22 | N/A | 96 |
| 10 | 46 | 20 | 19 | | N/A | 85 |
| 11 | 50 | | 19 | 22 | N/A | 91 |
| 12 | 46 | 24 | 19 | | N/A | 84 |
| 13 | 16 | 22 | | | N/A | 38 |
| 14 | | | | | N/A | |
| 15 | 45 | 22 | 19 | | N/A | 86 |
| 16 | 50 | | 19 | 22 | N/A | 91 |
| 17 | 46 | 20 | 19 | | N/A | 85 |
| 18 | 62 | | 19 | 22 | N/A | 103 |
| 19 | 45 | | 19 | | N/A | 64 |
| 20 | 12 | 13 | | | N/A | 25 |
| 21 | | | | | N/A | |
| 22 | 45 | | 19 | | N/A | 64 |
| 23 | 59 | | 19 | 22 | N/A | 100 |
| 24 | 48 | | 19 | | N/A | 67 |
| 25 | 61 | | 19 | | N/A | 80 |
| 26 | 42 | | 19 | | N/A | 61 |
| 27 | 11 | | 8 | | N/A | 19 |
| 28 | | | | | N/A | |
| Totals | | | | | | 1704 |

SWIM LESSON PARTICIPATION

March

T/TH Evenings (4:30-7:30pm): All 30 minutes with 15 minutes in-between for cleaning and social distancing.
3/2-3/25**

| GROUP LESSONS | Instructors Available During This Time* | # of Group Classes Offered* | Total Served (Out of 6) | Waitlisted | % of Ideal Capacity - Out of 25 (Doesn't Include Privates) |
|---------------|---|-----------------------------|-------------------------|------------|--|
| 4:30pm | 2 | 2 | 6 | 7 | 100% |
| 5:15pm | 2 | 2 | 6 | 13 | 100% |
| 6:00pm | 2 | 2 | 6 | 3 | 100% |
| 6:45pm | 2 | 2 | 4 | 1 | 66.7% |
| Totals | 2 | 8 | 34 | 24 | 94.4% |

*Lessons during COVID-19. Kept spacing in pool to accommodate social distancing.

**No lessons in April or May due to increased MRHS virtual swim meets.

Private Lessons: No private lessons offered at this time.

Saturday Mornings (9-11:45am): All 30 minutes with 15 minutes in-between for cleaning and social distancing.
4/10-5/29 (Q2)

| GROUP LESSONS | Instructors Available During This Time* | # of Group Classes Offered* | Total Served (Max 3 Per Class*) | Waitlist Participants | % of Ideal Capacity - Out of 25 (Doesn't Include Privates)* |
|---------------|---|-----------------------------|---------------------------------|-----------------------|---|
| 9:00am | 4 | 4 | 12 | 17 | 100% |
| 9:45am | 4 | 3*** | 9 | 7 | 100% |
| 10:30am | 4 | 4 | 12 | 6 | 100% |
| 11:15am | 4 | 2** | 6 | 2 | 100% |
| Totals | 4 | 16 | 48 | 32 | 100% |

*Lessons during COVID-19. Kept spacing in pool to accommodate social distancing.

**11:15am time during Open Swim Time. Used shallow end for private swim lesson demand.

***Set one instructor for private swim lesson demand.

Private Lessons (Incomplete – Current Session)

| Available Time Slots | Filled Time Slots | Waitlist | % of Capacity |
|----------------------|-------------------|------------|---------------|
| 8 | 8 | 38* | 100% |

*Many are repeats for the same session.

CHECK-IN SUMMARIES BY MEMBERSHIP

| | January | | February | | March | | Totals | |
|--|------------|------------|------------|------------|------------|-------------|-------------|-------------|
| | 2020 | 2021* | 2020 | 2021* | 2020** | 2021* | 2020 | 2021 |
| 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim | 185 | 368 | 204 | 315 | 64 | 293 | 453 | 976 |
| 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim | 81 | 138 | 75 | 120 | 34 | 144 | 190 | 402 |
| 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim | 23 | 24 | 10 | 13 | 1 | 13 | 34 | 50 |
| 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim | 22 | 11 | 14 | 24 | 7 | 31 | 43 | 66 |
| 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim | 34 | 13 | 35 | 9 | 14 | 76 | 83 | 98 |
| 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim | 3 | 65 | 4 | 49 | 2 | 127 | 9 | 241 |
| 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise | 41 | 93 | 53 | 119 | 16 | 9 | 110 | 221 |
| 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise | 64 | 18 | 34 | 0 | 6 | 16 | 104 | 34 |
| 3-Month Facility Passes Adult 3-Month Pass | 64 | 0 | 0 | 0 | 23 | 1 | 87 | 1 |
| 3-Month Facility Passes Disabled Swimmer 3-Month Pass | 1 | 0 | 53 | 0 | 0 | 10 | 54 | 10 |
| 3-Month Facility Passes Family 3-Month Pass | 2 | 0 | 2 | 0 | 0 | 3 | 4 | 3 |
| 3-Month Facility Passes Senior 3-Month Pass | 26 | 0 | 23 | 0 | 14 | 21 | 63 | 21 |
| 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass | 27 | 0 | 27 | 0 | 28 | 0 | 82 | 0 |
| 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass | 25 | 0 | 40 | 0 | | 0 | 65 | 0 |
| Annual Facility Passes - Pay at Once Adult Annual Pass | 25 | 0 | 40 | 0 | 16 | 0 | 81 | 0 |
| Annual Facility Passes - Pay at Once Family Swimmer Annual Pass | 3 | 0 | 0 | 0 | 7 | 0 | 10 | 0 |
| Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass | 118 | 0 | 117 | 20 | 59 | 52 | 294 | 72 |
| Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment) | 15 | 0 | 13 | 0 | 6 | 0 | 34 | 0 |
| Monthly Auto Billing- Facility Passes Family Monthly Auto-Bill (Requires 12-Month Commitment) | 13 | 0 | 21 | 0 | 6 | 0 | 40 | 0 |
| SILVER AND FIT PLAN Silver & Fit | 15 | 114 | 24 | 139 | 24 | 136 | 63 | 389 |
| SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness | 23 | 56 | 43 | 98 | 21 | 110 | 87 | 264 |
| Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics Class Passes) | 42 | 0 | 31 | 0 | 9 | 0 | 82 | 0 |
| Totals for Check-Ins | 852 | 900 | 863 | 906 | 357 | 1042 | 2072 | 2848 |

*Limited operations due to pandemic in 2021.

** Pool closed March 17-August 1, 2020.

General Ledger Summary- 2021 vs. 2020, Monthly and Quarterly

General Ledger Summary

Run On: 05/04/2021 02:15 PM

Run By: Lauryne Bartlett (Swim)

From: 01/01/2021 12:00 AM

To: 01/31/2021 11:59 PM

GL Codes

| GL Type | GL Code/Desc | GL Debit | GL Credit | GL Net |
|---------------------|-----------------------------|----------|-----------|---------|
| Revenue | 001.341.71: Product Sales | 0 | 65.45 | -65.45 |
| | | | | - |
| Revenue | 001.347.31 : Passes | 0 | 2618.82 | 2618.82 |
| | 001.347.32: General | | | |
| Revenue | Admission | 0 | 521.36 | -521.36 |
| Revenue | 001.347.62: Aquatic Fitness | 0 | 934.13 | -934.13 |
| Liability | 000: Sales Tax | 0 | 325.49 | -325.49 |
| Asset | 100: Payment Account | 4465.25 | 0 | 4465.25 |
| Totals for GL Codes | | 4465.25 | 4465.25 | 0 |

General Ledger Summary

Run On: 05/04/2021 02:24 PM

Run By: Lauryne Bartlett (Swim)

From: 01/01/2020 12:00 AM

To:01/31/2020 11:59 PM

GL Codes

| GL Type | GL Code/Desc | GL Debit | GL Credit | GL Net |
|---------------------|------------------------------|----------|-----------|---------|
| Revenue | 001.341.71: Product Sales | 0 | 87.26 | -87.26 |
| | | | | - |
| Revenue | 001.347.31 : Passes | 0 | 2933.48 | 2933.48 |
| | 001.347.32: General | | | - |
| Revenue | Admission | 22.91 | 1551.97 | 1529.06 |
| | | | | - |
| Revenue | 001.347.61: Swim Instruction | 1290 | 8402.74 | 7112.74 |
| Revenue | 001.347.62: Aquatic Fitness | 0 | 778.4 | -778.4 |
| | | | | - |
| Revenue | 001.362.41: Single Event | 0 | 12136.14 | 12136.1 |
| | | | | - |
| Liability | 000: Sales Tax | 1.09 | 1630.01 | 1628.92 |
| Asset | 100: Payment Account | 26642.9 | 1314 | 25328.9 |
| Totals for GL Codes | | 27956.9 | 28834 | -877.1 |

General Ledger Summary

Run On: 05/04/2021 02:20 PM

Run By: Lauryne Bartlett (Swim)

From: 02/01/2021 12:00 AM

To: 02/28/2021 11:59 PM

GL Codes

| GL Type | GL Code/Desc | GL Debit | GL Credit | GL Net |
|-----------|------------------------------|----------|-----------|---------|
| Revenue | 001.341.71: Product Sales | 0 | 25.45 | -25.45 |
| Revenue | 001.347.31 : Passes | 0 | 2180.7 | -2180.7 |
| | 001.347.32: General | | | |
| Revenue | Admission | 0 | 283.42 | -283.42 |
| | | | | - |
| Revenue | 001.347.61: Swim Instruction | 0 | 1270.19 | 1270.19 |
| Revenue | 001.347.62: Aquatic Fitness | 0 | 1349.1 | -1349.1 |
| Liability | 000: Sales Tax | 0 | 258.39 | -258.39 |
| Asset | 100: Payment Account | 5367.25 | 0 | 5367.25 |

Totals for GL

Codes

5367.25 5367.25 0

General Ledger Summary

Run On: 05/04/2021 02:30 PM

Run By: Lauryne Bartlett (Swim)

From: 02/01/2020 12:00 AM

To: 02/29/2020 11:59 PM

GL Codes

| GL Type | GL Code/Desc | GL Debit | GL Credit | GL Net |
|---------------------|--|----------|-----------|----------|
| Revenue | 001.341.71: Product Sales | 0 | 152.72 | -152.72 |
| Revenue | 001.347.31 : Passes | 0 | 2081.68 | -2081.68 |
| Revenue | 001.347.32: General Admission | 0 | 1753.48 | -1753.48 |
| Revenue | 001.347.61: Swim Instruction | 910.92 | 7962.77 | -7051.85 |
| Revenue | 001.347.62: Aquatic Fitness | 0 | 986.42 | -986.42 |
| Revenue | 001.347.63: Special Events | 0 | 27.27 | -27.27 |
| Revenue | 001.362.41: Single Event | 0 | 3010.01 | -3010.01 |
| Revenue | 576.2040.20: Scholarship Donation - Faith Callahan | 65 | 169 | -104 |
| Liability | 000: Sales Tax | 5.08 | 728.06 | -722.98 |
| Asset | 100: Payment Account | 16229.81 | 955.44 | 15274.37 |
| Totals for GL Codes | | 17210.81 | 17826.85 | -616.039 |

General Ledger Summary

Run On: 05/04/2021 02:21 PM

Run By: Lauryne Bartlett (Swim)

From: 03/01/2021 12:00 AM

To: 03/31/2021 11:59 PM

GL Codes

| GL Type | GL Code/Desc | GL Debit | GL Credit | GL Net |
|-----------|-------------------------------|----------|-----------|---------|
| Revenue | 001.341.71: Product Sales | 0 | 70 | -70 |
| Revenue | 001.347.31 : Passes | 180.91 | 3481.11 | -3300.2 |
| Revenue | 001.347.32: General Admission | 0 | 431.1 | -431.1 |
| Revenue | 001.347.61: Swim Instruction | 64 | 2992.55 | 2928.55 |
| Revenue | 001.347.62: Aquatic Fitness | 0 | 635.36 | -635.36 |
| Revenue | 001.362.41: Single Event | 0 | 92.51 | -92.51 |
| Liability | 000: Sales Tax | 18.09 | 352.24 | -334.15 |

| | | | | |
|---------------|----------------------|---------|---------|---------|
| Asset | 100: Payment Account | 7939.67 | 263 | 7676.67 |
| Totals for GL | | | | |
| Codes | | 8202.67 | 8317.87 | -115.2 |

General Ledger Summary

Run On: 05/04/2021 02:32 PM

Run By: Lauryne Bartlett (Swim)

From: 03/01/2020 12:00 AM

To: 03/31/2020 11:59 PM

GL Codes

| GL Type | GL Code/Desc | GL Debit | GL Credit | GL Net |
|---------------|--|----------|-----------|---------|
| Revenue | 001.341.71: Product Sales | 0 | 69.09 | -69.09 |
| Revenue | 001.347.31 : Passes | 0 | 644.41 | -644.41 |
| Revenue | 001.347.32: General Admission | 0 | 446.79 | -446.79 |
| Revenue | 001.347.61: Swim Instruction | 2379.6 | 767.55 | 1612.05 |
| Revenue | 001.347.62: Aquatic Fitness | 0 | 238.25 | -238.25 |
| Revenue | 001.362.41: Single Event | 204.55 | 542.73 | -338.18 |
| Revenue | 576.2040.20: Scholarship Donation - Faith Callahan | 0 | 3 | -3 |
| Liability | 000: Sales Tax | 22.63 | 164.03 | -141.4 |
| Asset | 100: Payment Account | 2779.85 | 2595.58 | 184.27 |
| Totals for GL | | | | |
| Codes | | 5386.63 | 5471.43 | -84.8 |

General Ledger Summary Quarterly 2021

Run On: 05/04/2021 02:22 PM

Run By: Lauryne Bartlett (Swim)

From: 1/01/2021 12:00 AM

To: 03/31/2021 11:59 PM

GL Codes

| GL Type | GL Code/Desc | GL Debit | GL Credit | GL Net |
|---------|-------------------------------|----------|-----------|----------|
| Revenue | 001.341.71: Product Sales | 0 | 160.9 | -160.9 |
| Revenue | 001.347.31 : Passes | 180.91 | 8280.63 | -8099.72 |
| Revenue | 001.347.32: General Admission | 0 | 1235.88 | -1235.88 |
| Revenue | 001.347.61: Swim Instruction | 64 | 4262.74 | -4198.74 |
| Revenue | 001.347.62: Aquatic Fitness | 0 | 2918.59 | -2918.59 |

| | | | | |
|---------------------|--------------------------|----------|----------|----------|
| Revenue | 001.362.41: Single Event | 0 | 92.51 | -92.51 |
| Liability | 000: Sales Tax | 18.09 | 936.12 | -918.03 |
| Asset | 100: Payment Account | 17772.17 | 263 | 17509.17 |
| Totals for GL Codes | | 18035.17 | 18150.37 | -115.2 |

General Ledger Summary Quarterly 2020

Run On: 05/04/2021 02:33 PM

Run By: Lauryne Bartlett (Swim)

From: 01/01/2020 12:00 AM

To: 03/31/2020 11:59 PM

GL Codes

| GL Type | GL Code/Desc | GL Debit | GL Credit | GL Net |
|---------------------|--|----------|-----------|----------|
| Revenue | 001.341.71: Product Sales | 0 | 309.07 | -309.07 |
| Revenue | 001.347.31 : Passes | 0 | 5659.57 | -5659.57 |
| Revenue | 001.347.32: General Admission | 22.91 | 3752.24 | -3729.33 |
| Revenue | 001.347.61: Swim Instruction | 4580.52 | 17133.06 | -12552.5 |
| Revenue | 001.347.62: Aquatic Fitness | 0 | 2003.07 | -2003.07 |
| Revenue | 001.347.63: Special Events | 0 | 27.27 | -27.27 |
| Revenue | 001.362.41: Single Event | 204.55 | 15688.88 | -15484.3 |
| Revenue | 576.2040.20: Scholarship Donation - Faith Callahan | 65 | 172 | -107 |
| Liability | 000: Sales Tax | 28.8 | 2522.1 | -2493.3 |
| Asset | 100: Payment Account | 45652.56 | 4865.02 | 40787.54 |
| Totals for GL Codes | | 50554.34 | 52132.28 | -1577.94 |

POS Summary Report- 2021 vs. 2020, Monthly and Quarterly

POS Summary Report

Run On: 05/04/2021 01:56 PM

Run By: Lauryne Bartlett (Swim)

From: 01/01/2021 12:00 AM

Items

| Item Description | Quantity | Total |
|---|----------|--------|
| POS Item: Adult Lap Swim (Non-Resident) | 49 | 233.82 |
| POS Item: Adult Lap Swim (Resident) | 19 | 77.71 |
| POS Item: Adult Open Swim (Non-Resident) | 1 | 4.09 |
| POS Item: Adult Open Swim (Resident) | 1 | 3.41 |
| POS Item: Adult Swim Goggles (Tax Included) | 4 | 43.64 |
| POS Item: Adult Water Exercise (Non-Resident) | 9 | 65.25 |
| POS Item: Adult Water Exercise (Resident) | 4 | 26 |
| POS Item: ASH NETWORK PAYMENTS | 16 | 310.9 |
| POS Item: COVID-19 Member Usage | 74 | 0 |
| POS Item: Practice Card | 2 | 0 |
| POS Item: Senior Lap Swim (Non-Resident) | 6 | 21.84 |
| POS Item: Senior Lap Swim (Resident) | 1 | 2.95 |
| POS Item: Senior Water Exercise (Resident) | 4 | 20 |
| POS Item: Swim Caps | 3 | 21.81 |
| POS Item: TIVITY NETWORK PAYMENTS | 5 | 91.82 |
| POS Item: Youth Lap Swim (Non-Resident) | 1 | 3.64 |
| POS Item: Youth Lap Swim (Resident) | 4 | 11.81 |
| Totals for Items | 203 | 938.69 |

POS Summary Report

Run On: 05/04/2021 02:05 PM

Run By: Lauryne Bartlett (Swim)

From: 01/01/2020 12:00 AM

To: 01/31/2020 11:59 PM

Items

| Item Description | Quantity | Total |
|--|----------|--------|
| POS Item: Adult Lap Swim (Non-Resident) | 38 | 181.28 |
| POS Item: Adult Lap Swim (Resident) | 38 | 155.42 |
| POS Item: Adult Open Swim (Non-Resident) | 24 | 98.16 |

| | | |
|---|-----|----------|
| POS Item: Adult Open Swim (Resident) | 60 | 204.6 |
| POS Item: Adult Swim Goggles (Tax Included) | 2 | 21.82 |
| POS Item: Adult Water Exercise (Non-Resident) | 7 | 50.75 |
| POS Item: Adult Water Exercise (Resident) | 6 | 39 |
| POS Item: Ear Plugs | 1 | 7.27 |
| POS Item: First Saturday Open Swim \$1 | 38 | 34.58 |
| POS Item: Free Senior Thursday | 7 | 0 |
| POS Item: MRP Swim Pass | 3 | 0 |
| POS Item: No School Day | 35 | 95.43 |
| POS Item: Pad Lock | 1 | 9.09 |
| POS Item: Practice Card | 10 | 0 |
| POS Item: Rental (Admin only) | 1 | 11272.5 |
| POS Item: Senior Lap Swim (Non-Resident) | 13 | 47.32 |
| POS Item: Senior Lap Swim (Resident) | 9 | 26.55 |
| POS Item: Senior Open Swim (Non-Resident) | 2 | 6.82 |
| POS Item: Senior Open Swim (Resident) | 3 | 8.19 |
| POS Item: Senior Water Exercise (Resident) | 10 | 50 |
| POS Item: Swim Caps | 3 | 21.81 |
| POS Item: Under 2 | 4 | 0 |
| POS Item: Youth Open Swim (Non-Resident) | 30 | 102.3 |
| POS Item: Youth Lap Swim (Non-Resident) | 8 | 29.08 |
| POS Item: Youth Lap Swim (Resident) | 20 | 59.09 |
| POS Item: Youth Open Swim (Resident) | 132 | 359.95 |
| POS Item: Youth Swim Goggles (Tax Included) | 3 | 27.27 |
| Totals for Items | 508 | 12908.28 |

POS Summary Report

Run On: 05/04/2021 02:02 PM

Run By: Lauryne Bartlett (Swim)

From: 02/01/2021 12:00 AM

To: 02/28/2021 11:59 PM

| Items | | |
|--|----------|-------|
| Item Description | Quantity | Total |
| POS Item: Adult Lap Swim (Non-Resident) | 21 | 95.41 |
| POS Item: Adult Lap Swim (Resident) | 7 | 28.63 |
| POS Item: Adult Swim Goggles (Tax Included) | 1 | 10.91 |
| POS Item: Adult Water Exercise (Non-Resident) | 1 | 7.25 |
| POS Item: Adult Water Exercise (Resident) | 4 | 26 |
| POS Item: ASH NETWORK PAYMENTS | 130 | 150 |
| POS Item: COVID-19 Member Usage | 52 | 0 |
| POS Item: Senior Lap Swim (Non-Resident) | 4 | 14.56 |
| POS Item: Senior Water Exercise (Non-Resident) | 3 | 17.25 |

| | | |
|--|-----|--------|
| POS Item: Senior Water Exercise (Resident) | 5 | 25 |
| POS Item: Swim Caps | 2 | 14.54 |
| POS Item: TIVITY NETWORK PAYMENTS | 86 | 0 |
| POS Item: Youth Lap Swim (Non-Resident) | 1 | 3.64 |
| Totals for Items | 317 | 393.19 |

POS Summary Report

Run On: 05/04/2021 02:06 PM

Run By: Lauryne Bartlett (Swim)

From: 02/01/2020 12:00 AM

To: 02/29/2020 11:59 PM

Items

| Item Description | Quantity | Total |
|---|----------|--------|
| POS Item: Additional Rental Users (Resident) | 1 | 27.27 |
| POS Item: Adult Lap Swim (Non-Resident) | 32 | 152.64 |
| POS Item: Adult Lap Swim (Resident) | 34 | 139.06 |
| POS Item: Adult Open Swim (Non-Resident) | 32 | 130.88 |
| POS Item: Adult Open Swim (Resident) | 79 | 269.39 |
| POS Item: Adult Swim Goggles (Tax Included) | 1 | 10.91 |
| POS Item: Adult Water Exercise (Non-Resident) | 2 | 14.5 |
| POS Item: Adult Water Exercise (Resident) | 11 | 71.5 |
| POS Item: First Saturday Open Swim \$1 | 45 | 40.95 |
| POS Item: Free Senior Thursday | 20 | 0 |
| POS Item: Free Sunday Swim (Swim Lesson Participants) | 2 | 0 |
| POS Item: MRP Swim Pass | 7 | 0 |
| POS Item: No School Day | 5 | 13.64 |
| POS Item: Pad Lock | 1 | 9.09 |
| POS Item: Pocket Masks | 2 | 21.82 |
| POS Item: Practice Card | 22 | 0 |
| POS Item: Rental (Admin only) | 2 | 1810 |
| POS Item: Senior Lap Swim (Resident) | 8 | 23.6 |
| POS Item: Senior Open Swim (Non-Resident) | 2 | 6.82 |
| POS Item: Senior Open Swim (Resident) | 8 | 21.83 |
| POS Item: Senior Water Exercise (Resident) | 18 | 90 |
| POS Item: Swim Caps | 1 | 7.27 |
| POS Item: Swim Diapers | 2 | 3.64 |
| POS Item: Swim Scholarship - Faith Callahan | 3 | 66 |
| POS Item: TIVITY NETWORK PAYMENTS | 1 | 32.73 |
| POS Item: Under 2 | 9 | 0 |
| POS Item: Youth Open Swim (Non-Resident) | 41 | 139.81 |
| POS Item: Youth Lap Swim (Non-Resident) | 2 | 7.28 |
| POS Item: Youth Lap Swim (Resident) | 18 | 53.14 |
| POS Item: Youth Open Swim (Resident) | 195 | 531.69 |

POS Item: Youth Swim Goggles (Tax Included)
Totals for Items

11 99.99
617 3795.45

POS Summary Report

Run On: 05/04/2021 02:03 PM

Run By: Lauryne Bartlett (Swim)

From: 03/01/2021 12:00 AM

To: 03/31/2021 11:59 PM

Items

| Item Description | Quantity | Total |
|--|----------|---------|
| POS Item: Adult Lap Swim (Non-Resident) | 23 | 109.73 |
| POS Item: Adult Lap Swim (Resident) | 15 | 61.35 |
| POS Item: Adult Open Swim (Resident) | 1 | 3.41 |
| POS Item: Adult Swim Goggles (Tax Included) | 3 | 32.73 |
| POS Item: Adult Water Exercise (Resident) | 6 | 39 |
| POS Item: ASH NETWORK PAYMENTS | 125 | 474.65 |
| POS Item: COVID-19 Member Usage | 43 | 0 |
| POS Item: Key Chain Tag Replacement | 1 | 4.55 |
| POS Item: Pad Lock | 1 | 9.09 |
| POS Item: Rental (Admin only) | 1 | 92.51 |
| POS Item: Senior Lap Swim (Non-Resident) | 10 | 36.37 |
| POS Item: Senior Lap Swim (Resident) | 2 | 5.91 |
| POS Item: Senior Water Exercise (Non-Resident) | 1 | 5.75 |
| POS Item: Senior Water Exercise (Resident) | 3 | 15 |
| POS Item: Swim Caps | 2 | 14.54 |
| POS Item: TIVITY NETWORK PAYMENTS | 88 | 145.45 |
| POS Item: Youth Lap Swim (Non-Resident) | 1 | 3.64 |
| POS Item: Youth Lap Swim (Resident) | 3 | 8.86 |
| POS Item: Youth Swim Goggles (Tax Included) | 1 | 9.09 |
| Totals for Items | 330 | 1071.63 |

POS Summary Report

Run On: 05/04/2021 02:08 PM

Run By: Lauryne Bartlett (Swim)

From 03/01/2020 12:00 AM

To: 03/31/2020 11:59 PM

Items

| Item Description | Quantity | Total |
|---|----------|--------|
| POS Item: Adult Lap Swim (Non-Resident) | 21 | 100.18 |

| | | |
|---|-----|--------|
| POS Item: Adult Lap Swim (Resident) | 13 | 53.17 |
| POS Item: Adult Open Swim (Non-Resident) | 7 | 28.63 |
| POS Item: Adult Open Swim (Resident) | 7 | 23.87 |
| POS Item: Adult Swim Goggles (Tax Included) | 3 | 32.73 |
| POS Item: Adult Water Exercise (Non-Resident) | 1 | 7.25 |
| POS Item: Adult Water Exercise (Resident) | 2 | 13 |
| POS Item: Ear Plugs | 1 | 7.27 |
| POS Item: First Saturday Open Swim \$1 | 48 | 43.68 |
| POS Item: Practice Card | 8 | 0 |
| POS Item: Rental (Admin only) | 1 | 420 |
| POS Item: Senior Lap Swim (Non-Resident) | 1 | 3.64 |
| POS Item: Senior Lap Swim (Resident) | 5 | 14.76 |
| POS Item: Senior Open Swim (Resident) | 3 | 8.18 |
| POS Item: Senior Water Exercise (Resident) | 6 | 30 |
| POS Item: Swim Diapers | 1 | 1.82 |
| POS Item: Swim Scholarship - Faith Callahan | 3 | 3 |
| POS Item: Youth Open Swim (Non-Resident) | 12 | 40.92 |
| POS Item: Youth Lap Swim (Non-Resident) | 2 | 7.28 |
| POS Item: Youth Lap Swim (Resident) | 5 | 14.76 |
| POS Item: Youth Open Swim (Resident) | 23 | 62.72 |
| POS Item: Youth Swim Goggles (Tax Included) | 3 | 27.27 |
| Totals for Items | 176 | 944.13 |

POS Summary Report

Run On: 05/04/2021 02:12 PM

Run By: Lauryne Bartlett (Swim)

From: 01/01/2021 12:00 AM

To: 03/31/2021 11:59 PM

| Item Description | Quantity | Total |
|---|----------|--------|
| POS Item: Adult Lap Swim (Non-Resident) | 93 | 438.96 |
| POS Item: Adult Lap Swim (Resident) | 41 | 167.69 |
| POS Item: Adult Open Swim (Non-Resident) | 1 | 4.09 |
| POS Item: Adult Open Swim (Resident) | 2 | 6.82 |
| POS Item: Adult Swim Goggles (Tax Included) | 8 | 87.28 |
| POS Item: Adult Water Exercise (Non-Resident) | 10 | 72.5 |
| POS Item: Adult Water Exercise (Resident) | 14 | 91 |
| POS Item: ASH NETWORK PAYMENTS | 271 | 935.55 |
| POS Item: COVID-19 Member Usage | 169 | 0 |
| POS Item: Key Chain Tag Replacement | 1 | 4.55 |
| POS Item: Pad Lock | 1 | 9.09 |
| POS Item: Practice Card | 2 | 0 |
| POS Item: Rental (Admin only) | 1 | 92.51 |
| POS Item: Senior Lap Swim (Non-Resident) | 20 | 72.77 |

| | | |
|--|-----|---------|
| POS Item: Senior Lap Swim (Resident) | 3 | 8.86 |
| POS Item: Senior Water Exercise (Non-Resident) | 4 | 23 |
| POS Item: Senior Water Exercise (Resident) | 12 | 60 |
| POS Item: Swim Caps | 7 | 50.89 |
| POS Item: TIVITY NETWORK PAYMENTS | 179 | 237.27 |
| POS Item: Youth Lap Swim (Non-Resident) | 3 | 10.92 |
| POS Item: Youth Lap Swim (Resident) | 7 | 20.67 |
| POS Item: Youth Swim Goggles (Tax Included) | 1 | 9.09 |
| Totals for Items | 850 | 2403.51 |

POS Summary Report

Run On: 05/04/2021 02:10 PM

Run By: Lauryne Bartlett (Swim)

From: 01/01/2020 12:00 AM

To: 03/31/2020 11:59 PM

Items

| Item Description | Quantity | Total |
|---|----------|---------|
| POS Item: Additional Rental Users (Resident) | 1 | 27.27 |
| POS Item: Adult Lap Swim (Non-Resident) | 91 | 434.1 |
| POS Item: Adult Lap Swim (Resident) | 85 | 347.65 |
| POS Item: Adult Open Swim (Non-Resident) | 63 | 257.67 |
| POS Item: Adult Open Swim (Resident) | 146 | 497.86 |
| POS Item: Adult Swim Goggles (Tax Included) | 6 | 65.46 |
| POS Item: Adult Water Exercise (Non-Resident) | 10 | 72.5 |
| POS Item: Adult Water Exercise (Resident) | 19 | 123.5 |
| POS Item: Ear Plugs | 2 | 14.54 |
| POS Item: First Saturday Open Swim \$1 | 131 | 119.21 |
| POS Item: Free Senior Thursday | 27 | 0 |
| POS Item: Free Sunday Swim (Swim Lesson Participants) | 2 | 0 |
| POS Item: MRP Swim Pass | 10 | 0 |
| POS Item: No School Day | 40 | 109.07 |
| POS Item: Pad Lock | 2 | 18.18 |
| POS Item: Pocket Masks | 2 | 21.82 |
| POS Item: Practice Card | 40 | 0 |
| POS Item: Rental (Admin only) | 4 | 13502.5 |
| POS Item: Senior Lap Swim (Non-Resident) | 14 | 50.96 |
| POS Item: Senior Lap Swim (Resident) | 22 | 64.91 |
| POS Item: Senior Open Swim (Non-Resident) | 4 | 13.64 |
| POS Item: Senior Open Swim (Resident) | 14 | 38.2 |
| POS Item: Senior Water Exercise (Resident) | 34 | 170 |
| POS Item: Swim Caps | 4 | 29.08 |
| POS Item: Swim Diapers | 3 | 5.46 |
| POS Item: Swim Scholarship - Faith Callahan | 6 | 69 |

| | | |
|---|------|----------|
| POS Item: TIVITY NETWORK PAYMENTS | 1 | 32.73 |
| POS Item: Under 2 | 13 | 0 |
| POS Item: Youth Open Swim (Non-Resident) | 83 | 283.03 |
| POS Item: Youth Lap Swim (Non-Resident) | 12 | 43.64 |
| POS Item: Youth Lap Swim (Resident) | 43 | 126.99 |
| POS Item: Youth Open Swim (Resident) | 350 | 954.36 |
| POS Item: Youth Swim Goggles (Tax Included) | 17 | 154.53 |
| Totals for Items | 1301 | 17647.86 |

SPECIAL EVENTS- NO SPECIAL EVENTS TO REPORT

PROMOTIONAL DAYS: None during this time period.

Overview of Pool Operations:

Highschool Girls season March-April (timing system was used for the first time and worked perfectly). SMAC usage continued Monday/Wednesday/Friday's 6pm-8pm. Swim lessons began in March Tuesday/Thursday evenings, completely filled including waitlists and an Adult class was added. Lessons are social distanced, capacity of 3 students per class and parents/guardians in water with Learn-to-Swim level 2 and lower. Programming is still limited and we are adding programming as guidelines dictate.

WRPA Aquatics Network and Aquatic Trends:

Staffing:

Our staffing numbers have changed a bit from the last report. We have 76 total employees (college, extracurricular activities, etc.) on payroll, with 30 actively working including management. Dominic left the organization, Lauryne has taken the position of Aquatics Manager and Quentin has taken the position of Aquatics Coordinator (Leaving our position of Head Lifeguard II open). Head lifeguards have been conducting monthly and daily skills checks that have helped tremendously with polishing staff's skills. We are currently interviewing and testing lifeguards for the open Headguard positions. Kyle has asked to go "inactive" and will do trainings for us in the future if he has time, he was hired on at King Country Aquatic Center as a full-time Aquatics Coordinator.

Programming Notes:

- **General:** We have seen some consistency with staying open and general growth in our numbers as the phases begin to lift. We hope to continue this trend and look forward to a busy Summer. Camp Chaos will not be running this summer so our primary weekly lessons will be in the mornings Monday-Thursday and Saturdays. SMAC has been in the water as well as the Girls High School Swim Team, beginning in March. We added more spots for WX and now allow instructors to teach from in the water with the correct PPE.
- **Swim Lessons:** Swim Lessons re-introduced in March with limited capacity limits.
- **Scholarship Information:** \$115.20 used during the first quarter.
- **Private Party Rentals:** None to report
- **PTSA Swims:** None to report
- **Maintenance**
 1. Rooftop warranty work completed.
 2. Aquatic Specialty Services- Monthly service (ongoing), added monthly backwashing for the transitional time after Dominic leaving. Quentin and Lauryne will be taking this over soon.
- **Repairs/ Installs:**
 - Aquatic Specialty Services installed remote access to the BecSys5 system.
 - Gate project is still in progress.
 - There are pipes in the pump room that are deteriorating and in danger of bursting. We are in the process of scheduling a pool closure for one day to complete this work.
 - Acid feeder and new Cal Hypo system to be installed the same day as the pipes being fixed.

- Sink in Lauryne and Quentin's office is being replaced, we are waiting on the new sink to be delivered and then we can schedule Mac Miller to install.
- **Community Outreach**
 - Community outreach team began meeting and putting together goals for the future.

Marketing Update

- City Scene: Ad currently running for Spring.
- City Currents: Summer ads in progress.
- No School Swims: On hold due to COVID-19.
- Special Promotions Calendar: Awaiting freeze for Phase 3 to be listed before moving forward.

Marketing Objectives to enhance our Mission:

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

Article Explaining the Importance of Guarding during Swim Lessons and Swim Team:

https://www.aquaticsintl.com/lifeguards/why-swim-coaches-and-instructors-should-never-also-serve-simultaneously-as-lifeguards_o

AQUATICS OPERATIONS REPORT- 2021 Q1 (JAN-MARCH)

AQUATICS MANAGER LAURYN THURMOND
& AQUATICS COORDINATOR QUENTIN KNOX

1

OVERVIEW OF JANUARY TO MARCH

- DISTRICT HAS BEEN OPEN IN COVID-19 PROTOCOLS AND PHASE 2 DURING THIS REPORT
 - APPOINTMENTS
 - ONE SWIMMER PER LANE
 - WATER EXERCISE LIMITED TO 8 (THEN 10)
- PHASE 3 OPERATIONS STARTED ON MARCH 29, 2021
 - NO APPOINTMENTS
 - WATER EXERCISE 12
- SWIM LESSONS WERE REINTRODUCED IN MARCH 2021

2

OVERVIEW OF JANUARY TO MARCH (CONT'D)

- PRIVATE SWIM TEAMS – SMAC STARTED IN DECEMBER 2020 (NOT BILLED FOR 2021 YET)
- STAFFING- MORE DIFFICULT DURING MRHS (ALL SPORTS INTO TWO-SEVEN-WEEK SEASONS)
- MAINTENANCE-
 - BOILER REPAIR – RESOLVED (ORIGINALLY THOUGHT POWER SURGE)
 - PULSAR – ACID FEEDER TO HELP REDUCE THE NEED FOR ADDING MURIATIC ACID – KEEPS OUR STAFF AWAY FROM HARSH CHEMICALS AND IS A BRAND NEW SYSTEM THAT WILL HELP MINIMIZE CLOSURES.
 - PIPE REPAIR – PIPES ARE RUSTING, LEAKING AS WELL AS SAGGING. THIS IS IMPERATIVE TO FIX BEFORE A CATASTROPHIC EVENT OCCURS SUCH AS BURSTING.
 - SUNBELT SOFTWARE UPDATE – WAITING ON A QUOTE SO OUR SYSTEM IS UP TO DATE.

3



SUMMER PROGRAMMING

- TRAINING –
 - NEW GUARD CLASS
 - BECERTIFICATIONS
 - JULY 14-17 TRAINING
- SWIM LESSONS –
 - MONDAYS-THURSDAYS MORNINGS
 - SATURDAYS
 - PRIVATE LESSONS
- AFTERNOON PROGRAMMING
 - JUNIOR LIFEGUARDING
 - SWIM CLUB
- SWIM TEAMS

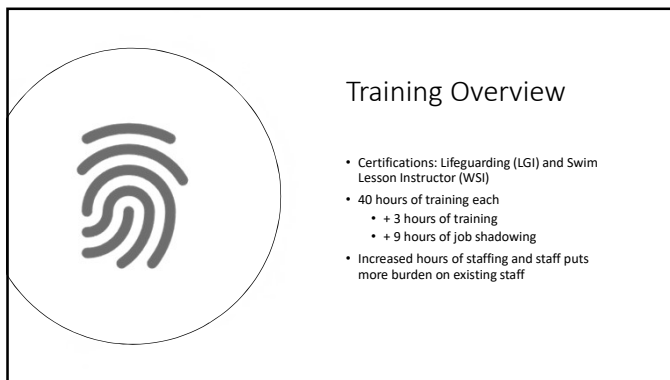
4

QUESTIONS?

5



1



2



3

Minimum Requirements/Ability

- All potential recruits must be able to:
 - Swim 300 yards (uninterrupted)
 - Dive to bottom of pool and grab brick
 - Swim three minutes with brick (uninterrupted)
- 25% cannot meet these requirements
- Offer free training and help, but most people go elsewhere, we lose about 24-50% of staff to Olympic View Swim club every summer.
 - Outdoors
 - Contract for Private Lessons (We cannot do this)

4

Capacity

- Current Staffing
 - Offer one class every season
 - Four a year
 - Does not include Recertifications, In-services, and other trainings
- PT Staff Breakdown
 - Summer – Lost or shared with outdoor pools
 - Fall – Lost to school or other activities
- Current trajectory
 - Break-even or slow growth



5

Turnover/Encumbrances

Turnover

- Staff is continually entering and exiting the organization.
- Start at 15-17
 - Last until graduation, summer internships or other jobs
- Leave for higher positions with other organizations
 - KCAC
 - Veteran Pool in Seattle
 - KC Jail
 - Out-of-state

Encumbrances (Outside Activities)

- Only 30 of 77 Staff Available
- Reasons
 - Sports
 - Volunteer/Education
 - Other jobs
 - Family events

6

Equity/Barriers

- Cover costs for training
 - Past – mostly only people that can afford trainings
- Without training staff – send outside community
 - Poorer staff cannot afford transportation
 - More expensive than training locally
- Other agencies focused on own staff
 - Difficult to get into...takes more time or further away
- If program large enough...work to offer more diverse classes
 - Even one day in other languages



When a Lifeguarding Staff Looks Like the Community it Serves, the Benefits are Enduring

7

Training Capacity

- Labor market most difficult in years
 - Other employers pay more with more benefits
 - Colleges do not value employment as much as other extracurricular activities
 - Schools push for more outside credits
- Difficult to fit classes into current pool schedule
 - 40 hours of training with 30 dedicated to pool time
 - Lobby only space to train (10 max)
- COVID-19
 - Limited to 5 participants: one instructor
 - Need more pool space



\$17/hour in Seattle
 Seattle employees earn a base wage that varies from \$12.50 to \$24.00, depending on the employee's position and years of experience.



\$28,000 Scholarship
 All employees who work 20 hours a week for at least 12 months are eligible for a scholarship of up to \$28,000, depending on the employee's position and years of experience.



Childcare Assistance
 As an extension of our Scholarship Program, employees who work at least 20 hours a week for at least 12 months are eligible for childcare assistance of up to \$10,000, depending on the employee's position and years of experience.



Free Health Insurance
 Seattle offers 100% employer-paid health insurance for all employees. Employees who work at least 20 hours a week for at least 12 months are eligible for health insurance.

8

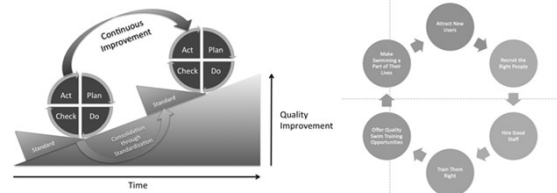
Effects on Programming

Swim lessons are important, but need to balance with other programming...

- What do swimmers do after swim lessons?
 - Competitive Swimming
 - Master Programs
 - Practice Time with Family
 - Ability to utilize in open programming and events
- Need to be realistic about programming
 - peak vs. non-peak opportunities
 - Utilize demand better to meet needs
- Will community support bond effort, if they do not have open access to pool?
 - Water Exercise
 - Family, Lap and Open Swims

9

Target: Have a Process Dedicated to Training Staff Locally that Grows Staffing Capacity



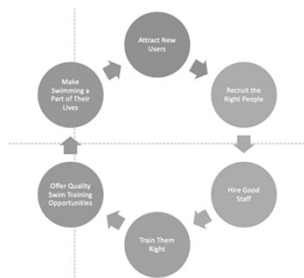
10

Proposal: Training and Education Specialist

- Change Assistant Aquatics Coordinator to position to focus on recruiting, hiring and training staff.
- Work to increase training opportunities at Mount Rainier Pool to better serve local community.
- Can Provide 1 training every other month (train 5-8 potential new employees can bring us between 2-4 new employees). This will also bring in revenue. Currently we provide one every 4-6 months due to having to re-train current staff and not having the staff to provide more trainings.
- Re-evaluate program in one year.
 - Staff turnover
 - Restructure

11

Kaizen: Continually Improve Other Areas



- Partnerships with other pools
- Opportunities for those that cannot meet minimum requirements
- Hire more local youth that reflect our community

12



13

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c **Assigned to:** District GM **Meeting Date:** 5/18/2021

Under: Old Business **Attachment:** Yes

Subject: 2020 Annual Financial Report

Background/Summary:

Each year the State Auditor's Office requires all taxing districts to complete an annual budget report (attached), due 150 days after fiscal year-end in accordance with RCW 43.09.230, which is May 29, 2021.

The report was introduced at the April 20 board meeting and the District General Manager went over the report at the board retreat on May 4. On May 6, an editable link to the document was sent by DropBox to each of the board members. Board members were instructed to send all comments no later than Wednesday, May 12 at noon. Commissioner Achziger edited the presentation, but no large changes were made.

Once submitted the District GM or District Clerk will post the meeting on the District's Governance page on the Mount Rainier Pool website (www.mtrainierpool.com) and reported to the state.

There is no motion required as the district is working with the board to ensure messaging of the report reflects the vision of the board.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Information Only.

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

| | | |
|------------------------|-----------------------|--|
| Two Touch Rule: | <u>N/A</u> | Committee Review |
| | <u>April 20, 2021</u> | First Board Meeting (Informational) |
| | <u>May 18, 2021</u> | Second Board Meeting (Action) |

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes X No **Reporting Back Date:** 5/5/21

Notes: Attachments:
- 2020 Financial Report



DES MOINES POOL METROPOLITAN PARK DISTRICT

2021 BUDGET

Prepared y:

Scott Deschenes

District General Manager

and

Linda Ray

District Clerk

Board of Commissioners

Shane Young, president

Joe Dusenbury, clerk of the Board

Gene Achziger

Eric Kasnick

Shane Stender

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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.

At this time, the time of this report, the district is in Phase 3 of the state of Washington's Road to Recovery Plan for COVID-19. Although vaccinations are occurring, herd immunity is not projected until Fall 2021. 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

I

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

**RESOLUTION NUMBER 2019 – 04
AMENDED**

**CERTIFYING PROPERTY TAX LEVY AND
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2020**

WHEREAS, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2020 is \$4,645,333,100.00 and;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District as follows:

1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2019, to be collected in 2020 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$1,055,089 which includes new construction of \$20,593, any increase in state-assessed property and refunds in the amount of \$2,514.
2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT
3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2020 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:
 - A. \$980,089 (\$ 959,496.00 in Levy and \$20,593 in New Construction) to the Current Expense Fund of the District
 - B. \$ 75,000.00 to the Capital Reserve Fund of the District

4. That certified copies of this resolution, together with exhibits, shall be delivered to:

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

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

BUDGET

2

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 17th day of December 2019.



Commissioner


Commissioner


Commissioner



Commissioner


Commissioner


District Clerk

BUDGET

Budget Message from the District Manager

It is my pleasure to present the district budget for the 2021 fiscal year. The district's budget serves three main purposes: formation of public policy, control of spending, and 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.

2020 Issues/Accomplishments

Although 2020 was a challenging year with COVID-19, the District dealt with a number of issues and still had accomplishments.

The District started the year by offering swim lessons on four weeknights and Saturday mornings. It also has served school and private swim teams, hosted monthly special events, and grown its schedule to seven days a week. It also instituted different ways to keep swimming affordable including expanding the scholarship program, adjusting rates and accepting insurance programs for memberships and fitness classes. The District had grown its programming to seven days a week and also grown its staff to 55 from its original five.

The District was forced to close the pool on March 17, 2020 due to COVID-19. During this time staff developed Continuity of Operations Plans, Safety Plans and other processes that became the framework of developing safe operations for the remainder of the pandemic.

Once it was safe to have essential staff in the facility, we deep-cleaned and retro-fitted the pool to operate with social distancing to ensure people in our community had a safe place to exercise during the pandemic, including lap swimming, water exercise and water walking to help older adults fight the effects of aging. Also during this time staff completed critical repairs including repairing the heat exchanger and caulking and regrouting the men's showers. Staff was also retrained to execute new social distance operations processes including check-in, rescue techniques and working with customers who may not take the pandemic seriously.

On Aug. 2, 2020, we re-opened the pool for limited services and have slowly added programming as conditions improved. At the end of 2020, services now include larger water exercise classes and swim teams.

Finally, throughout 2020, we had no COVID-19 outbreaks at the pool. This is a testament to our staff's sacrifices in and out of work. Many of them were dedicated to ensuring the safety of the rest of their team and patrons by social distancing inside and outside of work.

2021 Outlook

Although we are not out of the woods, it appears prospects are improving. As vaccination rollouts have begun throughout the country, there remain a lot of unknowns as I write this letter. At the time of writing this, the state of Washington is estimated to reach herd immunity (70 percent) by early Fall 2021.

BUDGET

First, 2021 will be the year that we resume programming throughout the year. Our goal is to reinstitute the programs, but ensure they are provided in a safe environment that meets the standards of our community. There are still many factors and mandates to come from the state, but we will push to balance these with quality programming and customer service.

Second, the district has lowered its levy rate for the third year in a row to \$.2094 in 2021 from its highest level of \$.3438 in 2018, which was due to the unforeseen repairs. The District continues to work to find value for the services it provides.

Third, the district plans on fully utilizing the scoreboard and timing system it received in a grant during 2019. The system will allow for fewer volunteers to be in the pool, which will help the school district and other local swim teams perform their swim meets to ensure proper COVID-19 safety.

Fourth, we are working to build the capacity of our lifeguard and swim instructors. As summer approaches, our goal is to dramatically increase our capacity to offer swim lessons, other programming and overall operational hours. Staff will continue to recruit and train local staff members in-house to ensure we are hiring from our community. Through this rapid growth, our goal is to not compromise the quality of customer service we have instilled over the last couple of years.

Finally, Mount Rainier Pool is entering its 45th year of operation. The district has contracted with Stemper Architects 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 ADA study of their community centers. The district hopes to work with them to help 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 via our email notification system.

Respectfully,

Scott Deschenes

Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District

Vision, Mission, Values and Goals

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.

Vision Statement

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

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 and Operation 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:

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

District Contact Information

Des Moines Pool Metropolitan Park District

22015 Marine View Drive South, #2B

Des Moines, WA 98198

Phone: 206-429-3852

Email: scott.deschenes@desmoinespool.org

website: www.mtrainierpool.com

Mount Rainier Pool

22722 19th Ave. S.

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

Eric Kasnick
Commissioner

Shane Stender
Commissioner

DISTRICT ADMINISTRATION STAFF

Scott Deschenes
District G.M.

Linda Ray
District Clerk

Brian Snure
Legal Counsel

MOUNT RAINIER POOL STAFF

22722 19th Ave S.

Des Moines, WA 98198

(206) 824-4722

Lauryne Thurmond
Aquatics Manager

Quentin Knox
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 | 2017 | 2018** | 2019* | 2020**** | 2021 Budget Projections |
|----------------------------|-------------|-------------|-------------|-------------|-------------------------|
| GENERAL FUND | | | | | |
| Beginning Cash | \$572,492 | \$336,467* | \$491,811 | \$915,890 | \$875,000 |
| Revenues | \$1,300,817 | \$1,437,823 | \$1,473,355 | \$1,157,288 | \$1,173,201 |
| Interfund Loan** | - | \$182,718 | - | - | - |
| Expenditures | \$1,541,785 | \$1,477,951 | \$936,549 | \$780,804 | \$1,498,201**** |
| Ending Cash | \$461,625 | \$614,205 | \$853,697 | 1,292,374 | \$475,000 |
| CAPITAL FUND | | | | | |
| Beginning Cash | \$420,000 | \$145,000 | \$0 | \$175,000 | \$214,079 |
| Revenues | \$70,000 | \$0 | \$0 | \$0 | \$0 |
| Transfer from General Fund | \$0 | \$0 | \$175,000 | \$122,500 | \$75,000**** |
| Expenditures | \$345,000 | \$145,000 | \$0 | \$83,421 | \$0 |
| Ending Cash | \$145,000 | \$0 | \$175,000 | \$214,079 | \$289,079**** |

*Switched Financial Process Systems between 2017 & 2018. Prior period adjustment of \$9,852.

**In 2018, District received Interfund Loan from King County.

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

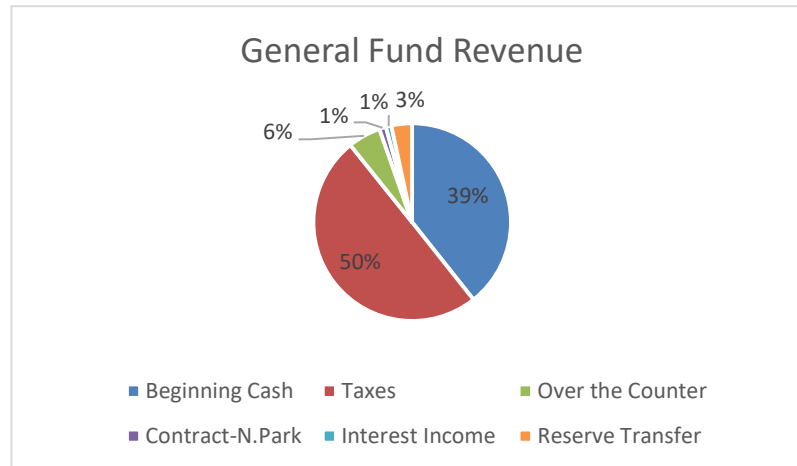
****The District has allocated \$150k in emergency maintenance for 2021 due to age of facility.

Unused budgeted monies from this account will be transferred to capital at the end of 2021.

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 2020 budget does not anticipate grant income

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.

Transfer from Reserves – transfer from capital reserves for capital projects of the District in 2019.

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 | 2017 | 2018 | 2019* | 2020** | 2021 Budget Projections |
|---------------------------|-----------|-------------|-------------|-------------|-------------------------|
| Beginning Cash | \$572,492 | \$336,467 | \$481,467 | \$915,890 | \$875,000 |
| Taxes | \$912,372 | \$1,296,237 | \$1,299,184 | \$1,003,785 | \$1,108,201 |
| Over the Counter | \$0 | \$8,893 | \$14,408 | \$64,028 | \$120,000 |
| Grants/Intergov’t | \$8,054 | \$82,500 | \$82,500 | \$0 | \$0 |
| Contract-NPMPD | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| Interest Income | \$10,391 | \$5,641 | \$6,594 | \$17,320 | \$20,000 |
| Miscellaneous Income | - | \$92,062 | \$9,562 | \$24,171 | \$0 |
| Reserve Transfer | \$345,000 | \$0 | \$145,000 | \$122,500 | \$75,000** |

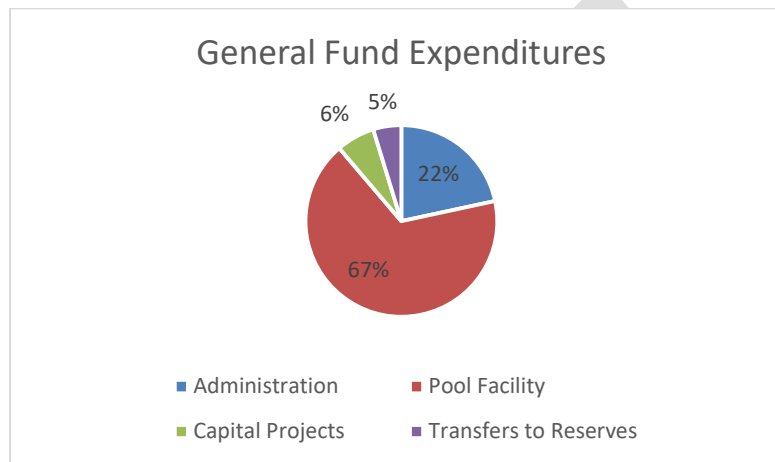
*COVID-19 will affect revenues, expenses and cost-recovery actuals in 2020.

** For the 2020 Budget, 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.

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. Fiscal year 2021 will see the District reintroducing services that are anticipated be back to full-service by Fall 2021.



| Expenditures by Category | 2017 | 2018* | 2019 | 2020 | 2021 |
|--------------------------|-------------|------------|----------------|---------------|------------------|
| Administration | \$451,075 | \$276,331 | \$396,000 | \$338,121 | \$340,493 |
| Pool Facility | \$279,931 | \$128,336* | \$752,077 | \$431,844**** | \$1,055,708***** |
| Capital Projects | \$740,779 | \$521,637 | \$126,600** | \$166,841 | \$102,000 ***** |
| Transfers to Reserves | \$70,000 | \$0*** | \$175,000 | \$122,500 | \$75,000***** |
| Total General Fund | \$1,541,785 | \$926,304* | \$1,449,677*** | \$928,103 | \$1,498,201 |

*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 estimated to be paid in 2021 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.

*****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.

BUDGET

Capital Projects and Expenditures for 2021

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 \$150,000 was placed in an emergency maintenance fund to cover any emergency repairs during 2021.

The 10-year lease with the Highline School District was expected to be renewed in 2021, 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.

| Project Name | Project # | Project Budget | Funding Source |
|------------------------------|-----------|----------------|----------------|
| No Projects Listed* | | | |
| Total Projects - 2021 | | \$0 | |

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

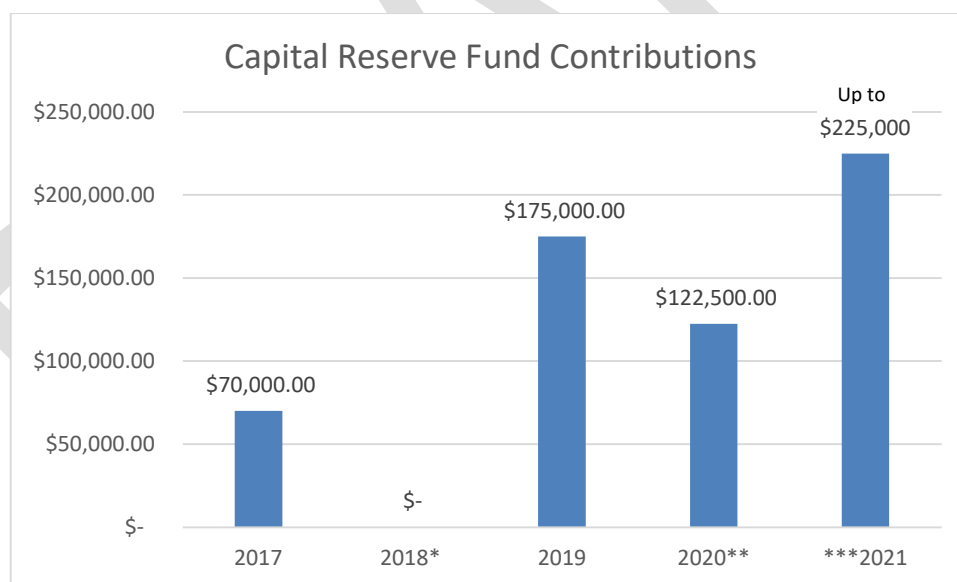
The District had established and committed to increasing its Capital Projects/Reserves Fund to meet the future capital needs of the district's aquatic facility. Annual contributions were made from the general fund to a separate reserve fund. This annual commitment to reserves was set at \$70,000.

In 2017, critical, mandatory repairs were needed to keep the doors of the pool open. Capital Projects/reserves Funds were used to cover most of the costs. At the end of 2018, this fund's balance was at \$0.

In 2019, the District set aside \$175,000 towards the Capital Projects/Reserves Fund. The increased amount is 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.



*2018 Capital Projects/Reserves Funds were used to pay for unforeseen repairs to Mount Rainier Pool.

**2020 \$122,500 was transferred to the Capital Projects/Reserves Fund (\$75,000 budgeted plus unused maintenance funds).

***Up to \$225,000 will be transferred into Capital Projects/Reserves Fund including up to \$150,000 of unused maintenance funds.

BUDGET

DRAFT

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

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District GM **Meeting Date:** 5/18/2021

Under: Old Business **Attachment:** Yes

Subject: Policy 560 Small and Attractive Assets

Background/Summary:

The District GM is presenting the proposed Policy 560, Small and Attractive Assets. This policy will help the district better conform with asset management and better define the overall process.

The attached policy was introduced at the May 4th board retreat and sent out to the board on May 5th. All edits and comments were due by May 11 at noon. There were no changes suggested by the board.

The District General Manager is suggesting the board approve the policy.

Fiscal Impact: Not known at this time.

Proposed Motion: I move to approve Policy 560 Small and Attractive Assets.

Reviewed by Legal Counsel: Yes X No **Date:** 4/22/2021

| | | |
|------------------------|-------------------|--|
| Two Touch Rule: | <u>N/A</u> | Committee Review |
| | <u>05/04/2021</u> | First Board Meeting (Informational) |
| | <u>05/18/2021</u> | Second Board Meeting (Action) |

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes X No **Reporting Back Date:** T.B.D.

Notes: Attachments:

- Policy 560 Small and Attractive Assets (FINAL)

560 – Small and Attractive Assets

1.0 PURPOSE

- 1.1.** This policy is established to provide guidelines to ensure adequate stewardship over District resources through control and accountability of small and attractive system that might not be noticed immediately after their disappearance. The intent of this policy is to obtain accountability over items that do not meet the criteria of a fixed asset and might not be noticed immediately upon disappearance or replacement.

2.0 DEFINITIONS

- 2.1. Fixed Assets.** Fixed assets are tangible, non-consumable items including, but not limited to, land, buildings, machinery, equipment, and vehicles owned by the District valued at \$5,000 or more with a life expectancy of over one year. The value of the fixed asset includes the purchase price plus sales tax, as well as costs to acquire (shipping and handling), install (excluding site preparation costs), secure, and prepare an item for its intended use. The original purchase of a software program is considered a fixed asset if it meets the \$5,000 threshold established above. Improvements to an existing asset that extends the life of the asset are capitalized and depreciated over the remaining useful life of the related asset.
- 2.2. Small & Attractive Assets.** Assets valued at less than \$5,000 that are defined as high risk for theft. These assets are not normally consumed within one year. These assets may include items in one or more of the following categories
- 2.2.1.** Portable and marketable, either alone or as a component unit
 - 2.2.2.** Assets that can be used for personal gain
 - 2.2.3.** Assets repeatedly reported as lost and/or stolen within the industry and society
 - 2.2.4.** Optical devices, binoculars, infrared viewers and range-finders
 - 2.2.5.** Cameras and photographic projection equipment; and
 - 2.2.6.** Electronic devices that are used for the purpose of recording, sending or receiving electronic media, such as computers, cellular telephones, fax machines, pagers, television/DVD, radio or other media players.

3.0 Marking New Assets

- 3.1.** All assets fitting descriptions of a small and attractive asset should be recorded and identified by a serial, model, or other identifying number on the District Small and Attractive Asset Inventory maintained by the District's designee and District General Manager. All assets that are surplus or traded-in should be removed from the Inventory at the time of disposal.

4.0 Disposal of Surplus Items

- 4.1.** Disposal of small and attractive assets shall be conducted in compliance with the District's Surplus Property Policy.

5.0 Lost, Stolen, or Missing Property

- 5.1.** When suspected or known losses of capital assets or small and attractive items occur, staff should conduct a search for the missing property. If the missing property is not found:
- 5.1.1.** Notify the District General Manager or designee.
 - 5.1.2.** Have the individual deemed to be primarily responsible for the asset, as well as that individual's supervisor, complete and sign a statement to include a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.
 - 5.1.3.** The District General Manager or designee should report known or suspected losses of assets to the State Auditor's office in accordance with RCW 43.09.185, and a copy of the report should be provided to the Board.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** 5/18/2021

Under: New Business **Attachment:** Yes

Subject: Plumbing Emergency Repair – Committee Approval

Background/Summary:

A plumbing repair was discovered by Aquatic Specialties during their preventative maintenance program. District staff worked with Aquatic Specialties to be proactive by having the part repaired before it forced a longer closure and paying overtime to Aquatic Specialties to have the repair completed on a Sunday to ensure minimal to no impact on operations. Aquatic Specialties completed the plumbing on a Sunday including plumbing the connections for the Pulsar replacement project that was completed on Monday without having to pay additional overtime for that project and eliminating any downtime for that project.

Note-This was written before the repairs were completed.

The repair was over the District GM's threshold of \$5,000 according to Section 4.3 of the [Procurement Policy \(520\)](#).

Finance Committee. The Finance Committee shall have authority to approve expenditures within the specified budgetary line-item limits adopted by the Board with a total cost of over \$5,000.00 and under \$20,000.00.

The Finance Committee was contacted and approved the repair on Monday, May 10, 2021.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Information only.

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


| | | |
|------------------------|-----------------------|--|
| Two Touch Rule: | <u>5/10/21</u> | Committee Review |
| | <u>Time-sensitive</u> | First Board Meeting (Informational) |
| | <u>5/18/21</u> | Second Board Meeting (Action) |

Action Taken: Adopted Rejected Postponed

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

Notes: Attachments:

- Invoice 7152 - Aquatic Specialty

| AQUATIC SPECIALTY SERVICES, INC 1605 SOUTH 93RD STREET #EF, SEATTLE, WA 98108 206-275-0694 phone 206 275-2229 Fax Aquaticspecialtyservices.com Business License 602-161-542 Contractors License AQUATSS996Q6 | | ESTIMATE all estimates are good for 30 days | | 7152 |
|--|---|--|-----------|-----------|
| | | Terms | Date | |
| | | Net 30 | 4/29/2021 | |
| Client: | Ship to: | | | |
| Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198 | Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198 Attn:Dominic | | | |
| Washington State Public Works act requires that workers be paid prevailing wage rates when employed on public projects, and on public building service maintenance contracts. All sales are subject to Net 30 trms, unless otherwise stated. All credit card payments are subject to 3.5% processing fee. All returns are subject to restocking fees plus all freight. Chemicals are not returnable. Balances past due are subject to accrue 1% finance charge monthly. All change orders must be submitted in writing. Under no circumstances will provider we responsible for or buyer be entitled to consequential damages arising out of any delays in performance. All uncertainties are billable. Warranty complies with manufacturer to period of 1 year and claim period 4 months. All freigh is billable. A purchase order may be applicable, a deposit may be applicable and signature to process order. All estimates are good for 30 days. | | | | |
| Item | Description | Qty | Price ... | Total |
| | Estimate to repair leaking piping from after pump through grating and to filter flange with new valve and S/S bolt kit for valve: | | | |
| Harrin... | PVC & plumbing supplies | 1 | 1,999.56 | 1,999.56T |
| Miscell... | Bracket, pipe supports, clamps, and parts to complete job. | 1 | 175.00 | 175.00T |
| 00.4 | Public Works prevailing hourly wage rate at OT rate | 16 | 292.50 | 4,680.00T |
| 00.5 | Overhead operating cost & documentation filing fees | 1 | 250.00 | 250.00T |
| Service... | Service Zone A-30 | 1 | 75.00 | 75.00T |
| <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <p>DocuSigned by:</p>  <p>Scott Deschenes, District General Manager Des Moines Pool Metropolitan Park District</p> </div> <div style="width: 45%; text-align: right;"> <p><u>5/18/2021</u> Date</p> </div> </div> | | | | |
| SIGNATURE REQUIRED & DATE: | | Subtotal | | |
| *Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc | | \$7,179.56 | | |
| *Notice to Client will be provided and required to be signed by appropriate authorized person ordering the work and or the owner of the property. | | Sales Tax (10.1%) | | |
| * Resellers Permit required when applicable | | \$725.13 | | |
| | | Total | | |
| | | \$7,904.69 | | |