



Des Moines Pool Metropolitan Park District

August 17, 2021
7:00 p.m.
Regular Meeting

District meetings are also held remotely. If you wish to listen in, please do so at 1-866-899-4679 access code 908-967-029. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Linda Ray at linda.ray@desmoinespool.org or call us at (206) 429-3852.

AGENDA

- 7:00 1. CALL TO ORDER ROLL CALL
- 7:03 2. PLEDGE OF ALLEGIANCE
- 7:06 3. ADOPTION/MODIFICATIONS OF AGENDA
4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS
- 7:12 5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)
- Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, August 17th. 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
 - July 6, 2021, Retreat Meeting
 - July 20, 2021, Regular Meeting
 - d. CORRESPONDENCE
 - None
 - e. BANK TRANSFERS (MRP REVENUE)
 - \$22,757.04 was received in the month of July 2021
 - f. VOUCHER APPROVAL
 - \$81,222.15 was processed in July 2021 for warrant requests
 - g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)
 - \$61,545.91 was processed in July 2021 for payroll

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

To enhance our community's quality of life by providing access to and promoting participation in aquatics programs

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Linda Ray, District Clerk, 206.429.3852.

7. OLD BUSINESS

- 7:25 a. Engineer of Record Decision from Board
- 7:35 b. Q2 Aquatics Manager Report
- 8:05 c. Q2 Finance Report
- 8:25 d. Closure Update
- 8:35 e. Future Board Meeting Locations

8. NEW BUSINESS

- 8:45 a. Budget Retreat
- 8:55 b. Emergency Plumbing Repair

UPCOMING MEETINGS

- September Retreat, Date and Location TBD
- September 21, 2021, Regular Board Meeting, 7:00 p.m., Location TBD

ADJOURNMENT

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

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g Assigned to: Clerk of the Board Meeting Date: August 17, 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 July 2021: Total **\$81,222.15**

Admin Expenditures = \$18,660.38 Ops Expenditures = \$61,438.02 Capital Expenditures = \$1,123.75

Revenue July 2021: Total **\$32,951.21**

Property Taxes & Interest = \$5,194.09 Misc Revenue = \$5,000.00 MRP Revenue = \$22,757.04

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- July 06, 2021, Retreat Meeting Minutes
- July 20, 2021, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$18,499.41** were approved for payment

- \$3,080.36 was processed on July 7, 2021
- \$4,107.04 was processed on July 14, 2021
- \$11,312.01 was processed on July 21, 2021

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$61,545.91** were processed for payment

- \$31,921.98 was approved for payroll on July 8, 2021
- \$29,623.93 was approved for payroll on July 22, 2021

A total of **\$80,045.32** was processed in June 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 July 2021 totaling **\$80,045.32**.

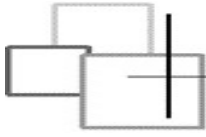
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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 JULY EXPENDITURES

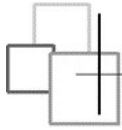
Beginning Monthly Balance = \$1,445,439.81

Ending Monthly Balance = \$1,397,365.01

Category/ Acct #	Reference	Jul 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$572.22	\$10,046.25	\$12,800.00	2,753.75	78%
001-000-000-576-20-10-01	District Manager - Wage	\$6,276.91	\$43,724.35	\$98,365.00	54,640.65	44%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,793.79	\$13,071.59	\$28,119.00	15,047.41	46%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,738.38	\$31,861.01	\$74,876.88	43,015.87	43%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,668.76	\$31,194.22	\$57,500.00	26,305.78	54%
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	\$10,693.27	\$94,096.60	\$197,600.00	103,503.40	48%
001-000-000-576-21-30-02	Instructors	\$11,504.16	\$50,455.54	\$41,600.00	(8,855.54)	121%
001-000-000-576-21-32-02	Head Lifeguards	\$6,970.93	\$21,298.22	\$35,092.51	13,794.29	61%
001-000-000-576-20-21-19	Payroll Taxes	\$2,051.54	\$19,392.48	\$40,424.80	21,032.32	43%
001-000-000-576-21-42-05		\$5,738.46	\$63,792.68	\$135,335.20	71,542.52	47%
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	\$199.22	\$771.30	\$13,461.13	12,689.83	6%
	Total Salaries & Wages	\$54,207.64	\$379,704.24	\$785,492.50	\$405,788.26	48%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$875.35	\$10,508.11	\$10,239.30	(268.81)	103%
001-000-000-576-21-22-30		\$875.36	\$9,416.23	\$34,279.40		
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$931.50	\$2,000.00	1,068.50	47%
	Total Personal Benefits	\$1,885.71	\$20,855.84	\$46,518.70	\$799.69	45%
Grants						
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)	\$0.00	\$0.00	\$3,910.20	3,910.20	0%
001-000-000-337-20-00-01	King County Youth Athletic Sports	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
	Total Grants	\$0.00	\$0.00	\$13,910.20	\$13,910.20	\$0.00
Office Supplies						
001-000-000-576-20-31-00	Office Supplies	\$0.00	\$132.94	\$575.00	442.06	23%
001-000-000-576-21-35-03		\$27.81	\$1,158.35	\$1,925.00	766.65	60%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$1,455.50	\$1,455.50	\$2,000.00	544.50	73%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$1,259.24	\$4,000.00	2,740.76	31%
	Total Office Supplies	\$1,483.31	\$4,006.03	\$8,500.00	4,493.97	47%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$441.99	\$3,120.00	2,678.01	14%
001-000-000-576-21-35-02	Janitorial Supplies	\$0.00	\$3,193.86	\$5,200.00	2,006.14	61%
	Total Maintenance & Repair Supplies	\$0.00	\$3,635.85	\$8,320.00	4,684.15	44%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$178.86	\$228.86	\$500.00	271.14	46%
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$3,305.37	\$25,000.00	21,694.63	13%
001-000-000-576-21-35-15	Special Pool Events	\$232.94	\$712.41	\$1,000.00	287.59	71%
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)	\$25.05	\$818.90	\$1,000.00	181.10	82%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$289.16	\$3,000.00	2,710.84	10%
	Total Pool Supplies	\$436.85	\$5,354.70	\$30,800.00	25,445.30	17%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PProbes (ER&R)	\$0.00	\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$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	\$0.00	\$2,277.00	\$5,000.00	2,723.00	46%

Category/ Acct #	Reference	Jul 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Total Pool Equipment		\$0.00	\$3,592.45	\$17,100.00	13,507.55	0%
Professional Svcs - Front Offc						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,200.00	\$7,537.50	\$14,000.00	6,462.50	54%
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)	\$0.00	\$9,697.16	\$22,500.00	12,802.84	43%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$93.51	\$549.62	\$2,625.00	2,075.38	21%
001-000-000-576-21-49-10		\$93.52	\$613.97	\$2,625.00	2,011.03	23%
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)	\$46.30	\$362.76	\$1,500.00	1,137.24	24%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$7,280.89	\$10,022.39	\$7,700.00	(2,322.39)	130%
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)	\$91.03	\$360.51	\$2,000.00	1,639.49	18%
Total Prof Services-Front Offc		\$8,805.25	\$31,543.91	\$79,095.00	47,551.09	40%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$630.00	\$1,500.00	870.00	42%
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)	\$179.38	\$2,411.76	\$2,000.00	(411.76)	121%
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	\$3,845.87	\$7,069.92	3,224.05	54%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,782.74	\$19,130.96	\$20,924.30	1,793.34	91%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$456.51	\$3,590.51	\$3,120.00	(470.51)	115%
001-000-000-576-21-47-05	Sewer Contingency	\$0.00	\$0.00	\$4,092.00	4,092.00	0%
Total Prof Services-Maintenance		\$6,058.04	\$29,609.10	\$46,138.22	16,529.12	12%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$1,353.00	\$21,358.47	\$150,000.00	128,641.53	14%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$64.94	\$2,000.00	1,935.06	3%
Total Repairs & Maintenance		\$1,353.00	\$21,423.41	\$152,000.00	\$130,576.59	14%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$195.00	\$971.50	\$3,000.00	2,028.50	32%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$104.59	\$637.03	\$2,000.00	1,362.97	32%
001-000-000-576-21-42-01		\$104.60	\$1,036.27	\$2,000.00	963.73	52%
001-000-000-576-20-42-00	Postage & Mailing	\$0.00	\$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)	\$0.00	\$1,389.66	\$3,750.00	2,360.34	37%
001-000-000-576-21-42-20		\$0.00	\$1,551.11	\$3,750.00	2,198.89	41%
001-000-000-576-21-42-21	Cell Phone (Google Fi)	\$131.07	\$131.07	\$750.00	618.93	17%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$7.60	\$139.68	\$260.00	120.32	54%
001-000-000-576-21-42-30		\$25.43	\$124.53	\$260.00	135.47	48%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$472.00	\$873.60	401.60	54%
Total Communications		\$627.29	\$6,965.95	\$17,643.60	10,677.65	39%
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)	\$270.00	\$1,470.00	\$2,600.00	1,130.00	57%
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	\$1,140.00	\$1,560.00	420.00	73%
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	\$0.00	\$260.00	\$2,000.00	1,740.00	13%
Total Training & Travel		\$270.00	\$2,610.00	\$15,880.00	13,010.00	16%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$1,766.51	\$7,674.12	\$16,000.00	8,325.88	48%
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	\$54.49	\$259.22	\$500.00	240.78	52%
Total Advertising		\$1,821.00	\$7,933.34	\$23,141.44	15,208.10	34%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$1,435.00	\$5,022.50	\$13,000.00	7,977.50	39%

Category/ Acct #	Reference	Jul 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$2,200.00	\$3,600.00	1,400.00	61%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$308.28	\$2,600.00	2,291.72	12%
	Total Rentals & Leases	\$1,710.00	\$7,530.78	\$19,200.00	11,669.22	39%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$0.00	\$43,945.03	\$78,000.00	34,054.97	56%
001-000-000-576-21-47-02	Water (Highline)	\$0.00	\$3,342.33	\$9,360.00	6,017.67	36%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$1,132.01	\$5,000.00	3,867.99	23%
001-000-000-576-21-47-04	Sewer (Midway)	\$424.44	\$1,471.56	\$4,092.00	2,620.44	36%
	Total Utilities	\$424.44	\$49,890.93	\$96,452.00	46,561.07	52%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
	Total Insurance	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships	\$796.50	\$2,642.05	\$19,661.00	17,018.95	13%
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	\$53.56	\$4,598.57	\$1,040.00	(3,558.57)	442%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$1,459.13	\$1,560.00	100.87	94%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$34.31	\$1,139.42	\$4,000.00	2,860.58	28%
001-000-000-576-20-51-50	Background checks	\$131.50	\$305.50	\$1,820.00	1,514.50	17%
	Total Miscellaneous	\$1,015.87	\$10,144.67	\$28,581.00	1,417.38	35%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$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)	\$0.00	\$1,042.00	\$1,000.00	(42.00)	104%
	Total Intergov Services	\$0.00	\$1,069.39	\$8,000.00	6,930.61	13%
COVID-19						
001-000-000-576-20-31-00	Office Supplies		\$26.41		(26.41)	0%
001-000-000-576-20-43-00	Training/Conferences		\$0.00		0.00	0%
001-000-000-576-21-31-01	Custodial		\$0.00		0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies		\$1,591.83		(1,591.83)	0%
001-000-000-576-21-43-06	First Aid Supplies		\$1,970.76		(1,970.76)	0%
001-000-000-576-21-49-01	Lifeguard Supplies		\$32.92		(32.92)	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies		\$214.23		(214.23)	0%
	Total COVID-19	\$0.00	\$3,836.15	\$0.00	(3,809.74)	0%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$1,123.75	\$8,800.00	\$25,000.00	16,200.00	35%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$1,123.75	\$8,800.00	\$102,000.00	\$93,200.00	
*Reserve starting balance \$214,079.00						
	TOTAL ADMINISTRATION	\$18,660.38	\$169,844.25	\$340,493.14	170,648.89	50%
	TOTAL OPERATIONS	\$61,438.02	\$442,966.08	\$1,057,369.32	614,403.24	42%
	TOTAL CAPITAL	\$1,123.75	\$8,800.00	\$102,000.00	93,200.00	9%
		\$81,222.15	\$621,610.33	\$1,499,862.46	\$878,252.13	100.40%



2021 JULY REVENUE

Account #	Reference	Jul 2021	YTD	Balance	2021 Budget	Budget Balance
General Fund Taxes						
001-000000-311-11-00-00	Property Taxes	\$4,266.70	\$544,000.65		\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.08	\$0.08		\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$2,977.55		\$0.00	\$0.00
	Total General Fund	\$4,266.78	\$546,978.28		\$0.00	\$0.00
Charges for Goods and Services						
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00		\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$25,000.00		\$25,000.00	\$0.00
Miscellaneous Revenues						
001-000-000-361-11-00-00	Investment Interest	\$927.39	\$5,248.59		\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$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 *	\$5,000.00	\$15,117.46		\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$3,476.00	\$10,399.62		\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$19,281.04	\$49,204.01		\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$458.00		\$0.00	\$0.00
	Total Revenue	\$28,684.43	\$81,027.68		\$0.00	\$0.00
Capital Projects/Reserve						
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$245,000.00		\$175,000.00	\$245,000.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00		\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$245,000.00		\$175,000.00	\$245,000.00
	Grand Total Revenue	\$32,951.21	\$898,005.96		\$200,000.00	-\$70,000.00

* Misc Revenue= \$5,000 KCYAS Grant

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, August 11, 2021
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: July 15, 2021 to August 6, 2021 District General Manager Report

Week Ending July 15, 2020

BOARD MEETING

Just a reminder that our board meeting is Tuesday, July 20 at 7pm. If you have any trouble with the packet or logging on, give me a call. Updates will be made at the meeting. Linda emailed the packet out on Thursday.

<https://mtrainierpool.com/wp-content/uploads/20210720-Regular-Meeting-Packet-1.pdf>

SWIM LESSONS

Registration for swim lessons that start on July 19 are close to full. These lessons are Monday through Thursday through July 29. Thursday, July 15 was the registration date for new students, so registration is still in progress. Lauryne will do what she can to accommodate as many people as possible.

OPEN SWIMS

On Saturday July 10, we ran our first Open Swim, which was a \$1.00 event. We had around 70 swimmers. Our next swim is this Saturday at 1pm. We are expecting another decent crowd. Other family and open swims throughout the week have been picking up.

FALL SCHEDULING

We have started planning for the Fall Schedule. We have reached out to HSD to get more detailed information. Once we have this set, we will contact the private swim and dive teams.

SKILLS CHECK

Lauryne led a skills check with most of the head lifeguards on Wednesday. She trains the head lifeguards to train the other staff. Below is a picture of the training.



ENGINEER OF RECORD

I pushed the Engineer of Record scope to August 17. Their staff was on vacation, and the timeline was too tight. I have pushed this to August.

SURPLUS UPDATE

Quentin and I made a trip to storage. Quentin and the staff have done a great job of cleaning up the storage and back areas. We are working next week to put a work team together to start the process and hopefully be completed by mid-August. The back areas have started to look the way they should.



LIGHTING

Joe put me in touch with Peter with Wood Harbinger. We are working at getting the lights replaced in the pool, plus exploring the pricing of what it would cost to convert the egg lights to LEDs with the same foot candles (DOH requirement).

SUNBELT CONTROLS

I am working with Sunbelt Controls to get them out here as soon as possible to update the Air Handling Unit (HVAC) for the pool. We will discuss this at the meeting.

AQUATIC SPECIALTY SERVICES

Lauryne is working with Aquatic Specialty Services to smooth out the chemical feed. All chemicals are within proper ranges, but she is trying to get it more towards the middle, in case there are issues with it trending either more basic or acidic. This will help us more wiggle room when it comes to the chemicals trending in either direction before needing to close the pool.

SHOWERS

Quentin is working with MacMiller to get the showers in the women's locker room repaired.

AAA PEST

Linda has scheduled AAA Pest to come out and do some spraying for hornets, ants and beetles on Friday.

AQUATIC SPECIALIST RECRUITMENT

We are continuing to have no qualified applicants for the position. The position is open until next week.

UPDATED STAFF PICTURE



RESEARCH

- Normandy Park City Manager's Report – Civic Center Update (Np Blog) - <https://www.normandyparkblog.com/2021/07/10/normandy-park-city-managers-report-for-week-ending-july-9-2021/>
- River Ridge Elementary to Open on Kent's West Hill (Kent Reporter) - <https://www.kentreporter.com/news/river-ridge-elementary-to-open-this-fall-on-kents-west-hill/>
- Overview of 2021 Non-Personnel Related Bills (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/July-2021/Overview-of-2021-Non-Personnel-Related-Bills.aspx>
- After Recent Deadly Lakes and River Accidents King County Officials Ramp Up Water Safety Guidance (Seattle Times) - <https://www.seattletimes.com/seattle-news/after-recent-deadly-lake-and-river-accidents-king-county-officials-ramp-up-water-safety-guidance/>
- What are some of government's best innovation practices (Governing) see list - <https://www.governing.com/nw/what-are-some-of-governments-best-innovation-practices>
- Give (CoDM) Parks Feedback at National Night Out (Waterland Blog) - <https://waterlandblog.com/2021/07/15/give-parks-feedback-at-national-night-out-at-midway-park-on-tuesday-aug-3/>

Week Ending July 23, 2021

BOARD MEETING FOLLOWUP

- Phone System Update – We are working with CMIT to implement the new phone system. They are building the infrastructure with numbers and emails and awaiting the next steps.
- Family & Open Swim Promotion – I put out an ad on Facebook, Twitter and Google Business. I will put it out to the Waterland Blog next week.
- Private Swim Changes Implementation – We are working at finalizing the process to implement with staff. This will take a little time to ensure we have a strong process communicated.
- Upcoming Retreat – The retreat is scheduled for Tuesday, August 3rd at 7:30pm (special time). It will be online and Linda sent each of you a link. I met with the Engineer of Record on Thursday to

discuss the retreat and getting the information they need to move forward and give to board to decide.

- Photo Op – We will start coordinating this next week and will provide more information in the next report.

AQUATIC SPECIALIST

Staff interviewed a strong potential applicant this week. We will let you know more information when we have it.

AFTERNOON PROGRAMS POOL PARTY

We are trying to build community with our afternoon programming. We will be holding a final two-hour pool party on Friday, August 13 from 1 to 3pm. The party will have the water walk and open swim. We will also have a pizza pool party. We will let you know more when we have planned more details.

FALL SCHEDULE PLANNING

We met on Tuesday and Thursday to get the Fall schedule together. We will start working on implementation and putting information out to the public in August (after the closure). We still need to meet with HSD and then SMAC to finalize the schedule. The schedule is built around maximizing swim lessons. We will be updating the website starting next week to include this information.

HIGHLINE SCHOOL DISTRICT MEETING

On Thursday Lauryne and I met with the HSD Athletic Director to finalize the fall schedule and set the meets. They will be using the pool Monday-Friday, 3:30-5:30pm and Saturday, 7:30-8:30am. This will cause us to move SMAC back one hour to 8:30-11am. They also are going to reserve the scoreboard again, and stated they are sending the payment for last year in August. The school district has a new coach and they have reached out to Lauryne to work on the timing system for meets. Below are the meets.

- Girls Swim and Dive Meets: September 7, September 21, September 28, October 7 and October 12.
- Boys Swim and Dive Meets: December 9, January 6, January 11 and January 18.

SMAC

Lauryne sent out the proposed schedule to SMAC. We balanced the high school's requested time with our increase in swim lessons. Lauryne is in the process of working with them on finalizing it.

- Get Wet Program – SMAC will also be providing a swim clinic in August. I will add more information to a future report when things are finalized.

UPCOMING CLOSURE

We are preparing for the closure that will be August 15-21. Staff is working on the projects below and others.

- Deep Cleaning – Linda has organized sound cleaning to come out and deep clean the facility including the ducts which control air quality. We will also need to rent a lift for them to use.
- ADA Stairs Replacement – We are trying to work with Aquatic Specialty Services to get the stairs installed. If they do not work, we will order it directly.
- Lighting Replacement – We have three bulbs that we will need to replace during the closure. We will be using the lift that we secured for duct cleaning.
- Plumbing Repairs – Aquatic Specialty Services is scheduled to be out the week of August 15 to complete some minor plumbing repairs.
- JACE/Software Replacement – We are trying to have this equipment replaced this week, but we are waiting to see when Sunbelt receives the parts.

MAINTENANCE

- Acid Feeder – Quentin is working with Aquatic Specialty Services to alleviate an ongoing issue we have with the new acid feeder that is clogging.

RESEARCH

- NYC Hit by Lifeguard Shortage Canceling Swim Classes & Teams (NY Post) - <https://nypost.com/2021/06/26/nyc-hit-by-lifeguard-shortage-canceling-swim-classes-teams/>
- The Fight to Swim (Aquatics International) - https://www.aquaticsintl.com/facilities/the-fight-to-swim_o
- New Report Reveals that Parks and Recreation Advances Health Equity (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/august/new-report-reveals-that-parks-and-recreation-advances-health-equity/>
- Are We Building People or Just Running Programs (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/august/are-we-building-people-or-just-running-programs/>
- Legislative Changes in 2021 for Subcontracting (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/July-2021/2021-Legislation-for-Public-Works-Contracting.aspx>

The Delta Variant and Kids: Parents Questions on School Masks Answered (Seattle Times) - <https://www.seattletimes.com/subscribe/signup-offers/?pw=redirect&subsource=paywall&return=https://www.seattletimes.com/nation-world/nation/the-delta-variant-and-kids-parents-questions-on-school-masks-answered/>

Week Ending July 30, 2021

BOARD RETREAT

Just a reminder that our board retreat is scheduled for Tuesday, August 3rd at 7:30pm. Linda sent out the meeting request last week and I sent out the questions that we will go over on Thursday, July 29.

NEW SPECIALIST

Lauryne hired a new specialist to be added to the aquatic's management team at the pool. Esperanza "Nickol" Carroll has an extensive background in aquatics with the YMCA. Her first day of work will be August 5th. Lauryne is currently working on preparing onboarding and training for her.

SWIM LESSONS

Weekday swim lessons filled up quickly again. Lauryne was able to add another instructor so we will be able to serve more people this session. This will be the final weekday session of the summer.

Saturday swim lessons, new student registration will take place this Saturday, July 31. We will update you about this in next week's report.

PRIVATE SWIM LESSONS

We are finalizing our private swim lesson system getting it ready to contact people. We have agreed on an internal process and are finalizing setting up the new CivicRec Interest List with prompted questions and POS/Activity numbers for the one, five and ten pass options.

From our last email notification, we received another ten people interest in the Interest List. I was told that each of those people were contacted.

Lauryne and Quentin are scheduling trainings with staff, and we plan on instituting the program when we re-open on August 23rd.

PHONE SYSTEM UPDATE

The new phone system is being setup by CMIT. We are meeting next week on setting up the phone tree. We hope to have it installed when we reopen on Monday, August 23rd.

IN-SERVICE

Lauryne led an in-service on Wednesday, July 28.

MAINTENANCE

- Acid Feeder – Quentin worked out the issues with the acid feeder. It is great to have this resolved.
- Sun Belt – Still awaiting the parts. If delayed, should be able to complete with minimal impact on operations.
- Lift -Reserved.
- Lighting – Scheduled.
- Cleaning – Scheduled.
- Plumbing – Awaiting confirmation from Aquatic Specialty Services Scheduled months ago by staff.
- Backflow Prevention – Each year we are legally required to have our backflow checked. This will be taken care of as part of our contract with MacMiller. Scott Romano has scheduled them to come out.
- ADA Stairs – Aquatic Specialty Services is putting together quote and we hope to have it installed in August.

CLOSURE

Staff is starting on surplus process next week. It has been a busy summer. As you can see from above, we are finalizing scheduling and confirming all the projects above. We have an email notification going out next week on the closure and will also post signage. We are having a staff meeting including the city's project manager on Wednesday, August 4th to go over any last minute details.

MASK GUIDANCE

We received an update from the governor on Wednesday recommending that people wear masks indoors. Our management staff discussed the issue and have decided to continue our process of following direction from the state department of health. This is the way we have been performing things since the July 1st state update and I believe it is important to focus on following one source for direction.

We have been recommending patrons wear masks and requiring all unvaccinated employees wear masks (not that we have a lot).

To be safe, we are ordering a few more disposable masks in case the order gets changed.

WCIA

- Proof of Insurance - HSD has requested an update to our insurance coverage. I have requested a letter through WCIA to be prepared. It should be ready next week. This is an annual requirement for us.
- Liability Exposure Questionnaire – Our liability exposure questionnaire will be due August 31. This is also an annual process.

- Insurance Rate Budget Estimate – I am going to request a more detailed estimate for this year's budget. I usually do this in September.

RESEARCH

- Highline College will become a vaccine-required campus starting this fall (Waterland Blog) - <https://waterlandblog.com/2021/07/28/highline-college-will-become-a-vaccine-required-campus-starting-this-fall/>
- PDC Guidelines for Election Season (Association of Washington Cities) - <https://wacities.org/news/2017/11/17/guidelines-for-elected-and-appointed-officials'-participation-in-elections-activity>
- New Ransomware Self-Assessment Tool (MRSC) - <https://us-cert.cisa.gov/ncas/current-activity/2021/06/30/cisas-cset-tool-sets-sights-ransomware-threat>

Week Ending August 6, 2021

RETREAT FOLLOW-UP

- Meeting Space- I had a meeting with Scott with the City and asked him if they are renting spaces. He said the City is not and is being very careful who they let into their buildings. I will formally request space too. I have also reached out to the Odd Fellows on Facebook Messenger. The sent me to a Seattle Banquet Hall website that had availability only for Kent and Renton Halls. I will continue to search. Email or call me if you have any other ideas.
- HSD – I reached out to Highline School District about properties available for sale. I had not heard anything back at the time of sending this report, but it is early.
- Engineer of Record – I am meeting with the Engineer of Record on Friday at 2pm. I will add the results of the meeting in next week's report.

NEXT BOARD MEETING

Just a reminder that our next board meeting is Tuesday, August 17 at 7:00pm. The agenda at this time will include engineer of record formal decision, aquatics manager report, second quarter financial report, closure update, future board meeting locations update, budget retreat and an emergency plumbing repair that is listed below.

PHONE SYSTEM

We met on Tuesday with CMIT to setup the phone tree. Lauryne and I are both administrators. We are working on finalizing the first phone tree for during the closure (if we can configure it and get the number ported in time) and then two others for open and closed hours after the closure.

On Wednesday, I was in both offices installing some of the phones. Linda will put out a new contact list once the phones are all finalized.

- Board Voicemail Box – We also created a board voicemail box for people calling in. We should be able to forward you transcribed messages by email and follow up with a call to notify you.

CLOSURE UPDATE

We have sent an email notification out about the closure and will post it on social media and add a banner to the website next week.

- Time-Sensitive Plumbing Repair (Showers) – Quentin and Scott R. are having MacMiller come out and work on the showers. We have been having some smaller issues on a couple of showers but decided to have them all worked on during the closure. I had the finance committee approve the repair which includes a small repair on the backflow prevention. This would require two plumbers at eight hours, which could cut into operations, but we are hoping to schedule it during the closure.
- Meeting – We met with the City Project Manager to make sure there was not anything we were missing. We feel we have most covered.
- No Dumpster – We have decided to not order the dumpster and just transfer any trash from storage to the transfer station off 188th.
- HVAC Tree and Gas Meter Weed Removal – Quentin is having staff remove a tree and weed around external areas we will need access including the HVAC and gas meter.
- Sunbelt Controls – I finally got an email back from Sunbelt and they are working to try to schedule the update during the closure. These controls are for the HVAC and the remote monitoring of the system.
- Parking Lot Gate – I have pushed back the parking lot gate project. The other items are more time-sensitive.

MAINTENANCE

- Backflow Prevention Testing – Annually we are supposed to have our backflow prevention system checked. The system has been checked and passed with only a small repair that will be done by MacMiller.
- Fire Extinguishers – Quentin worked with the fire extinguisher inspector to inspect the fire extinguishers. Everything is okay, except one extinguisher that we are having replaced with a different chemical for safety in the chemical room. This is scheduled early next week and will cost around \$65.

SURPLUS OF ITEMS

Quentin and other staff will be starting surplus of items soon. The main part of accomplishing this will be the week of the closure. They also will be looking at moving items from offer to storage (time permitting).

SPECIAL SATURDAY FAMILY SWIMS

Swim lesson are on hiatus until early September, so we added family swims August 7 and August 14 from 9-11am. We will update August 28 when we announce our new schedule starting on August 23 to accommodate the high school swim teams. Our open swims have been busy, so we hope these swims give those people a space that might not be as busy as our \$1.00 Open Swim this Saturday.

GRANT CHECK PHOTO OP

Commissioner Young and Councilperson Upthegrove will have the check photo op on Friday, August 13 between 1:00pm and 1:30pm. That day we will be having a final party for all programs where we will have an Open Swim.

Their office had asked me to write up a description of the event, and I wrote it up as a news story. I have put this out to staff to make sure they are okay with their quotes. I will share this with the public outreach committee before it goes out.

They also notified me that King County will be contacting us for the additional \$5,000 check. We will be applying this to a program next summer as there is no space with our current pool programming to accommodate this during the school year.

PUBLIC RECORD REQUEST

I have finalized most of the public records request. I need to dig some more receipts out of storage, but we should have it done before the deadline we presented on August 13.

RESEARCH

- Covid-19 cases reported in person at crowded council meeting (AP) - <https://apnews.com/article/health-coronavirus-pandemic-f84219027c6833945506810d7f29007a>
- Equity: Do We Agree on What We Are Talking About (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/august/equity-do-we-agree-on-what-we-are-talking-about/>

New Report Reveals Parks and Recreation Advances Health Equity (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/august/new-report-reveals-that-parks-and-recreation-advances-health-equity/>



Des Moines Pool Metropolitan Park District

July 6, 2021
7:00 p.m.
Remote Online

MINUTES RETREAT MEETING

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

Commissioner Kasnick moved to adopt the agenda, Commissioner Stender 2nd. Approved 5-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT

Des Moines resident, Holly Campbell, thanked the Board for inviting her to attend. She stated that she and her daughter went swimming at Mt. Rainier Pool and that it was a beautiful facility.

BUSINESS

a. Engineer of Record

District General Manager Deschenes met with the Capitals and Contracts Committee last week to discuss a scope of work for Stemper Architects. Stemper's initial investigation of the facility revealed significant useful life left in the building. Therefore, the committee feels the best scope of work would be to focus on Mt. Rainier Pool.

The Committee would like to provide an opportunity to every individual in the District with a chance to learn to swim. They will task Stemper to assist the District in meeting that goal with needed renovations and/or additions to the building.

This scope of work will also include a study to determine capacity for the number of students it can accommodate and what level of service will be required. If renovations are required to meet this goal, the pool will need to become current with ADA requirements.

A preliminary study revealed the present capacity will accommodate approximately 700 students a year with swimming lessons. This takes into account the other facilities in the immediate area that are already providing swimming lessons.

The ultimate goal is to provide swimming lessons to District residents free of charge. If free lessons are extended to the service area outside of the District, the cost could be \$120K. In order to defray the cost, \$69K could be assessed through the Tax Levy, and the remaining \$51K through donation, or other means.

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

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

To enhance our community's quality of life by providing access to and promoting participation in aquatics programs

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

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 7/06/2021**

The Board will continue to develop a plan in conjunction with Stemper Architects and then approach the school district, the City and other organizations in order to form alliances for support of on-going partnerships.

The Board asked the District General Manager to proceed with a drafted scope for Stemper Architects.

b. Office Space

District General Manager Deschenes reported that during the pandemic, the District office space was rarely used, while both the DGM and the District Clerk worked remotely. District meetings have been held remotely since March of 2020. Even though restrictions are being lifted, the potential for staff to work remotely has become a reality and the need for District office space is no longer necessary.

The DGM is researching space for Board meetings that will accommodate both Commissioners and members of the public wishing to attend those meetings in person; however, both parties will still have the ability to attend through a virtual portal as well.

By eliminating the need for a hard office space, a savings of approximately \$20K annually could be realized by the District. This money would then be applied to upgrades such as the phone system at the Mt. Rainier Pool that is much needed.

The District office presently stores a server on site which backs up the financial software. The DGM will discuss with our IT Support what storage options might be available for the server and report back to the Board at the July 20th meeting. Hard copy files now stored in the office can be put into storage and retrieved for public records requests and audits as needed.

The DGM is proposing to vacate the office space by the end of the year.

c. Future Meetings

The DGM stated that starting with the July 20th meeting, he will attend Board meetings from the current office space in case any members of the public want to attend in person. The DGM will continue to research alternative meeting spaces for future meetings.

GENERAL DISCUSSION

The DGM stated that he is drafting with the help of legal counsel, a policy for retention of email correspondence whereby it will be left up to users to track and store emails relating to District business. The policy will be presented at a future meeting.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:47 p.m.

UPCOMING MEETINGS

- May 18, 2021, Regular Meeting, 7:00 p.m., Location TBD

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 7/06/2021**

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Kasnick

Commissioner Stender

Commissioner Achziger

Linda Ray, District Clerk

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Des Moines Pool Metropolitan Park District

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

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

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

Commissioner Kasnick was absent and excused.

PLEDGE OF ALLEGIANCE – Commissioner Achziger led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

District General Manager Deschenes introduced two items for addition to the agenda:

- 8e, Engineer of Record Update; and
- 8f, acceptance of a grant check from King County Youth and Amateur Sports (KCYAS).

President Young called for adoption of the amended agenda. Commissioner Achziger so moved; Commissioner Dusenbury 2nd, Adopted 4-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

DGM Deschenes identified an email that was sent by a pool patron to the District and the Board members who was upset at not having the ability to register her children in swim lessons on the specified registration date. He stated the issue had been resolved.

He also stated that two individuals had applied for the open position of Assistant Specialist and were being interviewed on Wednesday.

PUBLIC COMMENT -- None

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in June 2021 totaling \$99,766.99. Commissioner Dusenbury 2nd. The motion passed 4-0.

OLD BUSINESS

a. Transition /Re-opening Update

District General Manager Deschenes gave an update in presentation form which is on file. He reminded the Board that the Aquatics Manager's 2nd Quarterly report would be on the August 17 Regular Meeting agenda.

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

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

To enhance our community's quality of life by providing access to and promoting participation in aquatics programs

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Linda Ray, District Clerk, 206.429.3852.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 07/20/2021**

Continuing the DGM's report, a new staff photo was published on the website. Saturday open swims have been very popular averaging approximately 70 people in the pool. This last Saturday, staff had to turn people away because so many individuals showed up.

Family and open swims have been added with lap swim reservations for 8-9am openings. Water exercise is also at 8-9am. SMAC has been given additional evening pool space for practice.

The Safety Plan has been updated to reflect new relaxed COVID guidelines.

The maintenance closure will be the week of August 15th-21st. A facility deep clean has been scheduled as well as maintenance.

The Aquatic manager mentioned that she has been able to order a good amount of chlorine through one of our vendors to see them through the shortage.

She also mentioned that staffing is low in the afternoons which is the reason they are not seeking to promote afternoon programming at the present time. As such, President Young asked for an update at the next meeting in August on staffing so the Board can understand the status.

b. Future Meeting Locations

District General Manager Deschenes reported that he had contacted Highline School District to inquire about available meeting space. They will have something after September 1st. The local library, Fire District 66, Midway Sewer, and Highline Water District have nothing available due to Covid 19.

It was decided to continue to meet virtually until such a time as in-person meeting space is available.

c. Office Space Decision

District General Manager Deschenes checked with legal counsel regarding the status of the lease for the District office space. It is month to month. Until a suitable meeting space is found that will allow the public to attend Board meetings should they so desire, the District will maintain the office space.

President Young asked for this discussion to be tabled until a future meeting.

d. Phone System Recommendation

The DGM reported that a phone system upgrade is greatly needed at the pool that will allow for several lines to be in use at the same time. Currently, on registration days, it is difficult for individuals to call in without going to voice mail. Our IT Support provider, CMIT, researched and presented the Elevate Technology phone system that will include benefits such as centralized messaging, mailboxes for all users, the ability to provide announcements on closures, and text tracking of voice messages.

The cost is \$100 per month for the call center (centralized number) and with the additional for seven lines; the total will be \$4,224 a year.

President Young called for a motion to proceed with purchase of the new system. Commissioner Stender moved to approve the upgrade to Elevate. Commissioner Dusenbury 2nd. The motion passed 4-0.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 07/20/2021**

NEW BUSINESS

a. Email Retention Policy

The District General Manager introduced draft Policy #280 – Email and Text Message Retention Policy. This was a 1st touch item.

The policy proposes a goal to move all District related email and text correspondence to the server every 90 days and to destroy all non-District correspondence.

The policy will be discussed further at the August 17th Regular Meeting.

b. SAO Interagency Data Sharing Agreement

The State legislature is requiring the Washington State Auditor's Office to become more interactive with municipalities and districts. We put together a large report for the SAO a couple of months ago spanning finances between 2018 and through year to date 2021. An Interagency Data Sharing Agreement was provided to us which in turn we shared with our legal counsel. Legal Counsel asked for changes to be made to the agreement with regard to language putting all responsibilities on the District. After changes were made by SAO, it was fully executed.

c. New Private Swim Process

Our current process for private swim lessons is a manual system which allows instructors to use the pool for private lessons only at specific times. We are suggesting that we employ our lifeguards to provide private lessons at their WSI rate plus a per lesson bonus. The proposal would utilize our software with key tags for checking in users, along with a new rate schedule.

Some individuals would be given the ability to apply for scholarships for free or greatly reduced fees for private lessons.

Commissioner Stender moved to approve the District GM to make the updated changes to the private swim lesson program; Commissioner Dusenbury 2nd. Passed 4-0.

d. HVAC Controls Emergency Repair

The District General Manager reported that he moved forward with repairs to the software that monitors the HVAC system (JACE System). The cost was \$5,629.80. The Finance Committee was contacted and approved the repair which was made on July 13th and 14th. This item was for information only.

e. Engineer of Record Update

The Engineer of Record, Stemper Architects, proposed an NTE for Task Order #1 of \$8,880.00 on April 20th. Stemper invoiced an additional \$1,306.25 over the NTE for a list of question items and scope overview for presentation at the July 6 retreat meeting.

Commissioner Dusenbury moved to approve the District GM to sign and pay the \$1,306.25 over the original \$8,880 Task Order #1. Commissioner Achziger 2nd. Passed 4-0

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 07/20/2021**

The DGM further stated that it would be beneficial for the Board to meet prior to the August 17th meeting to review next steps in the scope for Stemper. A date of August 3rd was agreed upon for a Special Meeting beginning at 7:30 pm.

f. KCYAS Grant

The District was offered a second grant of \$5,000 from Councilperson Date Upthegrove to be used for Mt. Rainier Pool's Swim Club and Lifeguard Prep courses. Mr. Upthegrove would like to hand over the check at a photo shoot in the near future. President Young was asked by the Board to accept the check at the photo shoot.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:00 pm.

UPCOMING MEETINGS

- August 3, 2021, Retreat Meeting, 7:30 p.m., Location TBD
- August 17, 2021, Regular Meeting, 7:00 p.m. Location TBD

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 07/20/2021**

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Kasnick

Commissioner Stender

Commissioner Achziger

Linda Ray, District Clerk

DRAFT

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/07/2021

Total Amount: \$3,080.36

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210701114018.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> 2E03815074904B0	<u>7/1/2021</u> Date
Authorized District Signature	
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA98A044040	<u>7/2/2021</u> Date
Authorized District Signature	
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_20210701114018.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			20755	06/21/2021	\$456.51	MONTHLY CONTRACT SVC - JUN 2021
COLIBRI NORTHWEST, LLC			27NP	06/30/2021	\$450.00	AD SUMMER 2021 NP CITY SCENE
MIDWAY SEWER DISTRICT			20210625MSD	06/25/2021	\$424.44	SEWER UTILITY - 4/25 TO 6/25/2021
NORTHWEST LANDSCAPING SERVICES			CD50148343	07/01/2021	\$549.41	MONTHLY LANDSCAPE SVC - JUL 2021
SNURE LAW OFFICE			20210501BS	05/01/2021	\$475.00	PROFESSIONAL SERVICES - APR 2021
SNURE LAW OFFICE			20210701BS	07/01/2021	\$725.00	PROFESSIONAL SERVICES - JUN 2021



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/14/2021

Total Amount: \$4,107.04

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210708121051.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:

7/8/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

7/8/2021

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_20210708121051.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1051	07/06/2021	\$195.00	WEB SUPPORT - MAR AND JULY 2021
ABS			17183	07/01/2021	\$90.00	DISTRICT JANITORIAL - JULY 2021
CENTRAL WELDING SUPPLY			RN06212454	06/30/2021	\$70.06	750 LB BEVCARB LIQ
COPIERS NORTHWEST			23224116	07/07/2021	\$124.15	COPIER CONTRACT - JUL 2021
DATAQUEST, LLC			15340	06/30/2021	\$131.50	BACKGROUND CKS - JUN 2021
DEPARTMENT OF RETIREMENT SYSTEMS			DRS2_062021	07/08/2021	\$1,448.00	DEF COMP - THURMOND, KNOX, DESCHENESS
EMMITT SEVORES			20210708ES_Reimb	07/06/2021	\$120.00	E SEVORES REIMBURSEMENT FOR ARC CERTS
MOUNTAIN MIST			004200497	07/06/2021	\$87.08	COFFEE/WATER DELIVERY_MRP
STEMPER ARCHITECTURE			14006	07/01/2021	\$1,123.75	ARCHITECT SVCS_PROC #2104.1 - JUN 2021
ZEN 22015, LLC			20210701ZEN	06/30/2021	\$717.50	DISTRICT RENT - JULY 2021



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/21/2021

Total Amount: \$11,312.01

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210719140214.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

Scott Deschenes
 2E0D4099952177
 Authorized District Signature

7/19/2021

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

Joe Dusenbury
 5E0D4099952177
 Authorized District Signature

7/19/2021

Date

Authorized District Signature

Date

Authorized District Signature

Date

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20210719140214.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			27061979	07/13/2021	\$62.88	COPIER EQUIP LEASE - JUL 2021
CENTRAL WELDING SUPPLY			CG99652	07/12/2021	\$109.32	CARB DIOX BULK
MACDONALD-MILLER FACILITY SOLUTIONS			PM111362	07/01/2021	\$4,782.74	3RD QTR HVAC MAINTENANCE
MOUNTAIN MIST			004205358	07/08/2021	\$3.95	WATER DELIVERY _MRP
SUNBELT CONTROLS			5044778	05/25/2021	\$1,353.00	REMOTE COMM VERIFICATION _MRP
US BANK			20210712USB	07/12/2021	\$4,282.62	US BANK STMT
ZEN 22015, LLC			20210801ZEN	07/15/2021	\$717.50	DISTRICT RENT - AUG 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 Jul 14, 2021

PAYMENT INFORMATION

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____
 ☐ ACH Debit Pay Code (COLXX) _____
 ☒ Automatic Withdrawl
☐ Book Transfers (Last 4 digits of the account) From _____ To _____
 ☐ Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 7/10/2021	170950010			24219		00000	31,921.98
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$31,921.98

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

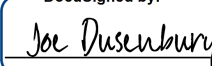
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

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.

DocuSigned by:
 Signature  Title Clerk of the Board Date 7/8/2021
 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 Jul 30, 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 7/25/2021	170950010			24219		00000	29,623.93
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$29,623.93

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

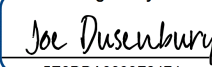
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

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

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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 7/22/2021
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggyssue@me.com

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District GM **Meeting Date:** 8/17/2021

Under: Old Business **Attachment:** TBD

Subject: Engineer of Record Decision (Scope 1 and Scope 2 of Mt Rainier Pool End-of-life study)

Background/Summary: The Des Moines Pool Metropolitan Park District Board of Commissioners met on Tuesday, August 3 to discuss a potential study of the Mount Rainier Pool. The scope of this study was to develop an end-of-life analysis, to better understand any potential issues that could affect the future of the pool and an analysis of what the current site could potentially hold with remodeling or rebuilding the pool on its current site.

Fiscal Impact: Up to \$106,000 in spending plus any side analyses the District elects to pursue outside of the scope of this study.

Proposed Motion: I move to approve the District GM to direct Stemper Architects to perform scope 1 and scope 2 of the attached proposed and up to \$106,000 (including tax) of services. (Note-any services outside of the scope will be brought back to the board for approval.)

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>08/03/2021</u>	First Board Meeting (Informational)
	<u>08/17/2021</u>	Second Board Meeting (Action)

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

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

Notes: Attachments:
- will be distributed at the meeting

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** District GM **Meeting Date:** 8/17/2021

Under: Old Business **Attachment:** Yes

Subject: Quarter 2, Aquatics Manager Report

Background/Summary: The Aquatics Manager will be present to make the second quarter report (April – June) including an update on programs over the Summer and Fall.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational Only.

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

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

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

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

Notes: Attachments:
- Second Quarter Aquatics Manager Report
- PowerPoint Summary of Programs

OVERALL VISITATION REPORT (QUARTER 2 MONTHLY REPORT 2021)

April	May	June
1706	2014	1919

DAILY AND MONTHLY BREAKDOWN

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

April

	Admissions (POS + Members)	Swim Teams	Meets	Swim Lessons	Water X	Total Daily
1	50				12	62
2	35				9	44
3	9					9
4	Sunday Closed					
5	52				12	64
6	53				15	68
7	44				14	58
8	50				6	56
9	47				8	55
10	13			48		61
11	Sunday Closed					
12	39	20			11	70
13	49		20		11	80
14	46	20			12	78
15	43		20		16	79
16	39	20			12	71
17	12	33		48		93
18	Sunday Closed					
19	41	20			11	72
20	40		20		12	71
21	43	20			14	77
22	42		20		13	75
23	46	20			10	76
24	13	20		48		81
25	Sunday Closed					
26	CLOSED					
27	55	20			8	83
28	43	20			9	72
29	46	20			10	76
30	45	20			9	
Total:	995	253	80	144	234	1706

May

	Admissions (POS + Members)	Swim Teams	Meets	Swim Lessons	Water X	Total Daily
1	13	20		48		81
2	Sunday Closed					
3	49	20			16	85
4	47		20		14	83
5	48	20			17	85
6	55		20		18	93
7	52	20			10	120
8	13	20		48		81
9	Sunday Closed					
10	49	20			5	74
11	51		20		6	77
12	43	20			3	66
13	47		20		7	74
14	53	20			6	79
15	11	20		48		79
16	Sunday Closed					
17	44	33				77
18	57		20		9	86
19	43	20			10	72
20	47		20		4	71
21	51	20			10	81
22	16	20		48		84
23	Sunday Closed					
24	41	50			12	103
25	16		20		12	48
26	40	20			12	72
27	33		20		6	59
28	55	20			12	87
29	17	41		48		106
30	Sunday Closed					
31	25	20			6	51
Total	995	424	160	240	195	2014

June

	Admissions (POS + Members)	Swim Teams	HSD/Meets	Swim Lessons	Water X	Total Daily
1	43				13	56
2	41				9	50
3	52	8			13	73
4	46	27			4	77
5	20			46		68
6	Sunday Closed					
7	48	32			10	90
8	60				8	68
9	51	37			12	100
10	43				9	52
11	53	35			9	97
12	7	19		46		74
13	Sunday Closed					
14	6				15	21
15	55				10	65
16	39				8	47
17	45				6	51
18	50	41			16	107
19	14	21		46		83
20	Sunday Closed					
21	50	30			7	87
22	76	7			13	96
23	42	34			4	80
24	69	38			7	114
25	47	25			9	81
26	15	20		46		83
27	Sunday Closed					
28	58	2			5	65
29	71				9	80
30	53				9	62
Totals	1154	376		184	205	1919

SWIM LESSON PARTICIPATION

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

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

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

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

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

Private Lessons (Incomplete – Current Session)

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

*Many are repeats for the same session.

Saturday Mornings (8-10:45am): All 30 minutes with 15 minutes in-between for cleaning and social distancing.
6/05-7/31 (Q2/3)

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 4 Per Class*)	Waitlist Participants	% of Ideal Capacity - Out of 25 (Doesn't Include Privates)*
8:00am	4	4	16	0	100%
8:45am	4	3***	12	7	100%
9:30am	4	4	16	9	100%
10:15 am	4	4	16	2	100%
Totals	4	15	60	18	100%

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

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

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

Private Lessons (Incomplete – Current Session)

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

CHECK-IN SUMMARIES BY MEMBERSHIP

2021	April		May		June		Totals	
	2020**	2021*	2020**	2021*	2020**	2021*	2020**	2021
10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	0	197	0	219	0	188	0	604
10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	0	113	0	112	0	147	0	372
10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	0	8	0	8	0	8	0	24
10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	0	29	0	9	0	18	0	56
10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	0	3	0	13	0	33	0	49
10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	0	0***	0	0***	0	7***	0	7***
10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	0	39	0	32	0	44	0	115
10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	0	53	0	63	0	93	0	209
3-Month Facility Passes Adult 3-Month Pass	0	1	0	21	0	16	0	38
3-Month Facility Passes Disabled Swimmer 3-Month Pass	0	20	0	9	0	5	0	34
3-Month Facility Passes Family 3-Month Pass	0	9	0	12	0	0	0	21
3-Month Facility Passes Senior 3-Month Pass	0	13	0	7	0	12	0	32
3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	0	31	0	18	0	32	0	81
3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	0	89	0	82	0	64	0	235
Annual Facility Passes - Pay at Once Adult Annual Pass	0	29	0	45	0	50	0	124
Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	0	0	0	0	0	8	0	8
Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	0	61	0	59	0	86	0	206
Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	0	0	0	3	0	1	0	4
Monthly Auto Billing- Facility Passes Family Monthly Auto-Bill (Requires 12-Month Commitment)	0	0	0	0	0	0	0	0
SILVER AND FIT PLAN Silver & Fit	0	104	0	99	0	106	0	309
SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness	0	123	0	107	0	120	0	350
Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aero	0	6	0	25	0	22	0	53
Totals for Check-Ins	0	928	0	943	0	1060	0	2931

*Limited operations due to pandemic in 2021.

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

***Most youth open swims are drop-ins.

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

General Ledger Summary

General Ledger Summary

Run On 07/13/2021 03:20 PM

Run By Lauryne Bartlett (Swim)

From 04/01/2021 12:00 AM

To 04/30/2021 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	60.0000	-60
2. Revenue	001.347.31 : Passes	0.0000	3399.4500	-3399.45
3. Revenue	001.347.32: General Admission	0.0000	451.3600	-451.36
4. Revenue	001.347.61: Swim Instruction	0.0000	192.0000	-192
5. Revenue	001.347.62: Aquatic Fitness	0.0000	817.9400	-817.94
6. Revenue	001.362.41: Single Event	122.7300	0.0000	122.73
7. Liability	000: Sales Tax	12.2700	318.0000	-305.73
8. Asset	100: Payment Account	5238.7500	135.0000	5103.75
Totals for General Ledger Summary		5373.75	5373.75	0

General Ledger Summary

Run On 07/13/2021 03:25 PM

Run By Lauryne Bartlett (Swim)

From 04/01/2020 12:00 AM

To 04/30/2020 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.347.31 : Passes	0.0000	52.7300	-52.73
2. Revenue	001.347.61: Swim Instruction	43.0000	0.0000	43
3. Revenue	001.362.41: Single Event	122.7300	0.0000	122.73
4. Revenue	576.2040.20: Scholarship Donation - Faith Callahan	0.0000	43.0000	-43
5. Liability	000: Sales Tax	12.2700	5.2700	7
6. Asset	100: Payment Account	101.0000	178.0000	-77
Totals for General Ledger Summary		279	279	0

General Ledger Summary

Run On 07/13/2021 03:22 PM

Run By Lauryne Bartlett (Swim)

From 05/01/2021 12:00 AM

To 05/31/2021 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	32.7300	-32.73
2. Revenue	001.347.31 : Passes	0.0000	2589.7500	-2589.75
3. Revenue	001.347.32: General Admission	0.0000	452.4700	-452.47
4. Revenue	001.347.61: Swim Instruction	154.0000	3757.1100	-3603.11
5. Revenue	001.347.62: Aquatic Fitness	15.3000	679.6700	-664.37

6. Revenue	576.2040.20: Scholarship Donation - Faith Callahan	0.0000	600.0000	-600
7. Liability	000: Sales Tax	0.0000	306.7700	-306.77
8. Asset	100: Payment Account	8283.5000	169.3000	8114.2
		8452.8	8587.8	-135

General Ledger Summary

Run On 07/13/2021 03:26 PM

Run By Lauryne Bartlett (Swim)

General Ledger Summary

From 05/01/2020 12:00 AM

To 05/31/2020 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	0.0000	147.6300	-147.63
2. Revenue	001.347.31 : Passes	20.0000	4649.2200	-4629.22
3. Revenue	001.347.32: General Admission	12.0500	910.5700	-898.52
4. Revenue	001.347.61: Swim Instruction	166.7300	3344.0100	-3177.28
5. Revenue	001.347.62: Aquatic Fitness	229.0000	1584.3800	-1355.38
6. Liability	000: Sales Tax	4.4700	557.3400	-552.87
7. Asset	100: Payment Account	9597.8000	432.2500	9165.55
Totals for General Ledger Summary		10030.05	11625.4	-1595.35

General Ledger Summary

Run On 07/13/2021 03:26 PM

Run By Lauryne Bartlett (Swim)

From 06/01/2020 12:00 AM

To 06/30/2020 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.347.62: Aquatic Fitness	249.0000	0.0000	249
2. Revenue	001.362.41: Single Event	0.0000	10155.0000	-10155
3. Liability	000: Sales Tax	0.0000	1015.5000	-1015.5
4. Asset	100: Payment Account	11170.5000	249.0000	10921.5
Totals for General Ledger Summary		11419.5	11419.5	0

General Ledger Summary Quarterly 2021

Long-Term GL Summary

Run On 07/13/2021 03:34 PM

Run By Lauryne Bartlett (Swim)

From 04/01/2021 12:00 AM

To 06/30/2021 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	Net
1. Revenue	001.341.71: Product Sales	0.0000	240.3600	-240.3600
2. Revenue	001.347.31 : Passes	20.0000	10638.4200	-10618.4200
3. Revenue	001.347.32: General Admission	12.0500	1814.4000	-1802.3500
4. Revenue	001.347.61: Swim Instruction	320.7300	7293.1200	-6972.3900
5. Revenue	001.347.62: Aquatic Fitness	244.3000	3081.9900	-2837.6900
6. Revenue	001.362.41: Single Event	122.7300	0.0000	122.7300
7. Revenue	576.2040.20: Scholarship Donation - Faith Callahan	0.0000	600.0000	-600.0000

8. Liability	000: Sales Tax	16.7400	1182.1100	-1165.3700
9. Asset	100: Payment Account	23120.0500	736.5500	22383.5000
Totals for Long-Term GL Summary		23856.6	25586.95	-1730.35

General Ledger Summary Quarterly 2020

Long-Term GL Summary

Run On 07/13/2021 03:35 PM

Run By Lauryne Bartlett (Swim)

From 04/01/2020 12:00 AM

To 06/30/2020 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	Net
1. Revenue	001.347.31 : Passes	0.0000	52.7300	-52.7300
2. Revenue	001.347.32: General Admission	68.1900	0.0000	68.1900
3. Revenue	001.347.61: Swim Instruction	43.0000	0.0000	43.0000
4. Revenue	001.347.62: Aquatic Fitness	249.0000	0.0000	249.0000
5. Revenue	001.362.41: Single Event	327.2700	10155.0000	-9827.7300
6. Revenue	576.2040.20: Scholarship Donation - Faith Callahan	0.0000	43.0000	-43.0000
7. Liability	000: Sales Tax	39.5400	1020.7700	-981.2300
8. Asset	100: Payment Account	11271.5000	727.0000	10544.5000
Totals for Long-Term GL Summary		11998.5	11998.5	0

POS Summary Report- 2021 vs. 2020, Monthly and Quarterly**POS Summary Report****Run On** 07/13/2021 03:46 PM**Run By** Lauryne Bartlett (Swim)**From** 04/01/2021 12:00 AM**To** 04/30/2021 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	10	47.7
2. POS Item: Adult Lap Swim (Resident)	26	106.34
3. POS Item: Adult Open Swim (Non-Resident)	1	4.09
4. POS Item: Adult Open Swim (Resident)	2	6.82
5. POS Item: Adult Swim Goggles (Tax Included)	3	32.73
6. POS Item: Adult Water Exercise (Non-Resident)	2	14.5
7. POS Item: Adult Water Exercise (Resident)	12	78
8. POS Item: ASH NETWORK PAYMENTS	6	226.36
9. POS Item: COVID-19 Member Usage	1	0
10. POS Item: Senior Lap Swim (Non-Resident)	3	10.91
11. POS Item: Senior Lap Swim (Resident)	3	8.86
12. POS Item: Senior Water Exercise (Resident)	8	40
13. POS Item: TIVITY NETWORK PAYMENTS	7	0
14. POS Item: Youth Open Swim (Non-Resident)	3	10.23
15. POS Item: Youth Lap Swim (Non-Resident)	5	18.19
16. POS Item: Youth Lap Swim (Resident)	14	41.36
17. POS Item: Youth Swim Goggles (Tax Included)	3	27.27
18. POS Item: Youth Water Exercise (Non-Resident)	1	5.75
Totals for POS Summary Report	110	679.11

POS Summary Report**Run On** 07/13/2021 03:55 PM**Run By** Lauryne Bartlett (Swim)**From** 04/01/2020 12:00 AM**To** 04/30/2020 11:59 PM

Item Description	Quantity	Total
1. POS Item: Swim Scholarship - Faith Callahan	2	43
2. POS Item: TIVITY NETWORK PAYMENTS	1	52.73
Totals for POS Summary Report	3	95.73

POS Summary Report**Run On** 07/13/2021 03:46 PM**Run By** Lauryne Bartlett (Swim)**From** 05/01/2021 12:00 AM**To** 05/31/2021 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	22	104.95
2. POS Item: Adult Lap Swim (Resident)	28	114.53
3. POS Item: Adult Open Swim (Non-Resident)	1	4.09
4. POS Item: Adult Open Swim (Resident)	2	6.82
5. POS Item: Adult Swim Goggles (Tax Included)	1	10.91
6. POS Item: Adult Water Exercise (Non-Resident)	1	7.25
7. POS Item: Adult Water Exercise (Resident)	11	71.5
8. POS Item: ASH NETWORK PAYMENTS	19	242.73

9. POS Item: Senior Lap Swim (Non-Resident)	4	14.56
10. POS Item: Senior Lap Swim (Resident)	8	23.6
11. POS Item: Senior Water Exercise (Non-Resident)	1	5.75
12. POS Item: Senior Water Exercise (Resident)	11	55
13. POS Item: Swim Caps	3	21.82
14. POS Item: Swim Scholarship - Faith Callahan	1	600
15. POS Item: TIVITY NETWORK PAYMENTS	12	470.91
16. POS Item: Youth Open Swim (Non-Resident)	3	10.23
17. POS Item: Youth Lap Swim (Resident)	7	20.68
18. POS Item: Youth Water Exercise (Non-Resident)	1	5.75
Totals for POS Summary Report	136	1791.08

No Transactions May 2020

POS Summary Report

Run On 07/13/2021 03:47 PM

Run By Lauryne Bartlett (Swim)

From 06/01/2021 12:00 AM

To 06/30/2021 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	32	152.67
2. POS Item: Adult Lap Swim (Resident)	26	106.34
3. POS Item: Adult Open Swim (Non-Resident)	4	16.36
4. POS Item: Adult Open Swim (Resident)	12	40.92
5. POS Item: Adult Swim Goggles (Tax Included)	5	54.55
6. POS Item: Adult Water Exercise (Non-Resident)	4	29

7. POS Item: Adult Water Exercise (Resident)	17	110.5
8. POS Item: ASH NETWORK PAYMENTS	6	289.09
9. POS Item: Public Record	1	40.36
10. POS Item: Senior Lap Swim (Resident)	3	8.85
11. POS Item: Senior Water Exercise (Resident)	14	70
12. POS Item: Swim Caps	1	7.27
13. POS Item: TIVITY NETWORK PAYMENTS	1	270.91
14. POS Item: Youth Open Swim (Non-Resident)	10	34.1
15. POS Item: Youth Lap Swim (Non-Resident)	4	14.54
16. POS Item: Youth Lap Swim (Resident)	5	14.77
17. POS Item: Youth Open Swim (Resident)	33	89.95
18. POS Item: Youth Swim Goggles (Tax Included)	5	45.45
Totals for POS Summary Report	183	1395.63

POS Summary Report

Run On 07/13/2021 03:55 PM

Run By Lauryne Bartlett (Swim)

From 06/01/2020 12:00 AM

To 06/30/2020 11:59 PM

Item Description	Quantity	Total
1. POS Item: Rental (Admin only)	1	10155
	1	10155
Totals for POS Summary Report		
	1	10155

POS Quarterly Summary Report 2021

Run On 07/13/2021 04:14 PM

Run By Lauryne Bartlett (Swim)

From 04/01/2021 12:00 AM

To 06/30/2021 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	64	305.32
2. POS Item: Adult Lap Swim (Resident)	80	327.21
3. POS Item: Adult Open Swim (Non-Resident)	6	24.54
4. POS Item: Adult Open Swim (Resident)	16	54.56
5. POS Item: Adult Swim Goggles (Tax Included)	9	98.19
6. POS Item: Adult Water Exercise (Non-Resident)	7	50.75
7. POS Item: Adult Water Exercise (Resident)	40	260
8. POS Item: ASH NETWORK PAYMENTS	31	758.18
9. POS Item: COVID-19 Member Usage	1	0
10. POS Item: Public Record	1	40.36
11. POS Item: Senior Lap Swim (Non-Resident)	7	25.47
12. POS Item: Senior Lap Swim (Resident)	14	41.31
13. POS Item: Senior Water Exercise (Non-Resident)	1	5.75
14. POS Item: Senior Water Exercise (Resident)	33	165
15. POS Item: Swim Caps	4	29.09

16. POS Item: Swim Scholarship - Faith Callahan	1	600
17. POS Item: TIVITY NETWORK PAYMENTS	20	741.82
18. POS Item: Youth Open Swim (Non-Resident)	16	54.56
19. POS Item: Youth Lap Swim (Non-Resident)	9	32.73
20. POS Item: Youth Lap Swim (Resident)	26	76.81
21. POS Item: Youth Open Swim (Resident)	33	89.95
22. POS Item: Youth Swim Goggles (Tax Included)	8	72.72
23. POS Item: Youth Water Exercise (Non-Resident)	2	11.5
Totals for POS Summary Report	429	3865.82

POS Quarterly Summary Report 2020

Run On 07/13/2021 04:15 PM

Run By Lauryne Bartlett (Swim)

From 04/01/2020 12:00 AM

To 06/30/2020 11:59 PM

Item Description	Quantity	Total
1. POS Item: Rental (Admin only)	1	10155
2. POS Item: Swim Scholarship - Faith Callahan	2	43
3. POS Item: TIVITY NETWORK PAYMENTS	1	52.73
Totals for POS Summary Report	4	10250.73

SPECIAL EVENTS- NO SPECIAL EVENTS TO REPORT

PROMOTIONAL DAYS: None during this time period.

Overview of Pool Operations:

Highschool boys season started April 13th and ended May 24th with meets on both Tuesdays and Thursdays (all still virtual, we did add spectators in the spectator area during meets). Saturday Lessons started April 10th and ended May 29th, with the next session beginning June 5th. SMAC has been in the water consistently, starting June 21st Mon/Wed/Friday 4-7pm and Tues/Thursday 3-6:30pm. Open and Family swims started in July, so no updates for either of those through this quarter. Swim Clinic and Lifeguard Clinic started June 28th Mon/Wed/Fridays 1-3pm, when registration opened for this program, we filled every spot within ten minutes and had to open two other classes for it. Registration for morning lessons opened June 29th we filled lessons quickly and had private lessons every Tuesday and Thursday morning throughout the session.

WRPA Aquatics Network and Aquatic Trends: Pools seem to be mixed with some moving towards a more normal program, some keeping the practices adopted during COVID (this ranges area to area). From those who spoke up during our last meeting, everyone is playing it safe and kind of close to the chest as far as what their programming looks like.

Staffing:

Our staffing numbers have changed a bit from the last report. We have 58 total employees, with 30 actively working including management. Lauryne is leaving for Maternity leave in September (starting in September Lauryne will be working from home up until due date – coming in when needed). Aquatics Specialist has been hired, Nickol Carrol's first day is August 5th, Lauryne will be focusing on training and on boarding while still working in person.

Programming Notes:

- **General:** We have seen some consistency with staying open and general growth in our numbers as the phases have lifted. We hope to continue this trend and look forward to a solid Fall. SMAC has been in the water as well as the Girls High School Swim Team, beginning in March. We added more spots for WX and now allow instructors to teach from in the water with the correct PPE.
- **Swim Lessons:** Swim Lessons have continued, for summer class registration we were able to take parents out of classes and have instructors back in the water. We upped our capacity to 4 students per class for Saturday classes (all limits are currently back to normal (5) capacity).
- **Scholarship Information:** \$1,730.35 used during the second quarter, plus additional \$6,946 to cover afternoon summer programming.
- **Private Party Rentals:** None to report (Due to low staffing and COVID Restrictions we are still not scheduling rentals and focusing staffing on community programming).
- **PTSA Swims:** None to report at this time. Will outreach when we have better idea of fall staffing levels.
- **Maintenance**
 1. Aquatic Specialty Services- Monthly service (ongoing), added monthly backwashing for the transitional time after Dominic leaving. Quentin and Lauryne will be taking this over soon.
- **Repairs/ Installs:**

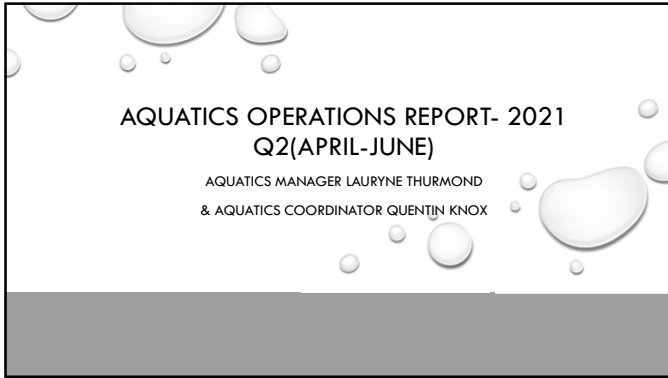
- Gate project is still in progress.
- There are pipes in the pump room that are deteriorating and in danger of bursting, Aquatics specialties will come out during our scheduled closure to fix.
- Acid feeder and new Cal Hypo system installed and working well, acid feeder is being adjusted to not feed as much.
- Sink in Lauryne and Quentin's office has been replaced and installed.
 - Showers are being repaired by MacMiller, after turning them back on for patron use, we found a few of them need repairs.
 - Preparing for August closure – projects to include: Lights replaced in natatorium, high dusting, floors cleaned, enclosure landscaped,
- **Community Outreach**
 - Community outreach team still meeting to continue moving forward with goals and ideas for the future
 - Will work on more community outreach once Covid-19 restrictions are lifted
- **Marketing Update**
 - City Scene – Public Outreach Committee elected to lower ads to half-page and use link vs. posting schedule. [Click here](#) to see ad in latest magazine.
 - City Currents – Half-page ad in front of magazine with tear off sheet, fridge posting sheet for back of guide with recreation programs. [Click here](#) to see ads in latest magazine.
 - No School Swims – Scheduled for this Fall and Winter.
 - Special Promotions Calendar – Focusing on building existing programs and adjusting to staff post Covid-19 before larger promotions.

Marketing Objectives to enhance our Mission:

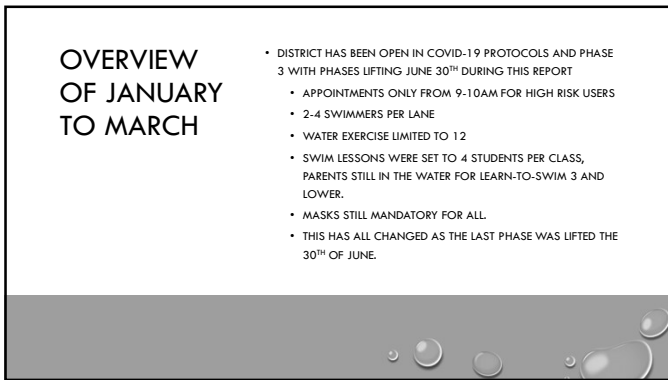
- Promote swimming as a lifelong and lifesaving skill, along with the importance of knowledge of how to be safe in, on and around the water through programming.
- Increasing opportunities for all community members to utilize Mt. Rainier Pool, regardless of age, swimming skill, and economic status.
-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

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

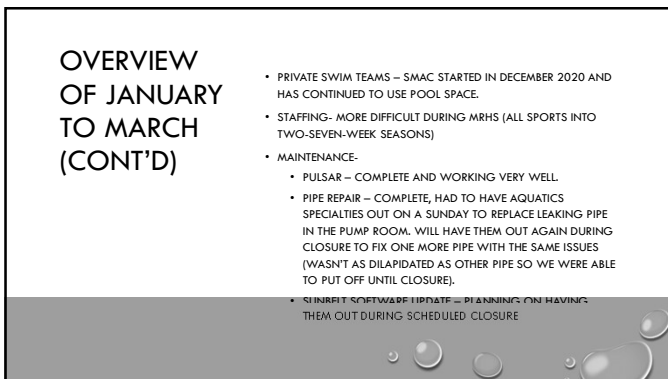
https://www.aquaticsintl.com/lifeguards/why-swim-coaches-and-instructors-should-never-also-serve-simultaneously-as-lifeguards_o




1



2




3



SUMMER PROGRAMMING

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

4



QUESTIONS?

5

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c **Assigned to:** District GM **Meeting Date:** 8/17/2021

Under: Old Business **Attachment:** Yes

Subject: Quarter 2, Finance Report

Background/Summary: The District GM will make a report on the financial numbers during the second quarter (April-June).

Fiscal Impact: N/A

Proposed Motion: No motion. Informational Only.

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

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

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

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

Notes: Attachments:
- Second Quarter Finance Report

Second Quarter 2021 Financial Status Report
DES MOINES POOL M.P.D./ MOUNT RAINIER POOL
August 10, 2021

April through June Financial Activity reports have been reviewed, reconciled and adjusted to reflect all activity of the district that has flowed through the King County Treasurer's office. The report represents the 2nd quarter results for fiscal year 2021.

The General fund records all of the activities of the district and the district has a separate capital reserve fund. All of the financial transactions of the district are recorded within General Fund and the balance will fluctuate from month to month, while the reserve account receives its funds on an annual basis in keeping with the districts goal to build up the fund balance for future capital projects.

The balances in each of these funds on June 30, 2021 are:

- General Fund – \$1,200,439.81
 - Capital Reserve - \$ 245,000.00
- Total Available Funds \$1,445,439.81

The cash flow chart and associated data has been developed to focus on the activity of the "General fund" but the combined cash balance reflects the total of both the general fund and the reserve fund.

The second quarter review of financial transactions and their cumulative totals typically do not represent much financial activity for the district. The second quarter analysis is an affirmation of expenditures being on target to meet projections and a verification of ending fund balances for the previous fiscal period.

REVENUES

Revenues of the district fall within five categories as reflected in the following chart:

	Budget	YTD	%
Beginning Balance	\$ 875,000.00	\$ 1,124,092.00	128%
Taxes	\$ 1,008,201.47	\$ 542,711.50	54%
Charges for Service	\$ 25,000.00	\$ 25,000.00	100%
Misc./Interest	\$ 20,000.00	\$ 14,438.66	72%
Over-the-Counter*	\$ 120,000.00	\$ 37,904.59	32%
Transfer from Reserves	\$ 75,000.00	\$ -	0%
Totals	\$ 2,123,201.47	\$ 1,744,146.75	82%

**Over-the-counter revenues do not reflect First and Second Quarter Swim Team Rentals,\$5,000 in HSD 20/21 Scoreboard Fees and \$5,000 in scholarship grant monies.*

The primary revenue source for the District is the collection of property taxes. Property tax is collected in April/May and then again in Oct/November. The 2nd quarter results reflect this cash flow cycle with the exception of the beginning fund balance. The ending fund balance from 2020 was greater than forecasted which provides the district with a surplus to start the year of \$156,000.

The Expenditure report for June 30th reflects the activities of the district, which have been segregated into departments &/or categories. I have summarized the budget appropriations for each function to allow you to analyze the activities separate from one another.

	Budget	YTD	%
Administration	\$ 340,493.14	\$ 151,183.87	44%
Operations	\$ 1,056,308.32	\$ 381,528.06	36%
Capital Reserve	\$ 102,000.00	\$ 7,676.25	8%
Transfer to Reserves	\$ 75,000.00	\$ -	0%
Totals	\$ 1,573,801.46	\$ 540,388.18	34%

Each of these departments has individual line item allocations via the annual budget process. The monthly expenditure reports reflect the line item detail. The year to date totals for administration and pool facility operations are within the budget expectation of 25% for the first quarter with the exception of the pool facility. This variance is due to the district's insurance premium (WCIA risk pool) due in the 1st quarter of the year.

There has only been \$7,676.25 spent from the capital reserve funds. These were used for the Engineer of Record.

The total expenditures for the District as of June 30, 2021 are at 34% of budget. This is well under the anticipated level of 50%. The 3rd & 4th quarters for the district will see significantly more activity in the area of capital expenditures.

As previously stated, the 1st and 2nd quarter activities of the district were minimal due to Covid-19 and building up our operations. The next quarterly report will be presented to the board at its October meeting and will provide good insight into the cash position of the district and some of the impacts of capital improvement projects set to occur during fiscal year 2021.

MORE INFORMATION

As always, please do not hesitate to ask any questions or let me know if you need additional information.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District GM **Meeting Date:** 8/17/2021

Under: Old Business **Attachment:** No

Subject: Closure Update

Background/Summary: The District GM will update the board about the closure. The closure starts on August 15 which is after the agenda is sent out, so there will not be an attachment to this email.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational Only.

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

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

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

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

Notes: No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e **Assigned to:** District GM **Meeting Date:** 8/17/2021

Under: Old Business **Attachment:** No

Subject: Future Board Meeting Locations

Background/Summary: The Board of Commissioners has tasked the District GM with finding a new location for District board meetings. The current location at the District offices (22015 Marine View Dr. S. #2B) is too small to hold meetings that include more than a handful of members of the community and are difficult to provide enough space during Covid-19.

The District GM will give an update on the search for locations.

Fiscal Impact: Not enough information to report.

Proposed Motion: No motion. Informational Only.

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

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

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

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

Notes: No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** 8/17/2021

Under: New Business **Attachment:** No

Subject: Budget Retreat Scheduling

Background/Summary: The District GM will discuss the scheduling of a board retreat to open discussions on the budget and budget process for the 2022 budget and levy.

The budget will be due at the end of November.

This retreat usually occurs in September. The only weekend to avoid is Labor Day which is September 4th – 6th. The District GM and staff will present suggestions on potential rates, expenses and other factors effecting the overall budget.

Fiscal Impact: Not enough information to report.

Proposed Motion: I move to schedule the District's retreat on (DAY, DATE + START TIME).

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

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

Action Taken: Adopted Rejected Postponed

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

Notes: No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** 8/17/2021

Under: New Business **Attachment:** Yes

Subject: Shower and Back Flow Emergency Repair – Committee Approval

Background/Summary: The District has a closure scheduled August 15-22. The goal of these closures is to minimize the impact of repairs on operational hours and repair smaller items before they become larger problems. In early August, the District had its backflow prevention and the showers inspected. In both cases plumbing issues were discovered that needed to be addressed.

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

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

The Finance Committee was contacted and approved the repair on Thursday, August 5th. Both commissioners agreed the repairs were timely and the item is being posted on the agenda for information for the rest of the board.

Note- Had the decision to proceed with the repair been pushed until the August 17 meeting, the repair would have needed to be completed after the August closure causing an additional day of closure. This saved the District over \$1K.

Fiscal Impact: \$5,040 from the Miscellaneous Service (Repairs). In June 2021, there was \$132k before this and other repairs were approved. There will be a budget update in September.

Proposed Motion: No motion necessary. Information only.

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

Two Touch Rule: 8/6/2021 **Committee Review**
 Time-sensitive **First Board Meeting (Informational)**
 8/17/2021 **Second Board Meeting (Action)**

Action Taken: Adopted ☐ Rejected ☐ Postponed ☐

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

Notes: Attachments:

- See attached MacMiller Quotation - FP-310951

August 4, 2021

Field Proposal #: FP-310951

Scott Romano,

During our most recent preventative maintenance, at Mt. Rainier Pool, the equipment noted below was found with the following deficiency. Please review the results of our diagnosis and provide approval for us to proceed via e-mail response:

Equipment Tag: Gang showers

Area Served: Men's and women's locker rooms

Problem: Isolation valve for RH women's gang shower has failed and will need to be replaced.

Cause: Fatigue/age

Consequence of Inaction: Continued state of in-operation.

Solution: Talking with Scott, he would like to replace all four valves while the pool is shutdown; not just the one that has failed. We will isolate water to each tower and remove from mounts to expose plumbing and valve. Replace with new valve and install towers. Recharge water and verify proper operation. Too include all four towers; two at men's locker room and two at women's locker rooms.

Our price for parts and labor: \$5,040.00

We look forward to your approval to proceed. If you have any questions regarding this repair, please call me directly. Approvals can be forwarded to service@macmiller.com.

Exclusions:

Any applicable sales tax

Diagnostic labor and material to date

Mechanical deficiencies that may be found during these repairs

Approval: _____

Date: _____

Terms and Conditions

Acceptance	By authorizing MacDonald-Miller Facility Solutions, LLC ("MMFS") to provide the services contemplated by this Agreement, Customer agrees to the terms and conditions herein stated, which shall prevail over any terms or conditions provided by Customer, unless MMFS specifically agrees in writing that such terms or conditions provided by Customer prevail. . No sales representative, agent or employee of MMFS is authorized to alter, vary or waive any of these terms and conditions. Such changes require the written approval of an authorized officer of MMFS.
Scope of Obligations	MMFS shall provide only those services selected by Customer. MMFS shall not be under any obligation to provide services beyond those selected by Customer.
Obligations of Customer	Customer shall operate and maintain the equipment in accordance with instructions given by MMFS and the manufacturer and agrees to extend all reasonable cooperation requested by MMFS, including but not limited to personnel; premises; available building maintenance material, tools, ladders, etc.; and movement of items blocking normal access to required work. Customer shall promptly notify MMFS of any unusual or unsafe operating condition. MMFS shall have full and free access to the equipment to provide service. Customer shall provide a safe working environment and shall promptly notify MMFS of any unsafe or dangerous conditions.
Service Availability	MMFS agrees to provide service availability during normal business hours, i.e., 8:00 to 4:30 pm, Monday through Friday, holidays excepted, and service during non-normal business hours, if contracted for, at the hourly rate and terms, including vehicle charges or special assessments, then in effect by MMFS. If any emergency service call is made at Customer's request and inspection does not reveal any defect for which MMFS is responsible, Customer will be liable for regular emergency charges prevailing for such service. Customer acknowledges that there is a minimum charge of one (1) hour.
	If persons other than MMFS perform maintenance of or repair a unit of equipment, and as a result further repair by MMFS is required, such repairs will be made at MMFS's applicable time and material rates and terms then in effect. Maintenance or repair by any person other than MMFS may invalidate any applicable warranty by MMFS and/or manufacturer.
Charges and Terms	All maintenance contract charges will be invoiced in advance of work performed. All service repair, special project, and extra work will be progress invoiced. Payment is due upon receipt of invoice. Any balance due after 30 days shall bear interest at the maximum legal rate permitted from the invoice date. The title and right of possession to any materials or equipment remains with MMFS until MMFS has been paid in full all principal amounts and interest charges. Customer agrees to perform all acts necessary to protect and maintain this title and right of possession.
Taxes	Any taxes or fees applicable to the services contemplated by this Agreement are to be paid by the Customer. There will be added to all charges the amount of any present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with respect to any services rendered or parts supplied.
Video Capture	MMFS utilizes photography and video (with audio) capture as part of its normal service routine. Customer, on behalf of itself and of its employees and agents, consents to, acknowledges and accepts this practice and understands such content is the property of MMFS and the customer.
Exclusions	Maintenance service does not include: (a) water supply and drain beyond the subject equipment; (b) equipment housing, casing or enclosure; (c) electrical service beyond the equipment disconnect switch, light fixture or service requirements due to power failure; (d) damage caused by freezing; (e) work required by government codes, building and union regulations; (f) repair of damage or increase in service time resulting from accident, transportation, relocation, neglect, misuse, or other than ordinary use; (g) repair to equipment located in an unsuitable place of installation or an unsafe or hazardous environment; (h) emergency calls resulting from system design problems; (i) plumbing (unless added by Contract Rider); (j) non-moving or non-maintainable parts, heat exchangers (all styles), coils, ductwork, and boiler vessels;(k) all glycol for hydronic systems. Comprehensive coverage excludes obsolete components and systems and factory software. Refrigerant recharging is limited to the industry standard for normal annual leakage during routine maintenance.

	Customer warrants that the systems covered have received required regular maintenance and are in good working condition, and chemical and glycol levels of hydronic systems are at proper levels, and chemical feed equipment in working order. If repairs are found necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval (unless added by Contract Rider). Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the monthly maintenance price adjusted accordingly.
	MMFS will not be required to make safety tests or to install new attachments, additional controls or equipment as recommended or directed by any insurance company or governmental authority, or to make replacements contracted for with parts or devices of a different design for any reason.
Limitation of Liability	THE CUSTOMER AGREES THAT MMFS SHALL NOT BE LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING LOSS OF PROFIT OR GOODWILL, OR ANY MATTER ARISING OUT OF OR RELATING TO THIS AGREEMENT AND/OR ITS SUBJECT MATTER WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. The customer agrees that MMFS's maximum liability for any acts or omissions arising from this Agreement shall not exceed \$1,5000 or the amounts paid to MMFS under this Agreement in the 3 months prior to the date of the act or omission, whichever is less. MMFS shall not be responsible or liable for any loss, damages or delay in furnishing materials or failure to perform services when caused by fire, interruption of utility services, flood, acts of civil or military authorities, insurrection, terrorist act, riot, civil disorder, labor disturbances, or by any other cause which is unavoidable or beyond its control.
Warranty	MMFS warrants the parts and labor contemplated by this Agreement against defects in material and workmanship, under normal use and service, for a period of one (1) year. This warranty does not apply if Customer fails to immediately notify MMFS in writing of such defect or fails to take steps to prevent any defect from becoming more serious. EXCEPT AS EXPRESSLY PROVIDED IN THIS SECTION, MMFS DOES NOT MAKE ANY WARRANTIES OR REPRESENTATIONS OF ANY KIND OF NATURE, EXPRESS OR IMPLIED, AND DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER AGREES THAT ANY ORAL AGREEMENTS STATEMENTS AND REPRESENTATIONS MADE BY MMFS, ITS EMPLOYEES OR ITS AGENTS SHALL NOT CONSTITUTE A WARRANTY OF ANY KIND. FURTHER, CUSTOMER SPECIFICALLY AGREES THAT ALL WARRANTY RIGHTS, CLAIMS OR ACTIONS, AND ALL CLAIMS FOR DAMAGES OR REPAIRS, EXCEPT THOSE STATED HEREIN, ARE EXPRESSLY WAIVED AND ARE NOT APPLICABLE, AND THAT IT HAS NO CLAIMS FOR WARRANTIES, MISREPRESENTATIONS, BREACH OR DAMAGES EXCEPT AS EXPRESSLY SET FORTH HEREIN.
Restriction on Hiring	If within 180 days after this Agreement terminates or is no longer effective for any reason Customer employs or retains as an independent contractor any present or former employee of MMFS who performed any services under this Agreement, Customer agrees to pay MMFS a sum equal to 6 months service charge, as a reasonable reimbursement to MMFS for its expenses in training and familiarizing the employee with Customer's system.
Default	If Customer does not pay any amount due arising from this Agreement, or breaches any of the terms of this Agreement, MMFS may, in addition to any other legal remedies it may have, refuse to continue to service the equipment or terminate this Agreement.
Term	If this Agreement is an annual agreement, it shall remain in effect from year to year or until canceled by either party on 30 days written notice. Prices will be subject to periodic changes due to change in labor and material rates.
Indemnification	Customer agrees to defend, indemnify, and hold MMFS harmless from any and all claims, demands, losses, liabilities, and damages (including but not limited to attorney fees) alleged to arise out of and to the extent of Customer's acts or omissions.

General	<p>This Agreement shall be governed by the laws of the State where the work was done. Either party may terminate this Agreement at any time for failure of the other to comply with any of its terms and conditions. Customer represents that they are the owner of the equipment or, if not the owner, they have authority to enter into this Agreement. In the event any party shall bring suit or action against the other for relief arising out of this Agreement, the prevailing party shall have and recover against the other party all court costs, disbursements, and a reasonable attorneys' fees, costs, and expenses. Customer consents and agrees to jurisdiction and venue of any proceeding in the District or Superior Court of the State of Washington for King County at MMFS's election. MMFS's rights and obligations under this Agreement may not be assigned without its written consent. This Agreement constitutes the final, complete, and exclusive agreement between MMFS and Customer and supersedes all prior or contemporaneous agreements, representations, understandings, and promises, oral or written, between the parties.</p>
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