



Des Moines Pool Metropolitan Park District

December 21, 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 960-643-221. 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, December 21st. 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

November 09, 2021, Special Meeting

November 16, 2021, Regular Meeting

November 22, 2021, Public Hearing

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

\$ was received in the month of November 2021

f. VOUCHER APPROVAL

\$ was processed in November 2021 for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$ was processed in November 2021 for payroll

7. OLD BUSINESS

- a. Budget Amendment
 - Resolution 2021-07, Capital Reserve Transfer

8. NEW BUSINESS

- a. Bylaws and Policy 220 Board Administration
 - 1st Touch
- b. 2022 Retreat Scheduling
- c. Succession Planning

UPCOMING MEETINGS

- January Retreat, 2022, TBD
- January 18, 2022, 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)

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 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

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** Clerk of the Board **Meeting Date:** December 21, 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 November 2021: Total **\$66,146.78**

Admin Expenditures = \$19,539.26 Ops Expenditures = \$46,607.52 Capital Expenditures = \$0.00

Revenue November 2021: Total **\$89,190.91**

Property Taxes & Interest = \$82,547.41 Misc Revenue = \$5,000.00 MRP Revenue = \$1,553.50

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- November 09, 2021, Special Meeting Minutes
- November 16, 2021, Regular Meeting Minutes
- November 22, 2021, Public Hearing Minutes

Item 6d: Correspondence – None

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$30,006.50** were approved for payment

- \$9,203.66 was processed on November 5, 2021
- \$10,590.57 was processed on November 10, 2021
- \$4,166.55 was processed on November 17, 2021
- \$4,033.90 was processed on November 23, 2021
- \$2,011.82 was processed on November 23, 2021

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$38,157.36** were processed for payment

- \$17,852.12 was approved for payroll on November 8, 2021
- \$20,305.24 was approved for payroll on November 23, 2021

A total of **\$68,163.86** was processed in November 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 November 2021 totaling **\$68,163.86**.

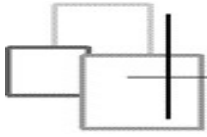
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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 NOVEMBER EXPENDITURES

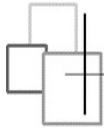
Beginning Monthly Balance = \$1,613,319.82

Ending Monthly Balance = \$1,634,489.48

Category/ Acct #	Reference	Nov 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$706.89	\$14,876.51	\$12,800.00	(2,076.51)	116%
001-000-000-576-20-10-01	District Manager - Wage	\$6,277.96	\$67,998.90	\$98,365.00	30,366.10	69%
001-000-000-576-20-10-02	District Clerk -Wage	\$2,144.61	\$20,943.40	\$28,119.00	7,175.60	74%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$0.00	\$43,708.43	\$74,876.88	31,168.45	58%
001-000-000-576-21-25-02	Aquatic Coordinator	\$4,611.99	\$49,134.81	\$57,500.00	8,365.19	85%
001-000-000-576-21-25-04	Assistant Aquatic Coordinator	\$0.00	\$1,333.38	\$47,500.00	46,166.62	3%
001-000-000-576-21-30-01	Lifeguards	\$5,133.61	\$126,213.26	\$197,600.00	71,386.74	64%
001-000-000-576-21-30-02	Instructors	\$4,550.25	\$81,830.66	\$41,600.00	(40,230.66)	197%
001-000-000-576-21-32-02	Head Lifeguards	\$4,332.82	\$41,946.19	\$35,092.51	(6,853.68)	120%
001-000-000-576-20-21-19	Payroll Taxes	\$1,853.92	\$29,042.84	\$40,424.80	11,381.96	43%
001-000-000-576-21-42-05		\$6,206.60	\$96,293.88	\$135,335.20	39,041.32	71%
001-000-000-576-21-33-04	Overtime (OT)	\$520.03	\$980.78	\$1,560.00	579.22	63%
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	\$148.07	\$2,363.41	\$13,461.13	11,097.72	18%
	Total Salaries & Wages	\$36,486.75	\$576,666.45	\$785,492.50	\$208,826.05	73%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,637.56	\$16,366.09	\$10,239.30	(6,126.79)	160%
001-000-000-576-21-22-30		\$1,307.93	\$14,389.67	\$34,279.40	19,889.73	42%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,471.50	\$2,000.00	528.50	74%
	Total Personal Benefits	\$3,080.49	\$32,227.26	\$46,518.70	\$14,291.44	69%
Grants						
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)		\$0.00	\$3,910.20	3,910.20	0%
001-000-000-337-20-00-01	King County Youth Athletic Sports		\$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	\$11.05	\$312.49	\$575.00	262.51	54%
001-000-000-576-21-35-03		\$52.30	\$1,614.62	\$1,925.00	310.38	84%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$1,774.78	\$2,000.00	225.22	89%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$1,275.74	\$4,000.00	2,724.26	32%
	Total Office Supplies	\$63.35	\$4,977.63	\$8,500.00	3,522.37	59%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$55.45	\$701.97	\$3,120.00	2,418.03	22%
001-000-000-576-21-35-02	Janitorial Supplies	\$303.46	\$4,289.63	\$5,200.00	910.37	82%
	Total Maintenance & Repair Supplies	\$358.91	\$4,991.60	\$8,320.00	3,328.40	60%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$60.00	\$438.86	\$500.00	61.14	88%
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$3,972.94	\$25,000.00	21,027.06	16%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$893.83	\$1,000.00	106.17	89%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$300.00	300.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)	\$0.00	\$965.36	\$1,000.00	34.64	97%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$390.77	\$3,000.00	2,609.23	13%
	Total Pool Supplies	\$60.00	\$6,661.76	\$30,800.00	24,138.24	22%
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	Nov 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)	\$1,112.50	\$11,480.00	\$14,000.00	2,520.00	82%
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	\$22,177.10	\$22,500.00	322.90	99%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$86.36	\$1,088.22	\$2,625.00	1,536.78	41%
001-000-000-576-21-49-10		\$31.44	\$771.17	\$2,625.00	1,853.83	29%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$4,954.50	\$5,445.00	490.50	91%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$48.50	\$651.56	\$1,500.00	848.44	43%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$443.46	\$16,209.84	\$7,700.00	(8,509.84)	211%
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)	\$7.90	\$723.43	\$2,000.00	1,276.57	36%
Total Prof Services-Front Offc		\$1,730.16	\$60,455.82	\$79,095.00	18,639.18	76%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$990.00	\$1,500.00	510.00	66%
001-000-000-576-21-31-01	Custodial	\$0.00	\$2,350.64	\$3,500.00	1,149.36	67%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$269.53	\$3,303.13	\$2,000.00	(1,303.13)	165%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$687.50	\$3,432.00	2,744.50	20%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$142.57	\$500.00	357.43	29%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$549.91	\$6,044.01	\$7,069.92	1,025.91	85%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$23,913.70	\$20,924.30	(2,989.40)	114%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$170.51	\$5,349.54	\$3,120.00	(2,229.54)	171%
001-000-000-576-21-47-05	Sewer Contingency	\$0.00	\$0.00	\$4,092.00	4,092.00	0%
Total Prof Services-Maintenance		\$1,079.95	\$42,781.09	\$46,138.22	3,357.13	12%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$8,538.66	\$43,563.98	\$150,000.00	106,436.02	29%
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		\$8,538.66	\$43,628.92	\$152,000.00	\$108,371.08	29%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$1,772.50	\$3,036.50	\$3,000.00	(36.50)	101%
001-000-000-576-20-41-10	MS Subscription MS Office 365	\$33.03	\$795.58	\$2,000.00	1,204.42	40%
001-000-000-576-21-42-01		\$220.20	\$2,048.69	\$2,000.00	(48.69)	102%
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)	\$160.26	\$2,363.01	\$3,750.00	1,386.99	63%
001-000-000-576-21-42-20		\$464.69	\$2,844.89	\$3,750.00	905.11	76%
001-000-000-576-21-42-21	Cell Phone (Google Fi)	\$0.00	\$131.07	\$750.00	618.93	17%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$10.63	\$192.59	\$260.00	67.41	74%
001-000-000-576-21-42-30		\$35.61	\$291.15	\$260.00	(31.15)	112%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$767.00	\$873.60	106.60	88%
Total Communications		\$2,755.92	\$12,983.58	\$17,643.60	4,660.02	74%
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)	\$492.00	\$3,206.00	\$2,600.00	(606.00)	123%
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)	\$32.45	\$193.26	\$2,000.00	1,806.74	10%
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	\$295.00	\$2,000.00	1,705.00	15%
Total Training & Travel		\$524.45	\$4,539.26	\$15,880.00	11,045.74	29%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$896.75	\$10,335.79	\$16,000.00	5,664.21	65%
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	\$37.99	\$471.23	\$500.00	28.77	94%
Total Advertising		\$934.74	\$10,807.02	\$23,141.44	12,334.42	47%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$8,610.00	\$13,000.00	4,390.00	66%

Category/ Acct #	Reference	Nov 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$3,575.00	\$3,600.00	25.00	99%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$1,762.41	\$2,600.00	837.59	68%
	Total Rentals & Leases	\$992.50	\$13,947.41	\$19,200.00	5,252.59	73%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$5,688.37	\$62,679.09	\$78,000.00	15,320.91	80%
001-000-000-576-21-47-02	Water (Highline)	\$821.88	\$5,800.28	\$9,360.00	3,559.72	62%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$758.64	\$3,458.93	\$5,000.00	1,541.07	69%
001-000-000-576-21-47-04	Sewer (Midway)	\$751.26	\$2,655.75	\$4,092.00	1,436.25	65%
	Total Utilities	\$8,020.15	\$74,594.05	\$96,452.00	21,857.95	77%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
	Total Insurance	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships	\$0.00	\$3,545.35	\$19,661.00	16,115.65	18%
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$42.50	\$500.00	457.50	9%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$528.22	\$6,756.57	\$1,040.00	(5,716.57)	650%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$37.99	\$1,967.79	\$1,560.00	(407.79)	126%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$2,149.42	\$4,000.00	1,850.58	54%
001-000-000-576-20-51-50	Background checks	\$253.00	\$630.50	\$1,820.00	1,189.50	35%
	Total Miscellaneous	\$819.21	\$15,092.13	\$28,581.00	(2,626.78)	53%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$291.77	\$1,000.00	708.23	29%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$739.53	\$6,456.72	\$1,000.00	(5,456.72)	646%
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	\$739.53	\$7,790.49	\$8,000.00	209.51	97%
COVID-19						
001-000-000-576-20-31-00	Office Supplies	\$0.00	\$26.41		(26.41)	0%
001-000-000-576-20-43-00	Training/Conferences	\$0.00	\$0.00		0.00	0%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00		0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies	\$0.00	\$2,646.14		(2,646.14)	0%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$2,073.73		(2,073.73)	0%
001-000-000-576-21-49-01	Lifeguard Supplies	\$0.00	\$32.92		(32.92)	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies	\$0.00	\$241.01		(241.01)	0%
	Total COVID-19	\$0.00	\$5,020.21	\$0.00	(4,993.80)	0%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$10,106.25	\$25,000.00	14,893.75	40%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$0.00	\$10,106.25	\$102,000.00	\$91,893.75	
*Reserve starting balance \$214,079.00						
	TOTAL ADMINISTRATION	\$19,539.26	\$264,354.75	\$340,493.14	76,138.39	78%
	TOTAL OPERATIONS	\$46,607.52	\$679,527.98	\$1,057,369.32	377,841.34	64%
	TOTAL CAPITAL	\$0.00	\$10,106.25	\$102,000.00	91,893.75	10%
		\$66,146.78	\$953,988.98	\$1,499,862.46	\$545,873.48	151.81%



2021 NOVEMBER REVENUE

Account #	Reference	Nov 2021	YTD Balance	2021 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$80,603.13	\$1,024,906.80	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.08	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$1,310.88	\$5,915.62	\$0.00	\$0.00
	Total General Fund	\$81,914.01	\$1,030,822.50	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$50,000.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$50,000.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$633.40	\$8,802.70	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$1,072.00	\$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	\$57,305.74	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$207.25	\$13,015.17	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$1,346.25	\$67,801.22	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$90.00	\$548.00	\$0.00	\$0.00
	Total Revenue	\$7,276.90	\$148,544.83	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$122,500.00	\$175,000.00	\$122,500.00
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	\$122,500.00	\$175,000.00	\$122,500.00
	Grand Total Revenue	\$89,190.91	\$1,351,867.33	\$200,000.00	\$52,500.00

* highline Scoreboard payment

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, December 16, 2021
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: November 19, 2021 to December 9, 2021 District General Manager Report

Week Ending November 19, 2021

BOARD MEETING FOLLOW-UP

- Public Hearing Notice – Attached is a copy of the public hearing notice. It will be sent into the Waterland Blog on Friday, once our final agenda is posted.
- Packet for Public Hearing – Linda is sending out packet later today. I was hoping to get feedback by King County, but we will get it out today.
- Levy Certification Math – I used the incorrect assessed value of levy certification math from 2021. It should have been for an Assessed Value of 4,655,062,375 and a certification of \$1,080,202, which comes out to \$.2165818 and that it will drop to .20/\$1,000. (Thanks, Gene, for catching that.) The \$.2094 was from an assessment done in early 2021.
- Proof from King County – We did not get any feedback from King County at the time of the packet being sent. If we get any additional information, we will present at the meeting on Monday.

MAINTENANCE UPDATE

- Electrical Work – Quentin is working to update the electrical in the scoring area of the pool. The current electrical system needs to be changed to come up to code. There is also an electrical panel in the mechanical room that we are looking at replacing for future code updates.
- ADA Stairs – We finally received the instructions for the ADA stairs and are looking at a possible window in staffing to put them together. We are still exploring having Aquatic Specialties put them together, but their schedule is very tight.
- JACE Controls – We are still awaiting a part that needed to be added to make the final changes.

SCHEDULE UPDATE

The following are items that will be updated to our schedule the week of November 29.

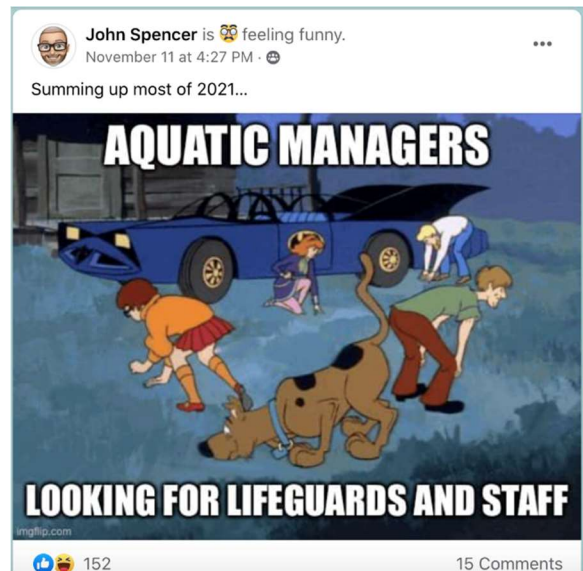
- SMAC Meeting – Quentin met with Ken on changes to SMAC's usage of the pool. We were holding some evening times as SMAC was recruiting a coach. We will now open these times to the public through the end of the year. In early 2022, we will work with SMAC on what times they are requesting.
- MRHS Swim Teams – With SMAC not using some evenings, we have opened some time for MRHS to use increased diving times from 5:30-6:00pm.
- Evening Programming – MRP staff are working on adding lap swimming and other evening programming to fill the reduced swim team usage for the rest of the year.
- End of Appointments – We will no longer take appointments, effective November 29.
- Spectators – We have decided to allow spectators for MRHS Swim meets but are putting the responsibility on the teams.

SEEK GRANT UPDATE

Gene and I put in a grant for undeserved youth for swim lessons to get caught up during the pandemic. I have attached a copy of the application to this email. Gene was also able to develop a partnership with the food bank to have a snack for them after their lessons and wrote the final draft. (Thank you!)

AQUATICS OPERATIONS

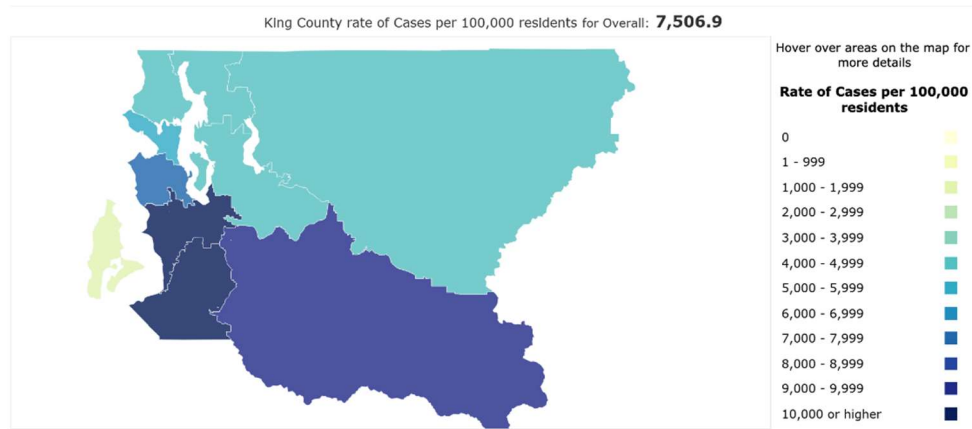
- Outreach – Quentin and Jared have been reaching out to local pools including Evergreen, Covington and King County Aquatic Center. Our meeting with Tukwila got delayed until after the holidays. They are discussing different approaches to staffing, operations, safety, and cleaning. We hope to also reach out to some of these pools and some of the private ones to discuss partnerships.
- Staffing – Staff is starting to come back, staff turning 18 and recruitment of additional staff will most like take effect in December. Once new wages are approved, we will start posting the updated descriptions.
- WRPA Aquatics Group Meeting – The WRPA Aquatics Group meeting was Thursday, November 18. Quentin said that almost all the pools are in the same position we are in. The only pool that does not have any issues with staffing is Enumclaw. There will also be a staffing salary, benefit and incentive survey coming out later this year.
- Tukwila Request – We are sending copies of our job descriptions to Tukwila. They are working on an analysis of their positions and made the request.



From NRPA Aquatics Facebook Group.

COVID-19 DATA

Our area serves the two highest areas of reported Covid-19 cases in King County. Flu season normally is its strongest between November and February, we are hoping that cases drop when we extend services later this month. Note-It is hard to believe that there are 1:10 active cases in our area.



THANKSGIVING WEEK HOURS

With the low number of staff, we currently have, we will be closed on Thursday, November 25 and Friday, November 26. All other days we will be open regular hours. The only other change is that swim lessons will be on a week break, Saturday, November 27.

RESEARCH

- 2021 Local Ballot Measures Election Results (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/November-2021/2021-Local-Ballot-Measure-election-results.aspx>
- SR 509 Completion Project (Waterland Blog) - <https://waterlandblog.com/2021/11/12/sr-509-completion-project-kicks-off-construction-with-work-along-i-5-in-south-king-county/>
- Public Accessibility for Transgender Populations (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/november/public-accessibility-for-transgender-populations/>
- Should Employers Add Booster Shots to Their Covid-19 Vaccine Policies (SRHM) - <https://www.shrm.org/ResourcesAndTools/legal-and-compliance/employment-law/Pages/Booster-Shots-Workplace-COVID-19-Vaccine-Policies.aspx>
- City of Renton Asks For Community Help in Assessing ADA Standards (Renton Reporter) - <https://www.rentonreporter.com/news/city-of-renton-assesses-compliance-with-ada-standards-asks-for-community-feedback-on-plans/>



Week Ending November 26, 2021

BOARD MEETING FOLLOW UP

- Staffing Challenges Presentation: I emailed the presentation out on Wednesday morning. If you did not receive it, give me a call.
 - Also, here is the link on the presentation for the CPI in the Seattle area - https://www.bls.gov/regions/west/news-release/consumerpriceindex_seattle.htm
- Next Board Meeting: Just a friendly reminder that we added a budget meeting on Tuesday, November 9 at 7pm. Linda will send out the agenda packet and meeting login information the week before.
- Campbell Appointment: I notified King County Elections of Holly's appointment. Legal will perform the Oath of Office over the next couple of weeks before our November 9 meeting.
- Whidbey Presentation: I attached the Whidbey presentation, if any of the board would like to go through it.

SWIM LESSON REGISTRATION

Swim lesson registration starts on Saturday at 8:00am for current students. Quentin and Jared are working to finalize the classes, and work on communication of the changes after the October 25 King County Verification of Vaccination Proclamation. Quentin will be there on Saturday to make things are running smoothly.

OCTOBER 25 VACCINATION VERIFICATION PROCLAMATION

- Vaccination Checking: Staff is putting a V in parentheses "(V)" next to people that are vaccinated so staff do not need to check pass holders each time. This is not required, but elective by the patron to not need to bring it in each time.
- Updated Waiver for Passholders: Staff is now put a W in parentheses "(W)" next to people that have completed the Covid-19 waiver. Daily entry people will still need to sign in on each day.
- Voicemail Update: One of the newer staff is training to be a voice actor, so we are having him update the voicemail. It was posted Thursday. We are working to post an updated version over the weekend.
- Email Blast: The email blast went out on Wednesday. We had several people who checked the guidelines.
 - <https://createsend.com/t/d-F48357ECE684FC662540EF23F30FEDED>
- Guidelines: We have put guidelines together for lap swimming, water exercise and water walking. We also added one for Family and Open Swims. The guidance does require us to ensure social distancing inside and outside the water, so we have set these guidelines to help patrons be aware of processes before they attend. They are posted in the link above.
- Safety Plan: Legal is reviewing the safety plan changes and we should have the update posted next week. The current safety plan is posted on the governance page of the website.
- Agreements: Both swim team agreements have been signed and returned. The school district came back with one other item to be removed. I am updating it with them on Friday.
- Schedule: We updated the interactive schedule to reflect updates. We also made a flyer.
 - <https://mtrainierpool.com/wp-content/uploads/October-25-Schedule-Update.pdf>
- Signage: We have the sandwich boards ready to go for Monday. The VR Code will be closest to the street, with the vaccination verification next and the mask sign closest to the door.

SWIM TEAMS

SMAC is holding Monday, Wednesday and Friday evenings to try to find a new coach for one of their teams. They are still paying until they know of the usage. If they cancel, we will try to fill the time with evening lap swimming.

RENTALS

Although we are not ready to go back to birthday parties and larger rentals, we will start to allow safety trainings and swim meets.

- The Port of Seattle will be meeting on October 11 and 19. They will be using two lanes.
- SMAC will be hosting a swim meet without spectators on October 31. We appreciate that SMAC will have the meet in the morning before we open at 11am.

Both activities have low contact, and we were able to work around existing programming.

OCTOBER 23 MRHS JAMBOREE

Mount Rainier High School had a swim jamboree on Friday, October 23. Due to the inability to adequately social distance, we will not have spectators at the meet.

WOODMONT PTSA NIGHT

We have been in communication with Woodmont about setting up a post-pandemic, PTSA night for their school. We are going to contact them next week after adjusting to all the changes to schedule a meeting.

STAFFING

The pool management team added two more staff members over the last two weeks. We did setup an accommodation for one of the staff that is in the process of their vaccination shots. They should be eligible to be ready for full duty in mid-November.

MAINTENANCE UPDATE

- AHU CONTROLS – We are still awaiting the JACE Controls to come in.
- ADA STAIRS – There are a lot of parts to the stairs. For safety and liability, we will have Aquatic Specialties construct them in the next couple of weeks, depending on their availability.

GIFT CERTIFICATE DONATION

We donated a swim lesson session to the Hi-liners Musical Theater auction, November 7-13. For more information on the auction, click the link below.

<https://www.hi-liners.org/auction.html>

SEEK GRANT

Gene sent me some ideas for the SEEK Grant through King County. I will update you in a future email with more information. Below is the SEEK Grant information posted on a WRPA email.

SEEK Fund 2022 Cycle Is Now Open

Funding Opportunity for K–12 Youth Summer Programs

WRPA, in collaboration with the **AWC**, is excited and proud to announce a \$10 million funding program. This program is administered by AWC and made possible by funds provided to the **OSPI** and it will enable local parks and recreation agencies throughout our state to expand summer outdoor education programs offered to school-aged kids.

The purpose of SEEK funding is to increase access to quality outdoor summer programming for youth and communities who have historically been underserved and who have been most impacted by the COVID-19 pandemic.

We encourage you to learn more about the **SEEK Fund** today and start gathering the information you need for the online application!

Download the [Application Guide](#) & [Project Cost Worksheet](#) to get started.

WRPA LEGISLATIVE AGENDA

In 2021, RCO received a one-time, \$42 million allocation – funding left over from the \$300 million in state bonds used to build the Seahawks Stadium (now known as Lumen Field). The bond funds grew out of a voter-approved referendum enabling the stadium to go forward but also requiring using some of the money to pay for local youth athletic facilities. It is now incumbent on RCO to develop a sound plan for how to use this one-time funding to benefit youth. RCO will do so in collaboration with the Governor's Office and the Office of Financial Management (OFM) as well as stakeholder partners such as WRPA. We at WRPA consider the development of this plan to be vital so that the funding is not "re-purposed" by the Legislature and does not end up undermining the ongoing Capital Budget allocations for the Youth Athletic Facilities (YAF) program.

I have attached the rest of the legislative agenda to this email.

WCIA COMPACT

I must attend two trainings before the end of the year to meet our WCIA Compact. The compact are our requirements to be a part of the pool. I usually have this done by mid-year, but it has been a challenge this year.

RESEARCH

The new park movement: more resilient park access <Also applies to other recreation activities> (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/october/the-new-parks-movement-resilient-park-access/>

A conversation with Dr. John L. Crompton <Equity with limited resources> (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/october/a-conversation-with-dr.-john-l.-crompton/>

FALL PHOTO OF BUILDING

Need to clear path of leaves before landscapers come to clean, but it makes for a nice photo.

BOARD MEETING WRAP UP

- **Signatures** – We are still a couple of signatures short. We will have to send the resolutions and ordinance on Monday, November 29. Please make sure to check your emails or contact Linda at linda.ray@desmoinespool.org if you did not receive it. Just a reminder the deadline is November 30.
- **December 21 Meeting** – We will update you on the process at the December 21 meeting.

MAINTENANCE

- JACE Control Repairs – We are about 90% completed on the JACE Controls. We still have a supply chain issue with one of the parts. It is estimated to be delivered and installed in mid-January.
- Cracked Glass – We have some stress cracks in the stained-glass windows at the pool. We will be filling them with a glass epoxy. One of the cracked windows looks like it may have been vandalized. These windows are very small, and we will try just covering with epoxy for now, but should explore a long-term approach as they are public art.

SCHEDULE UPDATE

Our November 29 Schedule update will come out at 1pm today (see link below). We have everything updated on website except the banner ad. I could not wait for the website company to post it, so I sent it out today. The schedule page and other information have been updated and the banner ad should be updated soon. *(Note-I missed the evening Water Exercise class, and sent out a correction.)*

<https://createsend.com/t/d-E43D0E169D776EC12540EF23F30FEDED>

WINTER SWIM LESSONS

We will be meeting next week to discuss our winter swim lesson schedule. Registration for Winter Saturday classes will be coming in December. Our hope is to list the Winter programming at one time.

HSD SWIM AND DIVE TEAM

The school district's unified team is so large this year, they have requested additional time in the pool. They will be using Monday and Wednesday's until 6pm and will be renting the deep end of the pool from 5:30pm to 6:00pm those days.

KCYAS GRANT DELAYED

King County announced the sports grant (including aquatic facilities) have been delayed.

ANOTHER GRANT OPPORTUNITY

King County Parks Healthy Communities & Parks Fund (previously referred to as Targeted Equity Grants), part of the [King County Parks Levy Grants Program](#), will open November 30, 2021.

Grants are available up to \$250,000 for programs, capacity building, land acquisition, and capital projects that focus on underserved communities.

Applications for awards \$15,000 and up will be due January 21, 2021. Applications for awards less than \$15,000 will be received on a rolling basis.

[Subscribe](#) to the Levy Grants Newsletter to receive updates.

SEEK GRANT INFO FROM STATE LOBBYIST

(From WRPA Lobbyist) I wanted to let all of you know that the window for applications under Round 2 of the Summer Experiences and Enrichment for Kids (SEEK) program closed at 11:59 p.m. Thursday – and we have exciting results to report!

A whopping 143 applications were submitted, asking for a combined \$11.1M in funding (see e-mail below from WRPA Executive Director Tiffany Hanzo)! We also have had our partners at AWC (see e-mail at bottom from Candice Bock) confirm for us that the \$11.1M pool of applicants will be competing for a total of \$10.4M.

Reviewers will now swing into action, and we hope to soon let all of you know how your application came out. Remember that with the holidays, the time needed for any follow-up questions on specific applications, and the AWC's need to review all of this and affirm it all with contracts and with OSPI, it is likely to be beginning of 2022 before we give official word back to all of you.

GOOD LUCK to all of you who applied!

(From WRPA President) Good Morning All!

We had a total of 143 submissions and \$11,100,321 in asks. I am getting ready to send the instruction email to the Advisory Committee for review. Because there was 1 million over in asks than we have funds, the ranking system will be very important this time around. Before Christmas, I will also be meeting with the Advisory Committee to check in and see if they have outstanding questions for folks or any questions in General.

Jacob, I will not be able to get the mail merge to you today as I will also need to download each Project Cost Worksheet for all 143 submissions too. Stay tuned and AWC will have all submissions / Project Cost worksheets before Thanksgiving.

Great work everyone!!!

PEACH JAR

Peach Jar had a Black Friday holiday sale. I purchased \$1,039 worth of Peach Jar Credits for 2022, as Covid-19 restrictions will lower. The sale saves us a little over 25% or \$361.00.

PTSA SWIM UPDATE

We are trying to schedule a meeting with Parkside. They have requested to have their PTSA swim in March and we are holding the month for them.

GOVERNANCE PAGE UPDATES

I updated the board positions with the election being certified. I still need to work on formatting. I also updated the demographics and will update the levy and tax certification later this month once everything has been confirmed with King County Assessment.

AWC ELECTED OFFICIALS EVENT (DECEMBER 4)

The Association of Washington Cities is having an Essential for Elected Officials webinar on Saturday, December 4th from 8am to 2:30pm. If anyone is interested in registering, please let me know. Below is a description of the event.

Following municipal elections every other year, AWC offers its signature Elected Officials Essentials workshop. New and seasoned elected officials alike benefit from this training event—a blend of legal counsel and webcast—which explores their most critical legal and functional responsibilities in office. What's more, participation in this event fulfills the Open Government Trainings Act's specific training requirements (including records, records retention, and open public meetings) for elected officials.

- Network with other city leaders in your region
- Examine real-world municipal scenarios

- Learn your basic legal obligations and liabilities, understand your statutory roles and responsibilities, explore elected officials' special ethical considerations, and discover how your leadership shapes your community

This webinar is for city elected officials and select city staff (city managers/administrators, city attorneys, etc.)

Click here for more information: <https://wacities.org/events-education/Upcoming-AWC-events/events-details?ID=2187>

HOLIDAY HOURS

Just a reminder that we will be closed on Thursday and Friday. It was included in email notification, on website and I will post it on Facebook tomorrow morning.

RESEARCH

- Parks and Recreation Provides Important Out-of-School Programming (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/december/parks-and-recreation-provides-important-out-of-school-time-programming/>
- Post-Pandemic Trends in Aquatics (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/december/post-pandemic-trends-in-aquatics/>
- Making Local Government Holiday Observances More Inclusive (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/November-2021/Making-Local-Government-Holiday-Observances-More-In.aspx>

Week Ending December 2, 2021

LEVY CERTIFICATION

I got confirmation that our levy was received on November 30 (before the deadline).

SWIM LESSONS

We set the next session of Saturday lessons and tentatively scheduled dates for Winter and Spring of 2022. We are just posting the Saturday information as we are awaiting to see how staffing and covid-19 regulations change over the next couple of months. The website has been updated with current information. The email notification will probably go out on Tuesday, December 5th.

SCHOLARSHIP PRE-APPROVAL EVENT

We will have a scholarship paperwork event on Monday, December 13 from 4:00pm to 6:00pm. We chose Monday as it will be a swim lesson day in 2022, and that we hope to have a staff member that speaks Spanish at the event to assist community members.

MAINTENANCE

- ADA Stairs – Aquatic Specialties finally is available to fix the stairs. We should have them constructed and installed soon. We will add pictures to a future report.

1/10 OF 1 CENT SALES TAX

The Washington Recreation and Parks Association (WRPA) is attempting to get a house bill (HB 1025). This bill allows cities, counties, metropolitan park districts, and park and

recreation districts to submit an authorizing proposition to voters to impose a local sales and use tax of 0.1 percent. I do not know how this affects a community like Des Moines with a City Parks and Recreation Department and a Metropolitan Park District, but we will keep an eye on this. For more information, click the links below.

<https://app.leg.wa.gov/billssummary?BillNumber=1025&Year=2021&Initiative=false>

Also, here is a video that covers discussion on the bill.

<https://www.tvw.org/watch/?eventID=2021011298>

JOB POSTING UPDATES

We will be updating our job descriptions and reposting them next week. We will repost to WRPA and other local vendors. If anyone sees a cool format for job postings, I would love to see different options.

MRSC ROSTERS UPDATE

I renewed our membership to MRSC Rosters, which the board signed up for in 2010. This is a great service that gives us access to a works roster for projects and professional services, including our current Engineer of Record. The roster is good from December 1, 2021, through November 30, 2022.

OUT OF OFFICE

I will be out of the office this Thursday, December 2 and Friday, December 3. If you need to get a hold of me, you can call the district offices, which are sent to my phone.

RESEARCH

- Washington State Testing for Covid-19 Omicron Variant (King5) - <https://www.king5.com/article/news/health/coronavirus/washington-state-sequencing-covid-19-omicron-variant/281-63d87d57-a453-4368-9174-3435c45f1fe8>
- Not Taking It: The How's and Why's of Religious Exemptions from the Covid-19 Vaccination Requirement (Salish Current/MRSC) - <https://salish-current.org/2021/11/19/not-taking-it-the-hows-and-whys-of-religious-exemption-from-the-covid-19-vaccination-requirement/>
- We're Trying to Do What We Can... (Olympian) - <https://www.theolympian.com/news/local/article255952102.html>

Week Ending December 9, 2021

NEXT MEETING

Just a reminder the board that the next board meeting will be Tuesday, December 21 at 7pm. Linda will send out the agenda packet and login information next Thursday.

SWIM LESSONS

On Tuesday, December 7, we sent out an email update on swim lessons including being posted to social media and the website. Below is a link to the email blast.

<https://createsend.com/t/d-A39C5FBBB9C862D72540EF23F30FEDED>

We do have plans to expand in the Winter of 2022, but we want to wait until after the holidays to make any announcements.

SCHOLARSHIP NIGHT

We have a scholarship pre-approval night on Monday, December 13 from 4-6pm. We now have a couple of staff that speak Spanish fluently, so we will have one on site to help with signups.

KENNEDY CATHOLIC HIGH SCHOOL DIVE TEAM

The Highline School District Dive Team will be splitting our pool for diving practices with the Kennedy Dive Team due to their pool being closed due to a mechanical repair.

WINTER BREAK SCHEDULE

We will be putting together a schedule for December 20-January 2, while Highline School District is on break.

SMAC

SMAC will not be using the facility for the remainder of the year (during the holiday). We will be utilizing their time for lifeguard training and some additional lap swimming hours starting next week.

PARKSIDE PTSA MEETING

We tentatively have a meeting on Tuesday, December 14 at 4pm. We are holding the month of March for them (Covid-19 permitting).

DONATION

I donated a free swim lesson certificate to St. Philomena's for their upcoming auction.

JUDSON PARK

Judson Park Senior Living has reached out about pool space for a water exercise class for their participants. We will work with them to see what we can do.

UPDATES TO EMERGENCY ACTION PLANS

Jared is working on adding an active shooter and lost child (aka Code Adam) to our emergency plans.

TRESPASS WARRANTS

We will be reaching out to the police department next month to start working on trespass warrants. Although, we have not had to utilize these, they may prove important in a dangerous situation.

OUTSTANDING WARRANTS

The clerk has notified me that we have no outstanding (check not trespass) warrants for the December 2021 regular board meeting. This will require us to only have a transfer for the capital, which I am currently estimating at around \$175,000.

MRSC SERVICES

MRSC sent out an email on if municipal agencies wanted to renew for free(which we did). They offer great information and services that they summarized in the email...

- **Ask MRSC Services:** MRSC responds to phone and email inquiries about legal, and policy matters of concern to contracting agencies and their members.
MRSC will research and provide, if available, examples of policies, resolutions, or other materials with respect to best practices and/or strategies for addressing issues of

importance to the member agencies. MRSC can also assist in the interpretation, compilation, and synthesizing of such information and materials. MRSC staff expertise includes municipal law, public management, budget, and finance, contracting, land use, public works, utilities, personnel, and a vast array of other areas of interest to local government. Please note that although MRSC may be conducting legal research, MRSC is not acting as legal counsel for individual member agencies.

- **E-Newsletter Services:** MRSC prepares a quarterly *Ask MRSC* electronic newsletter that is tailored specifically to the needs of the contracting members. Each edition features questions and answers from the previous three months for distribution to contracting members.

STAFFING

- New Applicants – We got two new applicants this week.
- Lifeguard Class – We will be hosting a lifeguarding class on December 20 through 22.
- Promotion – Quentin promoted our first senior class member to head lifeguard. This should help with coverage.
- Succession Planning – We have met as a staff this week to discuss plans on moving forward with changes in management.
- Hiring/Recruitment Process – We are looking at simplifying our process and making it more accessible for younger applicants and those that are not proficient swimmers. We will update you when we are further along.

MAINTENANCE

- ADA Stairs – Aquatic Specialties installed the new ADA Stairs. The old ADA Stairs had to be destroyed to remove from the facility. Quentin is preparing documentation for the destruction of the old stairs. (Note-they were in poor shape.) Also, we did get a couple of responses for wider stairs, but this would not allow for people to use both handrails for support and make it more difficult to take the stairs in and out of the water. We chose the updated version of the old stairs we had.



- Telephones – We were able to fix the socket issues with Comcast, and we had them come out to check the internal wiring this week. They are following up next week with checking the external wiring to the main source.
- Inventory – We will be updating our inventory lists for the facility this week. This is an annual process, and we want to take advantage of having some kids back from college.
- Deep Cleaning – With some of the kids back from college, we also want to utilize the situation to do some more deep cleaning.

WRPA AQUATICS

The WRPA Aquatics Group put out some emails with surveys and other important information. The surveys they are performing include separate wages, rates/fees and a utilities' surveys. Once we get responses, we will use this information for future budget, wages and fees planning.

RESEARCH

- Omicron's Explosive Growth is a Warning Sign (the Atlantic) - <https://www.theatlantic.com/health/archive/2021/12/omicron-spread-infection-severity/620948/>
- Inflation has risen around the world, but the U.S. has seen one of the biggest increases (Pew Research Center/MRSC) - <https://www.pewresearch.org/fact-tank/2021/11/24/inflation-has-risen-around-the-world-but-the-u-s-has-seen-one-of-the-biggest-increases/>
- Parks and Recreation provides important out-of-school time programming (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/december/parks-and-recreation-provides-important-out-of-school-time-programming/>
- I will not let blindness define me (International Labour Organization – Voices/Equitable Aquatics) - https://voices.ilo.org/stories/i-will-not-let-blindness-define-me?fbclid=IwAR0XB-vquKYA_KxapaVhH2s4bMjNm5c8AD_a6nagC7hyrwJnonxjUWzbPZ8

Dealing with Snow and Ice on Streets and Sidewalks (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/December-2021/Dealing-with-Snow-and-Ice-on-Streets-and-Sidewalks.aspx>



Des Moines Pool Metropolitan Park District

November 9, 2021

7:00 p.m.

Remote Online

MINUTES SPECIAL MEETING

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE -- Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – Adopted unanimously

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT

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

BUSINESS

a. Staffing Challenge – Pay Rates for PTE

District General Manager Deschenes presented Pay Rates for Part-Time Employees. The presentation is on file.

He discussed the current pay ranges for part-time lifeguards and instructors, and suggested that in 2022 starting pay rates should increase to be more competitive. A new salary matrix was included in the presentation. These rates will be voted on at the November Regular Meeting on 11/16.

b. Staffing Challenge – FTE Adjustments

The DGM discussed the need for full-time staff members and the need for two full-time coordinators on staff in 2022. In addition, he is suggesting an expanded benefit package in keeping with area competition. A presentation is on file.

Commissioner Achziger stated the need to seek out candidates with aspirations in first responder fields as a way to prepare them for their future positions in those fields.

President Young asked the DGM to research PERS (Public Employees Retirement System) through the Department of Retirement as an option for benefits packages. Currently the District offers a 16% monthly subsidy to offset medical benefits through AWC or deferred compensation through the Department of Retirement. Matching funds are not offered by the District.

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

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 11/9/2021**

c. Cash Flow Analysis

The Cash Flow Analysis spreadsheet was included in the meeting packet for Board review. District General Manager Deschenes stated that over the next three months, the security gates would be installed at a cost of approximately \$15K. This was budgeted and a grant was received in 2021 to assist with this cost.

The District will end 2021 with a balance of approximately \$1 million and will transfer \$75K into capital.

d. 2022 Budget Discussion

Alterations were made to the draft budget to reflect increased part-time and full-time employee pay rates in 2022. The cost of software for on-line registrations at the pool was also added.

The levy for 2022 will come in at \$.19338 which is under \$.20 for a 3rd year in a row.

e. Public Meeting Date

In order to finalize the 2022 budget and to vote on the levy, the District must hold a Public Hearing before November 30th. It was decided to schedule a meeting on Monday, November 22nd at 7:00 p.m. for this purpose. An announcement will be made in the local Des Moines Waterland Blog.

GENERAL DISCUSSION

District General Manager Deschenes stated that he didn't think there was time enough to apply for a SEEK grant before the application cut-off date. However, he will discuss this further with Commissioner Achziger tomorrow who has offered to help with the application.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:09 p.m.

UPCOMING MEETINGS

- November 16, 2021, Regular Meeting, 7:00 p.m., Location: Virtual
- November 22, 2021, Public Hearing, 7:00 p.m., Location: Virtual

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

November 16, 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, Campbell, Stender, and Achziger; Acting Aquatics Manager, Quentin Knox; District General Manager Deschenes and District Clerk Linda Ray.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA -- The agenda was adopted unanimously.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – The District Clerk reported that the date for the Public Hearing was incorrect on the agenda and should be Monday, November 22, 2021.

PUBLIC COMMENT -- None

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in October 2021 totaling \$1,802.12. Commissioner Dusenbury 2nd. The motion passed 5-0.

OLD BUSINESS

7a. Board Election Certifications

At the November 1st election, Commissioner Dusenbury was re-elected to Position 1; Commissioner Campbell and Commissioner Stender were also elected and will occupy Positions 2 and 4 respectively. Those positions will expire in 2027. District General Manager Deschenes will post updates to the web page as soon as all election results are certified.

7b. Aquatics Manager Q & A

Acting Aquatics Manager Quentin Knox presented a pool update. The presentation is on file.

In reviewing a timeline for programming, the facility returned to appointments per the 10/25/2021 King City mandates on COVID. Saturday swim lessons restarted on 10/30 and the boy's swim team season started on Monday, 11/15. At the end of November, additional morning hours will be added, and appointments will be dropped. In early 2022, weekday swim lessons will come back and PTSA swims will be added in the Spring of 2022.

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

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 11/16/2021**

The Aquatics Manager reported that staffing has increased with some employees returning and he is hopeful that more candidates over the age of 18 will start applying due to new starting rates. He is also working with other pool facilities on employment partnerships.

With vaccination requirements in place, swim lessons were a little challenging, but adjustments are continuously being made to allow for safe and effective programming.

7c. Salary Schedule/Table Approval

District General Manager informed the Board that this item would be on the agenda for the November 22nd Public Hearing Meeting and will be voted on at that time.

7d. 2022 Proposed Budget

DGM Deschenes heard from King County regarding a new assessed value of just under \$6M. He will set the levy at \$.20/\$1,000. He added a 5% inflation rate to the proposed 2022 budget and 2021 should end 2021 at approximately \$1M.

NEW BUSINESS

8a. 2022 Levy Rate

District General Manager Deschenes reported that the levy would be lowered below \$.20 even though tax rates are increasing. A copy of Ordinance 1252 which must be submitted to King County no later than November 30th was included in the packet.

8b. Resolution 2021-05, Levy Certification

Due to the newly assessed rate reported by King County, the DGM will update the math on Resolution 2021-05 and will provide the corrected Resolution in the packet for the meeting on 11/22.

8c. Resolution 2021-06, Levy Increase/Decrease

It is a requirement to submit a Resolution for increase even though the levy is decreasing. The Resolution will be included in the packet for the meeting on 11/22.

8d. Public Hearing Date

The annual Public Hearing Meeting on 11/22 will be virtual. The public has the right to make 3-minute comments regarding the 2020 budget and levy as presented. The meeting will be announced online and in the Waterland Blog.

GENERAL DISCUSSION

The DGM reported there is an issue with the pool's new phone system involving a socket error between Comcast and individuals with Verizon mobile coverage. He is working through the problem with Comcast.

The DGM stated that he is considering an RFQ for a new website maintenance provider in 2022. Commissioner Stender mentioned that our current website is not mobile responsive and supports the search for another source.

ADJOURNMENT

With no further business the meeting was adjourned at 7:35 pm.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 11/16/2021**

UPCOMING MEETINGS

- November 22, 2021, Public Hearing , 7:00 p.m., Virtual
- December 21, 2021, Regular Meeting, 7:00 p.m., Location TBD

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Achziger

Linda Ray, District Clerk

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Des Moines Pool Metropolitan Park District

November 22, 2021

7:00 p.m.

Remote Online

MINUTES SPECIAL MEETING/PUBLIC BUDGET HEARING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:05 p.m. Present were Commissioners Dusenbury, Achziger, and Campbell; District General Manager Deschenes and District Clerk Linda Ray.

Commissioner Stender joined the meeting at 7:07 p.m.

PLEDGE OF ALLEGIANCE -- Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

District General Manager Deschenes noted changes to the packet on page 11, the date of the Resolution was changed to November 22nd; and on page 14, the figures for new construction and the refund had been reversed. He stated that the math for the levy rate had been corrected to reflect this change.

With the above-mentioned changes, the agenda was adopted unanimously.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT

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

BUSINESS

a. Salary Schedule

District General Manager Deschenes stated that the new salary schedule will take affect on January 1, 2022. The schedule was presented and discussed at the November 16th, Regular Meeting at which time the DGM asked Board Members to submit their comments. No comments were received.

Commissioner Achziger reminded the Board of the need to focus on hiring to meet goals instead of just filling positions.

With no further comments or discussion, Commissioner Campbell moved to approve the 2022 Salary Schedule. Commissioner Dusenbury 2nd. Passed 5-0.

BUDGET HEARING

President Young opened the Budget Hearing:

"Pursuant to RCW 84.55.120, the Des Moines Metropolitan Park District will now open the public hearing to consider revenue sources for the District's 2022 budget."

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 11/22/2021**

a. and b. 2022 Budget and Levy Certifications

District General Manager Deschenes introduced the 2022 budget and stated that even though our levy rate is decreasing, the assessed value has increased. He also said he had received an update from King County on the levy figures resetting the levy to 199716% which rounds up to 20%.

The DGM then presented Resolution 2021-05 certifying the 2022 budget and levy; and Resolution 2021-06 certifying the amount of levy increase.

Ordinance 2152 was presented along with the worksheet. The Resolutions, Ordinance and worksheet are all on file.

President Young opened the hearing up for public comment. No comments were received.

President Young then closed the District's annual revenue source hearing.

Commissioner Stender moved to approve the 2022 budget of \$1,002,573 in General Funds and \$75,000 in Capital Reserves for the calendar year 2022. Commissioner Dusenbury 2nd the motion. Passed 5-0.

Commissioner Campbell moved to approve Resolution 2021-05 "Certifying Property Tax Levy and adopting an operating budget for the Fiscal Year beginning January 1, 2022". Commissioner Stender 2nd the motion. Passed 5-0.

Commissioner Dusenbury moved to approve Resolution 2021-06 "Property Tax Increase", for an increase of \$69,371 between the 2021 and 2022 levy certifications. Passed 5-0.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:31 p.m.

UPCOMING MEETINGS

- December 21, 2021, Regular Meeting, 7:00 p.m., Location: Virtual

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Achziger

Linda Ray, District Clerk

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/03/2021

Total Amount: \$9,203.66

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20211027111322.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:

10/27/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

10/27/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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Seattle, WA 98104

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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_20211027111322.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
DEPARTMENT OF RETIREMENT SYSTEMS			DRS2_092021	10/27/2021	\$1,461.61	DEFERRED COMP - SD, LT, QK
ERIC KASNICK			20211026EK_Ref	10/26/2021	\$177.08	MEMBERSHIP REFUND
GRAINGER			9091069782	10/19/2021	\$10.81	JANITORIAL SUPPLIES - MRP
GRAINGER			9090969867	10/19/2021	\$118.61	JANITORIAL SUPPLIES - MRP
GRAINGER			9087917747	10/15/2021	\$32.59	JANITORIAL SUPPLIES - MRP
GRAINGER			9082085334	10/11/2021	\$141.45	JANITORIAL SUPPLIES - MRP
HIGHLINE WATER DISTRICT			20211020HWD	10/20/2021	\$821.88	WATER UTILITY - 9/21/2021 TO 10/20/2021
MIDWAY SEWER DISTRICT			20211025MSD	10/25/2021	\$751.26	SEWER UTILITY - 8/25/2021 TO 10/25/2021
PUGET SOUND ENERGY			20211021PSE	10/21/2021	\$5,688.37	ELECTRIC/GAS UTILITY - 9/20/2021 TO 10/20/2021



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/10/2021

Total Amount: \$10,590.57

Control Total: 13

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20211105143752.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u>	<u>11/5/2021</u>
2E081F071204F0 Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u>	<u>11/5/2021</u>
5E8DDA9890F2474 Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
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Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
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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_20211105143752.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			17467	11/01/2021	\$90.00	DISTRICT JANITORIAL
AQUATIC SPECIALTY SERVICES			21481	10/27/2021	\$170.51	MONTHLY CONTRACT - OCT 2021
AQUATIC SPECIALTY SERVICES			21407	10/12/2021	\$126.50	FOOT REST/MMRP
AQUATIC SPECIALTY SERVICES			21384	10/06/2021	\$6,931.14	AQUA STEPS W/HANDRAIL
CENTRAL WELDING SUPPLY			RN10212490	10/31/2021	\$70.06	750 LB. BEVCARB LIQUID/MRP
CENTRAL WELDING SUPPLY			CG103713	10/27/2021	\$199.47	UN2187 CARB DIOX
DATAQUEST, LLC			16522	10/31/2021	\$253.00	EMP BACKGROUND CK/MRP
JEREMY BERRY			20211102JB_Refund	11/02/2021	\$321.44	MEMBERSHIP REFUND
MOUNTAIN MIST			004405682	10/29/2021	\$3.95	WATER DELIVERY
MOUNTAIN MIST			00440578/	10/29/2021	\$3.95	WATER DELIVERY
NORTHWEST LANDSCAPING SERVICES			CD50171647	11/01/2021	\$549.41	LANDSCAPE SERVICE/MRP
RECOLOGY			0003669893	10/31/2021	\$758.64	GARBAGE/RECYCLE UTILITY-SEP 2021
SNURE LAW OFFICE			20211101BS	11/01/2021	\$1,112.50	PROFESSIONAL SERVICES - OCT 2021



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/17/2021

Total Amount: \$4,166.55

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20211111143000.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:

11/11/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

11/11/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20211111143000.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BREE CASWELL			20211108BC55	11/08/2021	\$30.73	PAYROLL PE 10/25/2021
COMCAST			20211108CB_MRP	11/08/2021	\$331.47	TELEPHONE/INTERNET_MRP - 10/22 TO 11/21/21
COMCAST			20211108CB_DMP	11/08/2021	\$160.26	TELEPHONE/INTERNET_DMP - 11/18 TO 12/17/21
COPIERS NORTHWEST			INV 2380988	11/09/2021	\$54.92	COPIERS CONTRACT OVERAGE CHG - 10/6/ TO 11/5/21
DEPARTMENT OF RETIREMENT SYSTEMS			DRS1_102021	11/11/2021	\$1,146.32	DEFERRED COMP - S DESCHENES, J KNOX
SEARELY CAMARILLO-GONZALEZ			20211108SG88	11/08/2021	\$117.19	PAYROLL PE 10/25/2021
US BANK			20211110USB	11/10/2021	\$2,325.66	BANK CARD STMT 10/11 TO 11/10/2021



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/23/2021

Total Amount: \$4,033.90

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20211118161430.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:

11/18/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

11/18/2021

Authorized District Signature

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Special District Voucher Approval Document

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District Name: Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20211118161430.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BTOWN WEB			2021371254	01/20/2021	\$960.00	WEB HOSTING 2/1/2020 TO 1/31/2021
BTOWN WEB			2021371346	03/15/2021	\$375.00	WEB MAINTENANCE - MAR 2021
BTOWN WEB			2020371195	11/30/2020	\$437.50	WEB MAINTENANCE - NOV 2020
CANON FINANCIAL SERVICES, INC.			27664358	11/11/2021	\$62.88	COPIERS CONTRACT CHG - NOV 2021
MACDONALD-MILLER FACILITY SOLUTIONS			SVC217127	11/11/2021	\$1,481.02	SVC CALL 211025-0005 RUNNING TOILET
ZEN 22015, LLC			20211201ZEN	11/18/2021	\$717.50	DISTRICT RENT - DEC 2021



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/23/2021

Total Amount: \$2,011.82

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20211122135909.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

11/22/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

11/22/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20211122135909.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BREE CASWELL			20211122BC55	11/22/2021	\$46.09	PAYROLL PE 11/10/2021
COLIBRI NORTHWEST, LLC			138DM	11/22/2021	\$896.75	AD WINTER 2022 DM CITY CURRENTS
FERNANDO CORTEZ			20211122FC89	11/22/2021	\$152.02	PAYROLL PE 11/10/2021
JOE DUSENBURY			20211122JD08	11/22/2021	\$117.81	COMMISSIONER SUBSIDY - OCT 2021
SEARELY CAMARILLO-GONZALEZ			20211122SG88	11/22/2021	\$563.50	PAYROLL PE 11/10/2021
SHANE STENDER			20211122SS77	11/22/2021	\$117.83	COMMISSIONER SUBSIDY - OCT 2021
SHANE YOUNG			20211122SY10	11/22/2021	\$117.82	COMMISSIONER SUBSIDY - OCT 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 Nov 12, 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 11/10/20	170950010			24219		00000	17,852.12
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$17,852.12

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

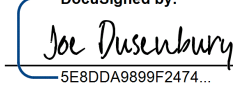
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 11/8/2021
 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 Nov 29, 2021

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll correction PE 11/25	170950010			24219		00000	3,374.24
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$3,374.24

DocuSigned by:

2E03815D71304B0...

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 11/23/2021
 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 Nov 29, 2021

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 11/25/2021	170950010			24219		00000	15,931.00
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$15,931.00

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

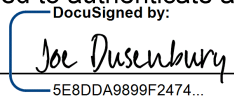
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 11/22/2021
DocuSigned by: 5E8DDA9899F2474...
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District GM **Meeting Date:** December 21, 2021

Under: Old Business **Attachment:** Yes X No

Subject: *Amendment to 2021 Budget (Capital Reserve Transfer)*

Background/Summary:

The District has two main accounts: its General (Operating) Fund and Capital Reserve Fund.

In 2017, the District had built the Capital Reserve Fund to cover the closure project plus contingency. Once the pool liner was removed it was discovered that the drainpipes were not up to Virginia Graeme Baker Act code.

The project costs more than doubled from the original project bid. The District was forced to obtain an Interfund Loan from King County to finish the project and more importantly keep the pool open. The Interfund Loan was paid off in less than half of the agreed loan time (two years). With the critical project repairs and the repayment of the Interfund Loan, the District did not allocate any monies toward the Capital Reserve Fund in 2018.

In 2019, the District allocated \$175,000 to the Capital Reserve Fund.

In 2020, the District allocated \$122,500 to the Capital Reserve Fund.

In 2021, the District General Manager suggest the allocation of \$100,000 from the \$150,000 Maintenance Services (non-contracted). Although there is roughly \$15,000 left over in the account, the District General Manager would like to apply this toward the gate installation. The \$100,000, plus the budgeted \$75,000 already budgeted at the start of the year, plus the \$100,000 left-over from the Maintenance Services (non-contracted) equals a total transfer of \$175,000.

Currently there is \$245,000 in the Capital Reserve Fund. With this transfer, the total will be \$420,000. |

Finally, there will be no Outstanding Warrants to pass this month, as there are no warrants that are older than 60 days.

Fiscal Impact: See attached documents.

Proposed Motion: I move to approve Resolution 2021-07 transferring \$175,000 from the General Fund to the Capital Reserve Fund.

Reviewed by District Legal Counsel: Yes X No **Date:** Send to BS

Three Touch Rule: N/A **Committee Review**

<u>12/21/21</u>	First Board Meeting (Informational)
<u>N/A</u>	Second Board Meeting (Action)

Action Taken: Adopted_____ Rejected_____ Postponed_____

Follow-up Needed: Yes N/A No (OVER) Report back date: Monthly

Notes: Attachment:
- Resolution 2021-07 Amendment to Budget

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

RESOLUTION NUMBER 2021 – 07

AMENDMENT TO FISCAL YEAR 2021 OPERATING BUDGET

WHEREAS, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) is the District's governing body and as such is responsible for adopting a Budget for Operations during any given Fiscal Year and;

WHEREAS, modifying the 2020 Fiscal Year Budget is in the overall interest of the District and;

WHEREAS, the Board has historically contributed \$70,000 of its Operating Fund into a Capital Reserve Fund;

WHEREAS, the Board's adopted budget allocated \$75,000 of its Operating Fund into a Capital Reserve Fund for Fiscal year 2021;

WHEREAS, as a result of expenditures for critical repairs, the reserve fund requires additional funds;

WHEREAS, an additional \$100,000 shall be transferred from the Des Moines Pool Metropolitan Park Department General Fund for unused Maintenance and Repairs into the Capital Reserve Fund and a corresponding adjustment to the District budget reflecting a total allocation to the Capital Reserve fund for 2019 in the amount to \$175,000 shall be made, now:

WHEREAS, at the end of the Fiscal Year 2021, the Capital Reserve Fund will be \$420,000.00

NOW THEREFORE BE IT RESOLVED that the amount to be transferred from the Des Moines Pool Metropolitan Park District General Fund into the Des Moines Pool Metropolitan Park District Capital Reserve Fund be increased by \$175,000 and direct that the District Clerk be directed to affect the total transfer prior to December 31, 2021.

Adoption: ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 21st of December, 2021, the following Commissioner being present and voting.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** December 21, 2021

Under: Old Business **Attachment:** Yes X No _____

Subject: *District Bylaws and Policy 220 Board and Administration Updates*

Background/Summary:

The District Bylaws and Policy 220 Board and Administration are policies that govern board and inform the public of processes for transparency.

The District Bylaws were created on October 2016. The bylaws are rules of procedure for the board. Over the past five years since they have been adopted the district has gone through changes including use of technology, change of meeting times, the addition of formal committees and other changes. The attached bylaws contain these changes, which will help better inform the community of those decisions and ensure the board is aware of board processes.

Policy 220 Board and Administration was created in February 2017 and gives an overview of the legal and administrative requirements relating to operations of the District by the board of commissioners.

Both documents need to have information that supports the other including updates that have developed over the last couple of years.

The attached Bylaws and Policy 220 Board and Administration are drafts to be reviewed by the board, discussed at the board retreat and potentially passed at the regular board meeting on Tuesday, January 18 at 7:00pm.

Fiscal Impact: See attached Draft of Proposed Bylaws and Draft of Policy 220 Board and Administration.

Proposed Motion: First touch. No motion necessary.

Reviewed by District Legal Counsel: Yes X No _____ **Date:** 12/07/2021

Three Touch Rule:

<u>To Be Determined</u>	Committee Review (Retreat)
<u>12/21/21</u>	First Board Meeting (Informational)
<u>01/18/22</u>	Second Board Meeting (Action)

Action Taken: Adopted_____ Rejected_____ Postponed_____

Follow-up Needed: Yes N/A No _____ Report back date: Monthly
(OVER)

Notes: Attachment:

- Proposed Bylaw Changes
- Proposed Policy 220 Board and Administration

DES MOINES POOL METROPOLITAN PARK DISTRICT BYLAWS

ARTICLE 1 NAMES

The name of this Metropolitan Park District is the Des Moines Pool Metropolitan Park District ("District" or "DMPMPD"). The name of the governing Board is the Des Moines Pool Metropolitan Park District Board of Commissioners ("Board"). All actions of the DMPMPD may be performed using the name "DMPMPD".

ARTICLE 2 ROLE AND PURPOSE

The Role and Purpose of the DMPMPD is to discharge its responsibilities for providing pool facilities as a public service to the residents of the geographic areas included within the City of Des Moines.

ARTICLE 3 ORGANIZATION

The DMPMPD is organized as a Special Purpose District under and in conformity with the constitution and laws of the State of Washington, specifically Chapter 35.61 RCW (Metropolitan Park Districts) as now enacted or as it may hereafter be amended.

ARTICLE 4 GOVERNING BODY

- 4.1 Board Membership.** The Board shall consist of FIVE (5) voting members who shall be elected per RCW 35.61.050 (2). The DMPMPD Board positions shall be determined by the election laws governing Metropolitan Park districts
- 4.2 Vacancies.** In the event of a vacancy, the Board shall fill the vacancy in the manner provided by statute (RCW 35.61.050).
- 4.3 Compensation.** Commissioners shall receive compensation pursuant to RCW 35.61.150 for each day or portion of a day in actual attendance at official Board meetings or in performance of their official services or duties on behalf of the District (Resolution No. 2009-04)
- 4.3.1 Stipend Waiver.** Board members can elect to waive their stipend in writing in advance of the meeting at which the stipend would be earned.
- 4.3b Stipend Donations.** If a board member elects to donate their stipend, they must receive the stipend and donate it to the scholarship fund.

4.4 Open Government Trainings Act. The Open Government Trainings Act requires all elected officials to complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and RCW 40.14 related to records retention.

4.4.1 Each local elected official appointed to fill a vacancy in a local or statewide office, must complete a training course regarding the provisions as indicated above.

4.4.2 Officials required to complete training under this section may complete their training before assuming office but must:

- Complete training no later than ninety (90) calendar days after the date the official:
 - Takes the oath of office, if the official is required to take an oath to assume his or her duties; or
 - Otherwise assumes his or her duties as a public official.
- Complete refresher training at intervals of no more than four years for as long as he or she holds office.
- Training must be consistent with the Attorney General's model rules for compliance with the Public Records Act.
- Training may be completed remotely with technology including but not limited to internet-based training.

ARTICLE 5 ELECTED OFFICERS

5.1 Officers. During the first regular meeting in January, the Board shall accept nominations and elect from its members a President and Clerk of the Board, which will fulfill the role of President and Clerk in accordance with RCW 35.61.120, and other officers as it may determine it requires who shall hold office until their successors have been duly elected.

5.2 President. The President shall be the presiding officer at meetings of the Board and will assure that an agenda is provided for each meeting and that the meeting will be conducted in accordance with the agenda. The President shall act as a spokesperson for the Board, and can sign all resolutions, contracts, and other instruments on behalf of the Board and as authorized by the Board. The President may make or second motions and may vote on any issue that comes before the Board.

5.3 Clerk of the Board. The Clerk of the Board shall assume the responsibilities and duties of the President in the absence or disability of the President. In accordance with RCW 42.24.180(3), the Clerk of the Board shall also oversee the approval of all checks or warrants issued in payment of claims.

ARTICLE 6 APPOINTED OFFICERS

- 6.1 Attorney.** The Board shall appoint, at a regular meeting, an attorney who shall advise the Board and its appointed officers on legal matters and represent the District in all such matters.
- 6.2 Treasurer.** The King County Treasurer shall serve as the ex-officio Treasurer of the Board pursuant to RCW 35.61.180. The Board may appoint, at a regular meeting, a District Treasurer who shall advise the Board and its appointed officers on financial matters including investing the financial assets of the District with the County Treasurer's approval per RCW 35.61.18.

DRAFT

ARTICLE 7 POWERS AND DUTIES OF THE BOARD

- 7.1 POWERS AND DUTIES.** The Board shall have all the powers and duties as authorized by the Washington State Constitution and the laws of the State of Washington including, but not limited to chapter 35.61 RCW.
- 7.2 DISTRICT GOALS AND OBJECTIVES.** The Board shall establish Goals and Objectives which will establish a long-range plan in relation to the District's facility needs. In addition to the facility, the plan/goals and objectives should consider programs and the financing necessary to achieve these goals. The Goals and Objectives shall be reviewed annually and modified by the Board to reflect changes in the District and community's environment and needs. Goals and objectives will be presented to the board at the first retreat of each year.
- 7.3 DISTRICT POLICIES AND RULES.** The Board shall adopt policies and rules as necessary for the operation of the District and its facilities. These policies may include the following:
- a. Rules of conduct for patrons of the District's facilities.
 - b. The relationship of the District General Manager ("DGM") to the Board and the responsibilities of the DGM and District operation.
 - c. Policies concerning the administration of District personnel.
 - d. Programs offered to the district's patrons' hours of operation, maintenance and closures.
 - e. The financial policy of the District, an annual budget, tax levies and rates for the use of District facilities.

ARTICLE 8 COMMITTEES

GENERAL PROVISIONS. Generally, the Board acts as a committee of the whole. The President may recommend the creation of *ad hoc* committees to facilitate the conduct of the Board's affairs. Members of *ad hoc* committees will be nominated by the President and appointed by the Board.

ARTICLE 9 MEETINGS OF THE BOARD OF COMMISSIONERS

- 9.1 GENERAL PROVISIONS.** The DMPMPD is a Washington Municipal Corporation, and is subject to RCW Chapter 42.30, The Open Public Meetings Act, RCW Chapter 42.23, the Code of Ethics for Municipal Officers, and RCW Chapter 42.56, the Public Record Act. as each is now enacted or as it may hereafter be amended.

9.2 REGULAR MEETINGS. Regular business meetings of the Board will be held on the third Tuesday of each month at 7:00 PM ~~in a designated location which will be announced no later than one week prior to the meeting~~ at the Mount Rainier High School Library (22450 19th Avenue So.).

9.2.1 Holidays. If a regular Council meeting falls upon a legal holiday, the meeting will be held the subsequent business day.

9.2.2 Hybrid Meetings. Due to Covid-19 mandates, all District meetings are currently held virtually. When the mandates are lifted and the board of commissioners resume in-person meetings, all meetings will have a phone or virtual (computer) link for members of the community to view or participate in the meeting. For efficiency the board will request public members to email their remote questions or comments by noon on the day of the meeting.

9.2.3 Consent Agenda. Each regular board meeting will include a consent agenda. The consent agenda will include routine/"housekeeping" items including minutes from previous meetings, vouchers and district reports. Commissioners have the ability to modify the consent agenda during the Adoption/Modification phase of the meeting. A majority of the board must vote to modify the consent agenda, Voting consists of accepting the consent agenda and voting on the vouchers.

9.2.4 Reports. A financial report and aquatics manager report will be presented quarterly. Below is a list of tentative dates reports will be produced. A month of preparation time is included for reports to be properly produced.

- Quarter 1 (January-March) – May board meeting
- Quarter 2 (April-June) – August board meeting
- Quarter 3 (July-September) – November board meeting
- Quarter 4 (October-December) – February board meeting

9.2.5 Minutes. Minutes will be sent to board members for their review as soon as they are completed by the District Clerk. Minutes will be voted on at the next month's regular board meeting.

9.3. PROHIBITED CONDUCT- Commissioners Shall Not:

- 9.3.1.** Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity or incur an obligation of any nature that is in conflict with the proper discharge of the District's duties.
- 9.3.2.** Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the District, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.
- 9.3.3.** Use the District's position to secure special privileges or exemptions for itself, or others.
- 9.3.4.** Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the District, for a matter connected with or related to the District's services unless provided for by law.

- 9.3.5. Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the District, or be considered as part of a reward for action or inaction.
- 9.3.6. Accept employment or engage in business or professional activity that the commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- 9.3.7. Neither disclose confidential information gained by reason of the District's position, nor may the District otherwise use such information for its personal gain or benefit.
- 9.3.8. Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the District, where such assistance is, or to a reasonable person would appear to be, enhanced or affected by the District's position.
- 9.3.9. Employ or use any District employee or other person, District funds or money, or District property under the District's official control or direction, or in its official custody, for the private benefit or gain of the District, an employee of the District, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of District functions or official duties, or otherwise allowed by law.
- 9.3.10. Use the facilities, personnel or resources of the District to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17A.555.
- 9.3.11. Participate, by voting or otherwise, in any issue that comes before the Board of Commissioners, when the District has any direct or indirect personal or financial stake in the outcome of the matter.
- 9.3.12. Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of the District, if concurrently serving on the Board.

9.4. RECOMMENDED CONDUCT - At All times a Commissioner Should:

- 9.4.1. Respect and comply with the law.
- 9.4.2. Act at all times in a manner that promotes public confidence in District.
- 9.4.3. Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
- 9.4.4. Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- 9.4.5. Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- 9.4.6. Have the courage to do what is right and stand up for those without power or authority.

- 9.4.7. Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- 9.4.8. Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- 9.4.9. Lead by example.
- 9.4.10. Never forget that public office requires public trust and confidence.

9.5. EXCEPTIONS.

- 9.5.1. A commissioner is allowed by state statute to be financially involved in a contract with the District, so long as payment to the commissioner or his/her business does not exceed \$1,500.00 in any calendar month, provided that such commissioner shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the governing body and noted in the minutes before formation of the contract.
- 9.5.2. A commissioner may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).
- 9.5.3. A commissioner is not deemed to have an interest in a contract, as those terms are used herein, if the commissioner has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a nonsalaried officer of a nonprofit corporation, the interest of a mere employee of a contracting party, where the compensation of that employee or commissioner consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a commissioner who attempts to influence, or does influence other district officers with respect to entering into the contract.

9.6 ABSENCES. Board members will inform the District Clerk if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Board member as having an excused absence unless the Board approves a motion declaring the absence to be unexcused.

9.6.1 Remote Participation. Remote includes virtual (online) or by phone. If a commissioner wishes to participate remotely to an in-person Board Meeting, the commissioner must request accommodation to attend via telephone or other electronic communications by contacting the District General Manager no later than 24 hours prior to the meeting. The Commissioner who is using remote participation must be able to hear the entire proceedings including comments by all participants, and all participants at the meeting must be able to hear the Commissioner(s) attending by telephone or other electronic means. The District Clerk must note in the meeting minutes the remote participation of a Commissioner.

9.7 SPECIAL MEETINGS. Special meetings may be called according to the provisions of RCW 42.30.080 as now enacted or as it may hereafter be amended.

9.7.1 Public hearings. Public hearings will be posted to local media, two business days before the meeting.

9.8 EXECUTIVE SESSIONS. The Board may hold Executive Sessions for all purposes authorized by RCW 42.30.110 as now enacted or as it may hereafter be amended.

9.9 QUORUM. A majority of the members of the Board will constitute a quorum.

9.10 TWO TOUCH RULE. In order to allow the Board adequate time to consider issues prior to final decisions, the District Board and Staff should abide by the “Two Touch Rule”.

- a. First meeting informational
- b. Second meeting for approval/denial

9.11 PARLIAMENTARY PROCEDURE. Deliberations of the Board shall be guided by the rules of procedure for small boards established in the latest edition of *Roberts Rules of Order, Newly Revised*, where those rules are not inconsistent with State law or these Bylaws.

9.12 AGENDA PACKETS. Commissioners will be emailed a copy of their packets, the Thursday before each meeting. If staff needs additional time, they will notify the board by email. The agenda packet will be posted online, while paper copies of the agenda will be posted at the Mount Rainier Pool and District Offices. Board members may personally retrieve their agenda packets from the Mount Rainier Pool front desk. Board members should alert the District General Manager at least 2-business days before they pick up their packet.

ARTICLE 10 AMENDMENTS

These Bylaws may be amended by resolution of the Board at a regular meeting. Bylaws will be reviewed at the final regular board meeting at the end of each year in order for the Board to review processes and adopt new ones if needed.

Adopted this _____ day of _____ 2021.

DES MOINES POOL METROPOLITAN PARK DISTRICT COMMISSIONERS

Shane Young
President and Commissioner

Joe Dusenbury
Clerk and Commissioner

Gene Achziger
Commissioner

Holly Campbell
Commissioner

Shane Stender
Commissioner

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** December 21, 2021

Under: Old Business **Attachment:** Yes X No _____

Subject: *Retreat Scheduling*

Background/Summary:

The District usually schedules a Board Retreat around the start of the year to plan out the year. This meeting includes discussion about board leadership, committees, goal setting and projects throughout the year.

No formal decisions will be made at this meeting, and all business items will be voted on at the regular board meeting on Tuesday, January 18, 2022 at 7:00pm.

Attached is a DRAFT of the 2022 Business Calendar

Fiscal Impact: See attached DRAFT Business Calendar.

Proposed Motion: I move to schedule the board retreat on _____ at _____ time.

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

Three Touch Rule:

_____ N/A

_____ 12/21/21

_____ N/A

Committee Review (Retreat)

First Board Meeting (Informational)

Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes N/A No _____ Report back date: Monthly
(OVER)

Notes: Attachment:

- 2022 DRAFT Business Calendar

2022 BUSINESS CALENDAR

DES MOINES POOL METROPOLITAN PARK DISTRICT

REGULAR BOARD MEETINGS – THIRD TUESDAY OF EACH MONTH @ 7:00PM

LOCATION – GOTOMEETING & MT RAINIER HS LIBRARY (POST COVID-19)

January	TBD	TBD	Board Retreat (Special Meeting) <ul style="list-style-type: none"> Board Officers Committee Review Bylaws/Goals
	18	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> Resolution President and Clerk of Board Resolution Signature Authority Bylaw Approval
February	15	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> Policy and Procedural Review (I) MRP 2021 4th Quarter Report 2021 4th Quarter Financial Report
March	15	7:00pm	Regular Board Meeting
April	TBD	TBD	Board Retreat (Special Meeting)
	19	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> 2021 Financial Report to State (I)
May	17	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> 2021 Financial Report to State (A) WCIA Contract Review/Audit-OSHA Check (I) MRP 2022 1st Quarter Report 2022 1st Quarter Financial Report
June	21	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> WCIA Contract Review/Audit-OSHA Check (A)
July	TBD	TBD	Board Retreat (Special Meeting) <ul style="list-style-type: none"> Budget Planning Discussion
	19	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> Start of Budget Process/Hand Out Workbooks (I)
August	16	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> MRP 2022 2nd Quarter Report 2022 2nd Quarter Financial Report
September	20	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> Estimate 2023 Levy Worksheet 5-Year Capital and Equipment Replacement (I) 1st draft of 2022 budget & 2022 levy revenue
October	TBD	TBD	Board Retreat (Special Meeting) <ul style="list-style-type: none"> Determine Subsidy Levels Finalize 2023 budget & levy requests; draft forms Other Budget Work Items
	18	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> Preview Preliminary Budget (I) 5-Year Budget and Levy Certification Estimate

November**	15	7:00pm	Regular Board Meeting (Public Hearing) <ul style="list-style-type: none"> • Adopt 2022 Budget (A)L • Levy Certification (A) • MRP 2021 3rd Quarter Report • 2022 3rd Quarter Financial Report
	22	7:00pm	Hold for Emergency Budget & Levy Meeting (if needed)
December**	20	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> • Proposed 2022 Work Calendar (I) • Report Card Worksheet for 2022 Goals • Both will be handled at 2023's First Retreat.

Notes:

All decisions made by District will be two-touch rule:

1. (I) Informational: Information will be given to Board of Commissioners to develop viewpoints and questions. All questions will be referred to Committees.
 - Committees will help District Staff process information and help develop decisions that will best meet consensus.
2. (A) Action: The District will take action on items after the first two steps have properly helped vet the decision. In case of emergency, the District may elect to process a decision to help safeguard the District and its constituents.

If there is not a (I) or (A) next to the item, this means that there is no decision to be made, and no action required. These items are not subject to the two-touch rule.

Finally, the District Board of Commissioners and Staff will do their best to plan ahead, but items may come up that cannot be adequately planned for. The District will take action, and properly try to take these items into account for future business calendars. The District will ensure that all notifications meet all legal and best practice requirements.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District GM **Meeting Date:** December 21, 2021

Under: Old Business **Attachment:** Yes X No

Subject: *Succession Planning*

Background/Summary:

The district staff will be experiencing some changes. Attached is a presentation on the proposed changes including upcoming timelines.

Fiscal Impact: All changes should come within

Proposed Motion: Informational only. If board proposed motion, it will be made on the table.

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

Three Touch Rule:

<u>N/A</u>	Committee Review (Retreat)
<u>12/21/21</u>	First Board Meeting (Informational)
<u>N/A</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes N/A No Report back date: Monthly
(OVER)

Notes: Attachment:

- 2022 Succession Planning Presentation



2022 STAFF SUCCESSION PLANNING

December 21, 2021

Board Meeting

1

STAFF SUCCESSION PLANNING

- District Clerk
- Aquatics Manager/Aquatics Coordinator
- Recruitment of the Second Long-Term Coordinator

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DISTRICT CLERK POSITION

- Linda Ray retiring in December 2021/January 2022
Able to perform position in only 18 hours/week even though position paid up to 30 hours/week
- Lauryne Thurmond would like to assume role including working remotely after leaving area (Estimate Summer 2022)
Suggestion: Have Lauryne perform position and act as coordinator position at pool.

3

POSITION BREAKDOWN

PAYROLL/ADMINISTRATION (18)

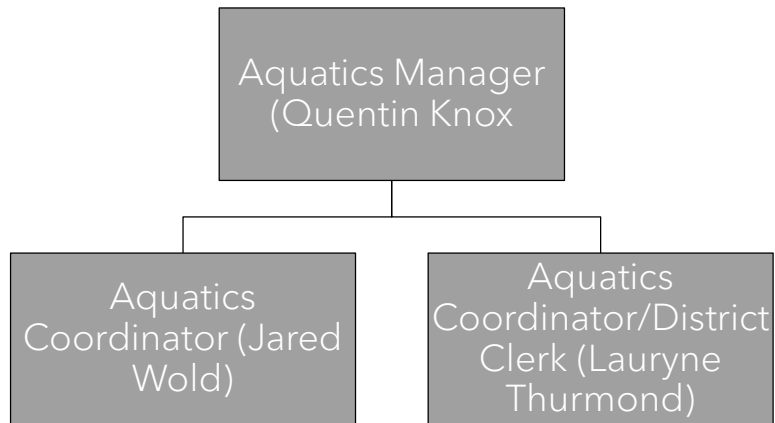
- District Payroll (Back End)
- Vouchers (Pay Bills)
- Administration/Public Records
- Meeting Minutes/Agenda Packet
- Allow Lauryne to work from home a couple of days/week
- Use part of clerk money to pay for part of position (and succession)

AQUATICS COORDINATOR (22)

- District Payroll
- Prepares reports
- Planning of swim lessons and summer programming
- Switchover to "When I Work"
Cheaper and More Effective
- Scheduling and Administrative Day-to-day

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AQUATICS MANAGEMENT TEAM



5

TIMELINE



6

QUESTIONS



DECEMBER BOARD MEETING

December 21, 2021