



Des Moines Pool Metropolitan Park District

June 21, 2022

7:00 p.m.

Regular “Hybrid*” Meeting (MRHS Library, 22450 19th Avenue So.)

***District meetings are hybrid, which includes remote access. If you wish to listen in, please do so at [1-253-215-8782](tel:1-253-215-8782) Meeting ID: 991 6851 9795 Passcode: 651154. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Lauryne Thurmond at lauryne.thurmond@desmoinespool.org or call us at (206) 429-3852.**

AGENDA

- 7:00 1. **CALL TO ORDER ROLL CALL**
- 7:03 2. **PLEDGE OF ALLEGIANCE**
- 7:04 3. **ADOPTION/MODIFICATIONS OF AGENDA**
4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**
- 7:05 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, June 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.
- 7:10 6. **CONSENT AGENDA**
- a. **EXPENDITURE/REVENUE SUMMARY**
 - b. **STAFF/CONTRACTOR/COMMITTEE REPORTS**
District General Manager Report
 - c. **ADOPTION OF MINUTES**
May 18, 2022
 - d. **CORRESPONDENCE**
None
 - e. **BANK TRANSFERS (MRP REVENUE)**
\$88,423.26 was received in the month of May
 - f. **VOUCHER APPROVAL**
\$30,833.16 was processed in May for warrant requests
 - g. **KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES) (March 30, April 15, April 30)**
\$25,248.92 was processed in May for payroll

22450 19th Avenue South, Des Moines WA 98198 (Meeting 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 hybrid (remote and in-person) due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Lauryne Thurmond, District Clerk, 206.429.3852.

7. EXECUTIVE SESSION

7:15 a. Overpayment Update

7:20 b. HSD Lease Update

8. OLD BUSINESS

7:30 a. Residency Questions

7:40 b. Pool Update

7:50 c. Annual Financial Report

7:55 d. Retreat Info

8:00 e. Public Outreach Update

9. NEW BUSINESS

8:05 a. Office Transition

10. UPCOMING MEETINGS

- a. July 19, Regular Board Meeting, 7:00pm, Location District Office
- b. August 16, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library
- c. September 20, 2022, Regular Board Meeting, 7:00pm, Location MRHS Library

ADJOURNMENT

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** Clerk of the Board **Meeting Date:** June 21, 2022

Under: Consent Agenda **Attachment:** Yes

Subject: Consent Agenda

Background/Summary:

To improve process and better utilize time, the following items have been moved to the Consent Agenda:

Item 6a: Financial Summary

Expenditures May 2022: Total **\$139,070.25**

Admin Expenditures = \$79,307.78 Ops Expenditures = \$59,762.47 Capital Expenditures = \$0.00

Revenue May 2022: Total **\$86,894.54**

Property Tax & Int = \$82,185.29 Misc Revenue = \$0.00 MRP Revenue = \$4,709.25 Transfer to Cap = \$0.00

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- May 17, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$30,833.16** were approved for payment

- \$13,500.77 was processed on May 4, 2022
- \$6,288.95 was processed on May 11, 2022
- \$10,564.59 was processed on May 18, 2022
- \$478.85 was processed on May 18, 2022

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$25,248.92** were processed for payment

- \$25,248.92 was approved for payroll on May 15, 2022

A total of **\$56,082.08** was processed in May 2022 under the oversight of the Clerk of the Board.

Per RCW 42.24.180(3), "The legislative body shall provide for its review of the documentation supporting claims paid and for its approval of all checks or warrants issued in payment of claims at its next regularly scheduled public meeting or, for cities and towns, at a regularly scheduled public meeting within one month of issuance".

Fiscal Impact: Detailed above

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in May 2022 totaling **\$56,082.08**.

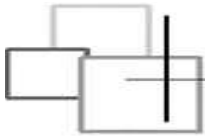
Reviewed by District Legal Counsel: Yes ☐ No ☒ Date: _____

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 ☒ Report back date: _____

Notes: King County only pulled one payroll transfer in the month of May.



2022 May EXPENDITURES

Beginning Monthly Balance = \$1,729,840.63

Ending Monthly Balance = \$1,713,445.20

Category/ Acct #	Reference	May 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$706.85	\$4,578.21	\$21,000.00	16,421.79	22%
001-000-000-576-20-10-01	District Manager - Wage	\$6,313.97	\$33,655.29	\$95,500.00	61,844.71	35%
001-000-000-576-20-10-02	District Clerk -Wage	\$4,958.91	\$17,098.23	\$32,168.14	15,069.91	53%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$5,086.35	\$12,498.21	\$84,000.00	71,501.79	15%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$4,094.22	\$33,257.10	\$126,000.00	92,742.90	26%
001-000-000-576-21-30-01	Lifeguards	\$10,942.54	\$51,950.00	\$217,360.00	165,410.00	24%
001-000-000-576-21-30-02	Instructors	\$6,279.99	\$21,792.88	\$95,000.00	73,207.12	23%
001-000-000-576-21-32-02	Head Lifeguards	\$2,116.79	\$9,839.86	\$38,601.76	28,761.90	25%
001-000-000-576-21-25-05	Incentive Pay			\$7,500.00	7,500.00	0%
001-000-000-576-20-21-19	Payroll Taxes		\$30,843.78	\$41,995.79	11,152.01	73%
001-000-000-576-21-42-05			\$7,820.66	\$140,784.61	132,963.95	6%
001-000-000-576-21-33-04	Overtime (OT)		\$387.17	\$13,999.57	13,612.40	3%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)		\$0.00	\$1,308.30	1,308.30	0%
001-000-000-576-21-33-00	Sick Pay		\$255.61	\$1,622.40	1,366.79	16%
	Total Salaries & Wages	\$40,499.62	\$223,977.00	\$916,840.57	\$692,863.57	24%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,992.03	\$13,929.85	\$12,799.13	(1,130.72)	109%
001-000-000-576-21-22-30			\$650.50	\$42,849.25	42,198.75	2%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$657.00	\$2,000.00	1,343.00	33%
	Total Personal Benefits	\$2,127.03	\$15,237.35	\$57,648.38	\$42,411.03	26%
Grants						
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)		\$0.00	\$3,910.00	3,910.00	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	\$13,910.00	\$13,910.00	\$0.00
Office Supplies						
001-000-000-576-20-31-00	Office Supplies	\$40.11	\$492.74	\$230.00	(262.74)	214%
001-000-000-576-21-35-03			\$109.02	\$770.00	660.98	14%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)		\$16.46	\$2,000.00	1,983.54	1%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)		\$2,143.34	\$4,000.00	1,856.66	54%
	Total Office Supplies	\$40.11	\$2,761.56	\$7,000.00	4,238.44	39%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$469.61	\$1,000.84	\$3,000.00	1,999.16	33%
001-000-000-576-21-35-02	Janitorial Supplies & Services	\$395.04	\$1,023.50	\$7,000.00	5,976.50	15%
	Total Maintenance & Repair Supplies	\$864.65	\$2,024.34	\$10,000.00	7,975.66	20%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$100.00	\$415.72	\$1,000.00	584.28	42%
001-000-000-576-21-35-01	Pool Chemicals		\$0.00	\$12,500.00	12,500.00	0%
001-000-000-576-21-35-15	Special Pool Events	\$3,271.35	\$3,273.79	\$2,000.00	(1,273.79)	164%
001-000-000-576-21-42-06	Uniforms &Clothing		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)		\$477.78	\$2,000.00	1,522.22	24%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$41.00	\$3,076.45	\$3,500.00	423.55	88%
	Total Pool Supplies	\$3,412.35	\$7,243.74	\$26,000.00	18,756.26	28%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)		\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)		\$0.00	\$5,000.00	5,000.00	0%
	Total Pool Equipment	\$0.00	\$0.00	\$6,100.00	6,100.00	0%

Professional Svcs - Front Offc

Category/ Acct #	Reference	May 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
001-000-000-576-20-41-01	Consulting Contracts		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,141.25	\$4,362.50	\$14,000.00	9,637.50	31%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)		\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,862.90	\$8,623.11	\$22,000.00	13,376.89	39%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$142.67	\$299.54	\$460.00	160.46	65%
001-000-000-576-21-49-10			\$62.88	\$1,540.00	1,477.12	4%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)		\$0.00	\$5,500.00	5,500.00	0%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$48.80	\$193.60	\$1,500.00	1,306.40	13%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$11,644.24	\$13,169.52	\$7,700.00	(5,469.52)	171%
001-000-000-576-21-42-09	Timekeeping	\$264.24	\$1,056.96	\$2,500.00	1,443.04	42%
	Total Prof Services-Front Offc	\$0.00	\$27,768.11	\$62,700.00	62,700.00	0%

Professional Svcs - Maintenance

001-000-000-576-21-41-09	District Janitorial Services	\$90.00	\$360.00	\$0.00	(360.00)	#DIV/0!
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (See COVID)		\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$73.57	\$1,087.62	\$5,000.00	3,912.38	22%
001-000-000-576-21-41-20	Gutter and Roof Management		\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)		\$945.96	\$500.00	(445.96)	189%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$560.40	\$2,758.04	\$7,200.00	4,441.96	38%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$220.96	\$475.08	\$1,750.00	1,274.92	27%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)		\$4,782.74	\$22,000.00	17,217.26	22%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$2,381.53	\$5,151.11	\$6,000.00	848.89	86%
	Total Prof Services-Maintenance	\$3,236.46	\$15,200.55	\$49,450.00	34,249.45	0%

Repairs & Maintenance

001-000-000-576-21-48-00	Maintenance Services (non-contracted)		\$14,795.68	\$100,000.00	85,204.32	15%
001-000-000-576-21-48-01	Office/IT Equipment Repairs		\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-48-03	Budget Contingency (Backup to Maint Svcs)		\$0.00	\$34,700.00	34,700.00	0%
	Total Repairs & Maintenance	\$0.00	\$14,795.68	\$136,700.00	\$121,904.32	11%

Communications

001-000-000-576-20-41-02	Web Design & Maintenance	\$487.50	\$4,290.00	\$2,000.00	(2,290.00)	215%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$41.84	\$365.55	\$920.00	554.45	40%
001-000-000-576-21-42-01		\$220.20	\$922.64	\$3,080.00	2,157.36	30%
001-000-000-576-21-42-07	Postage and Mailing		\$89.86	\$1,000.00	910.14	9%
001-000-000-576-21-42-13	Scheduling (Omnify)		\$0.00	\$1,300.00	1,300.00	0%
001-000-000-576-21-42-20	Telephone/Internet (Comcast)		\$2,572.92	\$3,500.00	927.08	74%
001-000-000-576-21-42-14	Elevate Phone System		\$0.00	\$4,600.00	4,600.00	0%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$46.24	\$138.72	\$69.00	(69.72)	201%
001-000-000-576-21-42-30			\$46.24	\$231.00	184.76	20%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$165.04	\$272.16	\$400.00	127.84	68%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$295.00	\$800.00	505.00	37%
	Total Communications	\$1,019.82	\$8,993.09	\$17,900.00	8,906.91	50%

Training & Travel

001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)		\$0.00	\$750.00	750.00	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$427.20	\$427.20	\$750.00	322.80	57%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)		\$369.00	\$3,000.00	2,631.00	12%
001-000-000-576-21-43-03	Certifications (non WSI)		\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)		\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)		\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-07	Management Staff Training		\$764.00	\$3,120.00	2,356.00	24%
001-000-000-576-20-43-07			\$0.00	\$880.00	880.00	0%
	Total Training & Travel	\$427.20	\$1,560.20	\$15,000.00	13,439.80	10%

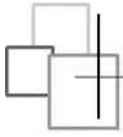
Advertising

001-000-000-576-20-41-07	District Advertising	\$58.89	\$2,576.31	\$10,000.00	7,423.69	26%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard		\$0.00	\$4,499.04	4,499.04	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard		\$0.00	\$2,474.47	2,474.47	0%
001-000-000-576-20-41-40	Ad Design		\$285.72	\$500.00	214.28	57%
	Total Advertising	\$58.89	\$2,862.03	\$17,473.51	14,611.48	16%

Rentals & Leases

001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$3,587.50	\$2,500.00	(1,087.50)	144%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$1,375.00	\$4,000.00	2,625.00	34%
001-000-000-576-20-45-02	Miscellaneous Rentals		\$0.00	\$5,000.00	5,000.00	0%
001-000-00-576-20-45-05	Meeting Room Rental (HSD)		\$0.00	\$6,000.00	6,000.00	0%

Category/ Acct #	Reference	May 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
	Total Rentals & Leases	\$992.50	\$4,962.50	\$17,500.00	6,537.50	28%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$9,245.79	\$53,852.21	\$99,000.00	45,147.79	54%
001-000-000-576-21-47-02	Water (Highline)		\$2,177.95	\$9,000.00	6,822.05	24%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$1,623.61	\$2,816.43	\$2,500.00	(316.43)	113%
001-000-000-576-21-47-04	Sewer (Midway)		\$1,502.73	\$4,000.00	2,497.27	38%
	Total Utilities	\$10,869.40	\$60,349.32	\$114,500.00	54,150.68	53%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC		\$21,614.00	\$23,000.00	1,386.00	94%
	Total Insurance	\$0.00	\$21,614.00	\$23,000.00	1,386.00	94%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships		\$1,136.00	\$18,000.00	16,864.00	6%
001-000-000-576-20-41-12	AMG Liabilities		\$0.00	\$250.00	250.00	0%
001-000-000-576-20-49-07	Misc. Services/Discrepancies		\$320.72	\$4,000.00	3,679.28	8%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)		\$145.33	\$2,000.00	1,854.67	7%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$1,119.79	\$4,174.35	\$4,000.00	(174.35)	104%
001-000-000-334-05-10-01	SEEK Grant	\$5,219.00	\$14,931.00			
001-000-000-576-20-51-50	Background checks	\$355.00	\$587.00	\$2,000.00	1,413.00	29%
	Total Miscellaneous	\$6,693.79	\$21,294.40	\$30,250.00	7,022.60	70%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)		\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-41-11	SAO Audit		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-51-00	King Cty Election costs	\$58,653.26	\$58,653.26	\$45,000.00	(13,653.26)	130%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$110.07	\$2,300.98	\$2,000.00	(300.98)	115%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)		\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)		\$0.00	\$2,000.00	2,000.00	0%
	Total Intergov Services	\$58,763.33	\$60,954.24	\$58,000.00	(2,954.24)	105%
COVID-19						
001-000-000-576-20-31-00	Office Supplies				0.00	0%
001-000-000-576-20-43-00	Training/Conferences				0.00	0%
001-000-000-576-21-31-01	Custodial				0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies				0.00	0%
001-000-000-576-21-43-06	First Aid Supplies				0.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies				0.00	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies				0.00	0%
	Total COVID-19	\$0.00	\$0.00	\$0.00	0.00	0%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections		\$0.00	\$1,000.00	1,000.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices		\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers		\$0.00	\$75,000.00	75,000.00	0%
001-000-000-594-76-41-06	Plumbing Upgrade (Aquatic Spec)			\$10,000.00	10,000.00	0%
301-000-000-397-00-00-00	Transfer From General Fund to Capital		\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$0.00	\$0.00	\$161,500.00	\$161,500.00	
*Reserve balance \$214,079.00						
	TOTAL ADMINISTRATION	\$79,307.78	\$217,769.49	\$399,655.57	\$182,541.08	54%
	TOTAL OPERATIONS	\$59,762.47	\$259,680.50	\$1,179,516.89	\$920,259.27	22%
	TOTAL CAPITAL	\$0.00	\$0.00	\$161,500.00	161,500.00	0%
GRAND TOTALS						
		\$139,070.25	\$477,449.99	\$1,740,672.46	\$1,264,300.35	27%



2022 REVENUE May

Account #	Reference	May 2022	YTD Balance	2022 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$81,435.64	\$644,962.63	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.06	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$1,528.72	\$0.00	\$0.00	\$0.00
	Total General Fund	\$82,964.36	\$644,962.69	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$749.65	\$4,058.96	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)		\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$998.25	\$4,145.21	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$3,711.00	\$21,791.85	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$5,458.90	\$29,996.02	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$0.00
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	\$0.00	\$175,000.00	\$0.00
	Grand Total Revenue	\$88,423.26	\$674,958.71	\$200,000.00	\$175,000.00

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, June 16, 2022

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: May 13, to June 10, 2022, District General Manager Report

Week Ending May 13th

BOARD MEETING INFORMATION

- Agenda Packet – I was sick on Thursday, so I had the packet dispersal delayed until Friday. It should be out later today.
- Zoom – Just a heads up that we will be switching to Zoom at our next meeting. Below is a guide to getting started on Zoom.
<https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users>
- Online Meeting – Just a reminder that May 17's meeting will be solely online. It will be our last meeting before we are required to have an in-person element on June 1.
- Retreat – I shared your emails for invites for the June 1 and 8 retreats. You may receive invites from Melody at Stemper for these meetings.

SWIM LESSONS

- Monday/Wednesday Class Update – Quentin filled another couple of classes with wait list participants for the Monday and Wednesday classes. We currently have 86 participants for 85 spots. This is up 11 from last session. Red Cross recommends five per class and we have one class with six right now.
- Equipment Packages – We have forms out for people to order their suits and other equipment. We are giving them a couple of weeks. We will work out a system for people to pick up their packages once we get them.

SUMMER PLANNING

We are working on scheduling registrations and programming. We will be reaching out the policy and procedure committee on registration procedures.

AQUATICS COORDINATOR RECRUITMENT

Messaging was sent out to the remaining aquatics coordinator finalists that we would not be hiring the position. We instead will focus on filling the responsibility with head lifeguards until fall. Staff will already be busy focusing on summer programming and wanted to wait to recruit and find the right fit for the team in the future. Tukwila Pool asked if we could share that they are also recruiting for similar positions, so we did add a line to the email to contact their pool for open positions.

SWIM INSTRUCTOR TRAINING

Jared and Quentin met with Craig who will be running our swim instructor trainings in June. He used to run KCAC. We are hoping to get up to 20 people in our training during closure. We are working to advertise the classes and closure for them as soon as next week.

COLIBRI ADS

Gene put the following ads together for the next Spring/Summer Des Moines City Currents.

NEW SUMMER SEEK GRANT INFORMATION AVAILABLE



Parent & Child (6 mo - 3 yrs)



Preschool (4 - 7 yrs)



Levels (7 - 14 yrs)

**WE'LL TEACH ANYONE
TO SWIM**

Ages 6 months to Adult

- American Red Cross format
- Scholarships available
- 5:1 student/instructor ratio

Our vision is to create a healthy community by embracing swimming as an essential life skill



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www.MtRainierPool.com

22722 19th Ave S • Des Moines, WA



Turn your summer of fun
into **GOLDEN** opportunities

FREE TRAINING*

Want an idea of what it takes to join a swim team? Join the **MRP Swim Team** to get your feet wet before plunging into a commitment to competitive swimming. We'll help you learn the various strokes and improve your endurance. No previous experience necessary.

Classes meet **Mondays, Wednesdays and Fridays from 3-4 pm**
Session 1: 7/6 - 7/29 • Session 2: 8/1 - 8/18
Ages 9-13 • *FREE to first 20 participants

Need help preparing to become a lifeguard? Join our **LIFEGUARD PREP** classes. Lessons are specifically geared to helping participants pass the Red Cross Lifeguard prerequisite test so they can train for their lifeguard certification. No previous experience necessary.

Classes meet **Mondays, Wednesdays and Fridays from 8:15-9:15 am**
Session 1: 7/6 - 7/29 • Session 2: 8/1 - 8/18
Ages 14-18 • *FREE to first 20 participants

Registration for either program starts **JUNE 13 at 4 pm**

22722-19th Ave S • Des Moines
206.824.4722 www.MtRainierPool.com

mrp
mount rainier pool

PRESCHOOL FAIR

Gene reported that he gave out about 125 ducks and had success talking about our programs. He may talk more about it at Tuesday's meeting.

AMERICAN RED CROSS CERTIFIED CENTER

Quentin is working on becoming a certified American Red Cross center. This should help in attracting and training new staff at our pool. Below is a description from ARC.

- Red Cross Training Providers are organizations and individuals licensed by Red Cross to independently use and teach Red Cross training courses. Training Providers may use Red Cross training courses to develop and support an in-house training program, and/or offer Red Cross training to outside customers and companies, as permitted in their Red Cross Licensed Training Provider Agreement. To get started, fill out the form or call today.

ANNUAL FINANCIAL REPORT

We are a little behind. We will present the board version of the report and will complete SAO's side before the May 30 deadline.

MAINTENANCE

- Chlorine Feed Issues – We had some chlorine feed issues on Thursday and Friday, but staff was able to keep the pool open and fix the problem.
- Gate Project – Joe was able to get us some diagrams, and we are moving forward with contacting some companies for bids
- Project Meeting – We are meeting Tuesday, May 17th with the project manager and contractors about potential projects for the pool.

GRANT UPDATES

- KC Revive and Thrive Grant – We are applying for a grant to extend the SEEK grant into 2024. We met with Dave Upthegrove's office about the grant on Wednesday.
- SEEK – We are applying for around an additional \$10,000 to cover additional trainings for instructors to teach swim lessons. We should know if we received the grant before the end of the month.
- KC Play Equity – We signed up for the KC Play Equity Coalition to get updated of future opportunities for the District. <https://kcplayequity.org>

ONLINE DONATIONS CAPABILITY

We added the ability for people to pay for donations online. This may come in handy for using future email notifications to help raise money for scholarships.

<https://secure.rec1.com/WA/des-moines-pool-metropolitan-park-district-wa/catalog/index/b85c2ceeb14bee6007595e5f9d809f63?filter=c2VhcmNoPSZjYXRIZ29yeSU1QjE4NDY0JTVEPTE=>

SCHOLARS FOR DOLLARS

On Wednesday, May 11, the Scholars for Dollars had two of our lifeguards Meena and Celina received three separate scholarships. Both are great employees and it is great to also see them excel in academics.

RESEARCH

- Equity in Parks, Recreation and Aquatics (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/may/equity-in-parks-recreation-and-aquatics/>
- Devising Layers of Safety at Aquatic Facilities (Aquatics International) - https://www.aquaticsintl.com/lifeguards/devising-layers-of-safety-at-aquatics-facilities_o
- Born of Necessity: New Practices from the Covid-19 Pandemic (Aquatics International) - https://www.aquaticsintl.com/facilities/management-operators/born-of-necessity-new-practices-from-the-covid-19-pandemic_o
- Study in Medical Journal Shows People with Medical Conditions are More Prone to Drown (Sudbury CA) - https://www.sudbury.com/membership/features/study-in-medical-journal-shows-that-people-with-medical-conditions-are-more-prone-to-drowning-5350819?fbclid=IwAR0vDZK51uug8eFlfk15o_7UIQTK-Fzw5sTm368Pu0eHvNBM9SrDmEwJUwI

Week Ending May 20th

NEW BOARD PRESIDENT EMAIL

Shane Young has changed his email to commishshane@yahoo.com. Please use this email address for all future communications. It has also been updated on the website.

BOARD MEETING FOLLOW-UP

- Retreat Dates: Just a heads up that the actual dates for the Board Retreat will be June 8 and 15 (not 6/1). Melody with Stemper will be sending out meeting requests next week. I sent an email that has the information. And, yes there will be homework sent out with the meeting request.
- June 1: In-person element to meetings. Just a reminder that effective June 1, staff will meet in a physical location. The District GM will be onsite for meetings with board members meeting remotely. Below is a link to this and other OPMA updated interpretations by MRSC.

- <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2022/HB-1329-Answers-to-Your-OPMA-Questions.aspx>
- Waterland Parade: I updated the schedule page to include that we will be closed on Saturday, July 23. Gene is going to put the application in.
- Opening Day of Farmer's Market: Gene, Joe and I will be at the opening day of Farmer's Market on Saturday, June 4th from 10am-2pm.
 - <https://waterlandblog.com/2022/05/18/opening-day-for-des-moines-waterfront-farmers-market-will-be-saturday-june-4/>
- Residency Question: We received a legal response and will share it at the next board meeting.

SWIM LESSON UPDATE

Quentin and I are working on updating the registration dates for the summer lessons. We are going to meet with the policy and procedure committee on Tuesday and hope to have the information out later in the week. Quentin has some ideas on how to improve the process with feedback from staff.

CLOSURE UPDATE

We have a tentative schedule we are working around and starting to schedule cleaning around the swim instructor course, which will be held on Tuesdays and Thursdays of those weeks. (We will send an update with next week's report.)

- Power Box – Quentin is trying to schedule them Friday, June 24 to allow a couple of days in case there are any hidden issues, as the power will need to be out for the facility. They will also be going through the permitting process.
- Lighting – We are working with Valley Electric to come out and get the lighting completed.
- Lift Rental – To keep costs down, we are working to try to get the lighting and air duct cleaning done within the same time frame to lower the amount of days we need to rent the lift.

TRAINING UPDATE

Jared and Quentin are working to offer trainings this Spring before school gets out and during our closure. We are hoping to add a number of staff.

- Lifeguard Training-Blended Course (June 17, 18 & 19) – This will be a blended class of 10-20 people. Staff is calling people from our interest list (10), existing non-certified staff, applicants and members of the public. We will fill the remaining class spots with public people and charge them \$199. If we are in single digit potential staff, we will fill to 10 and if we have more than that we will allocate a second staff member and shoot for up to 20. *(American Red Cross requires all applicants be 15 or older and able to pass swim pre-requisites. They also require one instructor for every ten class participants.)*
- Swim Instructor Course (Tuesday/Thursday: June 21-June 30) – This is a traditional in-person class of 10-20 people. Staff is calling people from our interest list (3), existing non-certified staff, applicants and members of the public. We will fill the remaining class spots with public people and charge them \$249. If we are in single digit potential staff, we will fill to 10 and if we have more than that we will allocate a second staff member and shoot for up to 20. *(American Red Cross requires all applicants be 16 or older and able to pass swim pre-requisites. They also require one instructor for every ten class participants.)*
- Water Safety Instructor Course (Week of June 20) – *Quentin is trying to get into a Water Safety Instructor Course. The courses are held infrequently throughout the country. This one will be held in Kentucky and will require travel and room and board. Our goal is to develop a line of instruction for local non-traditional swimmers. This will allow Quentin to train more staff in-house to lead swim instructor trainings.*

GATE PROJECT UPDATE

Joe went and measured the gates at the marina. He has offered to transport the gates once we are ready for them up to the pool. We are working on getting some bids for the project and hope to have them installed later this summer after swim lessons.

DOLLARS FOR SCHOLARS

Pictures from Celina and Meena winning scholarships at Dollars for Scholars. Below are a couple of pictures. Both have been working at the pool for a couple of years and will be going off to college next year. Hopefully, they will come back and work on breaks, but we wish them the best in their future professional endeavors.



RECRUITMENT

- Video – I would like to start using video as a recruitment tool in the future. I think it could take our recruitment to the next level.
 - City of Lakewood (CO) - <https://www.youtube.com/watch?v=TAOM8ho9yiE>
 - City of Memphis - <https://m.facebook.com/MEMCity/videos/apply-to-be-a-lifeguard-today-httpswwwmemphistngovgovernmentcareers/507483377735906/>
 - City of Surrey (BC) - <https://www.youtube.com/watch?v=AyWTal2HEXE>

WRPA MAINTENANCE SURVEY

I am completing a survey for WRPA. I have attached the survey questions. If we get a copy of the final survey; I will share it with you.

WRPA is working closely with the [Recreation & Conservation Office \(RCO\)](#) on developing a possible proposal for the Governor's Office, and ultimately the Washington State Legislature, for funding to help local park agencies address maintenance backlogs.

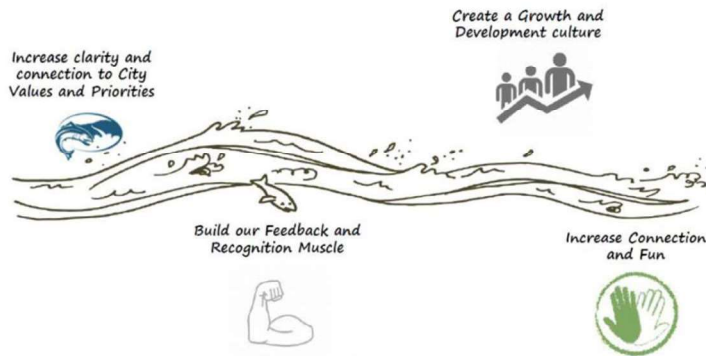
To help make that happen, we need to provide RCO with information that demonstrates both the need and the magnitude of the maintenance backlog local agencies have state-wide.

We need your help in collecting this information via our [short 10–15 min survey](#). We have attached a PDF of the survey so you know what data is being requested before you complete the online survey.

WEBINAR – BUILDING A GREAT WORKPLACE CULTURE IN A TIME OF CHANGE

On Thursday morning, I attended (online) a webinar on workplace culture. I think our goal is to not only provide great customer service, but develop a good work culture for our employees. We hope this culture helps foster great service.

Focus Areas



What else can we improve?

If there was one thing that would make doing my job better, it would be...

- *Modern facilities – private workspaces*
- *Modern fleet*
- *Desire to telecommute for those that aren't currently*
- *Clear expectations from Supervisor*
- *Additional staffing / support – Admins and IT*
- *Additional training opportunities*
- *Balanced workloads*

RESEARCH

- How to Stay Safe While on Puget Sound Washington Lakes and River (Seattle Times)
 - <https://www.seattletimes.com/life/outdoors/how-to-stay-safe-while-on-puget-sound-wa-lakes-and-rivers/>

- National Water Safety Plan Underway (Aquatics International) - https://www.aquaticsintl.com/facilities/national-water-safety-plan-underway_o
- Spring Waters Run Cold Preventing Needless Drownings in King County (KC Public Health Insider) - <https://publichealthinsider.com/2022/05/03/spring-waters-run-cold-preventing-needless-drownings-in-king-county/>
- Covid-19 Updates: Cases Continue to Rise in King County (KUOW) - <https://www.kuow.org/stories/covid-updates-new-cases-continue-to-rise-in-king-county>

Week Ending May 27th

RETREAT

Just a reminder the retreat is set for June 8 and June 15. Melody Leung with Stemper sent out meeting invites on Monday, May 23. If you did not receive an invite, please contact me. She also sent the following email out.

I hope you are all doing well at the start of this week. I just sent two invitation on Teams for the forthcoming Masterplan Workshops upcoming in June. Please let me know if you were not able to receive those links/invites. For the forthcoming workshops I'm including the general sequence of actions:

1] A follow up email will be forthcoming this week which will include questions to be thinking about for Workshop #1 only.

2] Next week (Week of May 31), I will send a link to the interactive Miro Board platform to all so that you can get a practice in for the software tool that we will be using during both workshops. If you are familiar with Miro, that's great! If not, no worries, it is very intuitive and easy to use, and we will do a quick practice at the start of Workshop #1 as well.

3] Week of June 6, I will send additional questions ahead related to Workshop #2.

Stemper AC is looking forward to this process with all of you! If you have any questions or did not receive the two invitations to Teams, please do not hesitate to contact me. Thank you!

MAINTENANCE

- Sewer Issues – On Monday it was reported that there was a smell originating from the pump room and women's locker room. Staff contacted Midway Sewer. It was discovered that there was an issue with the chlorine and we have contacted Aquatic Specialties. The issue is no longer a problem, but staff is keeping an eye on it.
- Closure Schedule – We are almost done with the final schedule. We have scheduled air duct cleaning, powerbox and backflow preventer. We are still awaiting final confirmation on the floor cleaning and lighting.
- Email Notification – Below is the email notification, we sent out about the closure.
 - <https://t.co/n0VopfHQCL>

- SMAC – We forgot to contact SMAC about the closure and will honor their times in the evening between 5-8pm.
- Graffiti – HSD came by and cleaned up the graffiti, but we were hit yesterday. We are working on getting that cleaned up.
- Notification of Closure – We put out an email notification to patrons by email blast, posted it online, social media and signage at the facility. So far, we have 697 people who have checked their emails.
 - <https://createsend.com/t/d-80D9DE3625DE9B0B2540EF23F30FEDED>

SWIM LESSON REGISTRATION INFORMATION

We met with the Policy and Procedure Committee on Tuesday about summer changes and potential future changes for the Fall. We will be putting information out for summer lessons, sometime next week. The City Currents is out pointing people to swim lesson information page, so we have a message on the page that information will be out next week. We feel that with the holiday, it is best to next week to announce the new system next week. It will be different and announcing it before the holiday will have less of an impact.

ANNUAL FINANCIAL REPORT

I will add this to next week's report. We are still working out some final information.

MEMORIAL DAY

Just a reminder that the pool is closed on Memorial Day and we have no swim lessons on Saturday, May 28 or Monday, May 30. All other days are as regularly scheduled. This was posted on social media, website, Google business page and as flyers around the facility. Below is a link to our Facebook post for being closed.

<https://www.facebook.com/mtrainierpool/photos/a.673081669390704/5522916534407169/>

GRANTS

- REVIVE AND THRIVE GRANT - We discovered that we were not eligible. We are looking for other opportunities.
- SEEK ADDITIONAL FUNDS – We did however get an additional \$10k from the SEEK Grant to provide swim instructor trainings. We are now up over \$200k for grants this year. The grant total now is \$89,575.
- KCYAS AQUATIC FACILITIES GRANT – We got the update below from King County.
Hello King County Parks Levy Grant Recipient,

We know you are anxiously awaiting grant agreements and apologize for the delay. We are working to get the agreement packet finalized and simply wanted to provide an update. We will notify you when the agreements are ready and on your dashboard, likely the first week of June.

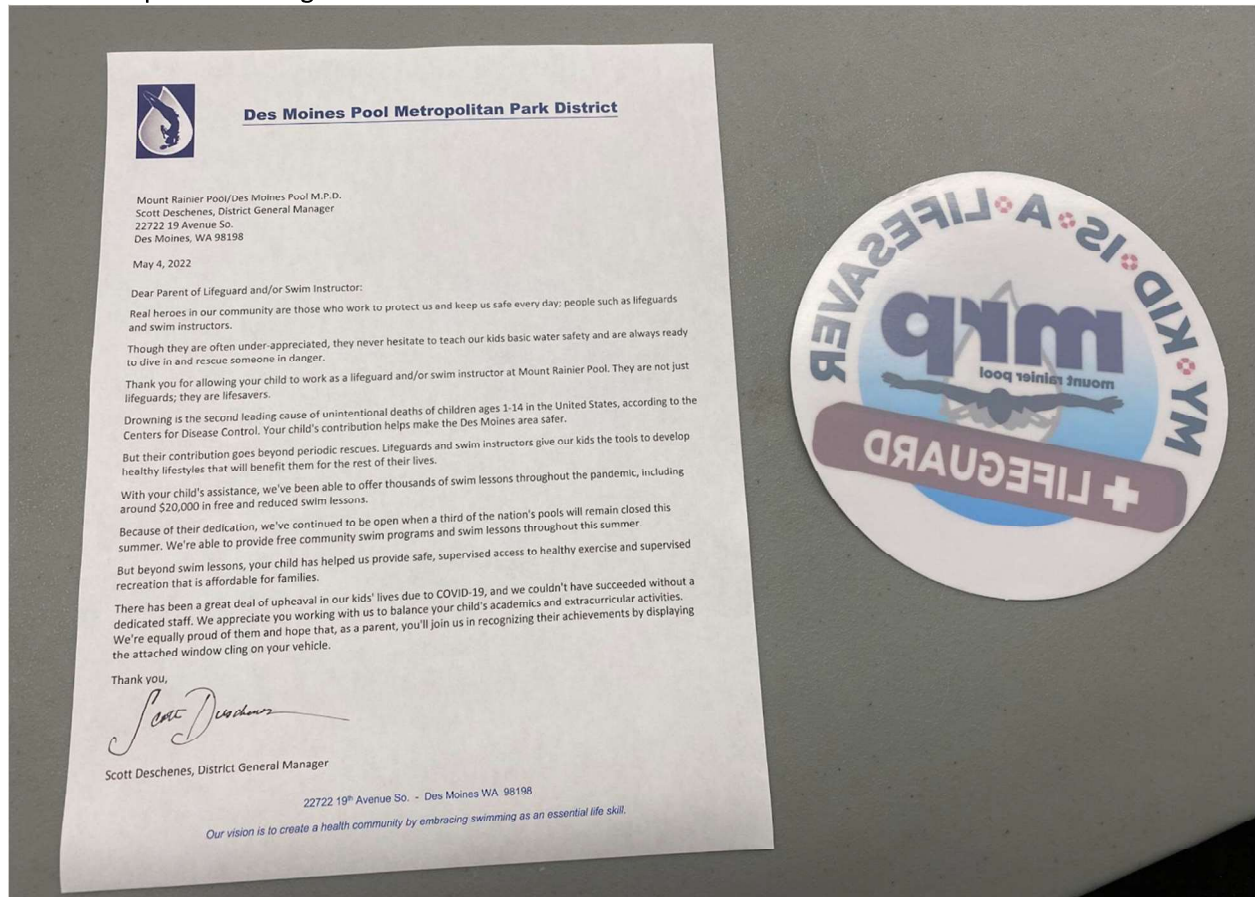
Thank you for your patience,

TRAININGS

Quentin got into a WSIT class in Kentucky the week of June 20. We will send him there for the class, which will allow us to start training instructors to teach this class. It will help us be able to teach more staff internally for American Red Cross certifications and also host classes with more potential full-time staff might attend classes we may hold in the future.

PARENT LIFEGUARD STICKER

We put out the parent stickers for their children being a lifeguard and letter to support it. We are hoping this will help with staffing this summer.



FARMER'S MARKET OPENING

Gene, Joe and I will be at the farmer's market on Saturday, June 4th between 10am and 2pm. Below are some roll-ups that Gene made for the event and other outreach events.

Kids who learn to swim prior to kindergarten test
as much as one full year ahead of their peers

— Griffith University study on swimming and assessment testing



SWIMMING IS AN ESSENTIAL SKILL



Boost your
child's chance
of success by
signing up for
swim lessons
today

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DES MOINES CITY CURRENTS

Below is a link to the Des Moines City Currents. The magazine features two ads created by Gene.
<https://publications.colibrinw.com/DesMoinesCityCurrents/flipbook/?page=1>

YEAR-ROUND OUTDOOR POOL (RESEARCH)

Langley (BC) has a pool that is part of their outdoor waterpark. The pool is open year-round. You could apply for a similar type project in Washington and be eligible for RCO dollars since the project is outside. (See cover pool not entire aquatic complex.)

<https://www.hdrinc.com/portfolio/aldergrove-credit-union-community-centre>

RESEARCH

- Making Wellness More Inclusive (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2022/june/making-wellness-more-inclusive/>
- Highline School Bond (Btown Blog) - <https://b-townblog.com/2022/05/23/highline-school-board-hears-recommendation-for-518-million-construction-bond/>
- Normandy Park elementary defaced with racial graffiti (Waterland Blog) - <https://waterlandblog.com/2022/05/20/normandy-park-elementary-school-defaced-multiple-times-with-racist-graffiti/>
- Recruiting for Local Government (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2022/Recruiting-for-Local-Government-Positions.aspx>
- Why swim coaches and instructors should never simultaneously serve as lifeguards (Aquatics International) - https://www.aquaticsintl.com/lifeguards/why-swim-coaches-and-instructors-should-never-also-serve-simultaneously-as-lifeguards_o
- WSDOT 509 Bypass Open House (Waterland Blog) - <https://waterlandblog.com/2022/05/23/wsdot-online-open-house-offers-first-glimpse-of-future-sr-509-expressway-using-3d-model/>

Week Ending June 3rd

RETREAT

Just a friendly reminder that the retreat will be on June 8 and 15. Melody Leung has sent each of you a link and provided homework. I contacted each board member to make sure they had the information on Thursday. If you have any questions, feel free to call me.

- Access – Since this is the first meeting that a physical location is required, I will be at the MRHS Library on Wednesday, June 8. Each of you should have received a link. We also are posting a phone number for people to listen in.
- MIRO Software – We will be using the software Miro. You should have each received a link to this software from Melody. If not, please let me know.
 - (From Melody) Below is a link to get familiar with MIRO Board as this will be the platform we use for next week's workshop. I've only included the basics for navigating and being able to comment/use sticky notes as that will be the bulk of the participation required. MIRO is designed to be reasonably intuitive and commands function similar to how you use your computer mouse every day. If you have any questions or have issues opening the link, please do not hesitate to contact me. Thank you.

FARMER'S MARKET

Gene, Joe and I are going to be at the Farmer's Market on Saturday. Gene has put together a couple of rollups, banners, flyers and some t-shirts. Come down and check it out.

Just a friendly reminder that we should probably avoid conversations of three or more commissioners. We will add a summary including pictures in next week's report.

SWIM LESSONS

We have updated our swim lesson process. Here is a link to the swim lesson page. -

<https://mtrainierpool.com/swimlessons/>

- New Process – As you can see from the website that we updated the registration process. We felt this was the only way to avoid large lines where patrons could not get into lessons.
- Camp KHAOS – Lauryne is reaching back out to Camp KHAOS. We have not heard from them, nor checked in, so we are working to get a good line of communication for swim lessons and drop-in swims.
- Webpage Changes – I am working to cut down the amount of content on the webpage including making a pdf flyer with the swim lesson information instead of having it posted on the page. I hope to have this done in the next couple of weeks.
- Classes – Quentin is setting up classes for the next session in July.
- Email notification – If you did not receive the email notification, here it is.
<https://createsend.com/t/d-4400D49921C5C9012540EF23F30FEDED>

COMMUNITY SWIM PROGRAMMING

As you can see from the email notification, we made a slight change to the MRP Swim Team. Staff decided for safety reasons that it was important that participants were at least level 4 to swim in the deep end. We did not originally have this on marketing, but it is now on the website and SEEK grant packet. We will put an email out next week announcing the program, even though it was listed in the last email. The information is posted on the website's swim lesson page.

CLOSURE

Below is our schedule for closure. It would have been very difficult to perform the trainings, cleaning and maintenance with the pool open.

- Backflow Plumbing Repair- We were notified that the parts may not get here in time due to supply chain issues. We should know by next week.
- SMAC – We are going to let SMAC practice both weeks with the exception of Monday, June 27 and Friday, July 1.
- Lift Rental – We have rented a lift for the second week of the closure through July 4th. The rental company is scheduled to come pick it up that day, even though we are closed.
- Lighting – We have confirmed replacement and are exploring replacement of a fixture that has not worked for the last three years.
- Cleaning – Sound Cleaning will be cleaning the entire floor on Tuesday, June 21 and potentially Thursday, June 23. Air duct and high cleaning will be performed on July 1 and 2.
- Schedule (as of June 2nd):

- **Monday, June 20 (Juneteenth – FTE's off)**

- SMAC, 6-10am
- Swim Instructor Course, 9am-5pm
- FT Staff Holiday (Will have to adjust time)

- **Tuesday, June 21:**

- SMAC, 6-10am

- Floors - Sound Cleaning 10am-?

- **Wednesday, June 22:**

- SMAC, 6-10am
- Swim Instructor Course, 9am-5pm

- **Thursday, June 23:**

- SMAC, 6-10am
- Floor – Sound Cleaning 10am-? (Backup if not completed on 6/21)
- Hold for Lighting

- **Friday, June 24:**

- SMAC, 6-10am
- Swim Instructor Course, 9am-5pm
- Hold for 2nd Lifeguard Course, 9am-5pm

- **Saturday, June 25:**

- Hold for 2nd Lifeguard Course

- **Sunday, June 26:**

- Hold for 2nd Lifeguard Course

- **Monday, June 27:**

- PowerBox, 6am-???
- Backflow-10am-???, if available

- **Tuesday, June 28:**

- SMAC, 6-10am
- Swim Instructor Course, 9am-5pm

- **Wednesday, June 29:**

- SMAC, 6-10am
- Valley Electric 10am-???

- **Thursday, June 30:**
 - SMAC, 6-10am
 - Swim Instructor Course, 9am-5pm
- **Friday, July 1:**
 - All-day: High Duct Cleaning/Sound Cleaning
- **Saturday, July 2:**
 - All-day: High Duct Cleaning/Sound Cleaning
- **Sunday, July 3:**
 - Closed, No activity (HOLIDAY)
- **Monday, July 4: CLOSED (HOLIDAY)**

SUMMER SCHEDULE (July 5-Labor Day)

We are working on finalizing the summer schedule. Quentin is working with SMAC to finalize their schedule. We hope to put this information out to the public in mid-June.

ANNUAL FINANCIAL REPORT

We completed the annual financial report information to SAO on Friday, May 27. We will make a report at our meeting on June 21. We had a small issue with Vision changing its formatting, but Lauryne did a great job of resolving it.

CLERK PROJECTS

Lauryne has packed the files for moving the office. We are now working on getting the notebooks and other materials together for easy filing. We will approach our landlord about this change soon. We are also working on tightening up some processes.

GRANT UPDATE

I signed for the additional funds for the SEEK Grant. The new total for the grant is \$89,575 (increase of \$10k).

NEW EMAIL FLYERS

We are trying to push more people into the email signups, so we have put flyers and QR codes throughout the facility including the front desk. We will also have this at the Farmer's Market.

SUBSCRIBE



Scan here to get updates* first!

**Updates include newest information on swim lessons, schedule changes and other updates.*

○ ○ ○ ○ ○

SUBSCRIBE

Join our emailing list to be first to be notified about:

- Swim Lessons
- Schedule Changes
- Free Community Programming
- All Other Changes

Ask front desk for more information.

**SIGNUP
NOW**

A circular photograph of a young girl with a joyful expression, wearing a blue swim cap and pink goggles. She is in a swimming pool, with another person's head and cap visible in the background.

STAFF TRAINING

- Lifeguard Training – Staff had to schedule the lifeguard training course before closure. It will be held June 17- 19. We are also holding dates from June 24-26, if we need to hold a second class.
- AFO Recertified – I completed my AFO recertified. It along with my Aquatics Management and Splash Pad certifications will be kept on file at the office.
- Water Safety Instructor Training Certification – Quentin will be at training in Kentucky WSIT. We are meeting on Friday to make sure all charge for travel, room and board match our policies.

RECRUITMENT

- Part-time, non-certified staff – We have a number of people that are working as cashiers and are not lifeguard certified. These positions are training on their swimming skills until they can pass the lifeguard certification. We are going to hold off on hiring more of these people until we have some of them pass the next lifeguard certification. We are pushing people that are interested at this time to take the lifeguard prep course during the summer. Once we have enough people from this that are certified, we will hire some more of these positions. At this time, we just do not have enough hours to keep everyone happy.
- Aquatics coordinator recruitment – We are working on updating the process before we repost the job. We are discussing this next week.

RESEARCH

- Lifeguard or Swim Team Coach? They Should Not Be Both (WCIA Pool) - <https://www.wciapool.org/Archive/ViewFile/Item/635>
 - Video Released After Child Nearly Drowns During Swim Lesson (WESH2 NEWS) - <https://www.youtube.com/watch?v=xTpuXTktze8>
- Seattle Parks Mulls Summer Beach and Pool Closures (Seattle Times) - <https://www.seattletimes.com/seattle-news/facing-50-lifeguard-vacancy-seattle-parks-mulls-summer-beach-and-pool-closures/>
- Making Wellness More Inclusive (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/june/making-wellness-more-inclusive/>
- With Covid-19 Rates High, What Parents Need to Know About Masking and Testing (KC Public Health Insider) - <https://publichealthinsider.com/2022/05/24/with-covid-rates-high-what-parents-need-to-know-about-masking-and-testing/>
- PVC Membranes and Commercial Pools (Aquatics International) - https://www.aquaticintl.com/facilities/pvc-membranes-and-commercial-pools_o
- Othello and Adams County Working on Pool Ownership Transfer (Columbia Basin Herald/MRSC) - <https://columbiabasinherald.com/news/2022/may/17/othello-adams-county-working-pool-ownership-transf/>
- Recruiting for Local Government Positions (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2022/Recruiting-for-Local-Government-Positions.aspx>

Week Ending June 10th

RETREAT FOLLOW-UP

(From Melody at Stemper) This is a follow up to last night's WS 01 for clarifying the Short Term and Long Term objectives/goals for MRP:

1] Short term goals/objectives: activities/tasks/events that are to be implemented within a short time frame (eg: a month to a year+); these short term goals can be building blocks or stepping stones to accomplish a long term goal.

3] Long term goals/objectives: activities/tasks/events that are implemented for a longer term and/or can end up as a permanent implementation.

These are part of the Visions for MRP. It may be easier to start with high level statements, then mete out more detailed goals.

Attached is the link to the WS 01 Miro Board as well. Thank you.

https://miro.com/app/board/uXjVOy-ep-g=?share_link_id=127933268725

- June 15 Board Meeting Posting: The June 15 meeting is already posted on the website and at both facilities. (note-there was no #2 in email)
- Minutes: Lauryne sent the minutes to each of you on Thursday. If you did not receive it, please let me know.

FREE SUMMER PROGRAMS REGISTRATION

- Email Blast: We sent an email blast out on Thursday, June 9. Here is a link. <https://createsend.com/t/d-2E570F1379A52C9C2540EF23F30FEDED> (Note- I realized I had a typo on Course (Cours) in title of email and post, but felt it was not worth a retraction).
- Maritime: We are working on a letter and flyers to goto Maritime that includes information on the lifeguard prep course, adult lessons and lifeguarding/swim lesson interest lists.
- PeachJar: We are working on a version of the letter/packet above for PeachJar for the local high schools.
- Social Media: We will run an add on Thursday through Monday, and will put it on the Des Moines Facebook Group on Monday.
- Updated Registration Date: We moved registration to Tuesday, June 14 due to the original registration date being on June 13. We had swim lesson registration and realized that we did not have adequate staff on Monday, June 13 due to having swim lessons that date.

SWIM LESSON UPDATE

- SEEK Grant Progress: We are about 1/3 of the way through the grant money and still have not started calling people for spots available for Monday-Thursday session 1 classes starting in July. I am behind on getting the SEEK Grant equipment package order together. I am going to work on it next week.
- Survey Translation: I tried to upgrade SurveyMonkey to being translatable. It would have been around an additional \$2,500. I am going to try to work with staff to create surveys that are also in Spanish and Vietnamese. This is slowing us down, but I hope to have it done next week.
- Change to Weekday Morning Classes: I had a conversation with the water exercise instructor and couple of students at the farmer's market on Saturday. They were concerned that 8am was too early, and they might lose some of their participants. We decided to eliminate the 10 minute breaks that we had between the morning classes. This allowed us to move the water exercise class back in the morning and still serve the same amount of swim lessons. We did not announce the change, because we usually will notify participants the week before on their class times. We felt with all the changes that this might be confusing.
- Current Student Registration: Current students for Monday & Wednesday classes registered on Wednesday, June 8 and Saturday classes are registering on Saturday, June 11. We will have more information in next week's report.
- Spring Wait List Calls: Quentin is having staff contact people from the waiting list before new students can register.

- New Student “Waitlist” Registration: New student registration was on Thursday, June 9 at 11am. I will add updated information in next week’s report.



CLOSURE UPDATE

Below is the updated schedule for the closure.

- Floor Cleaning: We had to move the floor cleaning to Wednesday, June 22 at 10:30am.
- Lighting: Valley electric is putting together a bid to replace all lights and one fixture. All lights were installed at the same time, and if we only replace lights when they go out, we will have more lights go out soon. We have one fixture that we are looking at replacing. The casing to the light was damaged when we tried to replace a light a couple of years ago in house.
- Benches: Jared and our super volunteer will be sanding and revarnishing benches around the outside of the pool on the pool deck.
- Landscaping: We will be meeting with the landscaper for our quarterly inspection. There have been some plants and weeds that have cropped up above the ivy that need to be removed.
- Brush in Back: One of the head lifeguards volunteered to clean the brush out back. It has created a blind spot that some of the MRHS kids will hide out at during school. This should help alleviate the loitering during school hours.

FARMER’S MARKET ROUNDUP

We handed out a lot of swim lessons information, especially parent and child swim lesson information. We discussed picking a couple of these each year to focus on. Thank you Gene for setting this up.



EMAIL NOTIFICATION PUSH

With having a lot of new staff, we are focusing on pushing having more people referred to the email notification system. We also pushed it at the farmer's market.

FINANCIAL UPDATE

- Second Check – Staff received a second check last week for the unused payroll tax that Governor Inslee halted in January. This money was a rebate for \$2 to \$15 per person.
- KCT – King County Treasury has had some changeover in staff and it has delayed some of our payments. We hope to have this resolved soon. Lauryne also notified me that KCT had finally closed out their 2021 numbers.
- Closeout and Journal Entry Standard Operating Procedures – We are working to adjust our standard operating procedures for daily closeout and journal entries. CivicRec has a function to better track the journal entries and we want to better formalize the process for daily closeouts for frontline staff.

RESEARCH

- Local officials struggling to fill vacant lifeguard positions as summer swimming season arrives (KOMO) - <https://komonews.com/news/local/local-officials-struggling-to-fill-vacant-lifeguard-jobs-as-summer-swimming-season-arrives>
- National Lifeguard shortage affect 1/3 to 1/2 of public pools this summer w/Video (CBS News) - <https://www.cbsnews.com/news/national-lifeguard-shortage-affect-public-pools-american-lifeguard-association/>

- School drowning highlights need for lifeguard, swimming lessons (MPR News) - <https://www.mprnews.org/story/2014/03/26/st-louis-park-school-drowning>
- Mindfulness for balance over burnout (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/june/mindfulness-for-balance-over-burnout/>
- The Standard of Care in lifeguarding (Lifesaving.com) - <https://lifesaving.com/issues-safety-rescue/the-standard-of-care-in-lifeguarding/#:~:text=October%201%2C%202016%20The%20Standard%20of%20Care%20in%20Lifeguarding&text=The%20Standard%20of%20Care%20in%20Lifeguarding%20law%20requires%20lifeguards%20to,act%20or%20refrain%20from%20acting.>
- New online hub to help cities apply for federal infrastructure funding (Route Fifty/MRSC Newsletter) - <https://www.route-fifty.com/infrastructure/2022/05/nonprofit-infrastructure-hub-support-cities-applying-federal-recovery-funding/367084/>
- Swim Safe (King County) - <https://kingcounty.gov/depts/health/violence-injury-prevention/water-safety/swim-safety.aspx#:~:text=From%202014%20to%202018%2C%2087,adults%20ages%2015%20to%2024.&text=See%20sources%20for%20affordable%20lifejackets.>
- Aquatics for Everyone: Natatoriums meet a range of community needs (Recreation Management) - https://recmanagement.com/feature_print.php?fid=202205SU02



Des Moines Pool Metropolitan Park District

May 17, 2022

7:00 p.m.

Remote Online

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:01 p.m. Present were Commissioners Dusenbury, Stender, Achziger and Campbell; Aquatics Manager Knox; District General Manager Deschenes; District Clerk and Coordinator Thurmond.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – 9f Cleaning Quote for 2022 Closure. Commissioner Stender Moved to approve the addition of AIS 9f Cleaning Quote for 2022 Closure. Commissioner Achziger 2nd. Passed 5-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – District GM announced Parkside Elementary cancelled the PTSA swim scheduled for Saturday May 21st due to COVID concerns. DGM ordered 3 thousand dollars of ducks to pass out at the preschool fair and future farmer's markets.

Commissioner Stender announced a personal move placing his home address just outside of Des Moines and into Normandy Park. Legal was consulted and stated as long as the board agrees commissioner Stender can serve as a de facto commissioner until the end of his term. President Young asked for the District GM to reach out to legal for more clarification and make sure this Commissioner can vote on tax issues. This item was pushed to the next regular board meeting.

PUBLIC COMMENT -- None

CONSENT AGENDA

District GM noted that three payrolls were processed through King County in April, next month should be back to normal. Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in April totaling \$130,231.49. Commissioner Stender 2nd. Passed 5-0.

Executive Session

7a. Executive Session

This subject will be moved to the next agenda on June 21st during the Regular Board Meeting.

OLD BUSINESS

8a. Q1 Aquatics Manager Report

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

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

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

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

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 5/17/2022**

The Aquatics Manager made a quarterly report about the operations of the pool and upcoming programming. This report is the first quarter of 2022, which is January 1 through March 31. The report including a power point can be found in the May 17 agenda packet online.

8b. Q1 Financial Report

The District GM made a quarterly report about the financial status of the District and how it is trending throughout the year towards budgeted numbers. This report is the first quarter of 2022, which is January 1 through March 31. The report including Power Point Presentation can be found in the May 17 agenda packet online.

8C. Annual Financial Report

The annual financial report is to update the board on the financial status of the District and to give a brief analysis of the 2021 financial conditions. The financial report can be found in the May 17 agenda packet. The final report is due to the State Auditor's Office on May 30th, 2022.

8D. Policy 272 Telecommuting

At the February 15 board meeting, the Board of Commissioners recommended the board look at a remote working policy. The district did pass Policy 272 Telecommuting at the start of the pandemic in 2020 to help manage remote work as part of its Continuity of Operations Plan during the initial phases of the Pandemic. The board elected at the regular board meeting to have the District GM manage his own remote work, but to reassess in the future if needed. Commissioner Stender moved to approve Telecommuting Policy 272 as amended. Commissioner Achziger 2nd. The motion passed 5-0.

8E. Retreat Update

The District GM worked with Stemper to schedule a retreat and a strategic outline to develop a Master Plan. The board elected to keep the meetings online to keep the costs down. The meeting will be scheduled for June 8th and 15th from 7-9pm. This workshop is based on the original quote passed at the March 15 regular board meeting. Informational only, no motion needed.

NEW BUSINESS

9a. Backflow Preventer

This is a critical repair to the backflow preventer to have completed during the June 20-July 4 closure at MRP. While the pipe is compliant it is leaking, the quote from MacMiller, and more details can be found in the May packet. Commissioner Stender moved to approve the repair of backflow preventer for up to \$11,000 (Includes repair plus applicable taxes). Commissioner Achziger 2nd. The motion passed 5-0.

9b. Filter Media

This repair has been postponed to 2023 after a meeting with the project manager and Aquatic Specialties. No motion needed at this time.

9c. Parking Lot Gate

Informational only, this project has been pushed to Fall of this year for completion.

9d. KCYAS Grant Paperwork

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

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

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

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 5/17/2022**

This agenda item was placed in case there was paperwork that came on or before the May 17 board meeting. Paperwork did not come; this item has been pushed to the June regular meeting.

9e. Future Board Meetings

The board discussed future board meetings with Covid-19 restrictions lessening. The District GM notified the board about the current proclamation (20-28.15) on public open meetings which requires continued online meetings with an optional in-person component. Effective June 1, 2022, the Des Moines Metropolitan Park District Board of Commissioners will start to have an in-person element to its meetings. Note, July meeting held at the District office (22015 Marine Dr. So.) in place of Mt. Rainier High School Library (22450 19th Avenue So.) as the Library is unavailable at that time. No motion needed, informational only.

9f. Cleaning Quote for 2022 Closure

During the 2022 MRP closure this Summer, Sound Cleaning will be deep cleaning the concrete floors and completing high dusting and air duct cleaning, this was quoted totaling around \$8000. While the two cleanings separate total under 5k it is important to bring them to the board as together they are above the District GM spending approval limit. This quote does not include the lift that will be rented by the district to complete other projects as well as the high dusting. Commissioner Achziger moved to approve the quote for air duct and concrete floor deep cleaning totaling \$8000. Commissioner Dusenbury 2nd. The motion passed 5-0.

ADJOURNMENT

With no further business the meeting was adjourned at 7:58 pm.

UPCOMING MEETINGS

- June 8, 2022, Board Retreat, 7:00pm, Location T.B.D.
- June 15, 2022, Board Retreat, 7:00pm, Location T.B.D.
- June 21, Regular Board Meeting, 7:00pm, Location T.B.D.
- July 19, 2022, Regular Board Meeting, 7:00pm, Location T.B.D.

Respectfully submitted by Lauryne Thurmond, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Achziger

Lauryne Thurmond, District Clerk

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/04/2022

Total Amount: \$13,500.77

Control Total: 12

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220427145941.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@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 Deschene</u> 2E03815D71304B0	<u>4/29/2022</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

DocuSigned by: <u>Joe Dusebury</u> 5E8DDA9899F2474	<u>4/29/2022</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

SUBMIT SIGNED DOCUMENT TO:

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

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

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220427145941.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
COPIERS NORTHWEST			20220407-CNW	04/07/2022	\$58.66	COPIERS NW MARCH
DEPARTMENT OF RETIREMENT SYSTEMS			20220331-DRS	03/31/2022	\$1,992.03	DRS MARCH 2ND QUARTER
FERNANDO CORTEZ			2022043089-FC	04/30/2022	\$588.63	PE 4/10/2022
GRAINGER			9281921156	04/18/2022	\$228.68	GRAINIER POOL SUPS
GRAINGER			9259288497	03/28/2022	\$75.98	GRAINGER POOL SUPS
GRAINGER			9259775899	03/28/2022	\$90.38	GRAINGER POOL SUPS
JOE DUSENBURY			2022043008-JD	04/30/2022	\$117.58	MARCH COM SUB
MOUNTAIN MIST			20220331-MM	03/31/2022	\$104.55	MM MARCH
MOUNTAIN MIST			004705204	04/21/2022	\$67.38	MM MARCH
PUGET SOUND ENERGY			20220425-PSE	04/25/2022	\$9,245.79	PSE BILL MARCH
RECOLOGY			0003870341	03/31/2022	\$813.55	RECOLOGY MARCH BILL
SHANE STENDER			2022043077-SS	04/30/2022	\$117.56	MARCH COM SUB



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/11/2022

Total Amount: \$6,288.95

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220503135341.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@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)*) :

<small>DocuSigned by:</small> <small>2E03813D71304B0...</small>	<u>5/3/2022</u> Date
Authorized District Signature	
Authorized District Signature	Date
Authorized District Signature	Date

<small>DocuSigned by:</small> <small>5E8DDA9899F2474...</small>	<u>5/3/2022</u> Date
Authorized District Signature	
Authorized District Signature	Date
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220503135341.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1076	05/03/2022	\$487.50	575 APRIL BILLING
AQUATIC SPECIALTY SERVICES			22281	05/02/2022	\$1,470.94	APRIL CHEMS AQUATICS SPECIALTIES
AQUATIC SPECIALTY SERVICES			22240	04/27/2022	\$910.59	APRIL MONTHLY SERVICE AQUATICS SPECIALTY
CENTRAL WELDING SUPPLY			RN04222505	04/30/2022	\$73.57	APRIL CHEMS CENTRAL WELDING SUP
DATAQUEST, LLC			18154	04/30/2022	\$290.00	APRIL BACKGROUND CHECKS DATAQUEST
JOSEPH BUQUICCHIO			20220503ADNCSX-JB	04/28/2022	\$427.20	REIMBURSEMENT FOR FLIGHT JB
LINDA RAY			220205-01	05/02/2022	\$210.00	LINDA RAY APRIL BILLING
NORTHWEST LANDSCAPING SERVICES			CD50206601	05/01/2022	\$560.40	MAY BILLING NW LANDSCAPING
SNURE LAW OFFICE			20220501-SL	05/01/2022	\$1,141.25	APRIL BILLING SNURE LAW
ZEN 22015, LLC			20220601ZEN	05/03/2022	\$717.50	JUNE RENT ZEN



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/18/2022

Total Amount: \$10,564.59

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220517153557.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@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> 2E03819D71304B0...	<u>5/17/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusebury</u> 5E8DDA98899F2474...	<u>5/17/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220517153557.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			17881	05/01/2022	\$90.00	ABS MAY BILLING 2022
CMIT SOLUTIONS EASTSIDE			10509	04/30/2022	\$223.45	CMIT CONTRACT APRIL BILLING 2022
CMIT SOLUTIONS EASTSIDE			10437	04/30/2022	\$1,416.00	CMIT SERVER APRIL BILLING 2022
CMIT SOLUTIONS EASTSIDE			20220422-CMIT	04/22/2022	\$223.45	ELEVATE APRIL BILLING 2022
COPIERS NORTHWEST			INV2467080	05/09/2022	\$84.01	COPIERS NW APRIL 2022 BILLING
DATAQUEST, LLC			17596	02/28/2022	\$65.00	DATAQUEST FEB BILLING 2022
MOUNTAIN MIST			20220430-MM	04/30/2022	\$49.03	MOUNTAIN MIST APRIL 2022 BILLING
RECOLOGY			0003876741	04/30/2022	\$810.06	RECOLOGY APRIL 2022 BILLING
SUNBELT CONTROLS			5049539	04/29/2022	\$1,271.66	SUNBELT CONTROLS FEB 2022
US BANK			20220501-USB	05/17/2022	\$6,331.93	US BANK APRIL BILLING 2022



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/18/2022

Total Amount: \$478.85

Control Total: 1

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220517172024.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@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> 2E03815D71304B0...	<u>5/17/2022</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

DocuSigned by: <u>Joe Dusebury</u> 5E8DDA9899F2474...	<u>5/17/2022</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220517172024.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
FERNANDO CORTEZ			2022051589-FC	05/15/2022	\$478.85	PAYROLL PE 5/10/2022

ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services
 Finance & Business Operations Division
 KSC-ES-710
 201 S Jackson ST Ste 710
 Seattle, WA 98104
 Email: cash.management@kingcounty.gov

Payment Settlement Date 05/15/2022

PAYMENT INFORMATION

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____
 ☐ ACH Debt Pay Code (COLXX) _____
 ☒ Automatic Withdrawal

☐ Book Transfer (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 PE 5/10/2022	170950010			24219			25,248.92
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 25,248.92

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____

Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____

Reference _____


CONTACT INFORMATION Typed or Printed

Contact Name _____ Organization _____

Email _____ Phone # _____ Ext _____ Fax # _____

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 5/12/2022

Print Name Joe Dusebury Phone # _____ Email _____

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District G.M./Legal **Meeting Date:** 06/21/22

Under: Executive Session Business **Attachment:** None

Subject: "Executive Session" Overpayment Agreement

Background/Summary:

The meeting will start with the Board of Commissioners going into an Executive Session pursuant to RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation. This will be done after the Consent Agenda (Items 6a-g). Item 7b HSD Lease (next page) will also be included in the executive session and the motion is listed below in the proposed motion.

This will require the board to utilize a breakout room outside of the normal Goto (online) meeting. Instructions will be sent to board members in a separate email (as all of them will be meeting remotely). Any member of the public that attends in-person will have to wait outside the MRHS library, or if listening online will have to wait in the original Goto (online) meeting.

Any formal decisions made will be announced after the executive session during the regular board meeting and will be mentioned in the board meeting's minutes.

Fiscal Impact: N/A

Chair Announcement: We will now go into executive session pursuant to RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation and RCW 42.30.110(1)(b) to consider the lease of real property.

- The executive session will be for _____ minutes until ____:____.
- Any direction made by the board will be in open session and noted in the minutes.

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

<u>Two Touch Rule:</u>	<u>N/A</u>	Committee Review
	<u>1/4/2022</u>	First Board Meeting (Informational)
	<u>To Be Determined</u>	Second Board Meeting (Action)

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

Follow-up Needed: **Yes** _____ **No** _____ **Report back date:** _____

Notes:

- Any materials are part of the Executive Session are not attached.

AGENDA ITEMS SUMMARY SHEET

Attachment: None

- No attachments.

AGENDA ITEMS SUMMARY SHEET

- Memorandum, May 18, Commissioner Authority

SNURE LAW OFFICE, PSC

A Professional Services Corporation

Clark B. Snure
1930-2014

Brian K. Snure
brian@snurelaw.com

Of counsel
Thomas G. Burke
Joseph F. Quinn

May 18, 2022

MEMORANDUM

To: Des Moines Pool Metropolitan Park District

From: Brian Snure

Re: Commissioner Authority

.....

Issue: If it is determined that an elected metropolitan park district commissioner is not eligible for office during the commissioner's term of office because of a change in residency does this affect any of the decisions of the Board of Commissioners made when the ineligible commissioner voted?

Short Answer: No, an elected commissioner that remains in office despite the loss of residency is considered to be a "de facto" commissioner under Washington law. Until such time as the commissioner resigns or is formally removed from office by a judicial proceeding, the commissioner's ineligibility does not affect the validity of the votes cast while in office.

Analysis:

Although ineligible to serve as a commissioner, a properly elected commissioner who becomes ineligible during his or her term yet continues to remain in office is considered a "de-facto commissioner" and his or her actions while remaining in office are valid and effective.

The validity of the actions of an elected official who is not eligible for the office held has been addressed numerous times by the Washington Courts. The Courts have consistently held that if the elected official is considered an "officer de facto" the official's actions will be considered valid. The State Supreme Court set forth the general principle as follows"

...**the acts of an officer *de facto* are as valid and effectual**, while he is suffered to retain the office, as though he were an officer by right, and the same legal consequences will flow from them for the protection of the public and of third parties. *Green Mountain School Dist. No. 103 v. Durkee* 56 Wash.2d 154, 157-158, 351 P.2d 525, 528 (1960) (emphasis added)

Accordingly, if a commissioner is considered an officer de facto, all of the commissioner's actions as commissioner are valid.

The Courts have defined the term "de facto official" to mean an elected official "who by some color of right is in possession of an office and for the time being performs its duties with public acquiescence, though having no right in fact" *Snohomish County Builders Ass'n v. Snohomish Health Dist.* 8 Wash.App. 589, 592, 508 P.2d 617, 619 (1973). *See also State v. Franks* 7 Wash.App. 594, 596, 501 P.2d 622, 623 - 624 (1972) ("To constitute a person an officer de facto, he must be in actual possession of the office, exercising its functions and discharging its duties under color of title.")

A commissioner that has been duly elected holds a "color of right" to the office of commissioner. *Green Mountain School Dist. No. 103 v. Durkee* 56 Wash.2d 154, 157-158, 351 P.2d 525, 528 (1960) ("The challenged members of the county committee were duly elected, and thus clearly acted under color of right. They were, therefore, *de facto* officers.") Accordingly, even if an elected commissioner changes residency during his or her term in office, the commissioner remains a commissioner de facto. *Dorsten v. Port of Skagit County*, 32 Wash.App. 785 (1982).

While an elected commissioner that does not maintain residency is subject to being removed from office by a quo warranto proceeding, absent a court ordered removal or a resignation, the actions taken by the commissioner prior to being removed from office will be valid and the Board's decisions in all matters in which the de facto commissioner has participated are legally binding.

If you have any further questions, regarding these issues, please advise.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** Aquatics Coordinator **Meeting Date:** 06/21/22

Under: Old Business **Attachment:** Yes

Subject: Pool Update

Background/Summary:

Aquatics Coordinator, Jared Wold will be present to give an update on summer planning and the closure.

Our goal this summer is to offer the maximum number of swim lessons and all processes are focused on that main goal.

Aquatics Manager, Quentin Knox is at a training for Water Safety Instructor Trainers and will not be present for the meeting.

Fiscal Impact: N/A

Proposed Motion: Information Only!

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

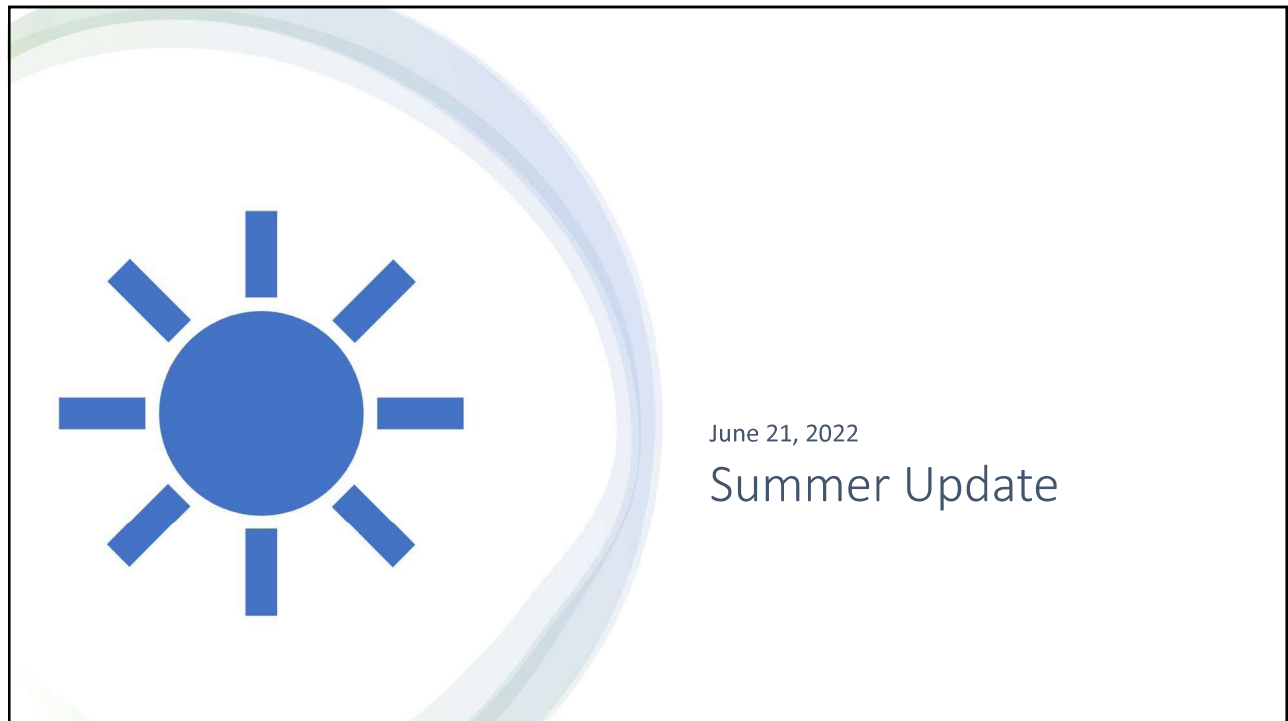
Two Touch Rule: N/A **Committee Review**
 N/A **First Board Meeting (Informational)**
 NA **Second Board Meeting (Action)**

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

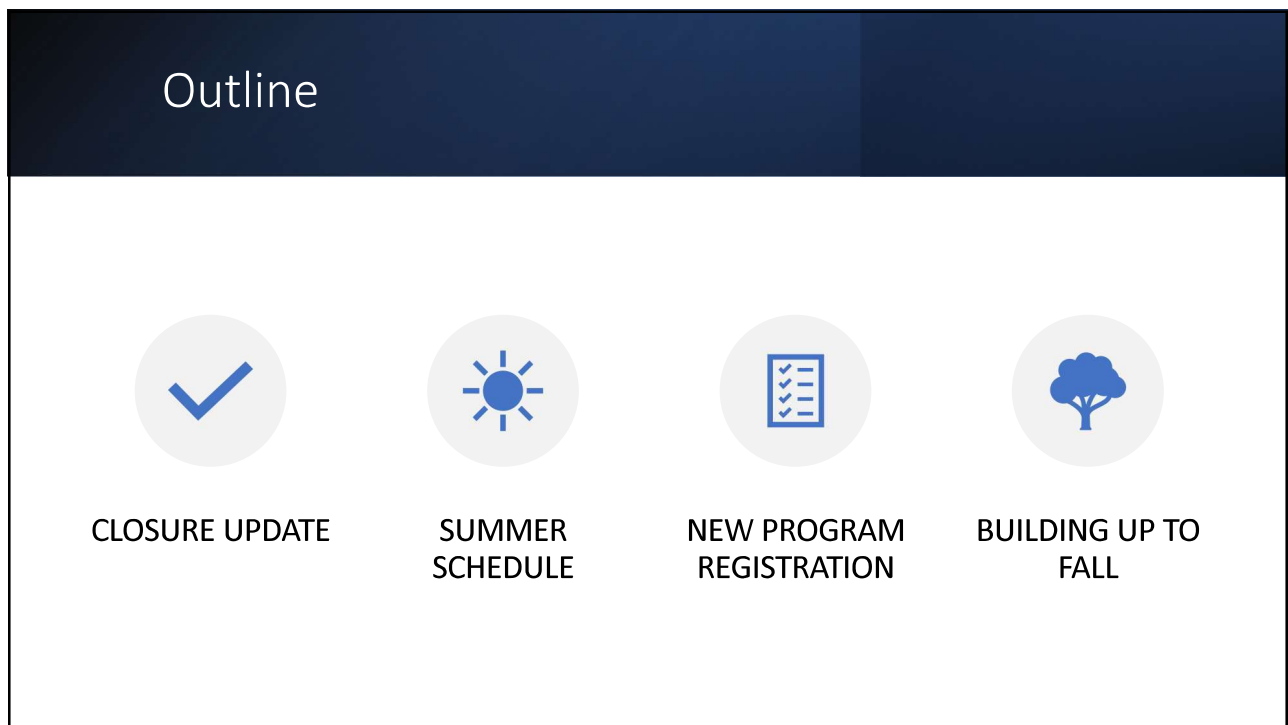
Follow-up Needed: **Yes** _____ **No** _____ **Report back date:** _____

Notes:

- Presentation on Summer Programming (from Jared Wold)



1



2

Closure Update

Projects:

- Contract - Lighting Replacement, Power Box, Backflow Plumbing
- Staff/Volunteers – Benches, Weeding, Cracks, Exterior AHU Attempt

Cleaning

- High Duct Dusting
- Floors throughout

Trainings

- Lifeguard (x2)
- Swim Instructor

3

Summer Schedule

- Focus on Swim Lessons and Community Programming
- Shortening Saturdays to 11:30am-1pm
 - (No Open Swims including Wibit Swim)
 - **Suggest - \$2 special for lap and family swim during above times on Saturdays**
 - Also, we have additional staff to cover in case someone is sick or misses teaching.
 - I approved staff to cancel these classes when this happens.
- All staffing prioritized towards programs.
 - May reduce slower times through summer to accommodate.
 - If we can add swim lessons or summer program capacity, we will.

4

POST COVID-19 RE-OPENING POOL SCHEDULE Monday-Saturday (No Sundays) July 5th - TBD						
SHALLOW END						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:15-9:15am	Water Exercise	Closed	Water Exercise	Closed	Water Exercise	8:00-11:15am Swim Lessons
9:30-11:30am	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lesson	Family Swim/PT	
11:30am-1:00pm	Water Walk	Water Walk	Water Walk	Water Walk	Water Walk/Family Sw	11:30am -1pm \$2 Family Swim
1:00-3:00pm	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	Hold for Training or Camp KHAOS	
3:00-4:00pm	MRP Swim Club 9-13	Family Swim	MRP Swim Club 9-13	Family Swim	MRP Swim Club 9-13	
4:00-5:00pm	Cleaning 4-5pm					
5:00-7:00pm	Family Swim	5-6 Family Swim 6-7 Water Exercise	Family Swim	5-6 Family Swim 6-7 Water Exercise	Family Swim	
DEEP END						
8:15-9:15am	Lifeguard Prep	Closed	Lifeguard Prep	Closed	Lifeguard Prep	8:30-11am SMAC (5 lanes)
9:30-11:30am	Lap Swim (4)*	Lap Swim (4)*	Lap Swim (4)*	Lap Swim (4)*	Lap Swimming	
11:30am-1:00pm	Lap Swimming	Lap Swimming	Lap Swimming	Lap Swimming	Lap Swimming	11:30am-1pm \$2 Lap Swimming
1:00-3:00pm	Lap Swim (4)*	1-5pm SMAC Practice (Full Pool)	Lap Swim (4)*	1-5pm SMAC Practice (Full Pool)	Hold for Training or Camp KHAOS	
3:00-4:00pm	MRP Swim Club 9-12		MRP Swim Club 9-12		MRP Swim Club 9-12	
4:00-6:00pm	4-7pm SMAC Practice (Full Pool)	5-6pm Lap Swim (3)*	4-7pm SMAC Practice (Full Pool)	5-6pm Lap Swim (3)*	4-7pm SMAC Practice (Full Pool)	
6:00-7:00pm		6-7pm Lap Swim		6-7pm Lap Swim		
Hours: Mon/Wed/Fri, 8am-7pm Tue/Thu, 9am-7pm Sat, 8:30am-1pm Sun. Closed or Large Rentals						

5

New Program Registration

Swim Lesson "New Process":

- Current Students vs. Wait List
- Avoid long lines and lessen angry customers
- Focus marketing on Des Moines

Lesson Offerings

- Weekday Mornings (M-Th)
- Camp KHAOS (45)
- Saturdays
- Used around 45% of Grant

MRP Swim Club and Lifeguard Prep

- Registration June 14
- 20 Spots Each
- First-come, first-served
- Update numbers at meeting

6

Fall Schedule Update (Staffing Needs)

- Hire Second Aquatics Coordinator
- Add two, 30 hour/week daytime guards with benefits
 - Need older staff during mornings (minor work regulations/school)
 - See message below
- Break in September to reassess schedule
 - Start swim lessons in October (depending on staff)
 - Start PTSA swims in January (focus on Des Moines Elementary Schools only)
- Safety - Provide dedicated guard on each and every program (Best Practice)
 - Red Cross, Ellis, MAHC, Star Guard, etc.

Steve,

I hope all is well.

I remember that you had offered benefits to all of your staff a couple of years ago.

Do you feel this has helped you hire and retain staff during school hours? **Yes, it helped with staffing. We paid benefits for people over 30 hrs per week consistently. So it is mostly daytime staff that get it. It does help in turn over. I kept myself out of the pool so the average age is young so your costs for health insurance is cheaper than you think.**

7



Questions

June 21, 2022

8

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District GM **Meeting Date:** June 21, 2022

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

Subject: 2021 End-of-year Report

Background/Summary: This report is to update the board on the financial status of the district and to give a brief analysis of the 2021 financial conditions. Attached is the District GM's letter on the report.

A full report will be presented to the board at the May 17. The District GM will work with the Finance Committee on drafting of the preliminary report.

The report was due on May 30, 2022. It was submitted on Friday, May 28, 2022.

Attached is the copy for the report for the website.

Fiscal Impact: N/A

Proposed Motion: No Motion Needed. Informational Only.

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

Three Touch Rule:	<u>N/A</u>	Committee Review
	<u>4/19/22</u>	First Board Meeting (Informational)
	<u>6/21/22</u>	Second Board Meeting (Action)

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

Follow-up Needed: **Yes** x **No** _____ **Report back date:** Monthly

Notes: Attachments:
- 2021 Annual Financial Report (Public Version)



DES MOINES POOL METROPOLITAN PARK DISTRICT

2021 BUDGET

Prepared by:

Scott Deschenes

District General Manager

and

Lauryne Thurmond

District Clerk

Board of Commissioners

Shane Young, president

Joe Dusenbury, clerk of the Board

Gene Achziger

Holly Campbell

Shane Stender

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BUDGET

Statement of Significant Event (COVID-19)

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

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

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

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

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

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

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

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

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

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

BUDGET

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

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

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

Sincerely,

Scott Deschenes

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

BUDGET

DES MOINES POOL METROPOLITAN PARK DISTRICT KING COUNTY, WASHINGTON

RESOLUTION NUMBER 2020-12

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

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

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

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

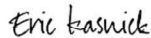
Clerk's Office
Metropolitan King County Council
516 Third Avenue
Room W-1025
Seattle, WA 98104

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

BUDGET

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

DocuSigned by:

AB3A851D7860478
Commissioner

DocuSigned by:

0D00E227C9C4457
Commissioner

DocuSigned by:

94C69539CE3B943
Commissioner

DocuSigned by:

69BA2573B4E48C
Commissioner

DocuSigned by:

5E8DDA9889FE2474
Commissioner

DocuSigned by:

1194C72904B424
District Clerk

DRAFT

BUDGET

Budget Message

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

The district's budget serves three primary purposes:

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

2021 Issues/Accomplishments

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

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

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

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

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

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

2022 Outlook

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

BUDGET

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

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

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

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

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

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

Respectfully,

BUDGET

Scott Deschenes

Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District

DRAFT

Vision, Mission, Core Objectives and Cultural Values

Vision Statement

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

Mission Statement

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

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

Core Objectives

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

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

Cultural Values Operational Principles

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

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

District Contact Information

Des Moines Pool Metropolitan Park District (Administration)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-429-3852

Email: scott.deschenes@desmoinespool.org

website: www.mtrainierpool.com

Mount Rainier Pool (Operations)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-824-4722

Email: info@mtrainierpool.com

website: www.mtrainierpool.com

Organizational Chart

DISTRICT ADMINISTRATION OFFICES

22015 Marine View Dr. S. #2B

Des Moines, WA 98198

(206) 429-3852

BOARD OF COMMISSIONERS

Shane Young
President

Joe Dusenbury
Clerk of the Board

Gene Achziger
Commissioner

Holly Campbell
Commissioner

Shane Stender
Commissioner

DISTRICT ADMINISTRATION STAFF

Scott Deschenes
District G.M.

Lauryne Thurmond
District Clerk

Brian Snure
Legal Counsel

MOUNT RAINIER POOL STAFF

22722 19th Ave S.

Des Moines, WA 98198

(206) 824-4722

Quentin Knox
Aquatics Manager

Jared Wold
Aquatics Coordinator

BUDGET

District Funds

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

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

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

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

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

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

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

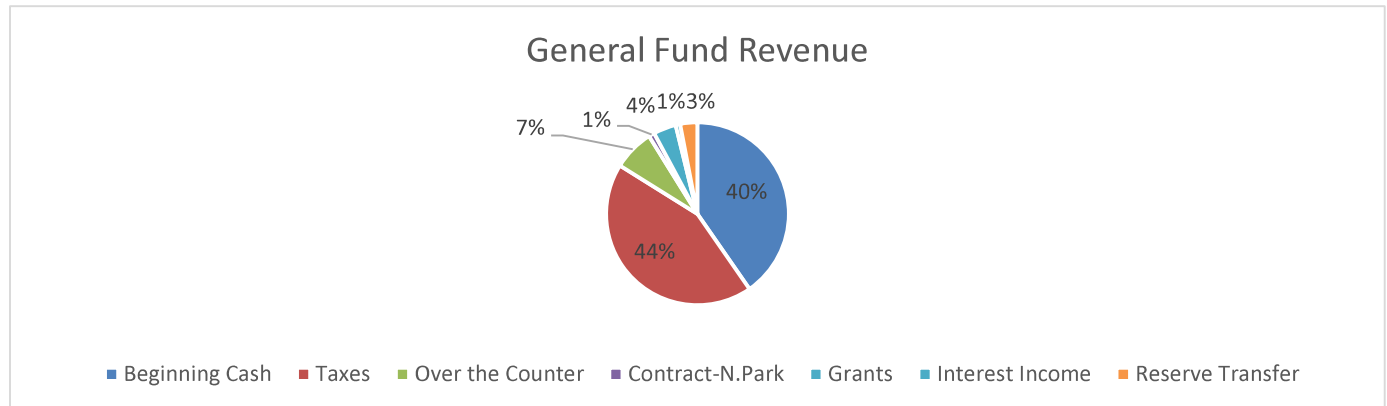
*****Retainage from the 2017-2018 project was paid in 2020. \$52,500 from the capital reserve fund was allocated towards these projects.

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

BUDGET

General Fund Revenue

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



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

Property Taxes – the primary revenue source for the district.

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

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

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

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

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

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

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

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

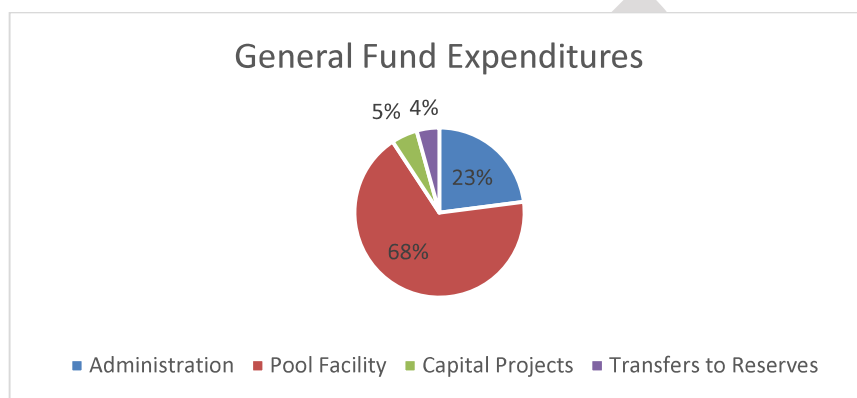
***For the 2020 and 2021 Budgets, the District allocated \$75,000 to go directly to the capital reserve fund and any unused monies budget of the \$150,000 for emergency maintenance due to the age of the facility. In 2022 this was adjust to \$100,000 for emergency maintenance.

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

BUDGET

General Fund Expenditures

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



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

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

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

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

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

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

BUDGET

Capital Projects and Expenditures for 2022

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

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

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

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

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

BUDGET

Capital Projects/Reserves Fund

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

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

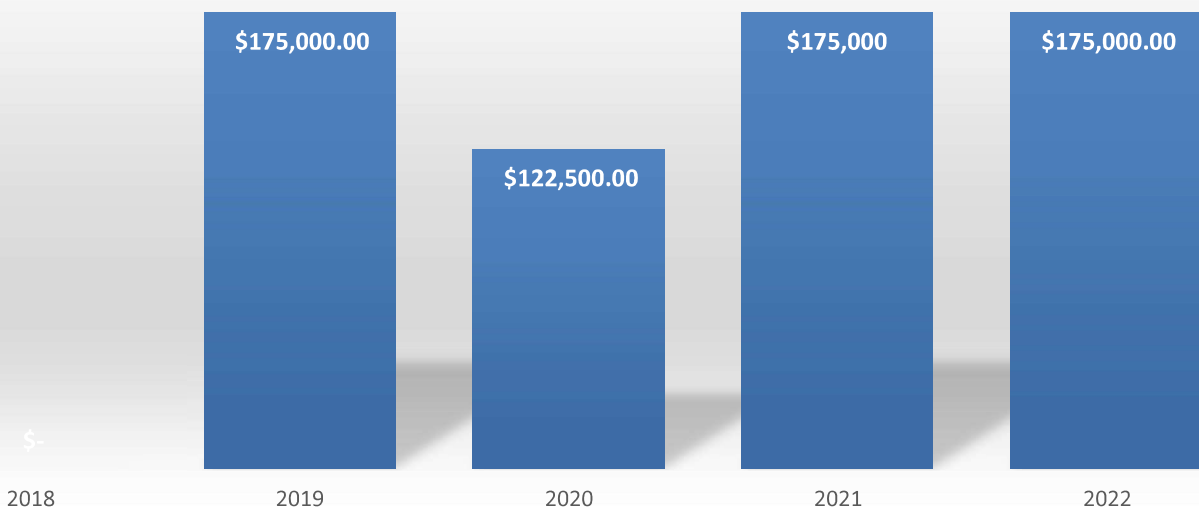
In 2019, the District set aside \$175,000 towards the Capital Projects/Reserves Fund. The increased amount was to cover the potential age-related repairs and replacement that could occur to the then 44-year-old facility.

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

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

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

Capital Reserve Contributions (Per Year)



Glossary of Terms

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

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

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

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

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

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

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

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

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

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

BUDGET

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

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

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

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

DRAFT

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District GM

Meeting Date: 06/21/22

Under: Old Business

Attachment: No

Subject: Retreat Update

Background/Summary:

The Des Moines Pool Metropolitan Board had two retreats for its upcoming feasibility study. Both retreats were to develop a consensus foundation towards future planning for the organization. June 8's retreat covered Mission and Vision and June 15's covered short, middle and long-term planning. Copies of files are on file at the district offices.

The feasibility study will commence once the KCYAS aquatic facilities grant is awarded, and the agreement is signed. Until that point, any work done may not be covered by the grant.

Once the formal agreement is completed, a schedule will be announced for the feasibility study.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational Only.

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

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

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

Follow-up Needed: **Yes** _____ **No** _____ **Report back date:** _____

Notes:

- King County council approves \$100,000 for Des Moines Pool Metropolitan Park District - <https://waterlandblog.com/2022/04/20/king-county-council-committee-approves-100000-for-des-moines-pool-metropolitan-park-district/>

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e **Assigned to:** District GM/Public Outreach **Meeting Date:** 06/21/22

Under: Old Business

Attachment: Yes

Subject: Public Outreach

Background/Summary:

The Mount Rainier Pool has been performing public outreach and purchased materials to perform this. The attached presentation is a summary of the activities performed and to be performed.

Fiscal Impact: N/A

Proposed Motion: Information Only!

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

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

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

Follow-up Needed: **Yes** _____ **No** _____ **Report back date:** _____

Notes:

- Presentation on Public Outreach

Public Outreach Update

June 21, 2022

1



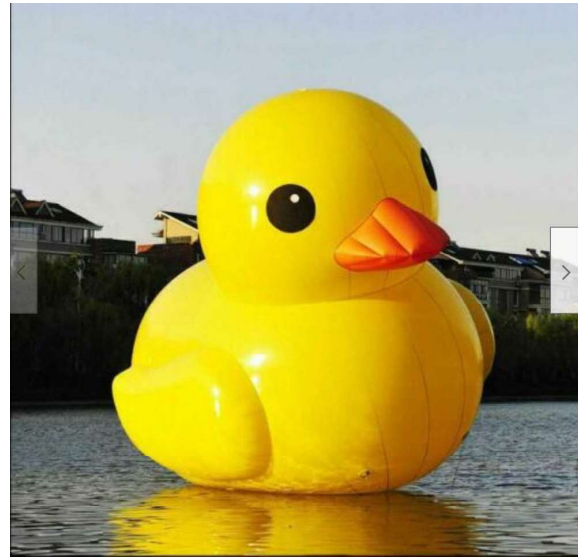
Recent/Future Activities

- Mount Rainier Pool Pre-School Program
- Farmer's Market
- Waterland Parade
- Parent Sticker/Letter
- Maritime Outreach
- High School Peach Jar
- PTSA Nights
 - Woodmont Only
 - Parkside cancelled twice
 - Midway and Des Moines interested
 - Also include North Hill in 2022-2023

2

Items Purchased

- Rubber Duckies – \$3,271.45
- Banners –
- Roll-ups –
- Outreach T-Shirts –
- 10' Inflatable Duck for Parade - \$889.60
- Parent Stickers - \$170.50
- Flyers and marketing materials - TBD
- Any other recommendations from board?



3

ADS

4

En Espanol (Gene got translated)

INSCRIBETE EN CLASES DE NATACIÓN GRATUITAS ESTA PRIMAVERA Y VERANO

**MI FUTURO ES
SOLLEADA
PORQUE PUEDO
NADAR**

La natación es una habilidad esencial para la vida que les da a los niños un impulso en el salón de clases, socialmente y para desarrollar un estilo de vida saludable.

Mientras navegamos por el final de la pandemia, es más importante que nunca ayudar a superar el daño a nuestros hijos.

USA EL CÓDIGO QR A LA DERECHA

Estamos ofreciendo lecciones de natación GRATUITAS esta primavera y verano para que nuestros niños tengan acceso completo a todas las oportunidades recreativas y profesionales basadas en el agua en nuestra región.

mrp
Mount Rainier Pool

Visítanos en [MTrainierPool.com/swimlessons](https://mtrainierpool.com/swimlessons)

HORARIO DE LA PISCINA DE MT RAINIER: del 18 de abril al 19 de junio de 2022

Temperatura promedio de la piscina: 83-85 ° F

(Consulte las descripciones de los programas en la segunda página)

PARTE MENOS PROFUNDA (Profundidad: 3'-3'5")						
LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES	SÁBADO	DOMINGO
Ejercicio de agua a los 8:00 am	Ejercicio de agua a los 8:00 am	Ejercicio de agua a los 8:00 am	Ejercicio de agua a los 8:00 am	Ejercicio de agua a los 8:00 am	Clase de natación 8:15-9:00 am	Clase de natación 8:15-9:00 am
Natación familiar y Natación para el agua 10:00 am-11:00 am	Natación familiar y Natación para el agua 10:00 am-11:00 am	Natación familiar y Natación para el agua 10:00 am-11:00 am	Natación familiar y Natación para el agua 10:00 am-11:00 am	Natación familiar y Natación para el agua 10:00 am-11:00 am	Natación familiar y Natación para el agua 10:00 am-11:00 am	Natación familiar y Natación para el agua 10:00 am-11:00 am
Lecciones 11:30 am-12:00 pm	Lecciones 11:30 am-12:00 pm	Lecciones 11:30 am-12:00 pm	Lecciones 11:30 am-12:00 pm	Lecciones 11:30 am-12:00 pm	Lecciones 11:30 am-12:00 pm	Lecciones 11:30 am-12:00 pm
Clase de natación 12:00-1:00 pm	Clase de natación 12:00-1:00 pm	Clase de natación 12:00-1:00 pm	Clase de natación 12:00-1:00 pm	Clase de natación 12:00-1:00 pm	Clase de natación 12:00-1:00 pm	Clase de natación 12:00-1:00 pm
Ejercicio de agua 7:00 am	Ejercicio de agua 7:00 am	Ejercicio de agua 7:00 am	Ejercicio de agua 7:00 am	Ejercicio de agua 7:00 am	Ejercicio de agua 7:00 am	Ejercicio de agua 7:00 am

FINAL PROFUNDO (16-18 años, 25 yardas, Profundidad: 4'-12')						
LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES	SÁBADO	DOMINGO
Natación en el agua 1:00 pm-1:30 pm	Natación en el agua 1:00 pm-1:30 pm	Natación en el agua 1:00 pm-1:30 pm	Natación en el agua 1:00 pm-1:30 pm	Natación en el agua 1:00 pm-1:30 pm	Natación en el agua 1:00 pm-1:30 pm	Natación en el agua 1:00 pm-1:30 pm
Lecciones 1:30 pm-2:00 pm	Lecciones 1:30 pm-2:00 pm	Lecciones 1:30 pm-2:00 pm	Lecciones 1:30 pm-2:00 pm	Lecciones 1:30 pm-2:00 pm	Lecciones 1:30 pm-2:00 pm	Lecciones 1:30 pm-2:00 pm
Clase de natación 2:00-3:00 pm	Clase de natación 2:00-3:00 pm	Clase de natación 2:00-3:00 pm	Clase de natación 2:00-3:00 pm	Clase de natación 2:00-3:00 pm	Clase de natación 2:00-3:00 pm	Clase de natación 2:00-3:00 pm
Ejercicio de agua 3:00 pm	Ejercicio de agua 3:00 pm	Ejercicio de agua 3:00 pm	Ejercicio de agua 3:00 pm	Ejercicio de agua 3:00 pm	Ejercicio de agua 3:00 pm	Ejercicio de agua 3:00 pm

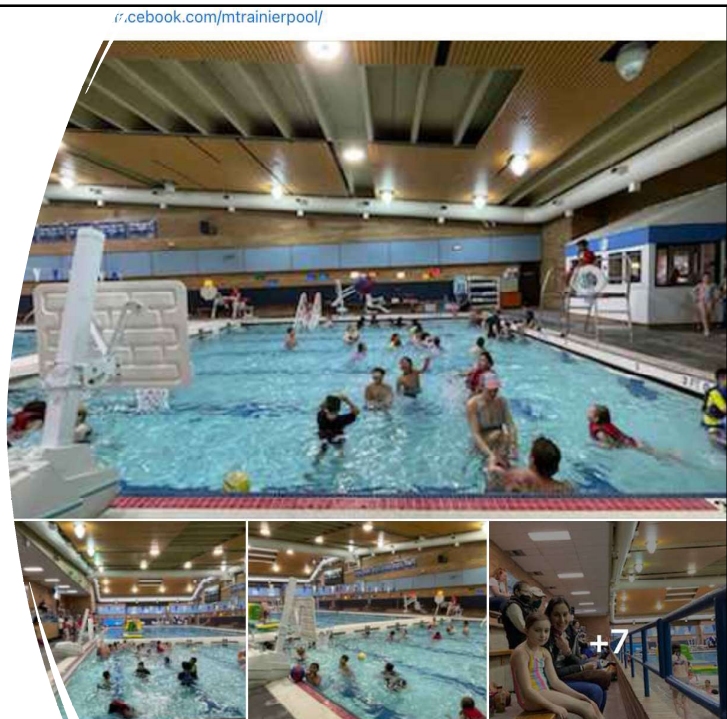
*Horario sujeto a cambios. El horario interactivo se actualiza con los cambios de horario. Haga clic aquí para más información.

Mount Rainier Pool • 22722 19th Avenue So. • Des Moines, WA 98138
206.824.4722 • www.mtrainierpool.com • info@mtrainierpool.com

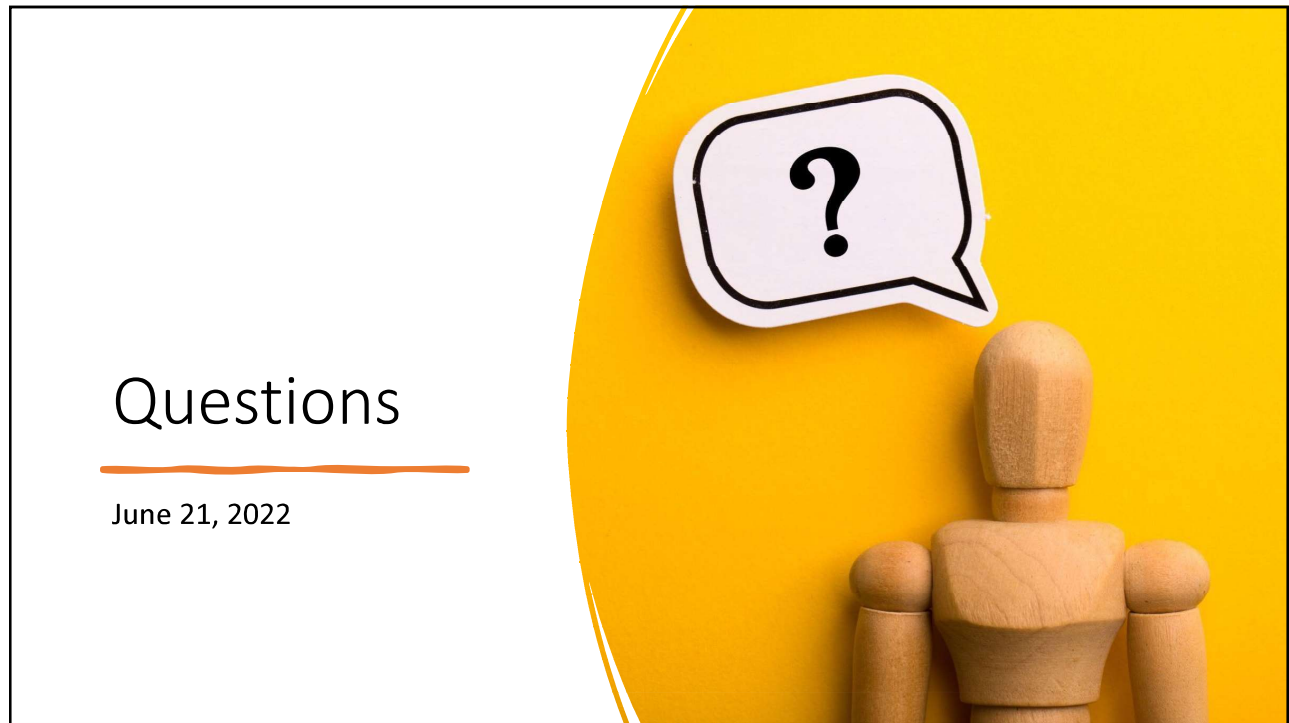
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Upcoming

- PTSA Events:
 - Start in Fall (adequate staff)
 - Focus on Des Moines schools
- Branding Master Deck
- RFQ for New Website:
 - Start in September
- Swim Lessons
 - Capacity and waitlists should fill the summer
- Bring back Open Swim events and special events in late Fall/early 2023 (depending on staff)



6



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a Assigned to: District GM

Meeting Date: 06/21/22

Under: New Business

Attachment: Yes

Subject: Office Transition

Background/Summary:

The Des Moines Pool Metropolitan Park District has had its district offices at 22015 Marine View Drive for years. This was due to lack of space at the Mount Rainier Pool. The extra site has additional fees for rent, internet, copier, and other fees.

During the pandemic, staff worked remotely and were able to be efficient. The goal of this discussion is to discuss a potential transition for after the pandemic.

Fiscal Impact: Save over \$12,000/year

Proposed Motion: I move to direct the District General Manager to bring back future options for the district offices.

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

Two Touch Rule: N/A Committee Review
6/21/22 First Board Meeting (Informational)
T.B.D. Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes _____ No _____ Report back date: _____

Notes:

- Attached Presentation



Office Transition

June 21, 2022 Regular Board Meeting

1



Items that Must be Accounted For

- Public Records
- Server
- Storage

2

Public Records

- Area needs to be secured
- Need access for District GM
- Need space for files of up to six years

AGENCY OBLIGATIONS: A STARTING POINT

checklist FOR LOCAL GOVERNMENTS

The Public Records Act (PRA) establishes basic procedural requirements that each agency must adopt. Use this checklist as a start for PRA compliance. For more information and resources, visit mrsc.org/pra.

REQUIREMENT	COMPLETED
Design and Publicly Identify a Public Records Officer (PRO) Post the PRO's contact information at the agency's place of business, on the agency's website (if any), and in any research publications. (RCW 42.56.040)	<input type="checkbox"/>
Adopt a Local Public Records Act Policy The local PRA policy should outline responsive regulations for the agency's handling of public records requests, such as the agency's response process when it receives a records request. The policy must be prominently displayed. (RCW 42.56.045)	<input type="checkbox"/>
Publish a List of Exemptions and Prohibitions Found Outside the PRA Publish a list of exemptions and prohibitions to disclosure other than those listed in the PRA. (RCW 42.56.050) For a list created by the Code Review of other Washington exemptions and prohibitions, see the www.wa.gov website. For a list of other federal exemptions and prohibitions, see www.fda.gov 's PRA publication.	<input type="checkbox"/>
Maintain an Index of Public Records Maintain a current index of many types of agency records unless to do so would be unduly burdensome for the agency. If it is unduly burdensome, the agency must adopt a formal order specifying the records kept and the index to which compliance must apply. (RCW 42.56.055)	<input type="checkbox"/>
Adopt a PRA Fee Schedule After a public hearing, establish fees for PRA costs, including costs for hard copies, electronic copies, and mailing costs. If determining what costs would be unduly burdensome, the agency will adopt the statutory schedule. (RCW 42.56.070 and RCW 42.56.075)	<input type="checkbox"/>
Provide for a Review Procedure for any Denial of Records An agency must provide for review of a denial to inspect records. The review can be conducted by the PRO, a supervisor, the agency's attorney, or any individual designated by the agency. Review is deemed complete two business days after the initial denial. (RCW 42.56.075) Review is not a prerequisite for filing suit under RCW 42.56.090.	<input type="checkbox"/>

3



Server

- Need secure area for server to be installed
- Good environmental controls
- Pool has limited space and not environmental controls or security
- Need internet connection
- Serviced by CMIT

4



Storage

- Beyond public records and server, we will need a space to store other records and historical documents
- Old budgets, projects, notes, etc.
- Items we may need to hold onto

5

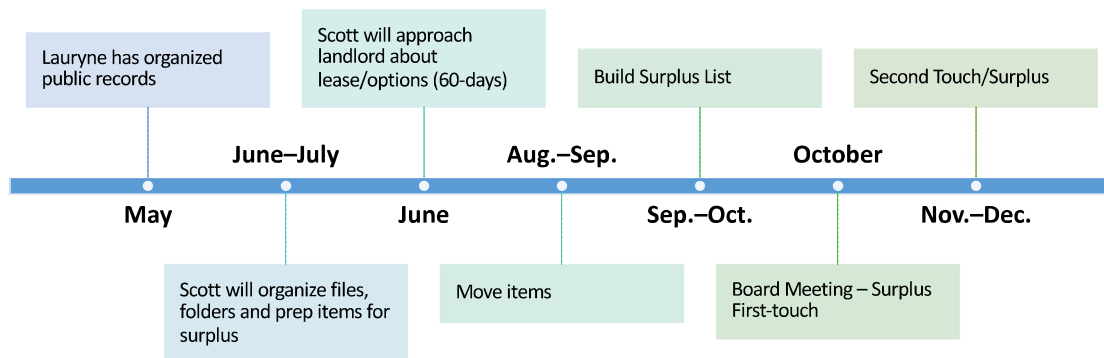
Options

- Do Nothing:
 - Keep Current Office and Server Locations
- Storage/Server:
 - Move Items to Storage and Find New Server Location
- Smaller Office/Server:
 - Try to obtain smaller office and keep server location.
- Other?

Pool is not an option for public records storage or server.

6

Timeline *(subject to change)*



7

Questions/Comments

June 21 Regular Board Meeting

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