



Des Moines Pool Metropolitan Park District

February 27, 2024
7:00 p.m.
Regular "Hybrid" Meeting

Meetings are hybrid: being held remotely using Zoom and in-person at the Des Moines Pool MPD District Office (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468; Meeting ID: 844 4014 1585; Passcode: 027047. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at scott.deschenes@desmoinespool.org. Public comment for those who cannot physically attend will be due by email to info@mtrainierpool.com by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.

AGENDA

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

7:01 2. **PLEDGE OF ALLEGIANCE**

7:02 3. **ADOPTION/MODIFICATIONS OF AGENDA**

7:03 4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

7:04 5. **PUBLIC COMMENT (Please Limit to Three [3] Minutes)**

Hybrid Meeting: If you are unable to physically attend and wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, February 27th. 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

7:08 6. **CONSENT AGENDA**

a. EXPENDITURE/REVENUE FOR NOVEMBER & DECEMBER

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

January 23, 2024

d. CORRESPONDENCE

None at time agenda created.

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$73,660.15 was processed in January for warrant requests.

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$70,360.37 was processed in January for payroll.

7:09 7. **EXECUTIVE SESSION(S)**

a. HSD Lease

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

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's meetings are being held hybrid including remotely. See the information above to join a meeting. If you have any questions, please contact Scott Deschenes, District General Manager, 206.429.3852.

8. OLD BUSINESS

- 7:10 a. Q4 Financial Report
- 7:15 b. February Maintenance Closure Update
- 7:20 c. Boiler Repairs (2nd Touch)
- 7:25 d. March Special Meeting Scheduling

9. NEW BUSINESS

- 7:30 a. Grant Applications Update
- 7:35 b. WCIA Compact

7:40 **10. GOOD OF THE ORDER**

11. UPCOMING MEETINGS

- March 26, 2024, Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- April 23, 2024, Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

For other future meetings, [click here](#) to visit our website's governance page.

ADJOURNMENT

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

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g

Assigned to: District GM

Meeting Date: February 27, 2024

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

- January: Expenses and Revenue

Item 6b: Staff/Committee Reports

- District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- January 23, 2024, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue) –

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$70,360.37** were approved for payment.

- \$52,644.32* was processed on January 10, 2024
- \$7,308.19 was processed on January 17, 2024
- \$10,407.86 was processed on January 18, 2024

*Includes \$37,371 annual insurance payment.

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$73,660.15** were processed for payment.

- \$36,596.84 was approved for payroll on January 15, 2024
- \$37,063.31 was approved for payroll on January 30, 2024

A total of **\$144,020.52** was processed in January 2024 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 January 2024 totaling \$144,020.52.

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

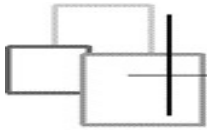
Two Touch Rule: _____ N/A First Board Meeting (Informational)
_____ N/A Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- Attachments: Various



JANUARY 2024 EXPENDITURES

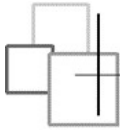
Beginning Monthly Balance = \$1,909,917.47

Ending Monthly Balance = \$1,783,991.91

Category/ Acct #	Reference	Jan 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
TARGET - 8.33%						
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$250.07	\$250.07	\$20,000.00	\$19,749.93	1.25%
001-000-000-576-20-10-01	District Manager Salary	\$6,242.08	\$6,242.08	\$95,000.00	\$88,757.92	6.57%
001-000-000-576-21-30-06	Front Desk Administrator	\$3,567.27	\$3,567.27	\$68,931.20	\$65,363.93	5.18%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$5,734.39	\$5,734.39	\$98,508.80	\$92,774.41	5.82%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$4,667.44	\$4,667.44	\$154,668.80	\$150,001.36	3.02%
001-000-000-576-21-30-03	Lead Lifeguard	\$0.00	\$0.00	\$51,251.20	\$51,251.20	0.00%
001-000-000-576-21-30-04	PPT Lifeguards	\$1,581.23	\$1,581.23	\$41,000.00	\$39,418.77	3.86%
001-000-000-576-21-30-02	Instructors	\$7,036.99	\$7,036.99	\$95,000.00	\$87,963.01	7.41%
001-000-000-576-21-32-02	Head Lifeguards	\$9,233.88	\$9,233.88	\$35,000.00	\$25,766.12	26.38%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	\$16,681.47	\$16,681.47	\$165,000.00	\$148,318.53	10.11%
001-000-000-576-21-30-05	Water Exercise Instructor	\$0.00	\$0.00	\$12,500.00	\$12,500.00	0.00%
	Total Salaries & Wages	\$54,994.82	\$54,994.82	\$836,860.00	\$781,865.18	6.57%
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	\$17,600.94	\$17,600.94	\$200,000.00	\$182,399.06	8.80%
001-000-000-576-21-33-04	Overtime (OT)	\$227.02	\$227.02	\$5,000.00	\$4,772.98	4.54%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-33-00	Sick Pay	\$515.12	\$515.12	\$2,500.00	\$1,984.88	20.60%
	Total Taxes & Misc	\$18,343.08	\$18,343.08	\$208,000.00	\$189,656.92	8.82%
Personal Benefits						
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	\$6,446.48	\$6,446.48	\$76,000.00	\$69,553.52	8.48%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$135.00	\$2,000.00	\$1,865.00	6.75%
001-000-000-576-21-25-05	Incentive Pay	\$70.00	\$70.00	\$1,000.00	\$930.00	7.00%
	Total Personal Benefits	\$6,651.48	\$6,651.48	\$79,000.00	\$72,348.52	8.42%
Office Supplies						
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$121.08	\$121.08	\$1,500.00	\$1,378.92	8.07%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	\$86.98	\$86.98	\$5,000.00	\$4,913.02	1.74%
	Total Office Supplies	\$208.06	\$208.06	\$8,000.00	\$7,791.94	2.60%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$13.74	\$13.74	\$2,500.00	\$2,486.26	0.55%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$114.03	\$114.03	\$6,000.00	\$5,885.97	1.90%
	Total Maintenance & Repair Supplies	\$127.77	\$127.77	\$8,500.00	\$8,372.23	1.50%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
	Total Pool Supplies	\$0.00	\$0.00	\$17,500.00	\$17,500.00	0.00%
Pool Equipment						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$449.02	\$449.02	\$4,000.00	\$3,550.98	11.23%
	Total Pool Equipment	\$449.02	\$449.02	\$4,000.00	\$3,550.98	11.23%
Professional Svcs - Clerical						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$522.50	\$522.50	\$14,000.00	\$13,477.50	3.73%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,739.79	\$1,739.79	\$25,000.00	\$23,260.21	6.96%
001-000-000-576-20-41-14	IT Server Hosting	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$62.88	\$62.88	\$2,000.00	\$1,937.12	3.14%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$68.30	\$68.30	\$2,000.00	\$1,931.70	3.42%

Category/ Acct #	Reference	Jan 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	\$786.26	\$786.26	\$6,000.00	\$5,213.74	13.10%
001-000-000-576-21-42-09	Timekeeping (WhenIWork)	\$352.32	\$352.32	\$3,000.00	\$2,647.68	11.74%
001-000-000-576-20-41-15	Website RFQ	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
	Total Prof Services-Front Offc	\$3,532.05	\$3,532.05	\$79,500.00	\$75,967.95	4.44%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	District Janitorial Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-20-41-03	Financial Services (Bookkeeping)	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$84.97	\$84.97	\$5,000.00	\$4,915.03	1.70%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$620.96	\$620.96	\$8,000.00	\$7,379.04	7.76%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,974.05	\$4,974.05	\$28,000.00	\$23,025.95	17.76%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$0.00	\$0.00	\$16,000.00	\$16,000.00	0.00%
	Total Prof Services-Maintenance	\$5,679.98	\$5,679.98	\$83,000.00	\$77,320.02	6.84%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0.00%
	Budget Contingency for Maintenance	\$0.00	\$0.00	\$9,407.89	\$9,407.89	0.00%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	Total Repairs & Maintenance	\$0.00	\$0.00	\$86,907.89	\$86,907.89	0.00%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$2,424.04	\$2,424.04	\$3,000.00	\$575.96	80.80%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$320.40	\$320.40	\$4,000.00	\$3,679.60	8.01%
001-000-000-576-21-42-07	Postage and Mailing	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-20-42-20	Telephone/Internet (Comcast)	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
001-000-000-576-21-42-14	Elevate Phone System	\$0.00	\$0.00	\$3,600.00	\$3,600.00	0.00%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$0.00	\$0.00	\$800.00	\$800.00	0.00%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$59.00	\$750.00	\$691.00	7.87%
	Total Communications	\$2,803.44	\$2,803.44	\$19,150.00	\$16,346.56	14.64%
Training & Travel						
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$43.96	\$43.96	\$2,500.00	\$2,456.04	1.76%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$168.00	\$168.00	\$1,500.00	\$1,332.00	11.20%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
	Total Training & Travel	\$211.96	\$211.96	\$13,500.00	\$13,288.04	1.57%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$157.60	\$157.60	\$12,000.00	\$11,842.40	1.31%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$0.00	\$400.00	\$400.00	0.00%
	Total Advertising	\$157.60	\$157.60	\$19,400.00	\$19,242.40	0.81%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$717.50	\$9,600.00	\$8,882.50	7.47%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$300.00	\$300.00	\$4,000.00	\$3,700.00	7.50%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	Total Rentals & Leases	\$1,017.50	\$1,017.50	\$17,600.00	\$16,582.50	5.78%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$11,437.34	\$11,437.34	\$180,000.00	\$168,562.66	6.35%
001-000-000-576-21-47-02	Water (Highline)	\$538.02	\$538.02	\$9,900.00	\$9,361.98	5.43%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
	Total Utilities	\$11,975.36	\$11,975.36	\$200,400.00	\$188,424.64	5.98%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$37,371.00	\$37,371.00	\$45,000.00	\$7,629.00	83.05%
	Total Insurance	\$37,371.00	\$37,371.00	\$45,000.00	\$7,629.00	83.05%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$44.55	\$44.55	\$15,000.00	\$14,955.45	0.30%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$59.44	\$59.44	\$2,000.00	\$1,940.56	2.97%

Category/ Acct #	Reference	Jan 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$299.11	\$299.11	\$6,000.00	\$5,700.89	4.99%
001-000-000-576-20-51-50	Background checks	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	Total Miscellaneous	\$403.10	\$403.10	\$27,500.00	\$27,096.90	1.47%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$0.00	\$8,250.00	\$8,250.00	0.00%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
	Total Intergov Services	\$0.00	\$0.00	\$42,500.00	\$42,500.00	0.00%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
001-000-000-594-76-42-08	Filter Media	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0.00%
	Total Capitals	\$0.00	\$0.00	\$116,500.00	\$116,500.00	0.00%
	TOTAL ADMINISTRATION	\$53,994.26	\$53,994.26	\$346,250.00	\$295,502.61	15.59%
	TOTAL OPERATIONS	\$89,931.96	\$89,931.96	\$1,450,067.89	\$1,356,889.06	6.20%
	TOTAL CAPITAL	\$0.00	\$0.00	\$116,500.00	\$116,500.00	0.00%
GRAND TOTALS		\$143,926.22	\$143,926.22	\$1,912,817.89	\$1,768,891.67	7.52%



JANUARY 2024 REVENUES

Account #	Reference	Jan 2024	YTD Balance	2024 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$5,837.92	\$5,837.92	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$0.00	\$0.00	\$0.00
	Total General Fund	\$5,837.92	\$5,837.92	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00		\$25,000.00	\$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	\$6,542.46	\$6,542.46	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$2,043.30	\$2,043.30	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$4,642.80	\$4,642.80	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$13,228.56	\$13,228.56	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$75,000.00	\$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	\$75,000.00	\$0.00
	Grand Total Revenue	\$19,066.48	\$19,066.48	\$100,000.00	\$75,000.00

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, February 22, 2024

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Weekly Reports - Weeks Ending -January 19, 2024 – February 23, 2024

WEEK ENDING JANUARY 19:

BOARD MEETING

Just a reminder that our first board meeting of the year will be on Tuesday, January 23. I will send out the meeting invite and agenda packet later today. Also, Quentin will be making his fourth quarter report and discuss an upcoming closure for repairs.

MAINTENANCE UPDATE

We were lucky to not have any pipe issues with the historically cold weather. Quentin will discuss the upcoming closure at our meeting on Tuesday (January 23). The finance committee approved a set of repairs for the air handler and variable flow drive pump. We will have this as an agenda item per item 4.6 of the procurement policy. We wanted to order the parts to ensure we could source them in time for the closure.

SWIM LESSONS

Emmitt reported that swim lessons went well on Saturday. He is going to contact people that missed the first set of lessons this week to remind them of their lessons. Some people forget they are registered. We are still waiting on finalizing scheduling of the February closure before putting information out about the weekday lessons.

INCLEMENT WEATHER

Last Week's Weather: Last week we had severely cold weather, but luckily snow missed our area, although there was snow in the Puget Sound area including where I live. We put out an email on Thursday, January 11 on the cold weather. Below is the email we sent out last Thursday to inform the community of our inclement weather process. We were hoping this would help eliminate any miscommunication and help users find where and when to get updates. <https://createsend.com/t/d-BF4FBE585424CCFA2540EF23F30FEDED>

Tuesday/Wednesday: King County Aquatic Center put out an evening closure on Tuesday. We discussed the possibility of closing early, but the weather forecasts for Des Moines were calling for warmer weather, so we decided to stay open that day. On Wednesday morning, we decided to open on-time, but water exercise had communicated to their students that if Highline School District was two hours late, they would not have water exercise that morning. We allowed users who missed messaging to come in and water walk for free.

<https://createsend.com/t/d-63F47F26E6212FCF2540EF23F30FEDED>

PTSA SWIM

Des Moines Elementary will have their PTSA swim this Saturday (January 20) from 2-5pm. They will be using the Wibit and have two swims for their school.

WIBIT OPEN SWIMS

This Saturday, January 20, we will be reintroducing Wibit Swims. The swims are from 1-2pm with the PTSA Swim following. We posted this as an event on Facebook.

SWIM MEET CANCELLED

We discovered that SMAC cancelled their swim meet on January 27 and 28. Staff that have connections to the team told us that they had trouble obtaining sponsorship for the meet.

WRPA AQUATICS MEETING

Quentin attended the WRPA Aquatics Meeting on Thursday, January 11. The big talk was about Bellevue's planning of an Eastside regional pool that would rival KCAC in size. They also discussed the salary survey and a partnership of cities that service lakes formed in South King County including Renton, Covington and SeaTac. I have attached a copy of the salary survey. Just a reminder that we are close to SeaTac, Seattle and Tukwila that have some of the highest wages in the nation. May 15 will be a statewide water safety day, and there is a grant available for lifejackets.

WCIA MEETING

I will be attending the WCIA annual board meeting next Friday, January 19 from 9-11:30am. I am also attending the virtual meeting on the COMPACT audit that we will need to have completed during the first half of 2024.

MRP LEASE INSURANCE REQUIREMENTS

I emailed in our 2024 insurance requirements for the MRP lease agreement. I do this each year (as part of our lease requirements), but did not receive a response again. If I do not get a response this week, I am going to send the information in by certified mail. I am taking this that it is okay, as we have met our contractual obligations.

HARRASSMENT TRAINING

We signed all of the managers at the pool up for harassment training this winter. Quentin is waitlisted for February 6 and all three are in the March 8 training. Our goal is to have training for the entire staff in 2024, but wanted to have the managers attend first.

KC PARKS GRANT INFORMATION SESSION

I will be attending a KC Parks Information session next Wednesday (January 24). They are giving information on the next round of grants.

W-2s

W-2s copies of W-2s mailed to staff and board were received at the district offices. If you did not receive your forms, let me know. I can access them from the payroll software.

JURISDICTION FINANCE SURVEY

Just a heads up that we reported revenue to King County for board positions as part of their annual survey. The survey does not include daily stipends, so all board positions had a report of zero.

STIPENDS

In 2024 board stipends will go up to \$161/day. Just a reminder that next payroll is for December, so 2024 rates will not go into effect until February's process. Please let me know if you have any questions.

WCIA CYBER SURVEY

We also received our cyber survey from WCIA. This is an annual survey that WCIA gauges our security versus standard care. We will let you know if there are any recommendations made from the survey. The survey is due March 1. CMIT is working on the responses to meet the deadline.

CMIT RECOMMENDED IT SECURITY UPDATE

CMIT is recommending some updates to our cybersecurity that will require additional funds. I have added this to the agenda on Tuesday.

RESEARCH

Port of Seattle responds to proposed new legislation aimed at mitigating environmental/health impacts at SeaTac Airport (Waterland Blog) - <https://waterlandblog.com/2024/01/15/port-of-seattle-responds-to-proposed-new-legislation-aimed-at-mitigating-environmental-health-impacts-of-sea-tac-airport/>

Mastering AEDs for Lifeguards (Aquatics International) - https://www.aquaticsintl.com/lifeguards/mastering-aeds-for-lifeguards_o

Fostering trust and engagement across diverse cultures (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/january/fostering-trust-and-engagement-across-diverse-cultures/>
After hate speech at MLT meeting, city will require registration for those commenting remotely (MRSC/MLT News) - <https://mltnews.com/after-hate-speech-at-mlt-meetings-city-will-require-registration-for-those-commenting-remotely/>
Developing inclusive, equitable and universally designed public recreation spaces (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/january/developing-inclusive-equitable-and-universally-designed-public-recreation-spaces/>

WEEK ENDING JANUARY 26:

BOARD MEETING WRAP UP

Minutes: I am sending minutes out later today for the January 23 board meeting. Please have all edits back by Tuesday, February 20.

Signatures: Yesterday, I sent signatures out for all five documents from the January 23 board meeting. Please let me know if you have any questions. I will post this on Monday to get the minutes posted for inspection.

HSD Meeting: Shane was able to get ahold of Highline School District and I am meeting with them next Tuesday at 11:45am. I printed a couple of copies of the report to give to them at the meeting. Joe also is going to take a copy of the report to his meeting with the city's parks and recreation director. If you want a printed copy, let me know.

Closure: Quentin is finalizing the schedule with contractors and we will include an update in next week's report.

SMAC SWIM MEET/EARLY SATURDAY CLOSURE

SMAC will be hosting a swim meet this Saturday and Sunday. To accommodate the swim meet, we will be closing at 12:30pm and not having Open Swim. We sent an email update to followers, and posted it on the website and social media.

<https://createsend.com/t/d-9BC70167F30D17EF2540EF23F30FEDED>

GRANT MEETING

Gene and I attended a grant meeting from King County Parks on Wednesday. Our goal is to apply for the cost of the August closure repairs plus a 20% administrative fee. We are also going to check in with the project manager to see if there are any future time-sensitive repairs that may be available under the \$250,000 grant threshold.

WCIA TRAINING AND MEETING

I attended the training and the first half board meeting for WCIA.

Personnel Audits: For the WCIA COMPACT, I will be recommending the personnel audit option. We have newer managers and I think this would be a good audit to identify risks and training opportunities. WCIA offers free trainings that staff is starting to take this year, which should help with these areas.

Board Meeting:

Bills: I listed AWC's Hot Sheet in the section below, but below are some bills that WCIA stated could affect local government's risk liability.

SB 5059: WCIA stated this would affect future insurance rates if approved. From Hot Sheet: Creates a costly new requirement to charge pre-judgement interest. Interest would accrue on any judgement back to the point at which the alleged incident/cause of action occurred which could be years prior to a city receiving notice of a claim.

HB 2088: This legislation is actually good where it will limit liability for first-responders. From Hot Sheet: Provides and expands liability protection for local government behavioral health crisis response teams.

AWC HOT SHEET

The Association of Washington Cities (AWC) has put out their legislative hot sheet that includes bills that have been introduced and their effects on local government.

https://wacities.org/docs/default-source/legislative/hotsheet1f294349b78160ed9eadff0000bbe4eb.pdf?sfvrsn=952f5e4f_213

PTSA SWIM WRAP UP

Emmitt reported that the event went well on Saturday.

Our next PTSA Swim was Saturday, February 17 at 2pm for North Hill Elementary, but we had to move it for the February closure. North Hill Elementary has moved their event to March 16.

The next PTSA swim will now be Des Moines Elementary on March 2nd.

NORTH HILL ELEMENTARY REQUEST

In addition to hosting the North Hill Elementary PTSA event, Jared will present about water safety at North Hill Elementary for their reading week starting on February 26.

STAFF IN-SERVICE

Last Saturday staff had a pretty busy day with the monthly in-service, swim lessons, wibit open swim and PTSA event. The in-service covered lifeguard scanning and facility cleaning.

FEBRUARY SPECIAL DATES

Just a heads up that these are the special dates for February.

Free Senior Thursday – Thursday, February 1 (All Day)

\$1 First Saturday Open Swim - Saturday, February 3, 1-2pm

Wibit Swim – Still up in the air with the closure.

PHONE SYSTEM DOWN

The phone system went down on Thursday. It was due to a power strip in the server box that was not operational. The phone is internet-based (and has cellular back up), and requires the Wifi routers to have power. The issue was due to a failure due to a staff member turning off a breaker that is not supposed to be touched. Management is working with staff to ensure this does not happen again.

RESEARCH

Strategies for successful lifeguard retention (Sports Facilities Companies) - <https://sportsfacilities.com/strategies-for-successful-lifeguard-retention/>

AI: here and now (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/january/ai-here-and-now/>

Biased AI's challenges for government leaders (Governing) - <https://www.governing.com/policy/biased-ais-challenges-for-government-leaders>

Best practices when dealing with faith-based organizations (MRSC Insights) - <https://mrsc.org/stay-informed/mrsc-insight/january-2024/contracting-with-faith-based-organizations>

WEEK ENDING FEBRUARY 2:

SCHOOL DISTRICT MEETING

I met with the Director of Capital Planning and other staff for the Highline School District on Tuesday. They are working on a red-lined version of the agreement that we discussed. I am meeting with Brian Snure in two weeks to review their red-lined changes (still awaiting) that we will bring back to a future meeting. The school district wants to be more active in the agreement by helping with grant funding, more expansive capital responsibilities, and a

partnership on other aspects that would make this a much longer report. I also requested the opportunity to present to the CFAC. I will share more information once we get the red-lined agreement back.

MECHANICAL ISSUES

The air handling unit went out again on Sunday and again on Tuesday morning. We had to call MacMiller in on Sunday, and luckily, they were at the pool on Tuesday. The controller updates in the schedule below should help resolve these issues.

CLOSURE

We are preparing for the February 15-29 closure. We will put messaging out next week. We should re-open early, but we must ensure we resolve these repairs. The main contractor has been slow to confirm the dates. We plan to put out a notice later today but await information confirmation for a more precise timeline.

SWIM LESSONS

Quentin and Emmitt are making some changes to swim lessons after a complaint. We have a lot of new instructors, and they are working on improving the lessons. They are returning to the evaluation process, and we request that instructors have more open dialogs with parents about their children's progress. These changes will help improve the quality of lessons and relationships with the parents. We are also posting posters reminding parents of practice times, as reinforcement of the information learned in lessons helps children better master their skills. Practice time is Saturday mornings from 11:30am-12:30pm and is free for the participant and one adult.

OUTREACH

Emmitt and one of the lifeguards will present about water safety at North Hill Elementary on March 1 as part of their reading week.

MRHS PLACEMENT BOARD

Quentin is awaiting some more information back from the MRHS Swim Coach. He hopes to get something ordered soon.

CRACK IN WALKWAY

We had someone trip over one of the cracks in the walkway. We are working to look at the smaller cracks we are responsible for, and will work with the school district on larger cracks that may remove trees, which would need to be approved by the school district per our agreement to not make any alterations.

BROKEN TOILET

We had a wall-hanging toilet in the women's locker room that has broken twice over the last month due to weight. We are working on a toilet replacement that can handle more weight with ground support, but does not need to be replumbed.

RESEARCH

I wish that King County had a report like the one that was performed in the Vancouver Metropolitan Area on their aging pools (and other assets). It was done over a decade ago, and there have been improvements to their facilities after the report. It was completed in three phases: each with a report. The reports were completed between 2003 and 2005. (Use links below in highlighted section)

Community Facility Inventory Reports are now available for purchase from the BCRPA.

The Community Facility Inventory Reports are the result of the BCRPA Community Facilities Assessment Study, a provincial inventory of recreation facilities, trails, and open spaces throughout BC which involved three phases:

Phase One
(completed 2003)

Inventory of municipally owned and / or operated ice arenas, curling facilities, indoor and outdoor swimming pools
Phase Two
(completed 2005)

Inventory of parks, open spaces, and playing fields
Phase Three
(completed 2005)

Inventory of community centres / halls, youth centres and seniors' centres
Thank you,

WEEK ENDING FEBRUARY 9:

EXT MEETING

Just a reminder that our next meeting will be the District General Manager's review on Tuesday, February 20 at 7pm. Just a reminder that all commissioners are recommended to be remote for the executive session. Our regular board meeting will still be on February 27.

POOL CLOSURE

We will send out an update on the closure for February 20-March 2 early next week. We originally were going to send something out today, but just received an email last night that Sunbelt would not be out until February 20. We originally were going to try to start the project on February 15. Quentin is contacting the vendors and groups to make sure that everyone is okay with the changes before putting out the closure information. Our goal is to work in some partial closures with public hours available starting the second week and no interruption to swim lessons.

SWIM LESSONS

President's Day Weekend: There will be no lessons on Saturday, February 17. We originally planned this break due to families being on vacation. Lessons will resume on Saturday, February 24, even though the closure will extend through the next week.

Spring Schedule Update: We plan putting out an update for Spring lessons including weekday opportunities next week. We were waiting until we had the closure schedule confirmed before announcing it.

GRANTS

We are working to apply for two grants that are due in early March: KCYAS Aquatics Facilities and Best Starts for Kids.

KCYAS Aquatics Facilities Grant: We are applying for this grant to hopefully cover the water tank/boiler repairs for August. The deadline is March 4. The cap for this grant is \$150k.

Best Starts for Kids Grant: Gene got pre-approval for this grant, which is \$1.5 million. We are working on developing some projects. (See below for more information)

Project Management Meeting: We met with our project manager on Thursday, February 8. He is recommending that we use the Best Starts for Kids grant to cover electrical upgrades. The system needs to be replaced. Stemper's report estimated these repairs around \$800k. We are going to also reach out to HSD to see what else they would like us to repair.

Highline School District Capital Planning: I am going to schedule a meeting with HSD's Capital Planning. They wanted to be more active and any project's will need to meet their public works requirements. They might have some good feedback to help with this project.

Aquatic Feasibility Study Grant: The grant for the Existing Conditions and Aquatics Feasibility Study is complete, and we received the \$100,000 check. I plan on processing it later today.

TOILET ISSUE

We have a toilet in the women's locker room that has broken due to weight limit related issues twice in the last two weeks. We are working with MacMiller to have the toilet support increase from 300 to 500 pounds. This will require a larger support bolt. This and other locker room plumbing projects will occur during the closure.

DM CITY CURRENTS ADS

Below are the most recent ads Gene put together for the Des Moines City Currents.
ImageImage

POTENTIAL SOUTH KING FIRE POTENTIAL PARTNERSHIP

South King Fire reached out about a potential partnership. We are attempting to schedule a meeting, but have not heard back at the time I sent this email.

SEAHURT PTSA EVENT

Seahurst Elementary in Burien has reached out to host a PTSA event. We are reaching out to them as a rental since the school is not in our taxing district. Our next set of PTSA events are March 2nd (Woodmont K-8) and March 16th (Des Moines Elementary).

RENTALS

We will be hosing two birthday parties this weekend. Last Sunday we hosted another swim meet. That is the third swim meet over the last month.

IN-SERVICE

The managers are having another in-service for staff this Saturday before swim lessons.

AMERICAN RED CROSS UPDATES

The American Red Cross posted their first major updates in a long time. Staff is going over the updates and how it will affect our organization. Quentin will make a presentation about this at the First Quarter Aquatics Manager report in April.

NEW EVENING WATER EXERCISE INSTRUCTOR

Staff hired a new evening water exercise instructor and they recently received their certification in teaching. They were part of our early morning water exercise class that has an instructor whom is very popular, and getting coaching to help them with their instruction.

ARBOR DAY EVENT

The City of Normandy Park invited us to their Arbor Day event on April 27 from 10am-1pm. We will be have a table at the event.

WCIA

2023 Workhours: We have a deadline of February 29 to produce our 2023 work hours. This is used to set our 2025 insurance rates.

Cybersecurity: The Cybersecurity survey is due March 4. CMIT should be producing this report soon.

COMPACT Audit: We received a schedule of annual COMPACT audits from WCIA and our audit is scheduled for March.

WEEK ENDING FEBRUARY 16:

SPECIAL MEETING

Just a reminder that our special meeting will be held on Tuesday, February 20 at 7pm. I sent the meeting request with the agenda out on Thursday, February 15. If you did not receive the link, please let me know.

BOARD MEETING

Just a reminder that our next regular board meeting will be the following Tuesday, February 27

CAPITAL FACILITIES MEETING

The Capital and Contracts Committee, Quentin and I met with Highline School District on Friday, February 16. We discussed partnering on three grants for critical pool systems, the lease, the current closure, and the future of aquatics in the community. I will let the committee fill the board in at our next meeting.

CLOSURE

We finally put closure information out this week. Quentin has been working to try to minimize the closures to ensure evening programming. This has been difficult as the main contact for the contractor has left the organization. We met with one of their management on Thursday morning to confirm what had been agreed with their supervisor for the closure. Below is a link to the email that went out on Tuesday, February 13. We also posted the information on social media, around MRP and updated the website's banner.

[https://createsend.com/t/d-](https://createsend.com/t/d-EB3F256C5FD51F262540EF23F30FEDED?fbclid=IwAR3XQL3iTLDEyyVuY8Gn6Au2r7vWEatN2Bwtn7fv8GTEov7NrInhB0IF9vI)

[EB3F256C5FD51F262540EF23F30FEDED?fbclid=IwAR3XQL3iTLDEyyVuY8Gn6Au2r7vWEatN2Bwtn7fv8GTEov7NrInhB0IF9vI](https://createsend.com/t/d-EB3F256C5FD51F262540EF23F30FEDED?fbclid=IwAR3XQL3iTLDEyyVuY8Gn6Au2r7vWEatN2Bwtn7fv8GTEov7NrInhB0IF9vI)

MONDAY (FEB 12) REPAIRS

As you know, we had a closure on Monday morning. Sunbelt Controls came out and fixed the unit until our closure. The issue was a sensor that had been effected by a water leak. The repairs that are scheduled for February 19 should address these issues.

SWIM LESSONS

Swim lessons are on break for the President's Day Weekend. We plan on offering them restarting on February 24 through March 9, even though the pool will have repairs. We met this week on the next session of swim lessons, now that we have the closure finalized. An email notification will come out next week that will include Saturday and weekday (Monday and Wednesday) swim lessons. Staff wanted to make sure that people had the opportunity to sign up for either set of swim lessons.

MRHS/HSD SWIM SEASONS

The Mount Rainier High School Swim Teams and Highline School District Swim Teams have ended their swim seasons. Once the closure has ended, we will put out a Spring Schedule with more afternoon/evening availability.

AQUATIC FACILITIES GRANT

We received the check for the aquatic facilities grant for \$100k. It will appear in the February financials.

TIMING PAD ISSUES

Quentin is meeting with MRHS's coach after the end of the season. There was an issue with the timing pad not being tested before the event. This is difficult with their representative not testing the computer's connection before the events. Quentin is working with the coach to test all the units, and communicating that they should arrive earlier to test the system, which requires their laptop to be part of the testing. It will be good to get any potential issues resolved before next year's season starts.

PLACEMENT BOARD

Quentin finally got confirmation back on the boards. He is working on getting them ordered.

WCIA COMPACT REVIEW

Our WCIA annual COMPACT Review will be Tuesday, March 26 at 9:30am. Tanya Crites has retired, and we will have a new representative, Farah Derosier. The COMPACT topic this year will be a Personnel Audit on supervisors

that will setup a training program on employment laws including harassment, accommodations and other risk-related employment issues.

AWC LEGISLATION UPDATE

Below are updates from the Association of Washington Cities (AWC) Newsletter on current legislation.

Despite strong start, bill to revise the outdated property tax cap dies under weight of anti-tax rhetoric
Last week marked highs and lows for SB 5770, which would have revised the outdated 1% property tax cap for local governments and instead tie the cap to inflation (CPI) up to 3%. The bill passed out of the Ways & Means Committee last Monday and appeared headed for a vote by the full Senate on Thursday. However, before it got there, the bill was brought down by strong anti-tax rhetoric and never received a vote. Thanks to the many city elected officials who made the effort to tell their legislators why SB 5770 was a modest, common-sense update to an outdated cap adopted more than 20 years ago. More

AWC's bill tracker

Stay current on city-related bills moving through the Legislature and read AWC's weekly coverage through our new AWC bill tracker. Learn how to use the tracker with these brief instructions and short video.

Many city bills saw floor action and important updates this week:

Affordable housing: Co-living, middle housing, workforce housing accelerator, and optional short-term rental tax for affordable housing (HB 1998, HB 2321, HB 1892, & SB 5334)

Budget & finance: Levy lid lift flexibility (HB 2044), Tourism promotion fee flexibility (HB 2137/SB 6202), Notice for business license changes (SB 5897); State tourism funding (SB 6080)

Broadband & telecommunications: CERB rural broadband codification (HB 1982)

Energy: Clean buildings compliance incentives (HB 1976)

General government: Prejudgment interest (SB 5059); Even-year elections (HB 1932); Adult entertainment workplace standards (SB 6105)

HR & labor relations: Paid sick leave expansion (HB 1991/SB 5793)

Human services: Liability protections for co-response teams (HB 2088)

Pensions: PERS 1 COLA (HB 1985)

Public safety & criminal justice: DACA eligibility for law enforcement careers (SB 6157); Training for public defenders and prosecutors in rural and underserved areas (SB 5780); Catalytic converter theft (HB 2153)

Public works & infrastructure: Electrical inspector qualifications (SB 6089)

Transportation: Automated traffic safety cameras (HB 2384); Jaywalking 2.0 (SB 5383)

PRESIDENT'S DAY

Just a reminder that this Monday is President's Day. It is a state holiday, and all full-time staff will be off that day, unless they need to cover for part-time staff.

RESEARCH

The district opens first net zero community center (NRPA SmartBrief/The Hilltop) -

<https://thehilltoponline.com/2024/02/12/the-districts-first-net-zero-recreation-center-opens-at-stead-park/>

Federal Earmarks (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/february/federal-earmarks-win-funding-for-your-department-this-year/>

WEEK ENDING FEBRUARY 23:

BOARD MEETING

I will send out the board packet and invite out on Friday. I need a little more time to get things done.

SPECIAL MEETING WRAP UP

I will send out the job descriptions and employment letter by the end of the day on Friday. I have them ready but want to double check the records before sending them out.

SWIM LESSON UPDATE

We sent out our swim lesson information on Thursday, February 22. Registration will start next week, which includes options for either weekdays or weekend lessons. We needed a little extra time to set instructors and exact class times based on current students' progress. Below is a link to the update.

<https://createsend.com/t/d-9677D32548E2383B2540EF23F30FEDED>

CLOSURE UPDATE

We had to extend the full-day closure to re-open by one day. The reasoning was that Aquatic Specialties needed an additional day to better support the piping for the backwash valve and surrounding piping. The good news is they were also able to setup the piping that we can use either filter separately. In the past, we had to use both filters simultaneously. This should give us more flexibility in the future if there are issues in this area. We will update more information at the February 27 board meeting.

DEVELOPMENTALLY DISABLED STUDENT

We had an incident where a developmentally disabled student left Pacific Middle School, outran staff and jumped into the pool. The pool was closed for repairs, but staff was able to hear the splash. We are reaching out to HSD next week to see what can be done to mitigate this situation in the future.

HEALTH INSPECTION

We had a surprise health inspection on Thursday, February 22. We passed, and are awaiting the final report.

HSD MEETING

I sent Commissioner Stender a copy of the attached document, which are the notes from our Capital meeting with HSD and my edits. I checked with Quentin before sending them into HSD for updates. We should get an edited form back from the school district next week.

I also received the following message back about working together on grants. We can discuss this at the meeting on February 27.

Below is the response from King County Parks regarding whether HPS and the MRHS Pool District are allowed to submit separate, distinct YASG grant applications for MRHS Pool renovation projects. Yes, but obvious caveats, so I think we shouldn't, but if you think we should, I'm glad to help.

King County Parks will accept multiple applications, but they will be in the same grant group competing against each other. Unless there are not that many applications (usually not the case I don't think), they may opt to distribute the grant funding more equitably than two grants for the same facility.

Since this is not how we thought it would be (different grant groups), I think the Pool should choose its strongest or most needed project, have us review it, and have us write a good letter of support. But I'm just trying to read between the lines of the answer below and the linked FAQs. Let me know what you all think.

The MRHS Pool has all its bases covered, as far as which grant applications it can apply for—both a quasi-governmental pools district with a bit of tax funding, plus a non-profit fundraising arm — they don't need us to apply for grants in the same way that the Evergreen Pool relies on.

It certainly seems useful to keep us in the loop on grant applications and facility improvements as the building owner, and to loop us in when we can help write a letter, or review.

It was valuable to sit down and hear your vision and planning ideas, so we can have that in mind and look for opportunities and work on getting you a response over time to your question regarding district involvement in your planning for the future.

And there is the question of how many years the district and Pool District want to commit or repay via future grant contracts with King County for grant-funded improvements to the facility.

Thank you,

RENTON SCHOOL DISTRICT

The Renton School District's Hazen Pool is closed due to a remodel that was from their 2019 capital bond. Below is a link to the information.

<https://www.rentonschools.us/locations/pool-hazen>

RESEARCH

None to report at this time.



Des Moines Pool Metropolitan Park District

January 23, 2024

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also, present were Commissioners Dusenbury, Campbell, and Achziger; and Aquatics Manager Knox and District General Manager (GM) Deschenes. Commissioner Stender was not present.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – There were no modifications to the agenda. Commissioner Achziger moved to accept the agenda. Commissioner Campbell 2nd. The motion passed 4-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None

PUBLIC COMMENT - None

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in December totaling \$99,585.04. Commissioner Campbell 2nd. The motion passed 4-0.

EXECUTIVE SESSION BUSINESS

7a. Executive Session, HSD Lease

There was no business for the executive session.

OLD BUSINESS

8a. Resolution 2024-01 Board Officers

President Young requested nominations for the positions of President and Clerk of the Board. Commissioner Achziger nominated Commissioner Young for President. Commissioner Dusenbury stated that he would continue as Clerk of the Board unless someone else was interested. As there was none, Commissioner Dusenbury was nominated Clerk of the Board.

Commissioner Achziger moved to approve Resolution 2024-01 Board Officers to formalize the appointment of Shane Young to the office of President and Joe Dusenbury to the office of Clerk of the Board. Commissioner Campbell 2nd. The motion passed 4-0.

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 hybrid including remote access to give the community more access options. See the information above to join a meeting. If you have any questions, please contact Scott Deschenes, District General Manager at 206.429.3852 or info@mtrainierpool.com.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 1/23/2024**

8b. Resolution 2024-02 Board Committees

President Young requested input from the board on committees for 2024. After deliberation, the following board committee appointments were established:

- Capital and Contracts Committee: Commissioner Achziger and Commissioner Dusenbury.
- Finance Committee: Commissioner Campbell and Commissioner Young.
- Policy & Procedure: Commissioner Campbell and Commissioner Young.
- Public Outreach: Commissioner Achziger and Commissioner Stender.

Commissioner Campbell moved to approve the amended Resolution 2024-02 Board Committees. Achziger 2nd. Motion passed 4-0.

8c. Resolution 2024-03 Meeting Location and Times

The District GM went over the schedule to ratify the 2024 meeting times and locations for transparency. Commissioner Achziger moved to approve Resolution 2024-03 Meeting Times and Locations. Commissioner Dusenbury 2nd. The motion passed 4-0.

8d. Policy 101 Bylaws (Update)

The District GM gave a brief recap of the recommended changes to the Bylaws for 2024. Commissioner Achziger moved to approve the updated Policy 101, Bylaws. Commissioner Campbell 2nd. The motion passed 4-0.

8e. 2023 Fall (Q4) Aquatics Manager Report

Aquatics Manager Knox presented a report on Fall operations (October-December) for 2023. A copy of the report is available in the January 23, 2024 agenda packet.

NEW BUSINESS

9a. District Clerk Consultation Services Fee Increase

The District GM gave an update on the fee increase from \$30.00 to \$37.50 for the District Clerk consultation service. This is the first increase since January 2022. Commissioner Achziger moved to approve the fee increase. Commissioner Dusenbury 2nd. The motion passed 4-0.

9b. February Closure

The Aquatics Manager gave an update on a February closure that would take advantage of the transition between the end of the high school boys swim season and the start of Spring swim lessons. These repairs are estimated to take around a week, but staff is scheduling two weeks to ensure they can get all repairs completed before patrons expect to return to the pool. If repairs are completed early, the pool will reopen early. Staff will also try to work around the Saturday swim lessons. The District GM went over the estimated financial costs and budget line items that would cover these repairs. A copy of the report is included in the January 23, 2024 agenda packet.

9c. Goals and Objectives

The District GM went over the annual goals and objectives process that was halted due to Covid-19 in 2020. Commissioner Campbell stated that there should only be one goal to find what can be done with the facility due to the urgency of repairs and inadequacy of water space in its current location. The board agreed and the goals and objectives will be delayed until the critical maintenance/ future of the pool situation is resolved.

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

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

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 1/23/2024**

9d. Sunbelt Controls Repairs

The District GM informed the board that he had received approval from the Finance Committee per section 4.6 of Policy 520, Procurement. The estimate is for repairs to the air handling unit, a variable flow drive pump and a receptacle in the scorekeeper's area for an estimated \$81,133.79 including tax. Commissioner Achziger moved to approve the repairs not to exceed \$85,000. Commissioner Dusenbury 2nd. The motion passed 4-0.

9e. Boiler Repairs (first touch)

The District GM informed the board of a recommended repair to the pool's boilers. The boilers affect the pool water, air temperature and domestic water at the Mount Rainier Pool. If the boilers were to **break down**, it would require an extended shutdown of the facility. The goal of the boiler repairs is to stabilize the operations of the pool for the next 5 or 10 years. The project would require a 14-16 week lead time to source the parts and schedule the repair. The goal is to complete the repair in August. The District GM plans to apply for a grant to cover the August repairs. This is a first touch and will be discussed further at the February 27 board meeting.

9f. Cyber Security Updates (first touch)

The District GM informed the board of recommended cybersecurity updates. The agenda packet includes a breakdown of how these recommended changes will affect the budget. This is a first touch and will be discussed further at the February 27 board meeting.

GOOD OF THE ORDER

President Young proposed an evaluation of the District General Manager, and the meeting would be fully remote. The meeting will be held on February 20 at 7:00pm.

Commissioner Dusenbury mentioned that he planned to meet with the City of Des Moines Parks and Recreation Director.

Commissioner Achziger mentioned that he would be presenting at Rotary on January 31 about the Mount Rainier Pool. He also gave a update on his legal case.

ADJOURNMENT

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

UPCOMING MEETINGS

- February 20, 2023, Special "Retreat" Meeting, 7:00pm, Location: (Online)
- February 27, 2023, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

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

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

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 1/23/2024**

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Achziger

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

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/10/2024

Total Amount: \$52,644.32

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20240102140937.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela MelumEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:
Scott Deschenes 1/2/2024
 2E03815D71304B0
 Authorized District Signature Date

 Authorized District Signature Date

 Authorized District Signature Date

DocuSigned by:
Joe Dusenbury 1/3/2024
 5E8DDA9899F2474...
 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_20240102140937.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			RN12232671	12/31/2023	\$84.97	CYLINDER RENTAL
DEPARTMENT OF RETIREMENT SYSTEMS			12012023	12/01/2023	\$2,069.53	DCP PAYMENT FOR DECEMBER 2023
HIGHLINE WATER DISTRICT			12212023HWD	12/21/2023	\$538.02	WATER BILL FOR DECEMBER 2023
NORTHWEST LANDSCAPING SERVICES			CD50365904	01/01/2024	\$620.96	LANDSCAPING SERVICES FOR JAN 2024
PUGET SOUND ENERGY			12212023PSE	12/21/2023	\$11,437.34	ENERGY BILL FOR DECEMBER 2023
SNURE LAW OFFICE			01022024SLO	01/02/2023	\$522.50	PROFESSIONAL SERVICES
WCIA			01012024WCIA	01/01/2024	\$37,371.00	INSURANCE COVERAGE

DS




Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/18/2024

Total Amount: \$7,308.19

Control Total: 3

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20240112152141.csv

Fund #: 170950010

CONTACT INFORMATION

Angela Melum

Preparer's Name: _____

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

Scott Deschene

1/12/2024

2E03815D71304B0

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

Joe Dusenbury

1/13/2024

5E8DDA9899F2474...

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_20240112152141.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			31755166	12/12/2023	\$62.88	DEC 2023 COPIER CONTRACT FEE
DEPARTMENT OF RETIREMENT SYSTEMS			12152023	12/15/2023	\$2,138.29	DCP PAYMENT FOR 2ND HALF DEC 2023
US BANK			01102024USB	01/10/2024	\$5,107.02	JAN 2024 CREDIT CARD PAYMENT

DS



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/18/2018

Total Amount: \$10,407.86

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20240110151808.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Angela MelumEmail Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u>	<u>1/10/2024</u>
2E03815D71304E0 Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusenbury</u>	<u>1/10/2024</u>
5E8DDA9899F2474... 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_20240110151808.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALEXIS MOORE			011524AM	01/15/2024	\$70.49	1.15.2024 PAYROLL AM
AWC - VIMLY BENEFIT SOLUTIONS, INC			51641	12/18/2023	\$2,307.42	NOVEMBER & DECEMBRE 2023 EMP BENEFITS
CMIT SOLUTIONS EASTSIDE			12460	12/31/2023	\$1,511.00	CMIT SERVICES FOR DEC 2023
CMIT SOLUTIONS EASTSIDE			12537	12/31/2023	\$228.79	CMIT SVC FOR ELEVATE UC DEC 2023
FERNANDO CORTEZ			011524FC	01/15/2024	\$395.09	1.15.2024 PAYROLL FC
MACDONALD-MILLER FACILITY SOLUTIONS			PM137555	01/01/2024	\$4,974.05	Q4 2023 CONTRACT PAYMENT
MASON JOEL GIBBS			5164151641	01/10/2024	\$19.49	FOR CANCELLED WARRANT 998933
MAYA EVERYBODYTALKSABOUT			011524ME	01/15/2024	\$137.05	1.15.2024 PAYROLL ME
SADIE EBY			011524SE	01/15/2024	\$46.98	1.15.2024 PAYROLL SE
ZEN 22015, LLC			02012024ZEN	01/01/2024	\$717.50	LEASE PMT FOR DISTRICT OFFICE FEB 2024

DS


ELECTRONIC PAYMENT REQUEST FORM



King County

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 _____

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								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								

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 _____ Date _____
Print Name _____ Phone # _____ Email _____

ELECTRONIC PAYMENT REQUEST FORM


King County 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 01/30/2024**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 01-31-2024	170950010			24219			37,063.31
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total								\$ 37,063.31

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 Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District
 Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 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 Joe Duesenberry Title Clerk of the Board Date 1/26/2024
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District Gm/Legal **Meeting Date:** February 27, 2024

Under: Executive Session Business

Attachment: None

Subject: HSD Lease Extension

Background/Summary:

At the January 18, 2022, regular meeting, the board of commissioners directed the District General Manager to reach out to the Highline School District about the lease extension, which a letter to renew was due by April 30, 2022.

At the March 15 regular meeting, the board directed the District GM to send a letter to extend the Mount Rainier Pool lease. This letter was sent and confirmed to be received from the Highline School District before the deadline. The District General Manager and Highline School District have met and will continue to meet on the lease extension.

Since this is a contract negotiation, the District GM is notifying the board of progress, but no proposed agreement will be presented. This is to ensure the District GM negotiations reflect the direction of the board.

At the July 19 Regular Board Meeting, it was requested that all board members make comments and edits by August 2, 2022. The District GM met with the Capital and Contracts Committee on August 3 to go over all edits for recommendations to the full board. The board will go over the proposed edits at the meeting to go back to the school district for negotiations.

A certified (mail) response was mailed on Tuesday, August 29. At the time this packet was sent out, we have received no formal response.

At the time of sending this agenda packet, the district has not received a formal response from the school district on the lease.

UPDATE: The district met with Highline representatives on February 7 and again on February 16. A red-lined agreement should be received by the district soon, and the second meeting revolved around partnering on grant applications that will be discussed at the February 27 board meeting.

Fiscal Impact: N/A

Chair Announcement: Executive Session: We will now go into executive session pursuant to RCW 42.30.110(1)(b) to meet with legal counsel to discuss 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** X **No** _____ **Date:** Various

Two Touch Rule:

8/03/22

Committee Review

3/15/22

First Board Meeting (Informational)

To be determined

Second Board Meeting (Action)

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

Follow-up Needed: Yes_____No _____ **Report back date:** _____

Notes:- None

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** February 27, 2024

Under: Old Business **Attachment:** Yes

Subject: Financial Report – Quarter 4 (October-December 2023)

Background/Summary:

The Q4 Financial Report includes Revenue, Expenses and Physical Reports for Quarter 3, October 1 through December 31, 2023.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

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:

- Q4 2023 Financial Report
- Q4 (October 1-December 31) Expense Reports

**Fourth Quarter (Q4) 2023 Financial Status Report
DES MOINES POOL M.P.D./ MOUNT RAINIER POOL
February 27, 2024**

October 1 – December 31, 2023, Financial Activity reports –have been reviewed, reconciled, and adjusted to reflect all activity of the district that has flowed through the King County Treasurer’s office. The report represents the fourth quarter results for fiscal year 2023.

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

The balances in each of these funds on December 31, 2023, are:

- General Fund – \$1,393,873.01
- Capital Reserve - \$ 600,000.00
- Total Available Funds \$1,939,873.01

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

The combined end of the year balance has increased each year over the last five years.

- 2023 - \$1,939,873.01
- 2022 - \$1,858,821.68
- 2021- \$1,596,586.36
- 2020 - \$1,389,876.13
- 2019 - \$1,109,960.72

The fourth quarter analysis is an affirmation of expenditures being on target to be lower than projections and a verification of ending fund balances for the previous fiscal period.

REVENUES

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

	Budget	YTD	%*
Beginning Balance	\$900,000	\$1,352,022.27	150%
Taxes	\$1,295,380	\$1,223,990.81	94%
Charges for Service	\$25,000	\$25,000.00	100%
Interest	\$15,000	\$47,310.12	315%
Grant (Capital)-NEW!*	\$100,000	\$0.00	0%
Over the Counter**	\$200,000	\$120,027.15	60%
Transfer from Reserves***	\$75,000	\$0.00	0%

**100% target through December.*

**\$105,000 of grant repayments were received in the first quarter of 2024.*

***Behind on billings for swim team, grant, and other revenues. See section below.*

****Transfers to reserves are made at the final board meeting of each year.*

The primary revenue source for the District is the collection of property taxes. The majority of property tax is collected in April/May and then again in October/November. The fourth quarter results reflect this cash flow cycle with the exception of the beginning fund balance.

The district is behind on collecting revenues for over the counter. The following are revenues the district should collect in 2024 that would normally be included in this report.

Partner Outstanding	Q3 Late Reported	Q4 Payment	Outstanding
Swim Team Charges*	\$59,000.00	\$48,704.39	\$10,295.61
DMLF Grant for Staff Certifications	\$7,300.00	\$0	\$7,300.00
KCYAS/DMLF Swim Lesson Grant	\$24,999.00	\$0	\$24,999.00
KCYAS Swim Lesson Grant**	\$5,000.00	\$0	\$5,000.00
Totals Outstanding			\$47,594.61

**Q4 payment was underpaid by \$10,295.61. Does not include Q4 practice usage that will be billed in 2024.*

***KCYAS Swim Lesson Grant was paid in January 2024.*

If we had received these payments for services, the cost recovery for over the counter would be 84%. We should be on schedule to meet our revenue goals by the end of the year. Note-The 2023 budget estimated an additional \$20k in revenue from 2023, which was an estimated increase from \$180,000 to \$200,000 budgeted.

We also received \$100,000 of reimbursements for our aquatic feasibility study/conditions assessment. These monies should help replete the general and capital reserve funds.

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

	Budget	YTD	%
Administration	\$333,587.60	\$279,608.17	83.82%
Operations	\$1,405,502.40	\$1,015,138.55	72.23%
Capital Reserve*	\$159,500.00	\$148,462.09	93.07%
Transfer to Reserves**	\$75,000.00	\$75,000.00	100%
Totals	\$1,935,380	\$721,330.08	73.13% (100% Target)

**Capital Reserve expenditures have \$100k covered by an Aquatic Facilities Grant that should cover almost all of the current fees, which was received in February 2024.*

***Transfers to reserves are made at the last regular board meeting of each year. Currently, \$75,000 plus unused maintenance fees will be transferred.*

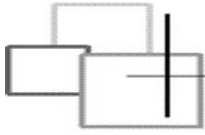
Each of these categories has individual line-item allocations via the annual budget process. The monthly expenditure reports reflect the line-item detail. The year-to-date totals for administration and pool facility operations are within the budget expectation of 100% for the fourth quarter. Variances include continued usage of the district offices past budgeted amount, the effects of inflation on utilities and other services, and increased programming to meet grant generated revenue needs. We are working to adjust these totals in future reports.

The total expenditures for the District as of December 31, 2023, are at 73.13% of budget. This is well under the anticipated level of 100%.

The next quarterly report will be presented to the board at its May 2024 meeting for the first quarter (Q1) of 2024 (January 1 through March 31).

MORE INFORMATION

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



2023 EXPENDITURES -December 2023

Beginning Monthly Balance = \$1,909,917.47

Ending Monthly Balance = \$1,924,442.66

Category/ Acct #	Reference	Dec 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$972.19	\$11,641.89	\$24,000.00	\$12,358.11	48.51%
001-000-000-576-20-10-01	District Manager - Wage	\$6,233.88	\$74,887.01	\$105,000.00	\$30,112.99	71.32%
001-000-000-576-20-10-02	District Clerk -Wage	\$3,642.57	\$33,353.76	\$37,377.60	\$4,023.84	89.23%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$7,121.53	\$67,907.57	\$91,582.40	\$23,674.83	74.15%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$4,425.74	\$57,376.13	\$74,755.20	\$17,379.07	76.75%
001-000-000-576-21-30-03	Lead Lifeguard	\$0.00	\$0.00	\$51,251.20	\$51,251.20	0.00%
001-000-000-576-21-30-04	PPT Lifeguards	\$2,169.00	\$32,694.51	\$100,713.60	\$68,019.09	32.46%
001-000-000-576-21-30-02	Instructors	\$5,976.63	\$94,217.97	\$90,000.00	(\$4,217.97)	104.69%
001-000-000-576-21-32-02	Head Lifeguards	\$4,113.42	\$85,456.23	\$35,000.00	(\$50,456.23)	244.16%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	\$12,785.96	\$119,774.83	\$195,000.00	\$75,225.17	61.42%
001-000-000-576-21-30-05	Water Exercise Instructor	\$0.00	\$1,121.12	\$12,500.00	\$11,378.88	8.97%
	Total Salaries & Wages	\$47,440.92	\$578,431.02	\$817,180.00	\$238,748.98	
Taxes & Misc						
001-000-000-576-21-21-19	Payroll Taxes	\$14,950.24	\$177,835.58	\$200,000.00	\$22,164.42	88.92%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$3,143.66	\$5,000.00	\$1,856.34	62.87%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-33-00	Sick Pay	\$564.45	\$1,821.34	\$3,500.00	\$1,678.66	52.04%
	Total Taxes & Misc	\$15,514.69	\$182,800.58	\$1,843,360.00	\$503,697.38	9.92%
Personal Benefits						
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	\$1,530.78	\$46,502.45	\$76,000.00	\$29,497.55	61.19%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,560.00	\$2,000.00	\$440.00	78.00%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
	Total Personal Benefits	\$1,665.78	\$48,062.45	\$78,000.00	\$29,937.55	61.62%
Office Supplies						
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$424.92	\$1,221.31	\$2,000.00	\$778.69	61.07%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$209.18	\$2,500.00	\$2,290.82	8.37%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$8,142.59	\$6,000.00	(\$2,142.59)	135.71%
	Total Office Supplies	\$424.92	\$9,573.08	\$10,500.00	\$926.92	91.17%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$584.74	\$2,083.91	\$3,500.00	\$1,416.09	59.54%
001-000-000-576-21-35-02	Janitorial Supplies & Services	\$946.83	\$4,478.33	\$7,700.00	\$3,221.67	58.16%
	Total Maintenance & Repair Supplies	\$1,531.57	\$6,562.24	\$11,200.00	\$4,637.76	58.59%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$10.00	\$722.64	\$2,000.00	\$1,277.36	36.13%
001-000-000-576-21-35-15	Special Pool Events	\$365.17	\$1,279.78	\$5,000.00	\$3,720.22	25.60%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$36.21	\$93.05	\$2,500.00	\$2,406.95	3.72%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$6,474.84	\$5,000.00	(\$1,474.84)	129.50%
	Total Pool Supplies	\$411.38	\$8,570.31	\$19,500.00	\$10,929.69	43.95%
Pool Equipment						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$961.53	\$6,000.00	\$5,038.47	16.03%
	Total Pool Equipment	\$0.00	\$961.53	\$6,000.00	\$5,038.47	0.69%
Professional Svcs - Clerical						
001-000-000-576-20-41-01	Consulting Contracts	\$765.00	\$4,936.00	\$5,000.00	\$64.00	98.72%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$770.00	\$12,013.07	\$14,000.00	\$1,986.93	85.81%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,511.00	\$27,683.85	\$25,000.00	(\$2,683.85)	110.74%
001-000-000-576-20-41-14	IT Server Hosting	\$0.00	\$227.35	\$4,000.00	\$3,772.65	5.68%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$86.74	\$1,184.80	\$460.00	(\$724.80)	257.57%
001-000-000-576-21-49-10		\$0.00	\$459.17	\$2,000.00	\$1,540.83	22.96%

Category/ Acct #	Reference	Dec 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$4,954.50	\$6,000.00	\$1,045.50	82.58%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$65.30	\$712.24	\$2,000.00	\$1,287.76	35.61%
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	\$1,229.36	\$7,931.46	\$6,000.00	(\$1,931.46)	132.19%
001-000-000-576-21-42-09	Timekeeping (WhenIWork)	\$264.24	\$3,271.66	\$2,500.00	(\$771.66)	130.87%
001-000-000-576-20-41-15	Website RFQ	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
	Total Prof Services-Front Offc	\$4,691.64	\$63,374.10	\$84,960.00	\$21,585.90	74.59%

Professional Svcs - Maintenance

001-000-000-576-20-41-09	District Janitorial Services	\$0.00	\$990.00	\$0.00	(\$990.00)	#DIV/0!
001-000-000-576-20-41-03	Financial Services (Bookkeeping)	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
001-000-000-576-21-31-01	Custodial Qtly Deep Clean	\$0.00	\$4,112.24	\$6,000.00	\$1,887.76	68.54%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$416.47	\$3,540.83	\$5,000.00	\$1,459.17	70.82%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$615.91	\$3,000.00	\$2,384.09	20.53%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$620.96	\$7,922.90	\$8,000.00	\$77.10	99.04%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$0.00	\$1,203.44	\$1,750.00	\$546.56	68.77%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$14,528.22	\$27,500.00	\$12,971.78	52.83%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$300.75	\$13,374.65	\$16,000.00	\$2,625.35	83.59%
	Total Prof Services-Maintenance	\$1,338.18	\$46,288.19	\$81,250.00	\$34,961.81	12.58%

Repairs & Maintenance

001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$1,045.92	\$51,728.43	\$75,000.00	\$23,271.57	68.97%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$207.88	\$207.88	\$2,500.00	\$2,292.12	8.32%
	Total Repairs & Maintenance	\$1,253.80	\$51,936.31	\$77,500.00	\$25,563.69	67.01%

Communications

001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$3,358.77	\$3,000.00	(\$358.77)	111.96%
001-000-000-576-20-41-10	Desktop Licenses (MS & Misc)	\$320.40	\$3,496.29	\$4,800.00	\$1,303.71	72.84%
001-000-000-576-21-42-07	Postage and Mailing	\$66.00	\$539.77	\$750.00	\$210.23	71.97%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$186.93	\$4,804.52	\$3,500.00	(\$1,304.52)	137.27%
001-000-000-576-21-42-14	Elevate Phone System	\$228.79	\$1,827.27	\$5,000.00	\$3,172.73	36.55%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$46.24	\$464.40	\$800.00	\$335.60	58.05%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$26.76	\$901.66	\$1,000.00	\$98.34	90.17%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$590.00	\$1,000.00	\$410.00	59.00%
	Total Communications	\$934.12	\$15,982.68	\$19,850.00	\$3,867.32	80.52%

Training & Travel

001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$359.76	\$3,000.00	\$2,640.24	11.99%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$15.00	\$3,000.00	\$2,985.00	0.50%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$2,250.99	\$3,000.00	\$749.01	75.03%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$55.00	\$1,193.30	\$2,500.00	\$1,306.70	47.73%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$126.00	\$2,500.00	\$2,374.00	5.04%
001-000-000-576-21-43-07	Management Staff Training	\$375.00	\$2,395.00	\$5,000.00	\$2,605.00	47.90%
	Total Training & Travel	\$430.00	\$6,340.05	\$22,500.00	\$16,159.95	28.18%

Advertising

001-000-000-576-20-41-07	District Advertising	\$1,700.00	\$17,817.66	\$10,000.00	(\$7,817.66)	178.18%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-40	Ad Design	\$37.99	\$241.14	\$500.00	\$258.86	48.23%
	Total Advertising	\$1,737.99	\$18,058.80	\$17,500.00	(\$558.80)	103.19%

Rentals & Leases

001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$9,327.00	\$0.00	(\$9,327.00)	#DIV/0!
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$300.00	\$3,170.00	\$5,000.00	\$1,830.00	63.40%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.45	\$1,000.00	\$999.55	0.05%
	Total Rentals & Leases	\$1,017.50	\$12,497.45	\$11,000.00	(\$1,497.45)	113.61%

Utilities

001-000-000-576-21-47-00	Electricity (PSE)	\$11,437.34	\$138,004.41	\$180,000.00	\$41,995.59	76.67%
001-000-000-576-21-47-02	Water (Highline)	\$581.68	\$7,658.44	\$9,900.00	\$2,241.56	77.36%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$4,108.24	\$6,000.00	\$1,891.76	68.47%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$3,705.98	\$5,000.00	\$1,294.02	74.12%
	Total Utilities	\$12,019.02	\$153,477.07	\$200,900.00	\$47,422.93	76.39%

Insurance

001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$38,234.00	\$31,000.00	(\$7,234.00)	123.34%
	Total Insurance	\$0.00	\$38,234.00	\$31,000.00	(\$7,234.00)	123.34%

Category/ Acct #	Reference	Dec 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
Miscellaneous						
001-000-000-576-21-40-20	Scholarships	\$0.00	\$384.36	\$15,000.00	\$14,615.64	2.56%
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$90.58	\$10,916.49	\$2,000.00	(\$8,916.49)	545.82%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$87.86	\$87.86	\$2,000.00	\$1,912.14	4.39%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$1,028.04	\$6,000.00	\$4,971.96	17.13%
001-000-000-334-05-10-01	SEEK Grant	\$161.10	\$21,984.55	\$80,000.00	\$58,015.45	27.48%
001-000-000-576-20-51-50	Background checks	\$464.00	\$2,024.00	\$2,500.00	\$476.00	80.96%
	Total Miscellaneous	\$803.54	\$36,425.30	\$107,750.00	\$71,324.70	33.81%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$1,384.82	\$1,000.00	(\$384.82)	138.48%
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$5,393.44	\$7,500.00	\$2,106.56	71.91%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$0.00	\$9,205.00	\$5,000.00	(\$4,205.00)	184.10%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$1,188.30	\$2,000.00	\$811.70	59.42%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$759.60	\$0.00	(\$759.60)	0.00%
	Total Intergov Services	\$0.00	\$17,171.56	\$21,000.00	\$3,828.44	81.77%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$148,462.09	\$137,500.00	(\$10,962.09)	107.97%
001-000-000-594-76-41-06	Gate Installation	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0.00%
	Total Capitals	\$0.00	\$148,462.09	\$234,500.00	\$86,037.91	63.31%
	TOTAL ADMINISTRATION	\$18,080.64	\$279,608.17	\$333,587.60	\$53,979.43	83.82%
	TOTAL OPERATIONS	\$73,134.41	\$1,015,138.55	\$1,405,502.40	\$412,348.40	72.23%
	TOTAL CAPITAL	\$0.00	\$148,462.09	\$234,500.00	\$86,037.91	63.31%
GRAND TOTALS		\$91,215.05	\$1,443,208.81	\$1,973,590.00	\$552,365.74	73.13%

Target 100%

AGENDA ITEMS SUMMARY SHEET

- No attachments.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District GM **Meeting Date:** February 27, 2024

Under: Old Business

Attachment: Yes

Subject: Boiler Repairs (second touch)

Background/Summary:

The Mount Rainier Pool has two boilers that heat pool water and domestic water and works with the AHU. In a 2019 MacDonald Miller, the unit was identified as a critical repair. The decision at that time was to attempt to extend the life of the units to work towards a long-term solution for the Mount Rainier Pool. The repair delay has been extended with the pandemic and the recent wrap-up of an aquatic feasibility study.

MacDonald Miller recommends the following repairs to extend the lifecycle of the boilers. These repairs should buy the district time for a long-term solution of swimming in the community. The goal of district staff is to aim for closure in August to complete these repairs. August is usually slow, with lower attendance as people prepare to return to school.

The closure will take an estimated one week to complete these repairs.

UPDATE: The District is applying for a grant that will cover the entirety of these repairs. This will be discussed in AIS 9a Grant Applications Update.

Fiscal Impact: \$87,856 + an additional \$8,873.46 in taxes (total \$96,729.46). There should be minimal effects to close the facility as we will be able to source the parts ahead of time. Staff is recommending allocating monies from the capital reserve fund. The immediacy of these repairs will save the district, and the money saved can be allocated to the capital reserve fund in 2025.

Proposed Motion: No motion. First touch.

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

Two Touch Rule:

<u>To Be Determined</u>	Committee Review
<u>1/23/2024</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:

– Proposed Estimate 1296 SZ MacDonald Miller (attached)

January 11, 2024

Proposal # 1296 SZ

Scott Romano
Des Moines Pool Met Park District
22015 Marine View Dr Suite 2B
Des Moines, WA 98198

Subject: Mt Rainier Pool – Replace (2) Hot Water Storage Tanks

Job Site: 22722 19th Ave S. Des Moines, WA 98198

Dear Scott:

MacDonald-Miller Facility Solutions is pleased to provide you with the following proposal to replace the (2) 200 gallon hot water storage tanks with new internal double wall coil heat exchanger and controls.

Below is a list of inclusion, exclusions, and assumptions.

INCLUSIONS

- Detailing, layout and coordination.
- Provide engineering services required to obtain a City of Des Moines plumbing permit, Includes permit fees.
- Demo and remove the (2) existing hot water storage tanks.
- Furnish and install (2) new AO Smith 200 gallon hot water storage tanks with new internal double wall coil heat exchanger and controls. **14-16 week lead time**
- Furnish and install new piping as needed to adapt new tanks to existing piping.
- Furnish and install (2) new circulator pumps.
- Furnish and install (2) new flow control valves.
- Furnish sub contractor labor and materials to insulate new piping.
- Start up and commissioning of new tanks and controls.
- Supervision & project management.
- 1 year warranty (parts & labor). 2 year warranty (parts & labor) if equipment is maintained by MacDonald-Miller

ASSUMPTIONS/CLARIFICATIONS

- **This proposal is based on work taking place during normal business hours. Hot water will need to be shut off for multiple days.**
- It is expected that a clear schedule will be laid out and agreed on based on the owner's expectations.

EXCLUSIONS

- **Washington State Sales Tax.**
- After hours or weekend work - overtime labor rates.
- Lead paint / asbestos abatement, including survey.
- Building modifications that may be required by local officials for code compliance or upgrades.
- Any other deficiencies found during this repair.
- Any Scope not referenced above.

PRICING

TOTAL price for above scope.....\$87,856.00

Thank you again for the opportunity to provide you with this proposal. If you should have any questions or should require any further information, please don't hesitate to contact me @ (260) 396-1097

Thank you,



Steve Zander
Account Executive


Please indicate acceptance by signing below and returning to my attention via email at steve.zander@macmiller.com. We appreciate the opportunity and confidence in our services. Please feel free to call with any questions you may have (206) 396-1097.

Anticipated starting date: TBD

Upon which this proposal is based. This proposal does not include, unless so stated, any applicable state or federal taxes. This proposal is subject to acceptance by purchaser within 30 days and subject to the terms and conditions stated on the following page.

and completion date: _____

MacDonald-Miller Facility Solutions, LLC.


Submitted by: _____
Steve Zander/ Account Executive

Acceptance: I agree to the terms hereof and acceptance of this agreement.

Purchaser _____

By _____

Date _____



TERMS AND CONDITIONS/CONSTRUCTION SERVICES

Acceptance	By authorizing MacDonald-Miller Facility Solutions, LLC. to provide the construction services contemplated by this Agreement, Customer agrees to the terms and conditions herein stated.
Scope of Obligations	MacDonald-Miller Facility Solutions, LLC. shall provide construction service when contracted for, pursuant to the attached proposal, purchase order or estimate of which these terms and conditions are a part.
Obligations of Customer	Customer shall extend all reasonable cooperation requested in terms of personnel; access to premises where work is to be performed; promptly providing information requested by contractor, and shall promptly notify MacDonald-Miller Facility Solutions, LLC. upon observation of any unusual or unsafe condition.
Service Availability	MacDonald-Miller Facility Solutions, LLC. agrees to provide construction service during normal business hours, i.e., 6:00am to 5:30 pm, Monday through Friday, holidays excepted. Agreed upon changes are at the hourly rate and terms, including vehicle charges or special assessments, then in effect by MacDonald-Miller Facility Solutions, LLC.
Charges and Terms	Payment is due within 30 days of the invoice date. Any balance due after 30 days shall bear interest at the maximum legal rate permitted from the invoice date.
Taxes	There will be added to all charges the amount of any present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with respect to any services rendered or materials supplied.
Limitation of Liability	<p>MACDONALD-MILLER FACILITY SOLUTIONS, LLC. SHALL NOT BE LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING LOSS OF PROFIT OR GOODWILL, AS A RESULT OF ANY MATTER ARISING OUT OF OR RELATING TO THE CONSTRUCTION SERVICES PROVIDED UNDER THIS AGREEMENT AND/OR ITS SUBJECT MATTER WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.</p> <p>The customer agrees that MacDonald-Miller Facility Solutions, LLC.'s liability thereunder for damage shall not exceed the amount paid for construction services and only if such damage is the result of MacDonald-Miller Facility Solutions, LLC.'s negligence or willful misconduct.</p> <p>To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor and its agents and employees from any claims, damages, losses and expenses including attorney's fees to the extent caused by the negligent acts or omissions, or willful misconduct of the Owner.</p> <p>Unless stated in writing, MACDONALD-MILLER FACILITY SOLUTIONS, LLC. DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.</p> <p>MacDonald-Miller Facility Solutions, LLC. shall not be responsible or liable for any loss, damages or delay in furnishing materials or failure to perform services when caused by fire, interruption of utility services, flood, acts of civil or military authorities, insurrection, terrorist act, riot, civil disorder, labor disturbances, or by any other cause which is unavoidable or beyond its control.</p> <p>If the Contractor is delayed by any act or neglect of Owner or a separate Contractor employed by Owner, the time for completion shall be extended as necessary and an extension of time to compete the work does not preclude recovery of damages for delay by Contractor.</p>
Default	If Customer does not pay any amount due thereunder, or breaches any of the terms of this Agreement, MacDonald-Miller Facility Solutions, LLC. may, in addition to any other legal remedies it may have, including the right to file a lien under state law, suspend work until payment is made.
Term	Prices will be subject to periodic changes due to change in labor and material rates.
General	<p>Either party may terminate this Agreement at any time for failure of the other to comply with any of its terms and conditions, but termination shall not relieve Owner of the duty to pay for work performed by Contractor.</p> <p>Customer represents that it has authority to enter into this Agreement. Owner warrants that to the best of its knowledge there are no unsafe conditions or hazardous materials or substances in, on, around or affecting the area where the work is to be performed.</p> <p>This Agreement shall be governed by the laws of the State where the work was done. In the event any party shall bring suit or action against the other for relief arising out of this Agreement, the prevailing party shall have and recover against the other party all court costs, disbursements, and a reasonable attorney's fee. Customer consents to and agrees to jurisdiction and venue of any proceeding in the District or Superior Court of the State of Washington for King County at MacDonald-Miller Facility Solutions, Inc's election.</p> <p>Making a final payment shall constitute a waiver of claims by the Owner except those arising from claims by third parties arising out of the contract, failure of the work to comply with the requirements of this contract, or manufacturer warranties passed on to the Owner by Contractor.</p> <p>The Owner and Contractor shall commence all claims and causes of action against the other whether in contract, tort, breach warranty or otherwise arising out of or related to this contract within 365 days following Contractor's completion of the work.</p> <p>Publicity and Promotion. Customer and MacDonald-Miller Facility Solutions, LLC., (MMFS) agree that MMFS is entitled rights of publicity or promotion with respect to the work completed by MMFS under this Agreement, including, but in no way limited to, photographs and written or graphical depictions of the work, the project, and product. MMFS may exercise such rights of publicity or promotion in any way it deems appropriate for marketing or other promotional purposes. MMFS shall retain exclusive ownership of any intellectual property rights that may result from any such publicity or promotion, including, but in no way limited to, copyright or trademark protection. Photographs or other graphical depictions of non-MMFS personnel will only be used with written consent by the Customer and the individual. Furthermore, the Customer agrees to the use of their name/logo by MMFS in furtherance of MMFS's rights of publicity. Any press release will be mutually agreed upon (form and content) by both parties prior to its release.</p> <p>Any notice required by this Agreement shall be deemed received, delivered in person, or by facsimile or sent by mail.</p>

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** Board President **Meeting Date:** February 27, 2024

Under: Old Business

Attachment: None

Subject: Special Board Meeting

Background/Summary:

At the February 20 Special Meeting, the board of commissioners announced they would have a follow-up special meeting in March.

This agenda item is to schedule the March special meeting.

Fiscal Impact: N/A

Proposed Motion:

No motion. The board just needs to direct the District General Manager to schedule and officially post the meeting.

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

Three Touch Rule:

<u>N/A</u>	Committee Review
<u>02/20/2024</u>	First Board Meeting (Informational)
<u>02/27/2024</u>	Second Board Meeting (Action)

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

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

Notes:

- No attachments.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a **Assigned to:** District GM **Meeting Date:** February 27, 2024

Under: New Business **Attachment:** Yes

Subject: Grant Applications Update

Background/Summary:

The District is applying for \$1.75 million in grants in March 2024. The District GM will give an update on the grant applications.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

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:

- Grant Applications Update (PPT)

GRANT APPLICATIONS

February 27, 2024 Board Meeting

District is applying for \$1.75m of grants in March 2024

[More Information...](#)

Major Areas of Need

1. Air Handling Units (2):

- Natatorium
- Front Area of Facility

2. Boilers:

- Installed 1997
- Controls Upgraded 2013
- Water Tanks 2024

3. Electrical:

- Revamp entire system
- Expensive
- Can hopefully buy time

4. Plumbing:

- Supporting system in pool due to weight
- Locker rooms

5. ADA:

- Wait for larger grant and stabilize equipment

6. Other:

- Pool filter media
- End of life
- Cracks in Sidewalk

KCYAS Aquatic Facilities Grant - \$250k

- Water Heater for Boiler - \$100k
- Strainer Basket Replacement – Awaiting Estimate*
- Support Pipes Replacement – Awaiting Estimate*
- Filter Media Replacement – Awaiting Estimate*

**Supposed to receive estimates on February 23*

DEADLINE: March 4

Best Starts for Kids - \$1.5m

- Air Handler Units (2)
 - Natatorium
 - Front-End
- Awaiting Estimate – Should receive week of February 26

DEADLINE: March 22

WCIA – Risk Management Grant

- TOTAL – \$15,000
- Fix Concrete Cracks in Front, but need school district approval
- Passing on Grant for Now: Apply at next grant cycle
- WHY? – Affects trees, which need to be approved by school district

DEADLINE: March 7

Highline School District

- Wants to see projects and grants, but wants us to be lead
- HSD Capital Planning – stated in messaging that they want to meet with me next week
- Reviewing conditions assessment
- Also forwarding requests from Friday, February 16 meeting up chain
- Requested to be on CFAC agenda – Next meeting in April

AGENDA ITEMS SUMMARY SHEET

- WCIA COMPACT Requirements Summary
- WCIA COMPACT Personnel Audit

2024 COMPACT REQUIREMENTS SUMMARY

Organizational Attentiveness Requirements:

- Attend one of the three Full Board Meetings held annually
- Pay Assessments on Time – by January 30th per the bylaws
- Appoint a WCIA Delegate and Alternate – update when changes occur
- Report Claims in a timely manner – per the Claims Manual policies online
- Complete requests for underwriting data accurately and in a timely manner

Education Requirements:

- Attend three WCIA education sessions
 - The Delegate or Alternate must attend one **Full Board Education Session**. The sessions are held in conjunction with the Full Board meetings in January, May, and October.
 - The other two required trainings will be the member's choice, selecting from WCIA offerings advertised for 2024. Training reimbursement courses, WCIA Online Academy topics or member specific education events, will qualify upon staff approval.

2024 Annual Audit:

Members will work with their assigned Risk Management Representative to select from one of three options that best meets the member's needs.

Option 1: Traditional Audit covering Personnel or Special Events

Option 2: Targeted Risk Management Review to include a review of all or part of the following: Contracts/Right of Way Ordinances, Special Events, Facility Use Agreements, Public Works, Fleet, Homelessness, or Premises walk through and inspection for liability exposures.

Option 3: Strategic Risk Management Plan: The member works with their assigned Risk Management Representative to review and discuss current issues, concerns, and emerging exposures, to include a review of Risk Profile and loss runs to help identify the member's top priorities and issues. The Risk Rep works with the member to develop a formalized strategic risk improvement plan to help reduce or eliminate future exposures.

2024 Annual Review:

The Risk Management Representative reviews the following information:

- WCIA Liability, Auto, Property, Boiler and Machinery, Crime and Fidelity coverages, rates and deductibles, and any special programs
- Property & Auto Schedules
- Risk Profile and/or Current Liability Loss Runs
- COMPACT Status Report/WCIA Services/Benefits Report
- Analysis of Loss History providing specific direction for training and/or consulting

Please note: Non-compliance with the COMPACT requirements may result in a penalty of 2.5% of the member's assessment with a minimum penalty of \$1,000.



2024 Personnel Audit

Instructions: This document has been provided for your entity to gather the answers to the audit and have conversations internally before the audit takes place. Conditional questions are indented after the parent question. All answers, comments, and attachments must be entered into Origami at least one business week prior to the scheduled audit date with your assigned WCIA Senior Risk Management Representative.

I. New Supervisor Training Questions

1. Do newly hired or promoted supervisors receive supervisor training on employment laws?

Yes

No

Comment

(If 1 is Yes answer a. – f.)

a. Does the training include information regarding the laws on discrimination, harassment and retaliation?

Yes

No

Comment

b. Does the training include information on the specific protected classes?

Yes

No

Comment

c. Does the training address how inconsistent treatment may lead to a discrimination or retaliation claim?

Yes

No

Comment

d. Does the training include basic Equal Employment Opportunity law?

Yes

No

Comment

e. Does the training cover protected leave entitlements under the law?

Yes

No

Comment

f. Does the training cover an employer's obligation to provide disability accommodation, religious accommodation, and pregnancy accommodation?

Yes

No

Comment

2. Do newly hired or promoted supervisors receive an orientation regarding the applicable personnel policies or rules, civil service rules and/or collective bargaining agreement?

Yes

No

Comment

II. Job Descriptions Questions

1. Have your supervisors and managers received guidance on the importance of ensuring that a job description accurately describes the essential functions of the position?

Yes

No

Comment

2. Do you have a process for reviewing job descriptions with supervisors and managers to ensure minimum qualifications and essential functions are accurately described in the job description for purposes of determining a reasonable accommodation under the ADA?

Yes

No

Comment

III. Candidate Screening and Interview Questions

1. Do individuals who have hiring decision authority have access to the application materials of applicants who do not meet the minimum qualifications and/or to any voluntary disclosures applicants submit regarding protected class status?

Yes

No

Comment

2. Does your job application inquire about a candidate's criminal record (other than applications for positions in law enforcement or that involve unsupervised access to minors and other vulnerable persons)?

Yes

No

Comment

3. Do your job postings include pay range and benefit information for the position to be filled in compliance with Washington's pay transparency requirements?

Yes

No

Comment

4. Are interviewers trained on the rules regarding proper and improper pre-employment inquiries? (For more information see [Personnel Checklist, Appendix A Pre-Employment Inquiries](#); [WAC 162-12-140](#).)

Yes

No

Comment

5. Are appropriate selection criteria reviewed and agreed upon prior to initiating the interviews?

Yes

No

Comment

6. Do interviewers develop and use interview questions with all interviewed candidates that are objective, job related, and asked of each interviewed candidate?

Yes

No

Comment

7. Do interviewers inquire about gaps in employment on the applicant's resume?

Yes

No

Comment

8. Do you inquire about candidates' stated reasons for leaving their prior employment?

Yes

No

Comment

9. Do you obtain a release/waiver from the applicant to perform background and reference checks? (For more information see [Personnel Checklist Appendix B, Sample Authorization and Release of Information.](#))

Yes

No

Comment

10. If paying a vendor to conduct a background check, does HR/personnel ensure that you are complying with the Fair Credit Reporting Act and Washington law by providing notice and obtaining a candidate's authorization to conduct the background check and providing an adverse action letter if you plan to withdraw an offer based on the background check?

Yes

No

Comment

11. Do you conduct thorough reference checks on applicants PRIOR to making a conditional offer of employment?

Yes

No

Comment

12. Is someone from HR/personnel involved in an assessment of conviction information to determine if there is a sufficient link between the conviction and the position to disqualify the applicant?

Yes

No

Comment

13. Do you provide reasonable accommodations for applicants with disabilities, if requested, to ensure equal access to the application process, including pre-employment scored tests?

Yes

No

Comment

14. Do you ensure that any medical or physical examinations are only performed after a conditional offer of employment is made and all other background and reference checks are completed?

Yes

No

Comment

15. Do you conduct pre-employment drug screening outside of law enforcement, CDL, and other safety sensitive positions? If yes, please comment.

Yes

No

Comment

16. Do you run a credit check on applicants? (Reference to [Personnel Checklist Appendix D Fair Credit Reporting Act Applicant Disclosure and Authorization.](#))

Yes

No

Comment

If 16 is Yes answer a and b.

a. Under what circumstances do you run a credit check on applicants? (Please comment.)

Comment

b. Do you advise the applicants in writing as to the reason(s) for considering credit information in the hiring process?

Yes

No

Comment

IV. Employee Handbooks / Written Policies Questions

1. Do your supervisors review the Handbooks/written policies with new employees? If no, please indicate if someone else provides this review.

Yes

No

Comment

(If 1 is Yes answer a.)

a. Do you require employees to sign and acknowledge that they received and read the policies?

Yes

No

Comment

2. Do you provide supervisors and managers with a review of any major changes to the Handbook whenever a new or revised document is issued?

Yes

No

Comment

V. New Employee Orientation Process Questions

1. Do you have a thorough orientation program for supervisors to present important information to new hires, including workplace expectations? If not, identify who if anyone presents this information.

Yes

No

Comment

2. During the orientation do you highlight your entity's pertinent policies, procedures and programs, with particular emphasis on the anti-discrimination, harassment and retaliation policy?

Yes

No

Comment

3. Are supervisors and managers directed to use the probationary period as an extension of the hiring process to ensure a new hire will be a good fit for the role?

Yes

No

Comment

VI. New Employee Probationary or Trial Period Questions

1. Are supervisors and managers required to document performance issues during the probationary period that may result in a decision to end employment?

Yes

No

Comment

2. Do supervisors provide performance reviews of new employees at the mid-point and prior to the end of the probationary period to ensure that they are performing up to the employer's standards?

Yes

No

Comment

3. Do you identify in general terms the reason for the decision in the termination letter for a probationary or at-will employee?

Yes

No

Comment

4. Do you have a process for supervisors and managers to contact Human Resources if a probationary employee discloses a medical condition or illness that is impacting their performance?

Yes

No

Comment

VII. Employee Whistleblower Act Questions

1. Do you maintain a written policy for reporting complaints of alleged improper government acts, to include a list of persons inside and outside of the local government to whom employees can report and a system for adjudicating retaliation claims allegedly arising from reporting? (For more information see [Personnel Checklist Appendix F Sample Policy: Reporting Improper Governmental Action and Protecting Employees Against Retaliation](#); [RCW 42.41](#).)

Yes

No

Comment

2. Do you train supervisors regarding their obligations under [RCW 42.41](#) and your policy?

Yes

No

Comment

VIII. Workplace Harassment / Discrimination / Retaliation Questions

1. Are supervisors and managers regularly trained in basic Equal Employment Opportunity law, including issues of unlawful discrimination, harassment, retaliation, and reasonable accommodation?

Yes

No

Comment

2. Do you train supervisors, managers, HR professionals about the types of comments and behaviors that might be perceived as discrimination, retaliation, and harassment, as well as their obligations if they witness inappropriate conduct or receive a complaint?

Yes

No

Comment

3. Are supervisors and managers regularly trained on responding to and addressing potential concerns of unlawful discrimination, harassment and retaliation? If no, please comment as to who responds to the concerns.

Yes

No

Comment

4. Do you use Human Resources and/or outside investigators to investigate complaints of unlawful discrimination, harassment and retaliation? If no, please comment regarding who conducts investigations.

Yes

No

Comment

5. Do supervisors and managers follow up after resolution of any complainant to ensure that the conduct has stopped and there is no retaliation?

Yes

No

Comment

6. Are supervisors and managers regularly trained on the documentation that should be maintained when addressing and/or investigating a concern of unlawful discrimination, harassment or retaliation?

Yes

No

Comment

IX. Reasonable Accommodation Questions

1. Do supervisors and managers receive training regarding the employer's accommodation obligations under the Americans with Disabilities Act?

Yes

No

Comment

2. Do you provide supervisors and managers with training outlining obligations when they are on notice that an employee may have a disability impacting their job performance or have received a request from an employee for a reasonable accommodation?

Yes

No

Comment

3. Do you have a process for treating information regarding disabilities or health conditions confidential while working with the supervisor to analyze what may be a reasonable accommodation?

Yes

No

Comment

4. Do supervisors and managers receive training regarding the employer's obligation to accommodate an employee's disability or sincerely held religious beliefs?

Yes

No

Comment

5. Do supervisors and managers receive training regarding the employer's obligation to provide pregnancy-related accommodations, including post-childbirth lactation breaks, if requested?

Yes

No

Comment

X. Knowledge of the Leave Laws Questions

1. Have your supervisors/managers been trained on the basic requirements of the FMLA, as well as the interplay with the ADA and Workers Compensation?

Yes

No

Comment

2. Have your supervisors/managers been trained on the various other state and federal leave laws including, Domestic Violence Leave, Washington's Paid Family Medical Leave Act, Washington's Family Care Act, Military Leave, Family Military Leave, and Pregnancy Disability Leave?

Yes

No

Comment

3. Are supervisors and managers trained on what information they should request from an employee who does not report to work due to a personal or family illness?

Yes

No

Comment

4. Are supervisors and managers provided information on when to contact Human Resources when an employee is absent due to a personal or family illness?

Yes

No

Comment

5. Are supervisors and managers trained on the obligation to maintain confidentiality as to medical information shared by employees requesting leave?

Yes

No

Comment

XI. Workplace Issues Questions

1. Are supervisors and managers trained about the state and federal laws and your policies regarding drug and alcohol testing and issues that relate to your workplace?

Yes

No

Comment

2. Are supervisors and managers trained on how to identify and respond when there is reasonable suspicion that an employee is impaired by drugs or alcohol?

Yes

No

Comment

(If 2 is Yes answer a.)

a. Does this training encompass the factors to be used in establishing reasonable suspicion?

Yes

No

Comment

3. Are your employees and supervisors educated about emergency procedures including how to respond to workplace violence concerns?

Yes

No

Comment

XII. Performance Evaluations Questions

1. Do you train supervisors and managers on preparing performance evaluations, with an eye toward promoting uniformity, consistency, and accuracy in performance evaluations?

Yes

No

Comment

2. Do you train supervisors and managers on delivering performance evaluations to ensure consistent, non-discriminatory and candid conversations regarding legitimate workplace expectations?

Yes

No

Comment

3. Do you ensure that higher-level managers or HR personnel review evaluations before they are delivered to employees to ensure consistency and remove any feedback that is problematic (e.g., criticism for using protected leave, comments that may be construed as discriminatory or retaliatory)?

Yes

No

Comment

XIII. Progressive Discipline and Performance Management Questions

1. Are supervisors and managers regularly trained on how to effectively coach and counsel employees to obtain the desired results and foster positive morale and employee engagement?

Yes

No

Comment

2. Do supervisors and managers conduct thorough fair and objective investigations into potential misconduct prior to making a decision to discipline an employee for suspected behavior?

Yes

No

Comment

3. Do supervisors and managers document their investigation findings?

Yes

No

Comment

4. Are supervisors and managers trained in the application of the discipline policy, including just cause?

Yes

No

Comment

5. Are supervisors and managers consistent in applying disciplinary measures to similarly situated employees and documenting or communicating any reasons for different treatment to avoid claims of discrimination or retaliation?

Yes

No

Comment

6. Do you train supervisors and managers on the various procedural requirements that may be triggered by the disciplinary process, including Weingarten rights, Garrity, Loudermill, etc.?

Yes

No

Comment

XIV. Pre-Termination Procedures Questions

1. Are supervisors and managers regularly trained on conducting investigations into performance concerns or policy violations?

Yes

No

Comment

2. Do your supervisors conduct an investigation of the reasons for termination before making a decision or recommendation?

Yes

No

Comment

3. Do the supervisors and managers use the just cause check list prior to making a termination, suspension or demotion decision, to ensure careful consideration of prior performance record, how similarly situated employees are treated, mitigating circumstances, and any potential risks due to protected activity or protected class? (For more information see [Personnel Audit Checklist Appendix G Discharge Assessment Guide](#).) If no, please comment.

Yes

No

Comment

4. Do you conduct a pre-disciplinary hearing or name-clearing hearing when required? If no, please comment.

Yes

No

Comment

5. Are supervisors and managers trained in drafting a notice of a preliminary intent to terminate (or demote or suspend)? If no, please comment.

Yes

No

Comment

6. Are supervisors and managers trained in drafting the notice of a termination decision? If no, please comment.

Yes

No

Comment

7. Are all adverse employment decisions cleared or reviewed by a senior official well-versed in employment laws (e.g. Mayor, HR, City Manager, City Administrator, Executive Director)?

Yes

No

Comment

8. If you sometimes use separation agreements to minimize risk arising from terminations, have you ensured that your template agreements have recently been reviewed by internal or external legal counsel or do you consult with legal counsel before using?

Yes

No

Comment

XV. Post Employment Reference Requests Questions

1. Do you have a process for referring all requests for reference to HR? If no, please comment.

Yes

No

Comment

2. Do you require a signed release from the former employee?

Yes

No

Comment

3. Do you comply with [RCW 4.24.730](#) in responding to a reference request (this requires limiting reference to information about former employee's performance, skills, and reliability and retaining a written record of the person to whom information was disclosed)?