



# Des Moines Pool Metropolitan Park District

June 15, 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 711-796-941. Public comment can be made by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com). See stipulations below. For more information email Linda Ray at [linda.ray@desmoinespool.org](mailto: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](mailto:info@mtrainierpool.com) by Noon on Tuesday, June 15th. 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**

May 4, 2021, Retreat Meeting

May 18, 2021, Regular Meeting

May 25, 2021, Special Meeting

d. **CORRESPONDENCE**

SAO Data Audi request

e. **BANK TRANSFERS (MRP REVENUE)**

\$7,447.50 was received in the month of May 2021

f. **VOUCHER APPROVAL**

\$35,501.54 was processed in May 2021 for warrant requests

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

\$51,472.18 was processed in May 2021 for payroll

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

**22722 19<sup>th</sup> 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. Transition/Reopening Update
- 7:35 b. King County Grants

**8. NEW BUSINESS**

- 8:30 a. ADA Stairs Replacement
- b. Parking Lot Gate Project
- c. July Retreat Scheduling and Agenda Items
- d. Surplus Process

**UPCOMING MEETINGS**

- July Retreat, TBD
- July 20, 2021, Regular Meeting, 7:00 p.m., Location TBD

**ADJOURNMENT**

**22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)**  
**22722 19<sup>th</sup> 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:** June 15, 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** May 2021: Total **\$87,108.77**

Admin Expenditures = \$22,150.95

Ops Expenditures = \$64,957.82

Capital Expenditures = \$0.00

**Revenue** May 2021: Total **\$77,484.73**

Property Taxes & Interest = \$69,437.23

Misc Revenue = \$0.00

MRP Revenue = \$7,447.50

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- May 4, 2021, Retreat Meeting Minutes
- May 18, 2021, Regular Meeting Minutes
- May 25, 2021, Special Meeting Minutes

Item 6d: Correspondence – SAO Data Audit request

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$35,501.54** were approved for payment

- \$6,993.02 was processed on May 5, 2021
- \$1,656.77 was processed on May 12, 2021
- \$10,020.78 was processed on May 19, 2021
- \$6,640.31 was processed on May 26, 2021

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$51,472.18** were processed for payment

- \$25,567.44 was approved for payroll on May 7, 2021
- \$25,904.74 was approved for payroll on May 22, 2021

A total of **\$86,973.72** was processed in May 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 May 2021 totaling **\$86,973.72**

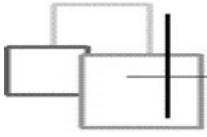
**Reviewed by District Legal Counsel:** Yes \_\_\_\_\_ No x Date: \_\_\_\_\_

**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 May EXPENDITURES

**Beginning Monthly Balance = \$1,533,660.64**

**Ending Monthly Balance = \$1,532,605.98**

Category/ Acct #	Reference	May 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,279.07	\$7,710.88	\$12,800.00	5,089.12	60%
001-000-000-576-20-10-01	District Manager - Wage	\$6,291.53	\$31,170.12	\$98,365.00	67,194.88	32%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,792.71	\$9,178.96	\$28,119.00	18,940.04	33%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,738.01	\$22,384.25	\$74,876.88	52,492.63	30%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,742.51	\$23,555.58	\$57,500.00	33,944.42	41%
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	\$12,815.30	\$72,857.07	\$197,600.00	124,742.93	37%
001-000-000-576-21-30-02	Instructors	\$7,235.85	\$29,584.64	\$41,600.00	12,015.36	71%
001-000-000-576-21-32-02	Head Lifeguards	\$1,733.70	\$10,218.68	\$35,092.51	24,873.83	29%
001-000-000-576-20-21-19	Payroll Taxes	\$2,738.47	\$14,364.89	\$40,424.80	26,059.91	36%
001-000-000-576-21-42-05		\$9,167.91	\$48,090.93	\$135,335.20	87,244.27	36%
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%
	<b>Total Salaries &amp; Wages</b>	<b>\$51,535.06</b>	<b>\$269,688.08</b>	<b>\$785,492.50</b>	<b>\$515,804.42</b>	<b>34%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,907.53	\$7,981.76	\$10,239.30	2,257.54	78%
001-000-000-576-21-22-30		\$1,907.53	\$6,903.40	\$34,279.40		
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$121.50	\$661.50	\$2,000.00	1,338.50	33%
	<b>Total Personal Benefits</b>	<b>\$3,936.56</b>	<b>\$15,546.66</b>	<b>\$46,518.70</b>	<b>\$3,596.04</b>	<b>33%</b>
<b>Office Supplies</b>						
001-000-000-576-20-31-00	Office Supplies	\$7.50	\$41.61	\$575.00	533.39	7%
001-000-000-576-21-35-03		\$545.75	\$1,000.56	\$1,925.00	924.44	52%
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)	\$581.72	\$1,242.74	\$4,000.00	2,757.26	31%
	<b>Total Office Supplies</b>	<b>\$1,134.97</b>	<b>\$2,284.91</b>	<b>\$8,500.00</b>	<b>6,215.09</b>	<b>27%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$114.94	\$301.99	\$3,120.00	2,818.01	10%
001-000-000-576-21-35-02	Janitorial Supplies	\$1,050.24	\$2,751.38	\$5,200.00	2,448.62	53%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$1,165.18</b>	<b>\$3,053.37</b>	<b>\$8,320.00</b>	<b>5,266.63</b>	<b>37%</b>
<b>Pool Supplies</b>						
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	\$431.66	\$1,000.00	568.34	43%
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)	\$153.86	\$606.36	\$1,000.00	393.64	61%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$238.60	\$289.26	\$3,000.00	2,710.74	10%
	<b>Total Pool Supplies</b>	<b>\$449.58</b>	<b>\$2,235.50</b>	<b>\$30,800.00</b>	<b>28,564.50</b>	<b>7%</b>
<b>Pool Equipment</b>						
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	\$1,315.45	\$5,000.00	3,684.55	26%
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	\$2,277.00	\$2,277.00	\$5,000.00	2,723.00	46%
	<b>Total Pool Equipment</b>	<b>\$2,383.43</b>	<b>\$3,592.45</b>	<b>\$17,100.00</b>	<b>13,507.55</b>	<b>0%</b>
<b>Professional Svcs - Front Offc</b>						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$0.00	\$5,975.00	\$14,000.00	8,025.00	43%

Category/ Acct #	Reference	May 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)	\$3,213.41	\$8,376.16	\$22,500.00	14,123.84	37%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$88.74	\$343.49	\$2,625.00	2,281.51	13%
001-000-000-576-21-49-10		\$88.74	\$489.01	\$2,625.00	2,135.99	19%
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)	\$88.23	\$269.36	\$1,500.00	1,230.64	18%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$446.50	\$2,286.50	\$7,700.00	5,413.50	30%
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)	\$109.60	\$257.72	\$2,000.00	1,742.28	13%
	<b>Total Prof Services-Front Offc</b>	<b>\$4,035.22</b>	<b>\$20,397.24</b>	<b>\$79,095.00</b>	<b>58,697.76</b>	<b>26%</b>

### Professional Svcs - Maintenance

001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$450.00	\$1,500.00	1,050.00	30%
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)	\$415.15	\$1,926.56	\$2,000.00	73.44	96%
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	\$2,747.05	\$7,069.92	4,322.87	39%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,782.74	\$14,348.22	\$20,924.30	6,576.08	69%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$427.49	\$2,083.49	\$3,120.00	1,036.51	67%
001-000-000-576-21-47-05	Sewer Contingency	\$0.00	\$0.00	\$4,092.00	4,092.00	0%
	<b>Total Prof Services-Maintenance</b>	<b>\$6,264.79</b>	<b>\$21,555.32</b>	<b>\$46,138.22</b>	<b>24,582.90</b>	<b>12%</b>

### Repairs & Maintenance

001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$2,229.39	\$5,866.54	\$150,000.00	144,133.46	4%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$64.94	\$64.94	\$2,000.00	1,935.06	3%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$2,294.33</b>	<b>\$5,931.48</b>	<b>\$152,000.00</b>	<b>\$146,068.52</b>	<b>4%</b>

### 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	\$137.63	\$499.41	\$2,000.00	1,500.59	25%
001-000-000-576-21-42-01		\$280.75	\$755.51	\$2,000.00	1,244.49	38%
001-000-000-576-20-42-00	Postage & Mailing	\$55.00	\$284.05	\$500.00	215.95	57%
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)	\$378.16	\$1,190.58	\$3,750.00	2,559.42	32%
001-000-000-576-21-42-20		\$226.94	\$1,077.23	\$3,750.00	2,672.77	29%
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)	\$49.54	\$115.57	\$260.00	144.43	44%
001-000-000-576-21-42-30		\$16.52	\$82.58	\$260.00	177.42	32%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$118.00	\$354.00	\$873.60	519.60	41%
	<b>Total Communications</b>	<b>\$1,262.54</b>	<b>\$5,364.48</b>	<b>\$17,643.60</b>	<b>12,279.12</b>	<b>30%</b>

### 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)	\$760.00	\$1,200.00	\$2,600.00	1,400.00	46%
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	\$155.00	\$260.00	\$2,000.00	1,740.00	13%
	<b>Total Training &amp; Travel</b>	<b>\$915.00</b>	<b>\$1,440.00</b>	<b>\$15,880.00</b>	<b>14,180.00</b>	<b>9%</b>

### Advertising

001-000-000-576-20-41-07	District Advertising	\$0.00	\$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	\$50.00	\$166.53	\$500.00	333.47	33%
	<b>Total Advertising</b>	<b>\$50.00</b>	<b>\$4,207.78</b>	<b>\$23,141.44</b>	<b>18,933.66</b>	<b>18%</b>

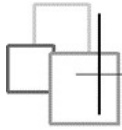
### Rentals & Leases

001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$2,870.00	\$13,000.00	10,130.00	22%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$550.00	\$1,650.00	\$3,600.00	1,950.00	46%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$154.14	\$308.28	\$2,600.00	2,291.72	12%
	<b>Total Rentals &amp; Leases</b>	<b>\$1,421.64</b>	<b>\$4,828.28</b>	<b>\$19,200.00</b>	<b>14,371.72</b>	<b>25%</b>

### Utilities

001-000-000-576-21-47-00	Electricity (PSE)	\$6,188.96	\$34,103.41	\$78,000.00	43,896.59	44%
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Category/ Acct #	Reference	May 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-21-47-02	Water (Highline)	\$426.57	\$2,319.09	\$9,360.00	7,040.91	25%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$1,132.01	\$1,132.01	\$5,000.00	3,867.99	23%
001-000-000-576-21-47-04	Sewer (Midway)	\$217.72	\$1,047.12	\$4,092.00	3,044.88	26%
	<b>Total Utilities</b>	<b>\$7,965.26</b>	<b>\$38,601.63</b>	<b>\$96,452.00</b>	<b>57,850.37</b>	<b>40%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$22,843.59</b>	<b>\$15,000.00</b>	<b>(7,843.59)</b>	<b>152%</b>
<b>Miscellaneous</b>						
001-000-000-576-21-40-20	Scholarships	\$135.00	\$250.20	\$18,600.00	18,349.80	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	\$707.26	\$4,545.01	\$1,040.00	(3,505.01)	437%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$119.82	\$1,560.00	1,440.18	8%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$355.30	\$1,361.41	\$4,000.00	2,638.59	34%
001-000-000-576-20-51-50	Background checks	\$0.00	\$58.00	\$1,820.00	1,762.00	3%
	<b>Total Miscellaneous</b>	<b>\$1,197.56</b>	<b>\$6,334.44</b>	<b>\$27,520.00</b>	<b>2,835.76</b>	<b>23%</b>
<b>Intergovernmental Services</b>						
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)	\$11.93	\$27.39	\$1,000.00	972.61	3%
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)	\$633.00	\$915.00	\$1,000.00	85.00	92%
	<b>Total Intergov Services</b>	<b>\$644.93</b>	<b>\$942.39</b>	<b>\$8,000.00</b>	<b>7,057.61</b>	<b>12%</b>
<b>COVID-19</b>						
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	\$399.16	\$1,591.83		(1,591.83)	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	\$187.45		(187.45)	0%
	<b>Total COVID-19</b>	<b>\$452.72</b>	<b>\$3,431.59</b>	<b>\$0.00</b>	<b>(3,431.59)</b>	<b>0%</b>
<b>Capital *</b>						
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%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$102,000.00</b>	<b>\$102,000.00</b>	
*Reserve starting balance \$214,079.00						
	<b>TOTAL ADMINISTRATION</b>	<b>\$22,150.95</b>	<b>\$129,701.70</b>	<b>\$340,493.14</b>	<b>210,791.44</b>	<b>38%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$64,957.82</b>	<b>\$302,837.49</b>	<b>\$1,056,308.32</b>	<b>753,470.83</b>	<b>29%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$102,000.00</b>	<b>102,000.00</b>	<b>0%</b>
		<b>\$87,108.77</b>	<b>\$432,539.19</b>	<b>\$1,498,801.46</b>	<b>\$1,066,262.27</b>	<b>66.76%</b>



## 2021 MAY REVENUE

Account #	Reference	May 2021	YTD Balance	2021 Budget	Budget Balance
<b>General Fund Taxes</b>					
001-000000-311-11-00-00	Property Taxes	\$68,678.48	\$528,876.29	\$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
	<b>Total General Fund</b>	<b>\$68,678.48</b>	<b>\$530,272.82</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Charges for Goods and Services</b>					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00	\$25,000.00	\$0.00
	<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
<b>Miscellaneous Revenues</b>					
001-000-000-361-11-00-00	Investment Interest	\$758.75	\$3,521.22	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations ( to Scholarships)	\$600.00	\$600.00	\$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	\$0.00	\$4,618.17	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,109.00	\$5,340.37	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$6,338.50	\$22,912.67	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$160.00	\$0.00	\$0.00
	<b>Total Revenue</b>	<b>\$8,806.25</b>	<b>\$37,152.43</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Projects/Reserve</b>					
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
	<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$245,000.00</b>	<b>\$175,000.00</b>	<b>\$245,000.00</b>
	<b>Grand Total Revenue</b>	<b>\$77,484.73</b>	<b>\$837,425.25</b>	<b>\$200,000.00</b>	<b>-\$70,000.00</b>

# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Thursday, June 8, 2021  
**To:** District Board Commissioners  
**From:** Scott Deschenes, District General Manager  
**Subject:** May 14, 2021 to June 4, 2021 District General Manager Report

## Week Ending May 14, 2020

### **BOARD MEETING**

Just a reminder that our next board meeting is Tuesday, May 18 at 7:00pm. Be prepared that it might be a long meeting with the Stemper presentation. Call me if you have any issues with logging in. Linda sent the Login information and packet on Thursday.

### **INSLEE UPDATE**

We are preparing for moving things more back to normal in July. I will let Lauryne speak about this during her report.

### **SUMMER SCHEDULE**

We met a couple times this week to focus on the summer schedule. We are preparing the information for going out into the City Currents magazine, PeachJar and other outreach options.

### **STEMPER MEETING**

Scott Romano and I met with Melody of Stemper on questions she had after reviewing the reports. She will be present at the meeting on May 18 to discuss moving forward.

### **FINANCE**

Linda had about nine checks that were issued incorrectly by King County. They forgot to include bank information and routing numbers. Linda has contacted the vendors and new checks are being reissued.

### **NEW PUBLIC RECORDS REPORTING**

The State of Washington has new requirements on reporting public records. Our deadline for 2020 records on July 1, 2020. For more information, check out the article below.

<https://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2021/Public-Records-Act-Reports-Due-July-1-2021.aspx>

### **WRPA AQUATICS NETWORK**

Lauryne attended the WRPA Aquatics Network meeting on Thursday. They discussed the lessening of regulations after June 30. This was interesting because it was before Inslee's press conference.

### **MRHS SWIM TEAM**

The swim team will end their season next week. Lauryne is reaching out to SMAC to see if they would like some additional time.

## WEBINARS

I am attending a webinar on economic recovery funding on Monday at 11am. This will be provided by ICMA.

## OPERATIONS

- Head Guard Interviews - Lauryne and Quentin are interviewing to replace head guard positions that need to be replaced due to attrition.
- Orientation Processes – Quentin is updating the orientations for head guards, lifeguards and EAPs (emergency action plans).

## MAINTENANCE UPDATE

- Pipe repair – I got approval from the finance committee for repair on the pipe including overtime on a Sunday. This should hopefully allow us not to have to close on an operational day. They will also plumb the attachments they would have needed to add to install the pulsar unit.
- Pulsar installation – The pulsar will be installed on Monday, so we do not need to pay overtime for it. The installation should not affect our operations.
- Sunbelt controls update – We are still awaiting a proposal for the upgrades.
- ADA Steps – We are holding off a little on replacing the steps to look at different options.

## RESEARCH

Why Swim Coaches and Instructors Should Never Also Serve Simultaneously as Lifeguards (Aquatics International) - [https://www.aquaticsintl.com/lifeguards/why-swim-coaches-and-instructors-should-never-also-serve-simultaneously-as-lifeguards\\_o](https://www.aquaticsintl.com/lifeguards/why-swim-coaches-and-instructors-should-never-also-serve-simultaneously-as-lifeguards_o)

From plans to parks (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/may/from-plans-to-parks/>

Bicultural Marketing and Closing the Gap (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/may/bicultural-marketing-and-closing-the-gap/>

New Maritime High School set to sail this fall (Thunderworld) -

<https://thunderword.highline.edu/2021/05/13/new-maritime-high-school-to-set-sail-this-fall/?fbclid=IwAR1mQzGp4sBI-atwO6myWvV82vqt7MAJ70s-IJSGFlvW5sPVgDIO35fdYjE>

## Week Ending May 21, 2021

## SPECIAL MEETING

Just a reminder that we have a special meeting on Tuesday, May 25. Linda sent the packet out with link to the meeting on Thursday, May 20. If you need me to resend it, please respond to this email.

## SUMMER SCHEDULE & GUIDANCE UPDATE

We received our update on guidance today, which is the same day that we sent out swim lesson information (about an hour afterwards). We are going to have a meeting early next week to discuss updating the guidance and will put out an updated schedule. We are trying to balance upcoming trainings

to build our staff with open hours. We also are working on systems for the vaccinated versus non-vaccinated staff and patrons. Below is a link to the updated guidance.

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ReopeningWaterRecreationFacilitiesCOVID19.pdf>

It appears the county is pushing for people to continue wear masks indoors. Again, we are compiling information for our meeting next week to iron out the schedule.

- King County health directive “strongly urges” people to wear masks indoors (King5) - <https://www.king5.com/article/news/health/coronavirus/king-county-health-officer-mask-directive-indoors/281-64fc9c26-133b-4e36-8237-bbfc708097e0>

## SWIM LESSON EMAIL BLAST

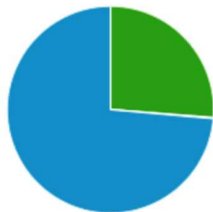
On Thursday we sent out the email notification below. An hour after sending out the message, we received updated guidance from the state. We are going to increase the maximum from three to four, and we are looking at going back to five per class after the June 30 update. We will promote the weekday classes as we get closer to the

### Saturday Swim Lessons

Sent yesterday to 1,269 unique subscribers across [4 lists](#)

[View Campaign](#) [Share Campaign](#)

[Export Report](#)



■ **333 Unique opens**  
723 total opens to date

■ **2 Bounced**  
0.16% couldn't be delivered

■ **934 Not Opened**  
Open rates are [only estimates](#)

**26.28%** of all recipients [opened so far](#)

**15.32%** [clicked a link](#) (51 people)

**0.24%** [unsubscribed](#) (3 people)

**0** people marked it as spam (0%)

**0** [shares](#) across Facebook & email

#### Most popular links [\(full report\)](#)

CLICKS

<a href="https://mtrainierpool.com/swim-lessons-2/">https://mtrainierpool.com/swim-lessons-2/</a>	50
<a href="https://mtrainierpool.com/fees-old/scholarships/">https://mtrainierpool.com/fees-old/scholarships/</a>	8
tel:2068244722	4
<a href="https://twitter.com/MtRainierPool">https://twitter.com/MtRainierPool</a>	2
<a href="https://www.facebook.com/mtrainierpool/">https://www.facebook.com/mtrainierpool/</a>	2

#### Top countries [\(full report\)](#)

OPENS

United States of America	527
Hong Kong	0

## GRANT

I was notified on Thursday from King County that we had received a \$5,000 scholarship from Councilmember Upthegrove. I am working on a scholarship summary and invoice to go to King County. I



am suggesting we apply it towards the MRP Swim Club and Lifeguard Prep classes. My goal is to get something in next week.

### MRHS UPDATE

I contacted the Highline School District Athletic Director to see if they had a fall schedule yet for Mount Rainier High School (MRHS) and to remind them of the billing that would be coming their way. I will send out the billing next week. They did notify us that they plan on starting practices the week of August 23, which is good news. They also sent the boys 2021-2022 schedule. I also sent them the article on why it is important to have swim practices guarded by lifeguards.

### FINANCIAL REPORT

We are filing the financial report online next week.

### MAINTENANCE

- Pulsar Repair -The pulsar repair is complete (See picture below). The unit is also making it so we can safely store additional chlorine during the pandemic. If anyone asks you about the benefits of the unit, I have included the article below.  
The clean solution: why pool sanitation is better with calcium hypochlorite (Aquatics International) - <https://www.aquaticsintl.com/products/the-clean-solution>
- Sunbelt Controls – I sent another message to Sunbelt to get a proposal for the updated software. I am awaiting the proposal.
- Vacuuming of Surge Pit Sewer Line – Staff will be cleaning the bottom of the mechanical/surge pit room. Dirt has built up over time that needs to be cleaned out and staff is cleaning the room since that dirt will be drained into the line, if not clean.
- Equipment Room Tools – Quentin has been working with staff to organize the tools for more efficiency.



## SUMMER CLOSURE WEEK

We are going to have only one week of closure this summer. This will be the week of August 15. It is after swim lessons end the week before and MRHS girls swim season starts on August 23. SMAC is also off during this time. We are building up projects including deep cleaning, light/ballast replacement, pipe repair, and parking lot gate. We will update the list as we get closer to the date.

## STAFF AND TRAININGS

Staff is gearing up for the summer.

- Lifeguard Training – Quentin is preparing to hold another lifeguard class before the summer. Staff is trying to find an opening in the schedule.
- Head Guard Promotions – The following staff (Anna, Chase, Gabby and Tanner) have been promoted to the position of headguard, as all have worked hard over the last couple of years. Some are splitting time with other jobs, so we promoted one more than usual.
- All-Staff In-Service – Lauryne and Quentin will have a more detailed in-service the week of June 14-17. This was Lauryne's idea and I think it is a good one. We will have new staff and staff returning from college that will be trained on working together.

## ELECTION FILINGS

Just a reminder that filings close today at 4:30pm. Below is a link to who have filed. It looks like at least one person has filed for each position.

<https://info.kingcounty.gov/kcelections/Vote/contests/who-has-filed.aspx?eid=26>

## COLIBRI ADS

With all of the last second changes in guidance and working through staffing, I am going to have to update the two ads with guidance changes next week. Due to the production schedule, I will not be sending them out for editing, but will ensure that we have the most current information. I will include them in next week's report, and we will get them posted in PeachJar once they are completed. Below is the proof for the half-page ad. The full-page ad is still in the works.



## GET YOUR KIDS IN THE POOL THIS SUMMER!

**FREE programming opportunities with scholarships available.**

**MRP SWIM CLUB**  
 Want to get the kids swimming this summer, but cannot commit to a swim team! This program features endurance training for 45 mins and games/stations for working on specific swim strokes the last 15 mins. This hour is specifically geared towards kids who want to be introduced to what a swim team is like, work on their swim strokes and build endurance. No prior knowledge necessary, all are welcome!  
**Days of Week: Monday, Wednesday and Friday**  
**Times: 1-2pm**  
**Dates: 6/21-8/13, No 7/5**  
**Fees: Free to First 20 participants (Donations to scholarship program welcome)**  
**Ages: 9-13**

**LIFEGUARD PREP**  
 Do you want to lifeguard, but need help getting ready? This program is specifically geared towards helping individuals pass the Red Cross Lifeguard class test and become a lifeguard in a fun and supportive environment. We will focus on endurance and skills, teaching and preparing our next group of lifeguards for the pool. No prior knowledge necessary, all are welcome!  
**Days of Week: Monday, Wednesday and Friday**  
**Times: 2-3pm**  
**Dates: 6/21-8/13, No 7/5**  
**Fees: Free to First 20 participants (Donations to scholarship program welcome)**  
**Ages: 14-18**

**Registration for both programs begins June 8 at 4:00pm.**

**Swim lesson and other pool info available at [www.mtrainierpool.com](http://www.mtrainierpool.com).**





22722 - 19<sup>th</sup> Ave S • Des Moines • 206-824-4722  
OPERATED BY THE DES MOINES POOL METROPOLITAN PARK DISTRICT

## RESEARCH

- King County could implement stricter mask guidelines, despite recent rollbacks (King 5) - <https://www.king5.com/article/news/health/coronavirus/king-county-could-implement-stricter-mask-guidelines-despite-recent-rollbacks/281-22d8d63f-dc50-40ab-98ff-e90d2daec2ef>
- 5 reasons lighting should not close your indoor pool (Aquatics International) - [https://www.aquaticsintl.com/facilities/5-reasons-lightning-shouldnt-close-your-indoor-pool\\_o](https://www.aquaticsintl.com/facilities/5-reasons-lightning-shouldnt-close-your-indoor-pool_o)
- 10 drowning myths everyone still believes (Healthy) - [https://www.thehealthy.com/first-aid/drowning-myths/?fbclid=IwAR0n0klxCZPBI\\_u3hUlgy22Sgci5ydRYKD367G79qAXT6Tz0GQgaezA6SLQ](https://www.thehealthy.com/first-aid/drowning-myths/?fbclid=IwAR0n0klxCZPBI_u3hUlgy22Sgci5ydRYKD367G79qAXT6Tz0GQgaezA6SLQ)
- Diversity, Equity and Inclusion in Parks and Recreation (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/june/diversity-equity-and-inclusion-in-parks-and-recreation/>
- 

## Week Ending May 28, 2021

### BOARD MEETING FOLLOW-UP

- 2022 Commissioners – Commissioners Dusenbury and Stender ran unopposed. I emailed Ms. Campbell on communications for the future. She responded that day and is following board business. She will also
- Job Postings – The job was posted on Tuesday, May 27<sup>th</sup>. Here is a list to the posting.
  - Website's job page -- <https://mtrainierpool.com/employment/>
  - Direct link to job description -- <https://mtrainierpool.com/wp-content/uploads/Education-and-Safety-Training-Specialist-JobDescription-05262021-Final.pdf>
  - The only place I had issue posting was ORPA. I did not think it was too important, so I skipped it.

### NEXT MEETING

Our next board meeting will be Tuesday, June 15 at 7:00pm. Contact the board president, or email me before Tuesday, June 8, if you have any items you would like to have added to the agenda.

### SWIM LESSON REGISTRATION

Even though Lauryne added a fourth person to each lesson and Lauryne added a third Level 1 class, Saturday lessons starting on June 5 are completely full. Good news is most people are from Des Moines and the surrounding areas.

### SCHEDULE UPDATE

On Wednesday, May 26, we (staff) had a meeting to discuss applying the latest guidance changes to include vaccinated and non-vaccinated employees and users at the pool. After discussing the issues' impacts on operations, we have decided to push the updates to July 1, which will be after the moving of counties to Phase 4. We may have a small update on the week of June 21 for MRP Swim Club, Lifeguard Prep and Family Swim, but most changes will be pushed to July 1. We discussed all the processes that need to be in place, and for clarity it is important that we push the changes.

I am putting together messaging for the MRP Swim Club and Lifeguard Prep. Both have registrations opening on June 8<sup>th</sup>. I will try to have it out early next week.

## **NAMETAGS**

Staff will start wearing nametags sometime in June. We have not set a date. Per guidelines, in July vaccinated employees will have a sticker on their nametag that will denote they are vaccinated. We hope this will help users feel more comfortable and help better communicate those that are vaccinated or not. These should be in place by our next schedule update on July 1<sup>st</sup>.

## **COLIBRI ADS**

See attached ads. Normally, I would have worked with the public outreach committee to complete these, but will schedule and guidance updates, annual financial report, and other items, I just got this completed.

## **GRANT**

We will put together the King County Grant next week. The grant was put forward by Councilmember Uptegrove. It is for \$5,000 and will be applied towards afternoon programming.

## **PEACHJAR**

We will be posting the Colibri ads on PeachJar to the following schools. We will also add a flyer for scholarships and a job posting for MRHS.

- Des Moines Elem
- Madrona Elem
- Mark Twain Elem
- MRHS
- Marvista Elem
- Midway Elem
- Neeley O'Brien
- Pacific MS
- Parkside Elem
- Totem MS
- Woodmont K-8

## **ANNUAL FINANCIAL REPORT**

With a big thanks to Linda. We were able to get the annual financial report filed on time. We also posted the report to the website's governance page. We also will have Policy 560 Small and Attractive Assets posted too.

<https://mtrainierpool.com/wp-content/uploads/2020-Financial-Report-1.pdf>

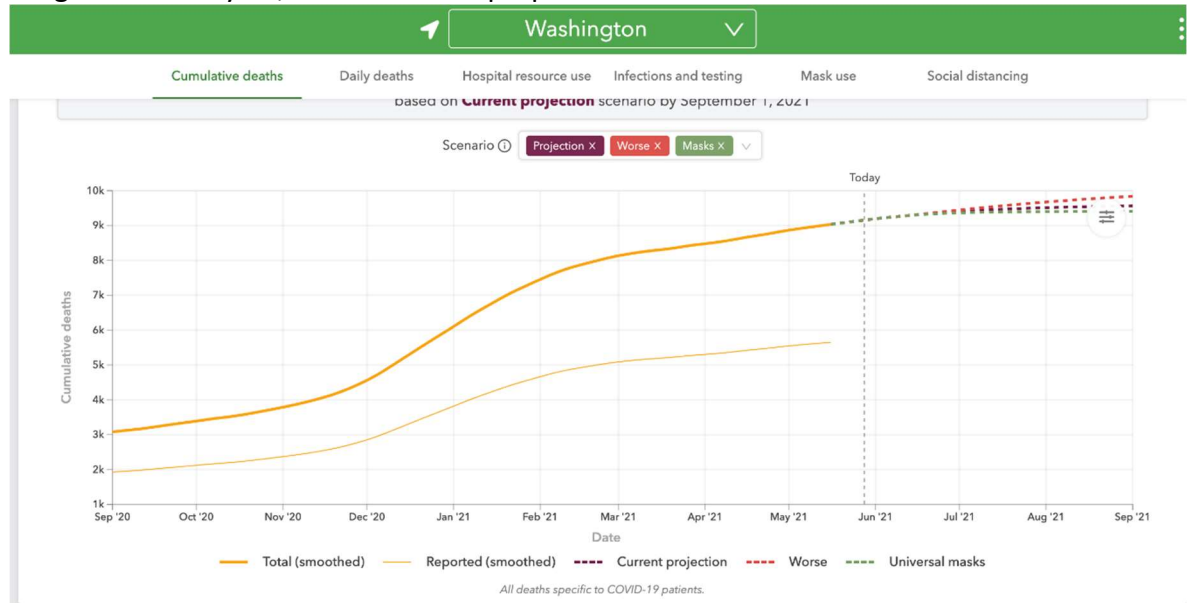
## **MAINTENANCE/TECHNICAL**

- ADA Stairs – We are adding the stairs replacement to the June 15 board meeting agenda.
- Diving Boards – Quentin is working with Aquatic Specialty Services to ascertain when the diving boards will need to be resurfaced. They should be resurfaced every seven years and we are past that, although we did have the closures.
- Sunbelt Controls – We are still waiting for a proposal for the upgrades. I spoke with Andy again today, and he promises me the quote is coming next week.
- Surge Pit Basement Cleaning – Quentin and Emmet are cleaning the bottom of the surge pit room. Beyond some bricks and old pipes that will be disposed of, the room is the cleanest it has been in decades.

- Surplus Process – I am going to add a discussion about a process for moving forward with surplus of items this summer. I want to have a roll-off dumpster on hand in August for our closure to get rid of all items that we deem unsellable and cannot give away.
- Chip Readers – Our IT consultant had some issues converting the credit card readers to chip readers. The card readers were rendered obsolete when CivicRec made an update to their software. We are trying to work with Heartland Payment Systems to update the system.

## IHME UPDATE

I realized that I had not posted a IHME projection for a while. The data supports the governor's timeline to reopen things around July 1<sup>st</sup>, and we will be prepared.



## MEMORIAL DAY

Just a reminder that full-time staff will be off on Monday for Memorial Day. Also just a reminder that Juneteenth is not a recognized holiday until 2022 for holiday leave.

## RESEARCH

- City of Kent might drop lifeguard program due to lack of applicants (Kent Reporter) - <https://www.kentreporter.com/news/city-of-kent-might-drop-lifeguard-program-due-to-lack-of-applicants/>
- Auburn ponders states of its aging public facilities (Auburn Reporter) - <https://www.auburn-reporter.com/news/auburn-ponders-states-of-its-aging-public-facilities/>
- Partnering with Hospitals (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/june/partnering-with-hospitals/>
- 5 Things to Know Before Going to the Pool This Summer (AARP) - <https://www.aarp.org/health/conditions-treatments/info-2021/covid-and-pools.html>
- Do your everyday practices show inadvertent bias? (Aquatics International) - [https://www.aquaticsintl.com/facilities/do-your-everyday-practices-show-inadvertent-bias\\_o](https://www.aquaticsintl.com/facilities/do-your-everyday-practices-show-inadvertent-bias_o)
- 3 Reasons National Lifeguard Shortage (Video/WCNC) - <https://www.wcnc.com/article/news/community/lifeguard-shortage-mecklenburg-county-north-carolina-summer/275-4cc8caf7-eedb-4d71-a79f-4812930fe9ec>

## **Week Ending June 4, 2021**

### **PUBLIC OUTREACH COMMITTEE MEETING**

We met with the public outreach committee on Friday. We mainly discussed the next steps for goals for the committee. We will be meeting in two weeks to go over short, middle, and long-term goals. We also discussed the farmer's market, water safety, advertising and PeachJar.

### **BOARD MEETING AGENDA ITEMS**

Just a reminder that the deadline for adding items to the board meeting is Tuesday, June 15 at 7:00pm. If you have any items to add to the agenda, please email me or the board president, Shane Young on or before Tuesday, June 8. This allows us time to add it to the board packet with supporting information to go out on Thursday, June 10.

### **CAPITAL AND CONTRACTS COMMITTEE MEETING**

We have scheduled a Capital and Contracts Committee meeting on Wednesday, June 9 to discuss a SWOT and next steps.

### **ENGINEER OF RECORD**

I am meeting with the Engineer of Record, today (Friday) at 2:00pm. I will add this to next week's report.

### **STAFFING**

- Lifeguard Instructors (LGIs) – We have three head lifeguards that are taking the LGI instructor courses starting this week. This will allow us to teach more and larger lifeguard trainings.
- Staff Meeting and Skills Check – Next Wednesday there will be an all-staff meeting and they will also perform a skills check.
- Summer In-Service – With Covid-19, kids back from college and other factors, staff will be having a comprehensive in-service June 14-17. They will be utilizing the later afternoon times to accomplish this before we fill them with summer programming and swim teams.

### **MAINTENANCE**

- Cleaning – Quentin will lead Sound Cleaning on a walkthrough on Monday for the August 15 closure week.
- Sunbelt Controls – I approved the upgrades for the remote monitoring software and system. We hope to have the upgrade installed sometime over the next couple of weeks. This helps us better detect changes in the system that may be due to potential breakdowns.
- Chip Reader – I have emailed our two past Heartland representatives and Heartland Payment Systems with no response. I am going to call them later today to try and get a service call coordinated with CMIT. We can still manually enter credit cards, but this will make things more efficient, especially on swim lesson registration days.

### **UPDATED EDUCATION AND SAFETY TRAINING SPECIALIST JOB DESCRIPTION**

The first week we were getting a lot of people that were not qualified for the job and had more of a paraprofessional background, so I made a couple of small tweaks to the description. See link below.

[https://mtrainierpool.com/wp-content/uploads/Education-and-Safety-Training-Lifeguarding-Specialist-JobDescription-05262021-SVD-EditsSnureEdits6\\_3\\_21.pdf](https://mtrainierpool.com/wp-content/uploads/Education-and-Safety-Training-Lifeguarding-Specialist-JobDescription-05262021-SVD-EditsSnureEdits6_3_21.pdf)



## SWIM LESSONS

Swim lessons start on Saturday. All spots for the lessons are filled with people on the waiting lists. Lauryne is also having staff call everyone on the waitlist to ensure they are aware that there were not any new spots left in lessons and when the next lessons and registration dates will be.

## REGISTRATION FOR AFTERNOON PROGRAMS

Registration for the MRP Swim Club and Lifeguard Prep programs starts on Tuesday, June 8 at 4:00pm. An email notification will go out on Monday, June 7 at around 10:00am.

## DROWNING TRAINING

We focus on teaching swim lessons, which is important to prevent drownings, but I think it is also important to discuss the preventative safety issues around water including hypothermia, currents, swift waters, and other issues that could even affect the best swimmers. Below are two articles that discuss this.

- Family petitions for “Zach’s Law” to prevent cold water drownings in Washington (KCPQ13) - <https://www.q13fox.com/news/local-family-petitions-for-zacks-law-to-prevent-cold-water-shock-drownings-in-wa>
- Search Suspended for boy swept to sea in Long Beach Washington - <https://katu.com/news/local/search-suspended-for-boy-swept-to-sea-in-long-beach-washington>
- Man Drowns at Lake Tapps - <https://www.thenewstribune.com/news/local/article251113924.html>
- Florida passes First-of-its-kind swimming bill (Aquatics International) - [https://www.aquaticsintl.com/facilities/florida-passes-first-of-its-kind-swimming-bill\\_o](https://www.aquaticsintl.com/facilities/florida-passes-first-of-its-kind-swimming-bill_o)

## LIFEJACKET LOANER PROGRAM (& OTHER SAFETY INFORMATION)

Another layer of safety, communities offer is a lifejacket loaner program for use outside of the pool. Below is an article that also includes other in the pool safety issues.

- The Crux of the Job: Keeping Patrons Safe (Aquatics International) - [https://www.aquaticsintl.com/lifeguards/the-crux-of-the-job-keeping-patrons-safe\\_o](https://www.aquaticsintl.com/lifeguards/the-crux-of-the-job-keeping-patrons-safe_o)

## PEACHJAR

I placed the PeachJar ads on Saturday. Below are links to each school districts. I posted to 19 schools in the area.

- HSD - <https://share.peachjar.com/flyers/2086311/districts/3000>
  - Sylvester MS (forgot in 1<sup>st</sup> order) - <https://share.peachjar.com/flyers/2086314/districts/3000>
- KSD - <https://share.peachjar.com/flyers/2086315/districts/3012>
- FWSD - <https://share.peachjar.com/flyers/2086313/districts/2981>

## DES MOINES CITY CURRENTS

The newest City Currents magazine is posted on the city’s website. The magazine features our half-page ad on afternoon programming on page 3 and our full-page ad on the back cover.

<https://publications.colibrinw.com/DesMoinesCityCurrents/flipbook/?page=1>

## MRHS SWIM BILLING

Next week, I am sending the billing in for the MRHS boys and girls swim teams' usage of the timing system and scoreboard next week. Overall, they had 13 meets. Note-their contract covers swim practices and meets, but not the equipment.

## RESEARCH

- Giving a voice to LGBTQ+ older adults of color (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/june/giving-a-voice-to-lgbtq-older-adults-of-color/>
- New Braunfels officials seek input about diversity and inclusion efforts (Community Impact) - <https://communityimpact.com/austin/new-braunfels/city-county/2021/06/01/new-braunfels-officials-seek-citizen-input-about-diversity-and-inclusion-efforts/>

City of Kent Cancels Lifeguard Program at Lake Meridian (Kent Reporter) -

<https://www.kentreporter.com/news/city-of-kent-cancels-lifeguard-program-at-lake-meridian/>





# Des Moines Pool Metropolitan Park District

May 25, 2021  
7:00 p.m.  
Remote Online

## MINUTES SPECIAL MEETING

### CALL TO ORDER/ROLL CALL

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

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

**ADOPTION/MODIFICATIONS OF AGENDA** – Adopted unanimously

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** -- None

### PUBLIC COMMENT

The public was asked to submit comments via email for the public portion of the meeting and no comments were received.

### BUSINESS

#### a. Education and Safety Training Specialist Position

District General Manager Deschenes made a presentation on the purpose of hiring an Education and Safety Training Specialist Position. He also presented the current salary matrix and job description. All information is on file.

Parts of the job description were taken from a similar position at the Lynnwood pool. The position is full time with benefits and will start at \$22.14 an hour. The position was budgeted for in the 2021 budget. We will use about half of those funds when the individual is hired to the end of the year. Estimated start date will be end of August.

Commissioner Achziger commented that in the job posting it should be made clear that we are particularly interested in candidates who have a background in diversifying staffs and pool clientele.

The position will be posted in WRPA, ORPA, NRPA, and other hiring venues as early as the end of this week.

With no further discussion Commissioner Kasnick moved to approve the position of Education and Safety Training Specialist; Commissioner Dusenbury 2<sup>nd</sup>. Passed 5-0.

### GENERAL DISCUSSION

President Young extended congratulations to Commissioners Dusenbury and Stender for running unopposed in the November election; and thanked Commissioner Kasnick for his service on the board as he has decided not to run in the upcoming election.

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

**22722 19<sup>th</sup> 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](mailto:linda.ray@desmoinespool.org) if you have questions.

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 5/25/2021**

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:14 p.m.

**UPCOMING MEETINGS**

- June 15, 2021, Regular 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

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Commissioner Dusenbury

\_\_\_\_\_  
Commissioner Kasnick

\_\_\_\_\_  
Commissioner Croom

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Commissioner Achziger

\_\_\_\_\_  
Linda Ray, District Clerk

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# Des Moines Pool Metropolitan Park District

May 18, 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; Aquatics Manager Lauryne Thurmond; Melody Leung and Scott Stemper from Stemper Architects; District General Manager Deschenes and District Clerk Linda Ray,

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

### ADOPTION/MODIFICATIONS OF AGENDA

District General Manager Deschenes stated that item 8a of the meeting packet had not been included when sent to the Board members but was sent with its attachment via email earlier in the day.

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

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

District General Manager Deschenes announced that a number of warrants printed by King County Finance were distributed in April to vendors without account information or routing ID and had to be re-issued. Because the correction was made in May, an adjustment of \$10.9K will appear in next month's reconciliation.

In addition, the DGM reminded the Board that filing for King County elections is due by 4:00 p.m. on Friday, May 21.

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

### CONSENT AGENDA

Commissioner Stender moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in April 2021 totaling \$76,004.93. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 5-0.

### OLD BUSINESS

#### a. Engineer of Record Presentation

District General Manager Deschenes introduced Melody Leung and Scott Stemper from Stemper Architects to the Board. Ms. Leung presented several talking points. She explained that Stemper had read reports back to 2008 on various projects, repairs, and replacements completed at Mt. Rainier Pool. In comparison to other Forward Thrust pools in the area, she expressed that MRP is in better condition than most facilities of the same age. Stemper's goal is to assist with whatever direction the Board decides upon, i.e., to either remain at the present facility and renovate or build a new one at another site. They have ample experience with either option and have actively assisted other pools in the Seattle area.

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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 – 05/18/2021**

Commissioner Stender expressed his views on the size of the population when the pool was constructed in 1975 vs current numbers and how that should influence the direction of the facility.

A discussion ensued regarding what a remodel scope would look like in order to accommodate the type of changes needed to upgrade the facility with a restrictive footprint.

President Young stated that in order to move forward, the Board must discuss and create viable goals for the future of the pool at the next retreat in July.

It was also suggested that discussions be had with user groups and other stakeholders as well as conversations with the other pools in the area to form a regional solution.

**b. Aquatics Manager Report**

Lauryne Thurmond, Aquatics Manager, presented the 2<sup>nd</sup> Quarterly Report to the Board. The presentation is on file.

She summarized the current state of programming and said it is still limited due to COVID guidelines. Swim lessons for both children and adults as well as water exercise attendance is picking up. They will be opening up more space for swim lessons over the summer. It is no longer necessary to have adults in the water with kids. Instructors will be back in the pool at the end of June. During the summer, the pool will hold classes free of charge for kids who want to join a swim team. Also, a lifeguard prep class will be held to demonstrate how to pass the Red Cross pre-test.

Swim team practice began in March. Many of the pool staff have transitioned to shorter hours due to their personal involvement in sports. The staff is presently at 76, but only 30 staff members are actively working.

The boiler was repaired which closed the pool for a day. The pulsar feeder was installed at no cost. Pipe repair was done by Aquatic Specialty Services. The sink at the first aid station was replaced.

The Aquatics Manager then offered a staffing presentation which is on file. She stated that LGI and WSI training requires staff prep time and 40 hours of training. This is currently being done by Aquatics Coordinator Quentin Knox. The Board has requested increased programming which will require hiring on more staff. Her hope is to offer training in-house by a qualified full-time specialist.

The AM has stated in the past that there is a lifeguard shortage nation-wide. During the summer months, many staff members divide their time between MRP and an outside aquatics venue. Some staff members leave MRP entirely and may return in the fall.

The position “Assistant Aquatics Coordinator”, has been modified and renamed Education and Training Specialist, and was budgeted for in 2021. The Aquatics Manager would like to broadcast this opening in the WRPA network as well as in regular job search engines. Her hope is to hire a qualified candidate by August.

President Young suggested that the Board review the new job description and meet at a Special Meeting to discuss. A meeting will be held on Tuesday, May 25<sup>th</sup> at 7:00 pm.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 05/18/2021**

**c. Annual Financial Report**

District General Manager Deschenes reported that some grammatical edits were made to the drafts Annual Financial Report by one of the commissioners and it is now ready for submission. The DGM will file the information with the State Auditor's Office online no later than May 29<sup>th</sup>.

**d. Small and Attractive Assets – Policy 650**

This policy was presented at a previous meeting. After Board members review, there were no further edits. With no discussion, a motion was made by Commissioner Kasnick to approve Policy 560; Commissioner Stender 2<sup>nd</sup>. Passed 5-0.

**NEW BUSINESS**

**a. Emergency Repair (Plumbing)**

DGM Deschenes reported that a pipe in the surge pit was leaking and starting to warp. He authorized the repair at overtime rates during a Sunday to avoid facility closure. This repair cost was \$7,900 and was approved by the Finance Committee.

**GENERAL DISCUSSION**

President Young reiterated to the Board the need to register with King County for the 2021 election.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 8:39 pm.

**UPCOMING MEETINGS**

- May 25, 2021, Special Board Meeting, 7:00 p.m., Location TBD
- June 15, 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

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Commissioner Dusenbury

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Commissioner Kasnick

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Commissioner Stender

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Commissioner Achziger

\_\_\_\_\_  
Linda Ray, District Clerk

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# Des Moines Pool Metropolitan Park District

May 25, 2021  
7:00 p.m.  
Remote Online

## MINUTES SPECIAL MEETING

### CALL TO ORDER/ROLL CALL

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

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

**ADOPTION/MODIFICATIONS OF AGENDA** – Adopted unanimously

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** -- None

### PUBLIC COMMENT

The public was asked to submit comments via email for the public portion of the meeting and no comments were received.

### BUSINESS

#### a. **Education and Safety Training Specialist Position**

District General Manager Deschenes made a presentation on the purpose of hiring an Education and Safety Training Specialist Position. He also presented the current salary matrix and job description. All information is on file.

Parts of the job description were taken from a similar position at the Lynnwood pool. The position is full time with benefits and will start at \$22.14 an hour. The position was budgeted for in the 2021 budget. We will use about half of those funds when the individual is hired to the end of the year. Estimated start date will be end of August.

Commissioner Achziger commented that in the job posting it should be made clear that we are particularly interested in candidates who have a background in diversifying staffs and pool clientele.

The position will be posted in WRPA, ORPA, NRPA, and other hiring venues as early as the end of this week.

With no further discussion Commissioner Kasnick moved to approve the position of Education and Safety Training Specialist; Commissioner Dusenbury 2<sup>nd</sup>. Passed 5-0.

### GENERAL DISCUSSION

President Young extended congratulations to Commissioners Dusenbury and Stender for running unopposed in the November election; and thanked Commissioner Kasnick for his service on the board as he has decided not to run in the upcoming election.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 5/25/2021**

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:14 p.m.

**UPCOMING MEETINGS**

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

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

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Commissioner Young

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Commissioner Dusenbury

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Commissioner Kasnick

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Commissioner Stender

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Commissioner Achziger

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Linda Ray, District Clerk

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## Linda Ray

---

**From:** saoitaudit@sao.wa.gov  
**Sent:** Wednesday, April 14, 2021 1:35 PM  
**To:** Linda Ray  
**Subject:** State Auditor's Office Data Request

Dear Linda Ray,

As part of our commitment to making our audits more effective and efficient, the State Auditor's Office has developed a system that allows our staff quick and easy electronic access to Des Moines Pool Metropolitan Park District's data. We understand that this request may be received during a year the local government is not scheduled to receive an audit however our Office asks that the data still be submitted as this data will be used to plan future audits. To facilitate this process, we ask that you upload a copy of the following files to the Washington State Auditor's Office Secure File Transfer site by **April 30, 2021**:

- Account Transaction Activity.csv
- Utility Account Register.pdf
- Deleted Receipt Report.pdf
- Account List.pdf
- Operator Activity Report.pdf
- Paycheck Activity Report.pdf
- Purchase Card Transactions (procurement cards, credit cards, store accounts, fuel cards).xlsx

Before completing this request, please contact us if you:

- Anticipate changes to financial records after the requested due date.
- Changed software systems.

### Vision Export Instructions

You will need to repeat the process below for each year requested, please submit fiscal year **2018, 2019, 2020** and **2021 year-to-date** data.

### Account Transaction Activity:

1. Open reports in Financials module
2. Click on Reports
3. Select the Account Activity – Rendered for Excel report
4. Enter the following criteria:
  - Fiscal: xxxx (**enter 4 digit year**)
  - Period: select all (after you make this selection, it will refresh the screen) Council Date: select all
  - Account Type: select all
  - Account Status: **All Accounts**
  - Starting Account Number: select the first one from the list
  - Ending Account Number: select the last one from the list
  - Transaction Types: select all
  - System Types: select all
  - Account Number List: select all
  - Vendor Status: select all
5. Click View Report
6. Select Export
7. Select **CSV (Comma Delimited)** from the drop down menu
8. Click the Export button
9. Click Save



10. Enter the filename: **2969\_2020\_Des Moines Pool Metropolitan Park District\_AccountTransaction.csv**
11. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

#### **Paycheck Activity:**

1. Open reports in Payroll module
2. Click on Reports
3. Select the Paycheck Activity Excel report
4. Select the Fiscal year
5. Click View Report
6. Click the export button
7. Select Export method (**pdf**)
8. Enter the filename: **2969\_2020\_Des Moines Pool Metropolitan Park District\_PaycheckActivity.pdf**
9. **Repeat** the above steps to create data files for 2020

#### **Run Utility Account Register:**

1. Open Reports in Utility Billing
2. Leave the Account list Parameter to all
3. Leave the Status to all
4. Select the Fiscal year
5. Select all under the Period Parameter
6. Hit View Report
7. Click the export button
8. Select Export method (**pdf**)
9. Enter the filename: **2969\_2020\_Des Moines Pool Metropolitan Park District\_UtilityAccountRegister.pdf**
10. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

#### **Account List Report:**

1. Open Reports in Utility Billing
2. Select Account List report
3. Hit view report
4. Select ALL for active/inactive accounts
5. Click the export button
6. Select Export method (**pdf**)
7. Enter the filename: **2969\_2020\_Des Moines Pool Metropolitan Park District\_AccountList.pdf**
8. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

#### **Deleted Receipt Report:**

1. Open Reports in Cash Management
2. Select Deleted Receipt report
3. Select Start date 1/1/XXXX
4. Select End date 12/31/XXXX
5. Hit view report
6. Click the export button
7. Select Export method (**pdf**)
8. Enter the filename: **2969\_2020\_Des Moines Pool Metropolitan Park District\_DeletedReceipts.pdf**

9. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

#### **Operator Activity Report:**

1. Open Reports in Cash Management
2. Select Operator Activity report
3. Select Start date 1/1/XXXX
4. Select End date 12/31/XXXX
5. Hit view report
6. Click the export button
7. Select Export method (**pdf**)
8. Enter the filename: **2969\_2020\_Des Moines Pool Metropolitan Park District\_OperatorActivity.pdf**
9. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

#### **Cash Receipting Report:**

1. Open Reports in Cash Management
2. Select Payment Center Activity report with the following parameters
3. Period: Month based request for fiscal year XXXX
4. Deposit Status: Non-deposited Only
5. Payment Center: ALL
6. Operator: ALL
7. Computer: ALL
8. Drawer: ALL (including any online)
9. System Types: Receivables, Utility Billing, Financials
10. Hit view report
11. Click the export button
12. Select Export method (**pdf**)
13. Enter the filename: **2969\_2020\_Des Moines Pool Metropolitan Park District\_CashReceipting.pdf**
14. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

#### **File Transfer**

Shortly after receiving this request, you will get an email from [SAOITAudit@sao.wa.gov](mailto:SAOITAudit@sao.wa.gov) with a link to the Washington State Auditor's Secure File Transfer site. To ensure the utmost security of the data, we recommend that you combine the individual data files into a zip file and password-protect it before uploading, then communicate the password to us in a separate email. If you have an alternative data transfer method that you prefer, please let us know.

#### **Data Security**

The Office of the Washington State Auditor (SAO) represents and warrants that:

1. Its collection, access, use, storage, disposal and disclosure of Confidential Information does and will comply with all applicable federal, state and data protection laws, as well as all other applicable regulations and directives;
2. It implements administrative, physical and technical safeguards to protect Confidential Information that are no less rigorous than accepted industry practices, including the current State of Washington Office of the Chief Information Officer (OCIO) IT Security Standards (OCIO 141.10) relating to Securing Information Technology Assets Standards, and shall ensure that all such safeguards, including the manner in which Confidential Information is collected, accessed, used, stored, processed, disposed of and disclosed, comply with applicable data protection and privacy laws; and

The SAO agrees:

1. To avoid, where possible, including information considered confidential in work papers;
2. That in cases where inclusion of personal information is unavoidable, the SAO will follow its policy on confidentiality, consistent with applicable federal and state requirements;
3. To maintain the confidentiality of personal information in accordance with the law; and
4. That all Confidential Information shall be encrypted in transmission from SAO to the receiving party and when retransmitted to parties authorized to receive such information.

**Contact Information**

For questions regarding generating reports, please contact Vision Municipal Solutions at [support@visionms.net](mailto:support@visionms.net).

For questions pertaining to an audit, please contact Team South King County at (253) 372-6250.

Please feel free to contact me if you have any questions involving this data request or if additional time will be required to complete the request.

Sincerely,

**Benjamin Fleming**

Team IT Audit

Washington State Auditor's Office

[saoitaudit@sao.wa.gov](mailto:saoitaudit@sao.wa.gov)



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/12/2021

Total Amount: \$1,656.77

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20210506114801.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: <u>Scott Deschenes</u>	<u>5/6/2021</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u>	<u>5/6/2021</u>
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\_20210506114801.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			17038	05/01/2021	\$90.00	DISTRICT JANITORIAL - MAY 2021
CENTRAL WELDING SUPPLY			RN04212431	04/30/2021	\$70.06	750 LB BEVCARB
GRAINGER			9861828698	04/07/2021	\$214.54	JANITORIAL SUPPLIES
GRAINGER			9878462994	04/22/2021	\$1,030.93	JANITORIAL SUPPLIES
GRAINGER			9861828706	04/07/2021	\$24.55	JANITORIAL SUPPLIES
MIANNA BEHRENS			20210506MB31	05/06/2021	\$226.69	PAYROLL PE 4/25/2021



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/26/2021

Total Amount: \$6,640.31

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20210524124525.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:

5/24/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

5/24/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

## SUBMIT SIGNED DOCUMENT TO:

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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\_20210524124525.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			26725338	05/12/2021	\$62.88	COPIERS CONTRACT CHG - MAY 2021
DEPARTMENT OF RETIREMENT SYSTEMS			DRS1_052021	05/20/2021	\$1,239.72	DEF COMP LTHURMOND,QKNOX,SDESCHENES
JOE DUSENBURY			20210520JD08	05/20/2021	\$117.81	COMMISSIONER SUBSIDY - APR 2021
LINDA RAY			20210513LR_Reimb	05/13/2021	\$55.00	REIMBURSEMENT FOR POSTAGE STAMPS
MACDONALD-MILLER FACILITY SOLUTIONS			SVC204753	05/12/2021	\$590.69	BOILER REPAIR, SVC CALL ID 210507-0016
RECOLOGY			30504736	04/30/2021	\$379.32	GARBAGE/RECYCLE UTILITIY - APR 2021
SEATTLE KING CTY DEPT OF PUBLIC HEALTH			FA0010617_2021	05/12/2021	\$633.00	ANNUAL PERMIT RENEWAL - 2021
SHANE STENDER			20210520SS77	05/20/2021	\$471.22	COMMISSIONER SUBSIDY - APR 2021
SHANE YOUNG			20210520SY10	05/20/2021	\$117.82	COMMISSIONER SUBSIDY - APR 2021
US BANK			20200510USB	05/10/2021	\$2,957.55	BKCARD STATEMENT
WILLA RODDY			27298800	05/19/2021	\$15.30	REFUND FOR 10-VISIT WATER AEROBICS CLASSES



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/05/2021

Total Amount: \$6,993.02

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20210429113715.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:

4/29/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

4/29/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

## SUBMIT SIGNED DOCUMENT TO:

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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\_20210429113715.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			20210	04/29/2021	\$2,277.00	PULSAR FEED SYS UPGRADE
AQUATIC SPECIALTY SERVICES			20405	04/20/2021	\$427.49	MONTHLY SVC CONTRACT - APR 2021
CENTRAL WELDING SUPPLY			CG96322	04/20/2021	\$184.78	CARB DIOX BULK
DEPARTMENT OF RETIREMENT SYSTEMS			DRS02_042021	04/29/2021	\$1,811.98	DEFERRED COMP - L THURMAN, S DESCHENES, Q KNOX
DEPARTMENT OF RETIREMENT SYSTEMS (OASI)`			1444709	03/22/2021	\$25.00	ANNUAL DUES OASI - 2021
EMPLOYMENT SECURITY DEPARTMENT			32791_20210601	04/21/2021	\$593.03	1ST Q 2021 EMP SECURITY
HIGHLINE WATER DISTRICT			20210422HWD	04/22/2021	\$426.57	WATER UTILITY - 3/22 TO 4/22/2021
MACDONALD-MILLER FACILITY SOLUTIONS			SVC203467	04/22/2021	\$480.04	SHOWERS REPAIR - SVC CALL ID 210408-0073
MIDWAY SEWER DISTRICT			20210425MSD	04/25/2021	\$217.72	SEWER UTILITY - 2/25 TO 4/25/2021
NORTHWEST LANDSCAPING SERVICES			CD50137996	05/01/2021	\$549.41	MRP LANDSCAPE SVC - MAY 20221



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/19/2021

Total Amount: \$10,020.78

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20210512125119.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:

5/12/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

5/12/2021

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\_20210512125119.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG97079	05/09/2021	\$160.31	CARB DIOX BULK
CMIT SOLUTIONS EASTSIDE			9292	04/30/2021	\$1,321.00	IT SUPPORT - APRIL 2021
CMIT SOLUTIONS EASTSIDE			9341	04/30/2021	\$103.13	TASK TICKET T20210405.0054
CMIT SOLUTIONS EASTSIDE			9281	04/30/2021	\$468.28	HARDWARE SALES - SONICWAVE 231C
COMCAST			20210508CB_DMP	05/08/2021	\$189.08	TELEPHONE/INTERNET - 5/18 TO 6/17
COPIERS NORTHWEST			2299073	05/07/2021	\$51.72	COPIERS LEASE
MOUNTAIN MIST			4104562	05/11/2021	\$11.76	WATER DELIVERY_MRP
MOUNTAIN MIST			4100232	05/07/2021	\$56.35	COFFEE EQUIP LEASE
PUGET SOUND ENERGY			20210420PSE	04/21/2021	\$6,188.96	ELECTRIC/GAS UTILITY - 3/19 TO 4/20/21
RECOLOGY			3479693	03/31/2021	\$752.69	GARBAGE/RECYCLE UTILITY - MAR 2021
ZEN 22015, LLC			20210501ZEN	05/11/2021	\$717.50	DISTRICT RENT - MAY 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 May 13, 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 5/10/2021	170950010			24219		00000	25,567.44
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							<b>Total</b>	\$25,567.44

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

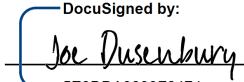
Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## 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 5/6/2021  
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

## 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 May 24, 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 5/25/2021	170950010			24219		00000	25,904.74
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							<b>Total</b>	\$25,904.74

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

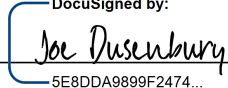
Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## 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 5/20/2021  
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:** District GM      **Meeting Date:** 6/15/2021

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

**Subject:** Transition/Re-Opening Update

**Background/Summary:**

The report is to inform the board on the progress of the District with COVID-19 protocols and with the current change in management.

**Fiscal Impact:** Not known at this time.

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

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

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

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

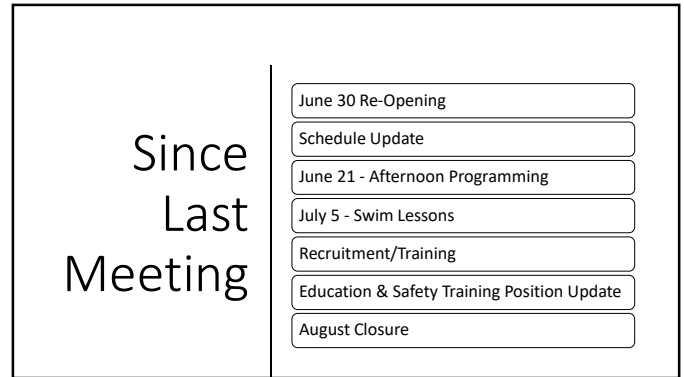
**Follow-up Needed:**      **Yes**             **No**             **Reporting Back Date:**       

**Notes:** Attachments:

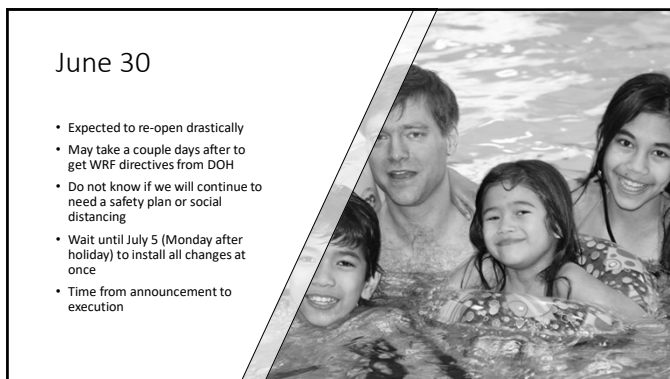
- Transition/Re-Opening Presentation
- Colibri Full-page Ad



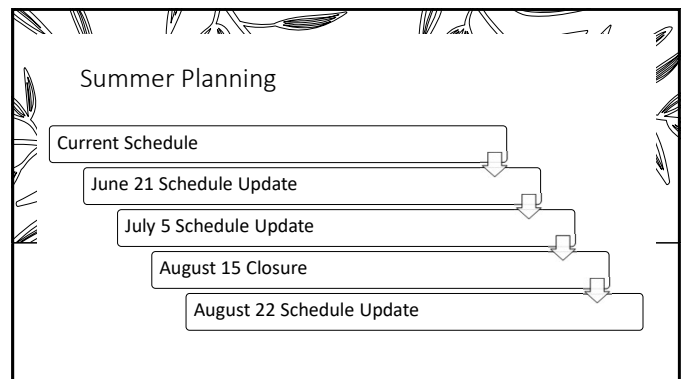
1



2




3



4

June 21  
Update



**GET YOUR KIDS IN THE POOL THIS SUMMER!**  
FREE programming opportunities with scholarships available.

**MRP SWIM CLUB**  
Want to get the kids swimming this summer but cannot commit to a swim team? This program features endurance training for 40 mins and concentration for working on specific water strokes for 15 mins. This hour is specifically geared towards kids who want to be introduced to what a swim team is like, work on their swim strokes and build endurance. No prior knowledge necessary, all are welcome!  
Days of Week: Monday, Wednesday and Friday  
Times: 2-3pm  
Dates: 6/21-6/25, No 3/5  
Fees: Free to First 20 participants (Donations to scholarship program welcome)  
Ages: 9-13

**LIFEGUARD PREP**  
Do you want to be a lifeguard, but need help getting ready? This program is specifically geared towards helping individuals pass the Red Cross Lifeguard exam and become a lifeguard in a fun and supportive environment. We will focus on endurance and skills, teaching and ensuring our next group of lifeguards for the pool. No prior knowledge necessary, all are welcome!  
Days of Week: Monday, Wednesday and Friday  
Times: 2-3pm  
Dates: 6/21-6/25, No 3/5  
Fees: Free to First 20 participants (Donations to scholarship program welcome)  
Ages: 16-18

Registration for both programs begins June 8 at 4:00pm.  
Swim lesson and other pool info available at [www.mtrainerpool.com](http://www.mtrainerpool.com).

22722 - 19th Ave S • Des Moines • 206-824-4722  
OPERATED BY THE DES MOINES POOL, METROPOLITAN PARK DISTRICT

5

July 5th


- After June 30 – ~~State Directives~~ Update
- Add morning swim lessons
  - More Offerings
  - Up to 5/Class (Normal)
- Open showering and locker rooms
- Other changes depend on directives & staffing




6

## Recruitment/ Training

- Week of June 14-17
  - New Lifeguard Class
  - In-Services & New Staff Training
- Three staff in LGIT classes
- Utilize school swim times
- Get staff trained on changes for July 5



7



## Education and Safety Training Specialist Job Opening

- Information published in:
  - Indeed
  - Craigslist
  - NRPA Job Board
  - WRPA Job Board
  - WebSite
  - Social Media
  - Facebook and Twitter
- Closes on June 22

8



## August Closure

**ATTENTION  
POOL IS  
CLOSED**

- Week of August 15
  - After Summer Swim Lessons & Before MRHS Swim Team
- Potential Items
  - Deep Cleaning
  - Check Lighting - Ballast or Bulb?
  - Parking Lot Gates
  - Surplus of Items
  - Roll-off dumpster
  - Plumbing Repairs
  - Diving Board Resurfacing
  - ADA Stairs Installation

9

June 15 Board Meeting

Questions

10



# MOUNT RAINIER POOL SUMMER PROGRAMMING

*Great Opportunities For You  
And Your Family!*

## JULY SCHEDULE UPDATE *Starts July 5*

Below is the summer schedule for 2021. Schedule is subject to change due to Covid-19. To receive schedule updates when they occur, sign up for email notifications at [www.mtrainierpool.com](http://www.mtrainierpool.com).

### LAP SWIMMING

No appointments required. Must swim during sessions listed below. Must be 13 and older or swimming with a parent.

#### Mon, Wed, & Fri:

5:30-6:30am  
6:45-7:45am  
8:00-9:00am\*\*\*  
9:15-10:15am\*\*\*\*  
10:30-11:30am\*\*\*\*  
Noon-1:00pm

#### Tues & Thurs:

5:30-6:30am  
6:45-7:45am  
8:00-9:00am\*\*\*  
9:15-10:15am\*\*\*\*  
10:30-11:30am\*\*\*\*  
Noon-1:00pm  
6:05-7:05pm  
7:15-8:15pm

#### Sat:

11:15am-12:15pm  
12:30-1:30pm

#### Sun:

Closed

### WATER WALKING

No appointments required. Only available during sessions below. Social distancing of six feet required.

#### Mon, Wed, & Fri:

5:30-6:30am  
6:45-7:45am  
8:00-9:00am  
9:15-10:15am\*\*\*\*  
10:30-11:30am\*\*\*\*  
Noon-1:00pm

#### Tues & Thurs:

5:30-6:30am  
6:45-7:45am  
9:15-10:15am\*\*\*\*  
10:30-11:30am\*\*\*\*  
Noon-1:00pm

#### Sat:

11:15am-12:15pm  
12:30-1:30pm

#### Sun:

Closed

### WATER EXERCISE

No appointments required. Limit 12 participants per class.

#### Mon-Fri:

8:00-9:00am\*\*

#### Tues & Thurs:

7:00-8:00pm

### FAMILY SWIMS

Starting on June 21. All ages. Social distancing required.

#### Tues & Thurs:

1:00-3:00pm

Water Walking is allowed in Lap Lanes during Water Exercise Classes. \*\*Water Exercise on Monday, Wednesday and Friday, 8:00-9:00am. Insurance (Tivity, ASH Networks accepted). \*\*\*Special: For those still concerned with COVID-19, one-swimmer per lane. \*\*\*\*Weekdays, 9:15-10:15am and 10:30-11:30am Lap Swimming Limited to 3 lanes and water walking to 2 participants.

### FREE YOUTH PROGRAMS

- Days: Monday, Wednesday and Friday
- Dates: 6/21-8/13, No 7/5
- MRP Swim Club 1-2pm (Age 9-13)
- Lifeguarding Prep 2-3pm (Age 14-18)
- See half-page ad on page 3 for more information.

### SUMMER SCHOLARSHIP PRE-APPROVAL EVENT

**Tuesday, June 22, 1:00-6:00pm**

This event allows families to come out and get pre-approved on the same day for scholarships! Please fill out all paperwork and have documentation prepared. For paperwork visit [www.mtrainierpool.com](http://www.mtrainierpool.com).



### SCHOLARSHIPS

Scholarships are available for up to 90% off. Visit website for more information.

### SWIM LESSONS

Our American Red Cross Learn-to-Swim program is designed to help participants of all ages and ability levels become safe and proficient in the water.

Swim lessons at the Mount Rainier Pool:

- Are FUN!
- Are tailored to teach essential water safety skills and logical swim skill progression.
- Include opportunities to practice skills learned outside of class time with practice cards.
- Swim lessons are available in group, private, and semi-private formats.

### INSURANCE MEMBERSHIPS

We accept healthcare memberships including Active and Fit, Prime, Silver and Fit and SilverSneakers. For more information call us at (206) 824-4722.



### SWIM LESSON SUMMER SCHEDULE

For fees, registration dates and sessions visit website for more information.

#### Saturday, 8-11am

Class Dates: June 5-July 31 (no class July 3)  
Current Student Registration opens May 22, 9am  
New Student Registration opens May 25, 4pm

#### Monday-Thursday, 9-11am

Class Dates: July 5-15  
Current Student Registration opens June 29, 4pm  
New Student Registration opens June 29, 4pm

#### Class Dates: July 19-29

Current Student Registration opens July 13, 4pm  
New Student Registration opens July 15, 4pm

#### Class Dates: August 2-12

Current Student Registration opens July 27, 4pm  
New Student Registration opens July 29, 4pm



*Get your kids back in the pool!*

- Free Afternoon Community Programs
- Family Swims Are Back!
- Expanded Scholarship Program
- American Red Cross Swim Lessons

[www.MtRainierPool.com](http://www.MtRainierPool.com)

#### Office Hours

Mon-Fri, 5:30am-8pm  
Saturday, 8am-3pm



@MTRAINIERPOOL

**22722 19th Ave S • Des Moines • 206-824-4722**

OPERATED BY THE DES MOINES POOL METROPOLITAN PARK DISTRICT



## KEEP COOL at the POOL

We've got programs for kids  
of all ages this summer.  
Check us out at  
[www.MtRainierPool.com](http://www.MtRainierPool.com)



SCAN  
ME

MOUNT RAINIER POOL, DES MOINES POOL METROPOLITAN PARK DISTRICT  
22722 19th Ave S, Des Moines WA 98198  
206.824.4722 | [info@mtrainierpool.com](mailto:info@mtrainierpool.com)



@MTRAINIERPOOL

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7b      **Assigned to:** District GM      **Meeting Date:** 6/15/2021

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

**Subject:** King County Youth Amateur Sports Grant

**Background/Summary:**

I was notified from King County Parks that Councilmember Dave Upthegrove had earmarked \$5,000 for programming. The turnaround on the grant was tight, so I applied it towards the afternoon programming for MRP Swim Club and the Lifeguard Prep course.

Attached is the program information and materials submitted for the grant.

**Fiscal Impact:** \$5,000 towards programming to help underserved communities utilize the pool.

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

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

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

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

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

**Notes:** Attachments:

- Colibri Afternoon, Half-Page Ad
- Grant information submitted



# GET YOUR KIDS IN THE POOL THIS SUMMER!

**FREE programming opportunities with scholarships available.**

## **MRP SWIM CLUB**

Want to get the kids swimming this summer, but cannot commit to a swim team? This program features endurance training for 45 mins and games/stations for working on specific swim strokes the last 15 mins. This hour is specifically geared towards kids who want to be introduced to what a swim team is like, work on their swim strokes and build endurance. No prior knowledge necessary, all are welcome!

**Days of Week: Monday, Wednesday and Friday**

**Times: 1-2pm**

**Dates: 6/21-8/13, No 7/5**

**Fees: Free to First 20 participants (Donations to scholarship program welcome)**

**Ages: 9-13**

## **LIFEGUARD PREP**

Do you want to lifeguard, but need help getting ready? This program is specifically geared towards helping individuals pass the Red Cross Lifeguard class test and become a lifeguard in a fun and supportive environment. We will focus on endurance and skills, teaching and preparing our next group of lifeguards for the pool. No prior knowledge necessary, all are welcome!

**Days of Week: Monday, Wednesday and Friday**

**Times: 2-3pm**

**Dates: 6/21-8/13, No 7/5**

**Fees: Free to First 20 participants (Donations to scholarship program welcome)**

**Ages: 14-18**

**Registration for both programs begins June 8 at 4:00pm.**

**Swim lesson and other pool info available at [www.mtrainierpool.com](http://www.mtrainierpool.com).**



@MTRAINIERPOOL

**22722 - 19<sup>th</sup> Ave S • Des Moines • 206-824-4722**

OPERATED BY THE DES MOINES POOL METROPOLITAN PARK DISTRICT

**Des Moines Pool Metropolitan Park District**Mailing Address: 22722 19<sup>th</sup> Avenue South, Des Moines WA 98198

Physical Address: 22015 Marine View Drive South, Des Moines, WA 98198

**INVOICE**

DATE: JUNE 7, 2021

**TO:**

INVOICE #YASG.062021

Department of Natural Resources and Parks  
Attn: Butch Lovelace & Minerva Humphrie  
Parks & Recreation Division KSC-NR-0700  
201 South Jackson Street, Suite 700  
Seattle, WA 98104

DESCRIPTION	HOURS	RATE	AMOUNT
2021 Youth & Amateur Sports Grant for Mt. Rainier Swim Club and Lifeguard Prep Courses  Thank you!			\$5,000.00
TOTAL			\$5,000.00

Make checks payable to Des Moines Pool Metropolitan Park District

Phone: 206-429-3858





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

March 31, 2021

Department of Natural Resources and Parks  
Attn: Butch Lovelace & Minerva Humphrie  
Parks & Recreation Division KSC-NR-0700  
201 South Jackson Street, Suite 700  
Seattle, WA 98104

Dear Mr. Lovelace and Ms. Humphrie:

Thank you for the opportunity this grant will afford our community! Two of our district's main goals are to ensure everyone has access to swimming and to reduce any barriers that may hold people back from participating. We developed two programs to accomplish this: MRP (Mount Rainier Pool) Swim Club and Lifeguard Prep.

First, the MRP Swim Club (ages 9-13) was developed to offer residents that cannot afford to participate in programming past our swim lessons. Swim lessons are mostly offered from the age of six months to twelve years old with most youth completing swim lessons at the age of nine. For middle-class and upper class families, they can participate on competitive swim teams, which can cost thousands of dollars per family member. These clubs require tryouts and some offer scholarships for families with multiple children and excellent swimmers that add to their team's success. There are also local private pools who run less competitive swim teams, but many require memberships to their clubs. Our goal is to provide a "recreational" opportunity for swimmers that are from our community and may not have the financial needs to participate. Beyond the financial all practices and meets will be held at our pool, so members will not need to worry about transportation. Finally, our goal is to grow this program in the future to give children of our area the opportunity to continue to participate each summer. Organized swimming beyond the age of swim lessons should be for everyone and help build community including non-traditional families.

Second, the Lifeguard Prep (ages 14-18) course was designed to solve an issue that we have with recruiting lifeguards. The district has taken steps to

reduce barriers to lifeguarding certifications including covering the costs of training, offering more trainings in-house (transportation) and offering to work with participants that cannot pass the physical requirements for the position. The physical requirements are important to ensure the lifeguard does not put themselves or others at risk. Even though we offer the optional one-on-one training time many youth turn down this opportunity and get work elsewhere. This limits our ability to offer more community programming including swim lessons, open hours and other opportunities. Our goal with this program is to offer the physical training in a fun non-threatening environment. We hope this program will draw more people from our local community including many who lack the opportunities to afford competitive swimming. If we can accomplish this we hope to attract, train and retain youth that reflect our community. This should help us offer more equitable programming.

All-in-all, both programs should be great fitness opportunities for youth in our community and social opportunities for families that have limited opportunities due to Covid-19. The program is offered on Monday, Wednesday and Friday, June 21 – August 13 from 1-3pm (MRP Swim Club 1-2pm and Lifeguard Prep from 2-3pm). Due to Covid-19, each program will be limited to 20 swimmers to start with. Additional swimmers may be added if health directives lessen.

By providing this grant you are helping us to offer this program for free.

Thank you,

*Scott Deschenes*

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



# **BUDGET**

<b>MRP SWIM CLUB (AGES 9-13)</b>			
STAFFING			
Position	Rate	# Needed	Total
Lifeguard	\$14.75	2	\$29.50
Swim Instructors	15.75	2	\$31.50
TOTAL STAFFING			\$61.00
LOST POOL REVENUE (DISPLACED RENTALS)		# of Hours	
Full Pool Rental	\$ 90.00	\$ 1.00	\$ 90.00
TOTAL PER DAY (FOR MRP SWIM CLUB)			\$151.00

<b>LIFEGUARD PREP COURSE (AGES 14-18)</b>			
STAFFING			
Position	Rate	# Needed	Total
Lifeguard	\$14.75	2	\$29.50
Swim Instructors	15.75	2	\$31.50
TOTAL STAFFING			\$61.00
LOST POOL REVENUE (DISPLACED RENTALS)		# of Hours	
Full Pool Rental	\$ 90.00	\$ 1.00	\$ 90.00
TOTAL PER DAY (FOR LIFEGUARD PREP)			\$151.00

TOTAL PER DAY FOR BOTH PROGRAMS			\$302.00
---------------------------------	--	--	----------

<b>TOTAL FOR ALL PROGRAMS</b>	Daily Expenses	Number of Days	Total Expenses
Daily Total	\$302.00	23	\$6,946.00

*\*This budget does not include overhead, materials or equipment.*

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8a      **Assigned to:** District GM      **Meeting Date:** 6/15/2021

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

**Subject:** ADA Stairs Replacement

#### Background/Summary:

In 2019, the District budgeted \$5,000 to replace the ADA Stairs for entry to the pool. Beyond being a good service to the community, it is required by law. In 2019, it was determined by past aquatics staff that the stairs were in good condition. Current staff feels the stairs should be replaced soon. Although the pool stairs were budgeted at \$5,000. The price for the stairs runs around \$5,500 before tax and shipping.

There may also be need to anchor the steps into another area of the deck and for the old holes to be refilled. This is due to the original company going out of business.

The reason for selecting Aqua Trek is they are a leader in the industry and have a lifetime warranty on the frame.

Note – Per Policy 520 Procurement, decisions that are not an emergency and over \$5,000 should go to the board.

The money is budgeted under maintenance services, non-contracted 001-000-000-576-21-48-00.

Staff is recommending the board approve the replacement of the ADA stairs.

**Fiscal Impact:** Not to exceed (NTE) \$10,000 for product, platform, potential sides, tax and shipping and handling.

**Proposed Motion:** I move to approve in purchasing the ADA Stairs and Platform with an NTE (not to exceed) of \$10,000.

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

<b>Two Touch Rule:</b>	<u>Not held yet</u>	<b>Committee Review</b> <b>First Board Meeting (Informational)</b> <b>Second Board Meeting (Action)</b>
	<u>6/15/2021</u>	
	<u>N/A</u>	

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

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

**Notes:** Attachments:  
- ADA Stairs Product Sheets



Path: [Shop](#) > [Aquatic Accessibility and Equipment](#) > [ADA Compliant - Ladders / Stairs](#) > **Aqua Step ADA 24", 5 step**

## Aqua Step ADA 24", 5 step

Item #: 81-470 Price: **\$5,598.45**

Ship Qty: 1 EACH Catalog Page: [224](#)

Ship Weight: 140 lbs. PC # HTO-35-8518

Options:

Qty:

[Add to Cart](#)

**AQUA STEP ADA 24", 5 STEP** — Features: 24" wide stairs, shielded tread's, extended handrails and 600 lb. weight capacity. Includes: deck anchors and bolts. **Limited lifetime warranty on frame.** **Meets the new ADAAG Guidelines.**



[view larger image](#)

**Representation of product. Size may vary.**



Lincoln Aquatics  
Ph. (800) 223-5450 / Fax (888) 680-2825  
[CustomerService@lincolnaquatics.com](mailto:CustomerService@lincolnaquatics.com)

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Path: [Shop](#) > [Aquatic Accessibility and Equipment](#) > [ADA Compliant - Ladders / Stairs](#) > **Aqua Step Custom Platform**

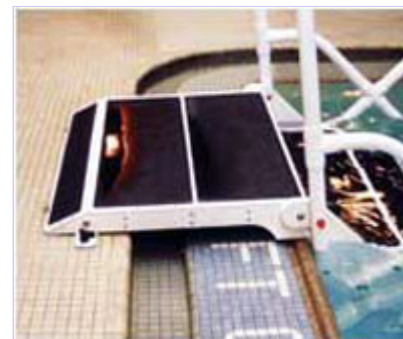
## Aqua Step Custom Platform

Item #: 81-190 Price: **Inquire**  
Ship Qty: 1 EACH Catalog Page: [224](#)  
Ship Weight: not available PC # HTO-35-8508

Qty:

[Add to Cart](#)

### AQUA STEP CUSTOM PLAFORM



[view larger image](#)

**Representation of product. Size may vary. Sold separately.**



Lincoln Aquatics  
Ph. (800) 223-5450 / Fax (888) 680-2825  
[CustomerService@lincolnaquatics.com](mailto:CustomerService@lincolnaquatics.com)

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Path: Shop > Aquatic Accessibility and Equipment > ADA Compliant - Ladders / Stairs > **Aqua Step repl. safety side guard, 4-5 step, each**

## Aqua Step repl. safety side guard, 4-5 step, each

Item #: 81-195 Price: **\$506.75**  
Ship Qty: 1 EACH Catalog Page: [224](#)  
Ship Weight: 10 lbs. PC # HTO-35-8552

Qty:

[Add to Cart](#)

**AQUA STEP REPLACEMENT SAFETY SIDE GUARD, EACH — 4-5-step** - Optional Safety Side Guards prevent swimming under the stair. Installs and removes easily.



[view larger image](#)

**Representation of product. Size may vary.**



Lincoln Aquatics  
Ph. (800) 223-5450 / Fax (888) 680-2825  
[CustomerService@lincolnaquatics.com](mailto:CustomerService@lincolnaquatics.com)

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## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8b      **Assigned to:** District GM      **Meeting Date:** 6/15/2021

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

**Subject:** Parking Lot Gate Project

#### Background/Summary:

In 2019, the District received a grant from WCIA (Washington Cities Insurance Authority) for \$3,910.20 to cover a portion of the costs for gates to control access to the Mount Rainier Pool's parking lot.

The reasoning for the gates is the district suffers from loitering since the parking lot is one of the largest that is not locked at night. Staff have reported finding items in the parking lot, trash and other evidence of loitering and other illegal behaviors. Staff has also reported suspicious vehicles that have been at the pool, when they are opening around 5:00am.

The gate installation became delayed during Covid-19. During this time, we also had permitting issues that have been resolved. The main issue now is the higher costs of vactoring and filling the holes with concrete than originally budgeted.

This is an introductory item to let the board be aware that at the July meeting, we will put together a proposal to be presented at the July 20 board meeting. The goal is to try to have the proposal ready by our August 15 closure week to not affect usage of the pool.

**Fiscal Impact:** To be determined.

**Proposed Motion:** No motion. Introductory item

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

<b>Two Touch Rule:</b>	<u>Not held yet</u>	<b>Committee Review</b>
	<u>6/15/2021</u>	<b>First Board Meeting (Informational)</b>
	<u>7/20/2021</u>	<b>Second Board Meeting (Action)</b>

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

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

#### Notes: Attachments:

- WCIA Risk Management Grant
- Overhead Image of Project
- Vactoring Estimate

# Washington Cities Insurance Authority

## Risk Reduction Mitigation Grant Application 2020

Submittal Date: March 2, 2020 Estimated Start Date: 06/01/2020  
Member: Des Moines Pool M.P.D. Estimated Completion Date: 07/01/2020  
Delegate: Eric Kasnick, B.O.C. Amount Requested: \$3,910.20  
Person Submitting Application: Scott Deschenes District G.M.  
Name Title  
Contact Phone: (253) 245-3810 Contact Email: scott.deschenes@desmoine:  
Project Name and/or Description: Operation Secure Lot: Secure Parking Lot afterhours with gate.

### Mitigation Grants:

1. Please specify the risk you wish to mitigate with the risk reduction dollars under this grant. Priority will be given to those projects that mitigate high risk/claim incidents in the member's risk profile.

The gate would diminish afterhours usage in our parking lot. Staff find alcohol, drug paraphernalia and other items when they open the facility. There are also suspicious vehicles that stay overnight in our parking lot. Even that we have cut back trees and shrubbery for better vision from the street, there are still blind spot around the back of the building that can be accessed by vehicle.

2. How will the grant funds be used to mitigate the risk you identified above? Please describe the project.

We would purchase a gate that would be shut at 15-30 minutes after close and re-opened 30-minutes before we open each day. This would keep the lot unavailable and not allow cars to pull around the back of the facility or in other spots that are difficult to monitor from the street.

3. What impact do you anticipate this mitigation will have on reducing loss exposure to your agency/city/town (Please specify if it will address any issues or possible exposures related to your annual audit or loss/run reports)?

The gate will eliminate staff and patrons to potentially harmful diseases such as Hepatitis C or HIV that could be passed through an exposed syringe. It also helps with safety of our staff and early morning patrons by ensuring that no one loiters after hours in our facility when both parties show up around 5:00am.

4. Describe any matching funds or in-kind labor/services contributions.

We will use our general fund to match any granted money. It will help our board better support money being spent on a security gate that is matched by a grant.

Signatures below indicate approval and acceptance of WCIA Grant Funding for the intended purpose stated in the application.

_____ Delegate Signature	Eric Kasnick, Board Delegate _____ Delegate Printed Name	03/02/20 _____ Date
_____ Authorizing Authority Signature	Scott Deschenes, District G.M. _____ Authorizing Authority Printed Name (City Manager/Mayor/City or Town Administrator)	03/02/20 _____ Date

For examples of funded projects, go to: <http://www.wciapool.org/services/RiskManagement>.



← N

Google

OPTION #1  
(GATES)

25'

23'

30'

30'

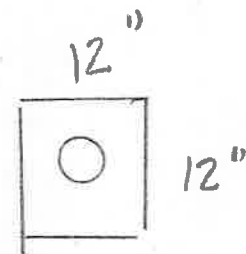
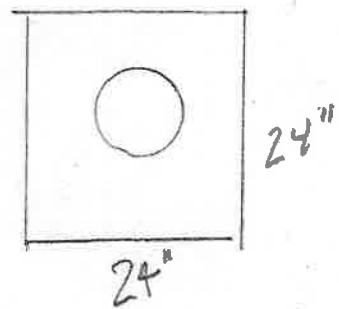
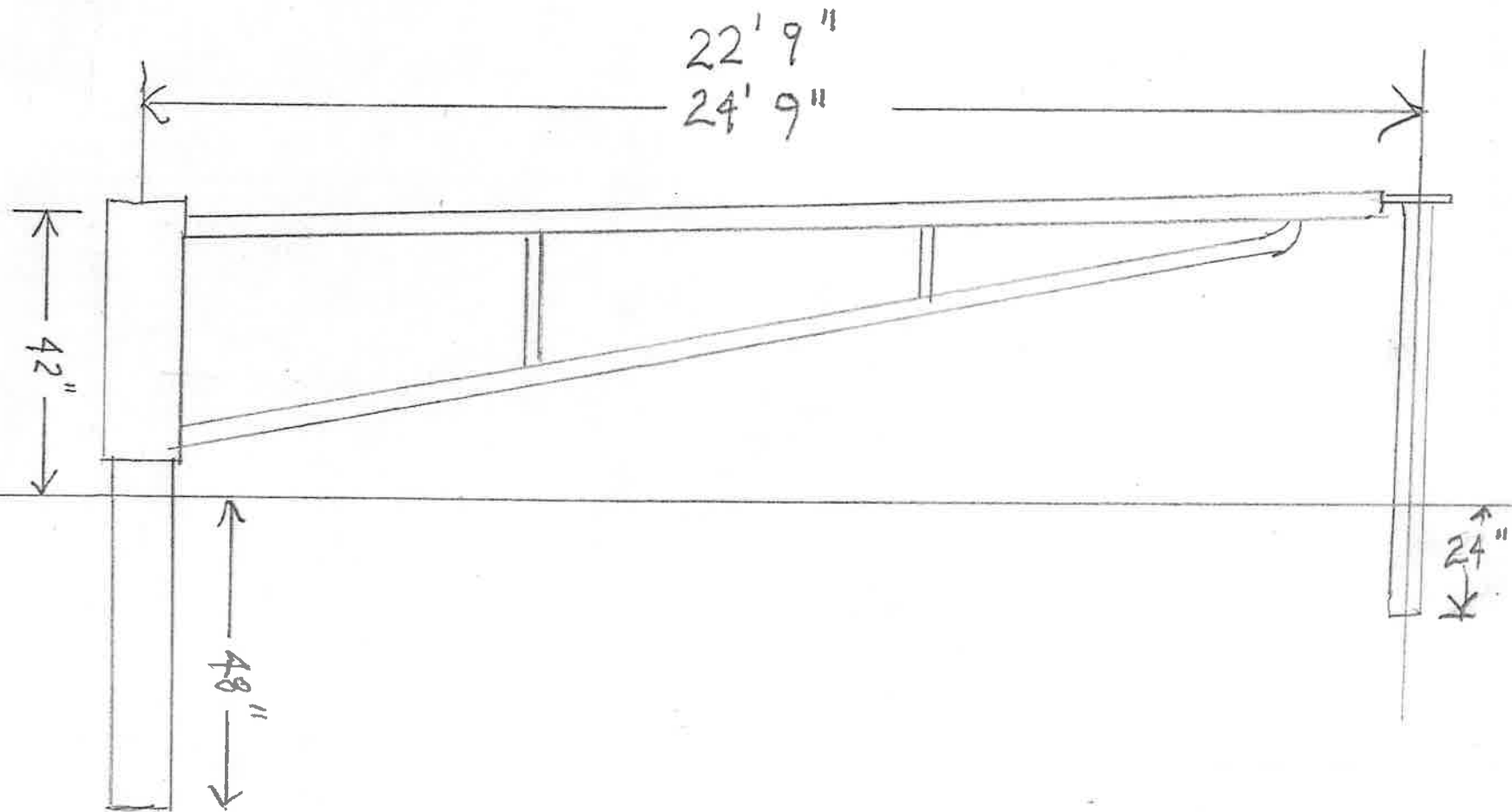
19th Ave S

19th Ave S

Map







Whitefab  
22803 86th Ave. S.  
Kent, WA 98031

Estimate

Date	Estimate #
2/25/2020	1561

Name / Address
Des Moines Pool Metropolitan District Mt. Ranier Pool Scott Deschnenes

			Project
Description	Qty	Cost	Total
galvanized swing gate with 4 resting posts (option 1)	2	3,551.50	7,103.00T
Seattle sales tax		10.10%	717.40
		<b>Total</b>	\$7,820.40

Customer Signature \_\_\_\_\_



**MCDONOUGH & SONS, INC.**  
 27218 SE KENT KANGLEY RD  
 PO BOX 461  
 RAVENSDALE, WA 98051

Fax (425) 432-3155

# Proposal & Contract

DATE	ESTIMATE
9/9/2020	FG 07-8572

Billing Name / Address:
City of Des Moines 21650 11th Ave S Des Moines WA 98198-6317

Ship To
Mt. Rainier Pool 22722 19th Avenue South, Des Moines, WA 98198

We hereby propose to furnish the materials and perform the labor necessary for the completion of parking lot maintenance.  
 Service would be performed in the following areas.

## DESCRIPTION

Vector service includes the following:  
 (2 technicians and two-way travel)

Scope of work to be done:  
 Using an Industrial Vector Truck to hydro excavate 6 holes, – 2' x 2' x 4' deep; the other for the 4 resting post holes – 1' x 1' x 2' deep).

Per sketches that was provided by Scott Romano.

The project will be done in two trips:

Prevailing wage/ labor \$4,792.00

Disposal fee estimated at 7 yards at \$966.00  
 Additional yards to be charged at \$138.00 per yard

Total \$5,758.00 plus tax

## Additional information:

Customer will provide water and the materials will be disposed off-site.  
 City of Des Moines will do the asphalt saw cutting and removal before we can perform the work.  
 Additional charges may apply for any extra repairs behind the scope of work with customer signed approval only.

We offer pressure washing, vector services, garage deep cleaning services and construction cleanup.

## Additional information pertaining to this proposal:

Payment Terms: All Billings are due within 10 days of receipt of invoice.  
 Overdue accounts will accrue interest of 1.5% per month.  
 Customer will be responsible for all cost of collection including reasonable attorney fees.

All applicable sales tax will be added to invoice.  
 Proposal does not include sales tax unless otherwise stated.  
 Fuel Surcharges may be added.

\*All quotations assume on-site disposal. Off site disposal will be charged at \$40.00 per yard.  
 Extra leaf or sand clean up must be requested by customer only. Clean up is \$101.75 per hour with a 2 hour minimum.

## Acceptance of proposal:

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.  
 30 day termination notice required for cancellation of service.

Authorization  
 Signature: \_\_\_\_\_

Acceptance  
 Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
 To be returned with acceptance.

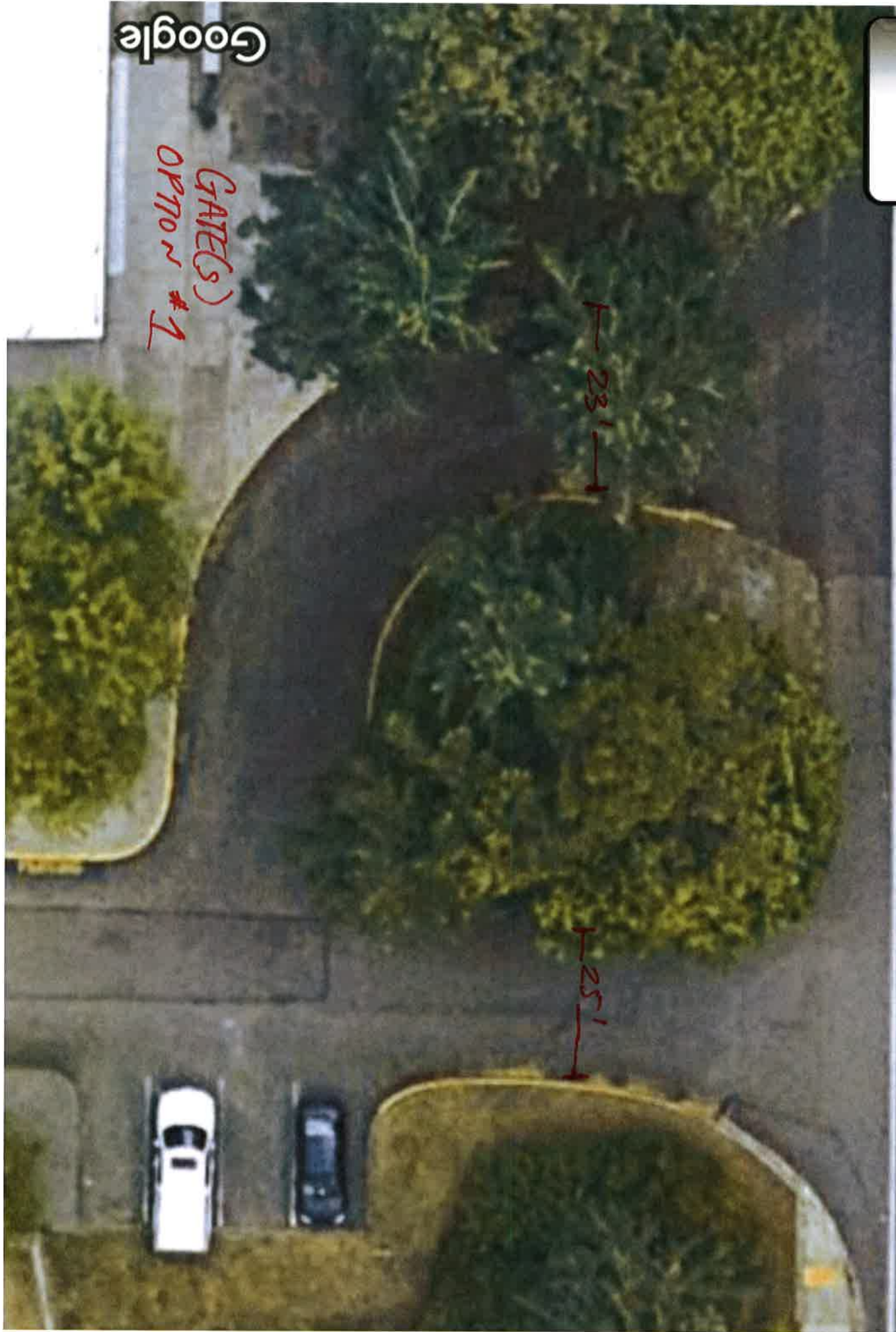
19th Ave S

19th Ave S

(GATE(S))  
OPTION #1

23'

25'





## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8c      **Assigned to:** District GM      **Meeting Date:** 6/15/2021

**Under:** New Business      **Attachment:** No

**Subject:** July Retreat Scheduling and Topics

#### Background/Summary:

At previous meetings, the board has discussed the need to move forward on topics at the next retreat. It also has been suggested the board should narrow their list of topics to ensure there are good conversations about the topic. Below is a sample of topics.

- Engineer of Record – Next Steps (Questions)
- Future of Mt. Rainier Pool
- Goals
- HSD Lease

The board also discussed having the meeting in-person. The discussion will also cover planning of the in-person meeting.

**Fiscal Impact:** To be determined.

**Proposed Motion:** No motion necessary. Only need to direct the district staff to schedule meeting.

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

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>6/15/2021</u>	<b>First Board Meeting (Informational)</b>
	<u>N/A</u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:** None.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8d      **Assigned to:** District GM      **Meeting Date:** 6/15/2021

**Under:** New Business      **Attachment:** No

**Subject:** Surplus (and Inventory) Process

**Background/Summary:**

The District General Manager will make a presentation on the process for inventory and surplus of items this summer in anticipation of the August 15 closure week.

**Fiscal Impact:** To be determined.

**Proposed Motion:** No motion necessary. First touch. Informational only!

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

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>6/15/2021</u>	<b>First Board Meeting (Informational)</b>
	<u>7/20/2021</u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:** Attachment:

- Surplus Presentation

Links (Linked from Mt. Rainier Pool Governance Page):

- [555 – Capital Assets \(Updated April 20, 2021\)](#)

- [560 – Small and Attractive Assets](#)

## Tracking & Surplus Property Process

June 15, 2021  
Regular Board Meeting

1

## Process

- Policies, Oversight & Target Dates
- Situation
- Target
- Process
- Questions

2

## Policies, Oversight & Target Dates

- Policies: 550 Capital Assets & 560 Small and Attractive Assets
- Suggested Oversight: District Clerk (or Capital & Contracts)
- Shoot for Closure Week: August 15

[illegible]

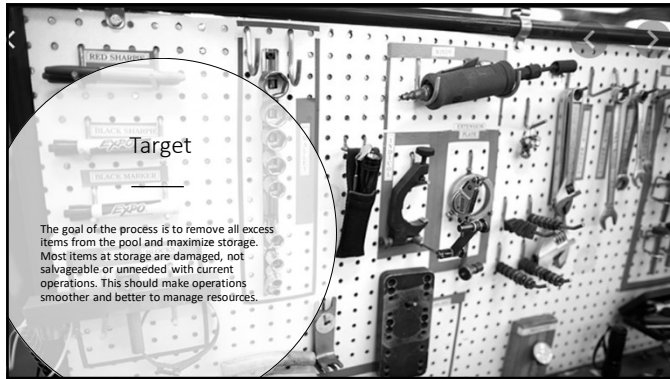
3

## Situation

The district has accumulated excess items including junk at the MRP facility and external storage. The district has removed many items from equipment and mechanical rooms to meet OSHA standards to reduce dangers. The storage unit has too many items that make it difficult to maneuver.

*Note- Old picture from start of operations.*

4



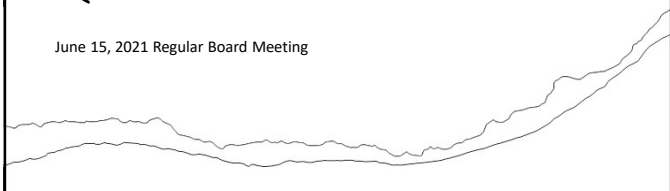
5

Process	<p>Go through all items.</p> <ul style="list-style-type: none"> <li>• Inventory all items to keep (flag for Capital or Small and Attractive Assets)</li> <li>• Red Tag all items that meet minimum requirements.               <ul style="list-style-type: none"> <li>• Prioritize for sell, donate, disposal or other.</li> </ul> </li> <li>• Throw away items that do not meet minimum threshold that are "trash".</li> <li>• Recycle what can be recycled (boxes, plastics, etc.)</li> </ul>
	<p>Bring lists to July 20 meeting.</p> <ul style="list-style-type: none"> <li>• New inventory list for facility</li> <li>• Surplus items (must have unanimous passing)</li> <li>• Process for selling and donating items</li> </ul>

6

Process (Continued)	<p>July 20 – (around) August 14</p> <ul style="list-style-type: none"> <li>• Sell, donate or other – surplus items</li> </ul>
	<p>August 15 Closure</p> <ul style="list-style-type: none"> <li>• Use rollaway dumpster(s) to remove items</li> <li>• Recycle items that can be recycled</li> <li>• Organize storage (time permitting)</li> </ul>
	<p>Follow-up</p> <ul style="list-style-type: none"> <li>• Report to board at future meeting on results</li> <li>• Suggestions for improvement of process</li> <li>• Inventory items bi-annually to meet SAO requirements</li> </ul>

7

<h2>Questions</h2> <p>June 15, 2021 Regular Board Meeting</p> 
--

8