



## Des Moines Pool Metropolitan Park District

February 28, 2023  
7:00 p.m.  
Regular "Hybrid" Meeting

*\*NEW LOCATION: Meetings are being held remotely using Zoom and in-person at the Des Moines Pool MPD District Offices (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468 Meeting ID: 867 4436 4338 Passcode: 849650. 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](mailto:scott.deschenes@desmoinespool.org). Public comments will be due by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by noon on the day of each meeting. This is due to the hybrid format of the meetings.*

### AGENDA

7:00 1. CALL TO ORDER ROLL CALL

7:03 2. PLEDGE OF ALLEGIANCE

7:06 3. ADOPTION/MODIFICATIONS OF AGENDA

4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

7:12 5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)

*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](mailto:info@mtrainierpool.com) by Noon on Tuesday, February 28th. 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. (Note-MRHS has strict security, please call 206-429-3852, if you need physical access to the meeting.)*

7:15 6. CONSENT AGENDA

a. EXPENDITURE/REVENUE SUMMARY JANUARY

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

January 17, 2022

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$137,277.43 was processed in January for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$52,261.27 was processed in January for payroll

7. EXECUTIVE SESSION

a. HSD Lease Update

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

**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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

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

## **8. OLD BUSINESS**

- 7:20 a. Q4 (October-December) Aquatics Manager Report
- 7:35 b. Q4 (October-December) Financial Report
- 7:40 c. Land Survey Agreement/Aquatic Feasibility Study Update
- 7:50 d. District Clerk Search Update

## **9. NEW BUSINESS**

- 8:00 a. Policy 220 Board and Administration
- 8:05 b. Moss Removal, Finance Committee Approval
- 8:10 c. Normandy Park Subsidy
- 8:20 d. Colibri NW, Finance Committee Approval
- 8:30 e. WCIA Insurance COMPACT
- 8:35 f. Aquatic Specialties Plumbing Repair, Finance Committee Approval

## **UPCOMING MEETINGS**

- March 28, 2023, Regular Board Meeting, 7:00 p.m., Location DMPMPD Offices (22015 Marine Drive So, Des Moines, WA)
- April 25, 2023, Regular Board Meeting, 7:00 p.m., Location DMPMPD Offices (22015 Marine Drive So, Des Moines, WA)

## **ADJOURNMENT**

**22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)**  
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# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6a-g      **Assigned to:** District Clerk/GM      **Meeting Date:** February 28, 2023

**Under:** Consent Agenda      **Attachment:** Yes

**Subject:** Consent Agenda

### Background/Summary:

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

Item 6a: Financial Summary

**Expenditures** January 2023: Total **\$189,362.27**

Admin Expenditures = \$64,318.78 Ops Expenditures = \$109,297.24 Capital Expenditures = \$15,746.25

**Revenue** January 2023: Total **\$17,826.01**

Property Tax & Int = \$3,554.24 Misc Revenue = \$2,963.87 MRP Revenue = \$11,307.90 Transfer to Cap = \$00.00

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- January 17, 2023, Regular Board Meeting

Item 6d: Correspondence – None

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$137,277.43** were approved for payment

- \$8,378.45 was processed on December 15, 2022
- \$33,955.05 was processed on December 22, 2022
- \$6,386.93 was processed on January 12, 2023
- \$45,143.42 was processed on January 18, 2023
- \$28,035.32 was processed on January 25, 2023
- \$15,378.26 was processed on January 31, 2023

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$52,261.27** were processed for payment

- \$26,449.74 was approved for payroll on January 14, 2023
- \$25,811.53 was approved for payroll on January 30, 2023

A total of **\$189,538.70** was processed in January 2023 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 2023 totaling **\$189,538.70**.

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

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

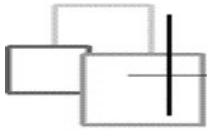
**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

**Follow-up Needed:** Yes \_\_\_\_\_ No X Report back date: \_\_\_\_\_

**Notes:**Attachments:

- 6a January 2023 Revenue and Expenses
- 6b District GM Report
- 6c January 17, 2023, Minutes
- 6d No Correspondence Attachments
- 6e No Bank Transfer Attachments
- 6f Voucher Approvals (12/15, 12/22, 1/12, 1/18, 1/25, 1/31)
- 6g EPRF Approvals (1/14 & 1/30)





## 2023 EXPENDITURES - January 2023

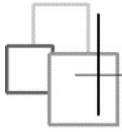
Beginning Monthly Balance = \$1,813,051.50

Ending Monthly Balance = \$1,638,410.19

Category/ Acct #	Reference	Jan 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,291.05	\$1,291.05	\$24,000.00	\$22,708.95	5.38%
001-000-000-576-20-10-01	District Manager - Wage	\$6,186.34	\$6,186.34	\$105,000.00	\$98,813.66	5.89%
001-000-000-576-20-10-02	District Clerk -Wage	\$3,409.98	\$3,409.98	\$37,377.60	\$33,967.62	9.12%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$5,212.51	\$5,212.51	\$91,582.40	\$86,369.89	5.69%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$4,340.62	\$4,340.62	\$74,755.20	\$70,414.58	5.81%
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	\$0.00	\$0.00	\$100,713.60	\$100,713.60	0.00%
001-000-000-576-21-30-02	Instructors	\$9,074.19	\$9,074.19	\$90,000.00	\$80,925.81	10.08%
001-000-000-576-21-32-02	Head Lifeguards	\$3,788.36	\$3,788.36	\$35,000.00	\$31,211.64	10.82%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	\$6,801.67	\$6,801.67	\$195,000.00	\$188,198.33	3.49%
001-000-000-576-21-30-05	Water Exercise Instructor	\$0.00	\$0.00	\$12,500.00	\$12,500.00	0.00%
	<b>Total Salaries &amp; Wages</b>	<b>\$40,104.72</b>	<b>\$40,104.72</b>	<b>\$817,180.00</b>	<b>\$777,075.28</b>	
<b>Taxes &amp; Misc</b>						
001-000-000-576-21-21-19	Payroll Taxes	\$11,941.83	\$11,941.83	\$200,000.00	\$188,058.17	5.97%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
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	\$73.34	\$73.34	\$3,500.00	\$3,426.66	2.10%
	<b>Total Taxes &amp; Misc</b>	<b>\$12,015.17</b>	<b>\$12,015.17</b>	<b>\$1,843,360.00</b>	<b>\$1,751,135.39</b>	<b>0.65%</b>
<b>Personal Benefits</b>						
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	\$4,518.85	\$4,518.85	\$76,000.00	\$71,481.15	5.95%
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	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
	<b>Total Personal Benefits</b>	<b>\$4,653.85</b>	<b>\$4,653.85</b>	<b>\$78,000.00</b>	<b>\$73,346.15</b>	<b>5.97%</b>
<b>Office Supplies</b>						
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$15.70	\$15.70	\$2,000.00	\$1,984.30	0.79%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$66.00	\$66.00	\$6,000.00	\$5,934.00	1.10%
	<b>Total Office Supplies</b>	<b>\$81.70</b>	<b>\$81.70</b>	<b>\$10,500.00</b>	<b>\$10,418.30</b>	<b>0.78%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$230.99	\$230.99	\$3,500.00	\$3,269.01	6.60%
001-000-000-576-21-35-02	Janitorial Supplies & Services	\$496.00	\$496.00	\$7,700.00	\$7,204.00	6.44%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$726.99</b>	<b>\$726.99</b>	<b>\$11,200.00</b>	<b>\$10,473.01</b>	<b>6.49%</b>
<b>Pool Supplies</b>						
001-000-000-576-21-40-00	Employee Recognition	\$145.00	\$145.00	\$2,000.00	\$1,855.00	7.25%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
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 (see COVID)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$3,916.95	\$3,916.95	\$5,000.00	\$1,083.05	78.34%
	<b>Total Pool Supplies</b>	<b>\$4,061.95</b>	<b>\$4,061.95</b>	<b>\$19,500.00</b>	<b>\$15,438.05</b>	<b>20.83%</b>
<b>Pool Equipment</b>						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$41.65	\$41.65	\$6,000.00	\$5,958.35	0.69%
	<b>Total Pool Equipment</b>	<b>\$41.65</b>	<b>\$41.65</b>	<b>\$6,000.00</b>	<b>\$5,958.35</b>	<b>0.69%</b>
<b>Professional Svcs - Clerical</b>						
001-000-000-576-20-41-01	Consulting Contracts	\$610.50	\$610.50	\$5,000.00	\$4,389.50	12.21%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,581.25	\$1,581.25	\$14,000.00	\$12,418.75	11.29%
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)	\$2,832.00	\$2,832.00	\$25,000.00	\$22,168.00	11.33%
001-000-000-576-20-41-14	IT Server Hosting	\$227.35	\$227.35	\$4,000.00	\$3,772.65	5.68%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$72.38	\$72.38	\$460.00	\$387.62	15.73%

Category/ Acct #	Reference	Jan 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
001-000-000-576-21-49-10	Printing/Copying (Canon)	\$94.32	\$94.32	\$2,000.00	\$1,905.68	4.72%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$114.10	\$114.10	\$2,000.00	\$1,885.90	5.71%
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	\$592.46	\$592.46	\$6,000.00	\$5,407.54	9.87%
001-000-000-576-21-42-09	Timekeeping	\$528.50	\$528.50	\$2,500.00	\$1,971.50	21.14%
001-000-000-576-20-41-15	Website RFQ	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
	<b>Total Prof Services-Front Offc</b>	<b>\$6,652.86</b>	<b>\$6,652.86</b>	<b>\$84,960.00</b>	<b>\$78,307.14</b>	<b>7.83%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-20-41-09	District Janitorial Services	\$90.00	\$90.00	\$0.00	(\$90.00)	#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 (See COVID)	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$649.07	\$649.07	\$5,000.00	\$4,350.93	12.98%
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	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$1,813.02	\$1,813.02	\$8,000.00	\$6,186.98	22.66%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.00%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,782.74	\$4,782.74	\$27,500.00	\$22,717.26	17.39%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$2,883.37	\$2,883.37	\$16,000.00	\$13,116.63	18.02%
	<b>Total Prof Services-Maintenance</b>	<b>\$10,218.20</b>	<b>\$10,218.20</b>	<b>\$81,250.00</b>	<b>\$71,031.80</b>	<b>12.58%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$1,586.16	\$1,586.16	\$75,000.00	\$73,413.84	2.11%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$1,586.16</b>	<b>\$1,586.16</b>	<b>\$77,500.00</b>	<b>\$75,913.84</b>	<b>2.05%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$44.00	\$44.00	\$3,000.00	\$2,956.00	1.47%
001-000-000-576-21-42-10	Desktop Licenses (MS & Misc)	\$524.08	\$524.08	\$4,800.00	\$4,275.92	10.92%
001-000-000-576-21-42-07	Postage and Mailing	\$91.85	\$91.85	\$750.00	\$658.15	12.25%
001-000-000-576-21-42-20	Telephone/Internet (Comcast)	\$1,498.97	\$1,498.97	\$3,500.00	\$2,001.03	42.83%
001-000-000-576-21-42-14	Elevate Phone System	\$227.35	\$227.35	\$5,000.00	\$4,772.65	4.55%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$92.48	\$92.48	\$800.00	\$707.52	11.56%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$53.54	\$53.54	\$1,000.00	\$946.46	5.35%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$118.00	\$118.00	\$1,000.00	\$882.00	11.80%
	<b>Total Communications</b>	<b>\$2,650.27</b>	<b>\$2,650.27</b>	<b>\$19,850.00</b>	<b>\$17,199.73</b>	<b>13.35%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$420.00	\$420.00	\$3,000.00	\$2,580.00	14.00%
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)	\$23.68	\$23.68	\$2,500.00	\$2,476.32	0.95%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-21-43-07	Management Staff Training	\$135.00	\$135.00	\$5,000.00	\$4,865.00	2.70%
	<b>Total Training &amp; Travel</b>	<b>\$578.68</b>	<b>\$578.68</b>	<b>\$22,500.00</b>	<b>\$21,921.32</b>	<b>2.57%</b>
<b>Advertising</b>						
001-000-000-576-20-41-07	District Advertising	\$5,226.89	\$5,226.89	\$10,000.00	\$4,773.11	52.27%
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	\$37.99	\$500.00	\$462.01	7.60%
	<b>Total Advertising</b>	<b>\$5,264.88</b>	<b>\$5,264.88</b>	<b>\$17,500.00</b>	<b>\$12,235.12</b>	<b>30.09%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$1,435.00	\$1,435.00	\$0.00	(\$1,435.00)	#DIV/0!
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$550.00	\$550.00	\$5,000.00	\$4,450.00	11.00%
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	\$0.00	\$1,000.00	\$1,000.00	0.00%
	<b>Total Rentals &amp; Leases</b>	<b>\$1,985.00</b>	<b>\$1,985.00</b>	<b>\$11,000.00</b>	<b>\$9,015.00</b>	<b>18.05%</b>
<b>Utilities</b>						
001-000-000-576-21-47-00	Electricity (PSE)	\$40,049.24	\$40,049.24	\$180,000.00	\$139,950.76	22.25%
001-000-000-576-21-47-02	Water (Highline)	\$597.65	\$597.65	\$9,900.00	\$9,302.35	6.04%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$814.19	\$814.19	\$6,000.00	\$5,185.81	13.57%
001-000-000-576-21-47-04	Sewer (Midway)	\$26.31	\$26.31	\$5,000.00	\$4,973.69	0.53%
	<b>Total Utilities</b>	<b>\$41,487.39</b>	<b>\$41,487.39</b>	<b>\$200,900.00</b>	<b>\$159,412.61</b>	<b>20.65%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$38,234.00	\$38,234.00	\$31,000.00	(\$7,234.00)	123.34%

Category/ Acct #	Reference	Jan 2023	YTD Expense	2023 Budget	Budget Balance	% of Budget
	<b>Total Insurance</b>	<b>\$38,234.00</b>	<b>\$38,234.00</b>	<b>\$31,000.00</b>	<b>(\$7,234.00)</b>	<b>123.34%</b>
<b><u>Miscellaneous</u></b>						
001-000-000-576-21-40-20	Scholarships	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
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	\$1,320.19	\$1,320.19	\$2,000.00	\$679.81	66.01%
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	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
001-000-000-334-05-10-01	SEEK Grant	\$876.50	\$876.50	\$80,000.00	\$79,123.50	1.10%
001-000-000-576-20-51-50	Background checks	\$58.00	\$58.00	\$2,500.00	\$2,442.00	2.32%
	<b>Total Miscellaneous</b>	<b>\$2,254.69</b>	<b>\$2,254.69</b>	<b>\$107,750.00</b>	<b>\$105,495.31</b>	<b>2.09%</b>
<b>Intergovernmental Services</b>						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
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)	\$792.86	\$792.86	\$7,500.00	\$6,707.14	10.57%
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)	\$225.00	\$225.00	\$2,000.00	\$1,775.00	11.25%
	<b>Total Intergov Services</b>	<b>\$1,017.86</b>	<b>\$1,017.86</b>	<b>\$21,000.00</b>	<b>\$19,982.14</b>	<b>4.85%</b>
<b>Capital *</b>						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
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	\$15,746.25	\$15,746.25	\$137,500.00	\$121,753.75	11.45%
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%
	<b>Total Capitals</b>	<b>\$15,746.25</b>	<b>\$15,746.25</b>	<b>\$234,500.00</b>	<b>\$218,753.75</b>	<b>6.71%</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$64,318.78</b>	<b>\$64,318.78</b>	<b>\$333,587.60</b>	<b>\$269,268.82</b>	<b>19.28%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$109,297.24</b>	<b>\$109,297.24</b>	<b>\$1,405,502.40</b>	<b>\$1,297,081.66</b>	<b>7.78%</b>
	<b>TOTAL CAPITAL</b>	<b>\$15,746.25</b>	<b>\$15,746.25</b>	<b>\$234,500.00</b>	<b>\$218,753.75</b>	<b>6.71%</b>
<b>GRAND TOTALS</b>		<b>\$189,362.27</b>	<b>\$189,362.27</b>	<b>\$1,973,590.00</b>	<b>\$1,785,104.23</b>	<b>33.77%</b>



## 2023 JANUARY REVENUES

Account #	Reference	Jan 2023	YTD Balance	2023 Budget	Budget Balance
<b>General Fund Taxes</b>					
001-000000-311-11-00-00	Property Taxes	\$3,428.43	\$3,428.43	\$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	\$125.81	\$125.81	\$0.00	-\$125.81
	<b>Total General Fund</b>	<b>\$3,554.24</b>	<b>\$3,554.24</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Charges for Goods and Services</b>					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00		\$25,000.00	\$0.00
	<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
<b>Miscellaneous Revenues</b>					
001-000-000-361-11-00-00	Investment Interest	\$2,963.87	\$2,963.87	\$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	\$1,731.75	\$1,731.75	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$9,421.15	\$9,421.15	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$155.00	\$155.00	\$0.00	\$0.00
	<b>Total Revenue</b>	<b>\$14,271.77</b>	<b>\$14,271.77</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Projects/Reserve</b>					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$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
	<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>
	<b>Grand Total Revenue</b>	<b>\$17,826.01</b>	<b>\$17,826.01</b>	<b>\$100,000.00</b>	<b>\$75,000.00</b>

**Date:** Thursday, February 23, 2023  
**To:** Board of Commissioners, Des Moines Pool Metropolitan Park District + Public  
**From:** Scott Deschenes, District General Manager  
**Re:** GM Reports: Week of January 19 through Week of February 16, 2023

**Report on Thursday, January 19, 2023:**

**BOARD MEETING FOLLOW-UP**

- Minutes – I will try to have minutes out for inspection by Monday. I am technically off on Friday, so I will push it to Monday if I do not get it done sooner.
- Special Meeting – I have reached out to Stemper on the invoice with scope, and once I receive it, I will work with the Board President on scheduling a special meeting. I just received it this afternoon, so I will look through it and discuss scheduling a special meeting with the Board President.
- Signatures – We need to get caught up on signatures from the board. I will get these out next week. There are a good number to get caught up on, so I will break them up into sections: minutes, resolutions, policies, etc. I will send an email out with an outline right before I start sending out the emails, so board members are aware of what forms they should expect to receive.
- Posting of Updated Documents – Once all forms are signed, I will post them to update the governance page.
- Upcoming Meetings – I will update the Governance Page by Friday with our upcoming meetings.

**POLICY FOR CHECKING IDENTIFICATIONS**

We have a policy for checking identification for everyone that comes into the facility. Patrons can elect to sign up for a pass and have a photo in the system, and only have their identification checked once at registration. This is for safety and to decrease theft. Staff is pretty good about this, but every once in a while, someone does not follow through and below happens. Quentin is on top of it, as you can see from his message below.

We had someone try to break in to one of the lockers in the Men's locker room and were unsuccessful. The patron I think did it came in and said that he wanted to pay for lap swim and that he was waiting on a friend. The cashier made the transaction which was in cash and did not ask for ID because the patron told the cashier that they would be back in with their friend. The patron did not come back with his friend, and I was informed by the patron whose locker that was damaged. I have talked with staff to make sure they are following our policy of checking everyone's ID before they enter the pool. Also, I have instructed staff to make sure the doors to the staff locker rooms are kept closed and locked which they were this time. Please let me know if you have any questions.

We will work to get the locker repaired. Note- here is a story from a couple of years ago, when identifications are not being checked.

<https://komonews.com/news/local/thieves-posing-as-guests-stealing-from-community-pool-locker-rooms>

We also have staff walkthrough the locker rooms on their rotations for safety. This is probably why the person left before finishing their job.

If anyone complains about showing identification, this is why we do it...



### **SWIM LESSONS**

Last week, we sent reminders out to people about lessons. The reminders serve two purposes. First, it can help free up spots of people that are no longer interested in lessons to be replaced by waitlist participants when available. Second, it reminds people that they have lessons. Earlier in my career, I experienced people that would forget they signed up for programs and then wanted refunds. We try to avoid these situations by sending email receipts at the time of registration and following up with these reminders. This does not eliminate, but helps reduce these conflicts. We have filled 189 of the 190 spots available (99.5%). Some people did not get these messages that are sent directly from CivicRec (not Campaign Monitor). We are working on this with CivicRec to better utilize this tool in the future.

## **SCHEDULE UPDATE**

With swim lessons happening, we are putting out an update to remind people the evening family swims on Mondays and Wednesdays will become swim lessons. We are holding off on additional hours on March 1 as part of our plan. The email will be sent out on Friday morning. We usually wait until the week before to make schedule changes, as people are less likely to show up on the wrong date.

## **LIFEGUARD TRAINING**

Jared and Emmitt are offering a Blended Lifeguard class on Sundays in February (5-26) between 8am and 1pm. There is an interest list that staff is calling off of, and we are reaching out to King County Aquatic Center as part of our partnership. We will send out an update as we get closer to the date. The February 5 class is being moved to accommodate the mini swim meet listed below.

## **MAINTENANCE**

- Second Vacuum Repaired – The second vacuum is repaired. Quentin is also working with staff to schedule more training on proper installation and usage. With the amount of growth we have had, it is important to train on this to extend the life span of the equipment and saves money. This equipment takes the place of manually brushing the pool and vacuuming. The equipment automates these processes to be completed overnight, cuts down on staffing and keeps the pool clean.
- Mixing Valve Repair – I sent the repair authorization that was passed at last night's meeting. I will let you know more, when I have more information.
- Moss Removal – I put off the moss removal, as the approval would go over my \$5,000 authorized purchasing. I am going to do some more research and potentially put it in front of the Finance Committee for approval, if I feel it is a danger.
- Landscaping – As mentioned last night, I have arranged for NLS to come out and remove fallen debris and the blackberries that have formed around them. They will also be trimming all trees up to 10 feet. This should reduce loitering behind the facility.
  - <https://www.seattle.gov/police/crime-prevention/cpted>

## **SENATE BILL 5001**

There is a Senate Bill 5001 covering Public Facility Districts and Aquatic Centers in Olympia. Below is a link to a story about it.

<https://kpg.com/sen-brad-hawkins-public-facilities-district-bill-presented-to-senate/>

## **MRHS SWIM MEETS**

Today is our final swim meet of the year for MRHS, and the second meet this week. As mentioned in previous emails, we will be sending our starter in for servicing. Jared was able to borrow a starter from a friend, and he has sent out our starter for repairs.

## **PRIVATE MINI-MEET**

The pool will be holding a mini-meet on Sunday, February 5 from 8am-noon. (Check times). The meet will be for SMAC. Quentin said there will be about 65 participants.

## **PTSA SWIMS**

Des Moines is having their PTSA Swim on Saturday. I originally messed up and scheduled Wibit Open Swim from 1-2:30pm, but we had committed to having two swims for Des Moines. One from 2:30-3:30pm and one from 3:45-4:45pm. They needed these due to the demand for more than the capacity of 93 swimmers. We put out a retraction on Thursday that changed the Open Swim Time from 1-2:30pm to 1-2pm. Due to the reduced time, we lowered the fee to \$1.00. Des Moines is having children line up outside the pool and will only let 93 people



in. If you drive by, you might see a line outside for both swims. We are also sending a request to MRHS/HSD to use their overflow parking lot.

We have contacted Marvista and they will take our final month (March) of the year. I also sent paperwork for the May event to Parkside. We will have served all schools except for North Hill. I sent messages to their PTSA and school officials, but they may not have been interested.

### IN-SERVICE

After the PTSA swims on Saturday, staff will be having their monthly in-service. I will send an update out next week with more information.

### COMPLAINT

We received a complaint that I and one of the managers promised someone a call about open spots in swim lessons. I and senior staff expressly do not do this, as it is too difficult to commit to with the volume of people that are requesting lessons, plus it is inconsistent with ensuring everyone has equal access. We do however request people sign up for the email notification list, as this is the most fair way for everyone to be notified. I signed this person up for the email list and confirmed by email that I had, which I have record of, and the person checked the notification for swim lesson registration one week before the resident registration, which was December 14<sup>th</sup>. Why they chose to come in on January 17, and state they were promised a call; I do not know why. I highlight this as we strive to ensure good and fair communication, and unfortunately we still get people that claim otherwise. But luckily this is few and far between.

#### Registration Start Next Week for 2023 Swim Lessons (...)

Sent on 8 December 2022 at 11:11am

[View report](#)

Thu, 8 Dec 2022

● **Opened** your email

Unknown 11:31am

### DISTRICT CLERK INTERVIEWS

We will be interviewing the first set of clerks on Friday, January 20 from 1-4pm. We will update more information in next week's report.

### RESEARCH

- Senior Services, Civic Center... (NP Blog) - <https://www.normandyparkblog.com/2023/01/12/senior-services-civic-center-ila-more-discussed-at-normandy-park-city-council-meeting/>
- Lifeguard trainers: now's the time to develop your in-service plan (Aquatics International) - [https://www.aquaticsintl.com/lifeguards/lifeguard-trainers-nows-the-time-to-develop-your-in-service-plan\\_o?utm\\_source=newsletter&utm\\_content=Article&utm\\_medium=email&utm\\_campaign=PSN\\_011223&](https://www.aquaticsintl.com/lifeguards/lifeguard-trainers-nows-the-time-to-develop-your-in-service-plan_o?utm_source=newsletter&utm_content=Article&utm_medium=email&utm_campaign=PSN_011223&)
- Washington State Ferries look to add services back in 2023...see staff/patrons info. (King 5) - <https://www.king5.com/article/news/local/washington-state-ferries-plans-2023/281-e6449858-c761-46d3-8ebd-1aec56158173>
- New legal requirements for job postings (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/january-2023/new-legal-requirements-for-job-postings>



## **Report on Thursday, January 26, 2023:**

### **E-SIGNATURES**

I sent the following email out on Tuesday, January 24. Please help us get caught up on posted documents on our governance page.

Dear Board,

The District is behind on signatures, and we need get caught up. To better ensure that everyone knows what they sign, I am going to break out signing documents into the sections below to make it easier to sign. All e-signatures will be sent from my email address ([scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org)). I believe breaking the emails up into sections with this outline will help you better track what you have signed.

Meeting Minutes: **Sending out ~~Wednesday, January 25~~ Thursday, January 26**

- November 15
- December 20

Resolutions: **Sending out Friday, January 27**

- 2022-05 Lifting of Declaration of Emergency
- 2022-08 Budget Amendment
- 2023-01 Board Officers
- 2023-02 Board Committees
- 2023-03 Meeting Times and Locations

Policies: **Sending out Monday, January 30**

- Policy 101, Bylaws

If I miss anything, I will send a notification before they are being sent.

Thank you for your help,

*Note-we had to delay January 25's sending date to January 26, due to server access.*

### **JANUARY 17 BOARD MINUTES**

I sent minutes out on Monday, January 23 for last week's meeting. Please send any and all comments and edits by Tuesday, February 14.

### **LAND SURVEY**

Stemper got an invoice with scope that was half of what was originally estimated. I had the agreement approved by the finance committee since it was below the \$20,000 procurement threshold. The land survey agreement will be placed on the February 28 regular board meeting. The next step is to get all of the utilities marked, which will require me to contact each and arrange them.

### **SWIM LESSONS**

Swim lessons started off with only the hitch of the DGM registering a child for the wrong level. Staff made that adjustment and some other small adjustments, but nothing major. We are still experiencing some no shows, due to the free classes.

### **SPRING SCHEDULE**

We met this week on the Spring Schedule and how to best reinstitute programming. We want to make sure that we are not overextending our commitments, but moving forward. Quentin will make a presentation at February 28's regular board meeting.

### **EMAIL REQUESTS**

We have received a couple of requests for birthday parties and one for private swim lessons. As these requests affect programming, Quentin will make an update at our next meeting.

### **OVERFLOW PARKING**

The school district opened the MRHS parking lot for us on Saturday, January 21 for the PTSA Swim Event. They are also working on getting us a key. For the key, we will need to work on a process for opening and closing the gates to ensure we are not leaving them open after events. We will also be using it for a mini-meet, we will be hosting for SMAC on Sunday, February 4<sup>th</sup>.

### **MOSS REMOVAL QUOTE**

Moss in the parking lot and sidewalks is a slipping hazard. I sent this to Finance Committee for approval, as it is a slipping hazard. It will be on the February 28 agenda.

### **WEBSITE SECURITY**

I got a blind email scam that threatened to shut down are website and steal information (although there is not much to steal). I reached out to 575 and contracted them to update all of the security plug-ins.

<https://www.13newsnow.com/article/news/local/mycity/hampton/hampton-public-library-creates-new-website-hacker-took-control-sending-people-adult-retail-store/291-620b252f-2b7b-4f93-b70d-7d6cd7f86e5b>

### **DOOR LOCK BATTERY REPLACEMENT AND SOFTWARE**

Quentin is having all of the door lock batteries replaced, and also we are getting the software updates to show when the doors are being opened to send to Quentin. The pool is a wanton hazard, and it is important that we keep the area secure as possible, especially that we have minors who are employees. The door alarms ensure people are leaving the right doors, help reduce an escape route for Code Adam's and reduce theft.

### **LANDSCAPING (SAFETY PROJECT)**

NLS came in and cleaned out the back area that I discussed for security purposes. We will now be able to enforce our contract from ground coverage to this point and hopefully ensure the area is clean.

### **AIR HANDLER**

We had a part that needed to be replaced on the air handler. Luckily, MacMiller was able to perform the repair during our mid-day closure and we lost no time to the repair.

### **CLOSURE (FRIDAY, FEBRUARY 17)**

We are going to close for the day on Friday, February 17 to repair air leaking in the pool plumbing system, and the thermostatic mixing valves. The pool closure is for the pool plumbing system, but we felt we could group the projects together to best utilize the closure time. We will put the information out to all patrons as part of future email blasts, signage and staff reminding patrons of the closure.

### **EMAIL BLAST**

I put out an email blast on February programming. The email will come out on Friday around 10:10am.

### **DISTRICT CLERK SEARCH UPDATE**

We are performing our second set of interviews tomorrow (January 27). We interviewed two people last week and hope to have a decision in the next couple of weeks.

### **BILLING**

We are updating billing for SMAC Q4, HSD 2022-2023 School Year Usage and Legacy Foundation Lifeguard Grant. We have been a little behind but are working to get caught up.

### **NORMANDY PARK**

I received a call from the Parks Manager at Normandy Park. They are looking at their ILA's and we may have to make a presentation in the future. They also discussed sharing fliers and other items. We will discuss this at the February 28 meeting.

### **EMPLOYEE ONBOARDING**

We are onboarding our three new employees for their benefits match.

### **WRPA AQUATICS GROUP NEWSLETTER**

Attached is the latest WRPA Aquatics Group email with information on the drowning prevention network.

### **LGIT COURSE**

As our goal is to hire more staff locally, Quentin and Jared are working to get into the next set of LGIT (Lifeguard Instructor Training) courses. We wrote a letter of approval to hopefully get them into the course.

### **RESEARCH**

- Swim instructor charged drowning 4-year-old student (Business Insider) - <https://www.businessinsider.com/swim-instructor-georgia-charged-drowning-4-year-old-student-2023-1say/3I6BYHKEVJE47CYWKL47W747IA/>
- Test Your OPMA Knowledge (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/january-2023/test-your-opma-knowledge>
- Coffee, Community and COVID Aftermath - see *3<sup>rd</sup> Place Info.* (Governing) - <https://www.governing.com/assessments/coffee-community-and-the-covid-aftermath>
- <https://www.theguardian.com/sport/2023/jan/23/peyton-hillis-rescued-children-drowning-hospital-released>

### **Report on Thursday, February 2, 2023:**

### **SIGNATURES**

Just a heads up that I sent the three emails last week on signatures. Most of you have signed it...thank you 😊 But if you have not signed all three (minutes, resolutions, bylaws), please do so. I can also resend them, if necessary. I want to get the Governance page back to current. We have always kept this current until the recent changeover.

### **LAND SURVEY**

We are moving forward with the land survey. I am having the markings taken care of, which has been more difficult than I thought due to the process and our lot. I hope to have this all setup by early next week.

## **PUBLIC RECORDS REQUEST**

Highline has notified us that we have 36 pages of electronic records for a total of 45 cents. I had to pay the 45 cents with my purchasing card (have to love bureaucracy). I should have access to the records soon. It appears we will still need to do the land survey, so it is good that it has moved forward.

## **INSURANCE**

I am meeting with a broker on Monday. I have also reached out to both CIAW and Enduris for quotes, but haven't heard back. I think the broker that legal recommended is the best bet. I also checked with legal on the appeal and it is too late according to the bylaws, although I am following up on what was communicate to me versus the bylaws.

## **SWIM LESSON UPDATE**

We met last week and put together an outline for swim lessons for the Spring. Our final step is trying to figure out a way to most equitably offer the \$3,000 in grants we cannot have users pay, and the \$5,000 in grants we can. We should have a plan in the next couple of weeks. If anyone asks us, we are pushing people to sign up for the email notification system. We feel this is the fairest way to provide information for all.

## **SCHEDULE UPDATE**

Quentin is communicating with the swim team, staff and users towards setting a schedule for March.

## **LIFEGUARD CLASSES**

Jared has 8/10 spots filled in the February class. It was 9/10, but a class member had a broken arm. The next class is for Spring Break (April 3-6) and we will start marketing that soon.

## **MINIMEET SUNDAY**

SMAC will be hosting a mini-meet at the pool on Sunday from 8am-noon. They are expecting around 165 swimmers. Quentin will be there for the event, and HSD has allowed us use of their parking lots for the day.

## **FREE SENIOR DAY**

We brought back First Thursday Free Senior Swim Day today. It was the first since before the pandemic.

## **DISTRICT CLERK UPDATE**

On Friday, I will be notifying applicants that we are re-evaluating the position. Out of 85 applicants, 7 finalists and 4 interviews. No one really has the skills needed to complete the job. I am bringing a proposal to the February 28<sup>th</sup> meeting where we split the position between a bookkeeping consultant and an assistant. I am working on getting information from three possible companies to put together information for the meeting and a potential agreement. Although it is frustrating for the short-term, I think this is best for the long-term direction of the district.

## **FEBRUARY 17 CLOSURE**

We have a couple of time-sensitive repairs that should be done before they get to be larger issues, so we will be closing on Friday, February 17 for the day. Below are some projects we scheduled for that day. This is during state for swimming, so it should not have too much of an effect on swim teams.

- Pool Plumbing – There are some air leaks in the pool plumbing. This lead to last year's holiday closure. Aquatic Specialties needs to have the pool shutdown to complete this repair, and it will take a couple of hours to complete.
- Thermostatic Mixing Valve Repair – The parts have been ordered, but we are trying to get the repair completed so we do not need to shut the showers down on a day that we will be open.

- Moss Removal – There is excess moss building up in the parking lot that could pose a slipping hazard. By having the pool closed, the contractors will have full access to the parking lot and no potential damage to any of the customers cars.

### LANDSCAPING BEHIND FACILITY

Here are some pictures of the landscaping cleaned up after the landscaping behind the pool. We had it cleaned



to avoid kids hanging out behind the facility. It should also help with marking utilities.

### RESEARCH

- The hidden reason behind drownings that will get worse by 2030...(Daily Mail UK)  
- <https://www.dailymail.co.uk/news/article-11642929/Ex-swimming-teacher-spike-drowning-deaths-summer-Australia-needs-done.html>
- Philadelphia will hire lifeguards who cannot swim, offering free lessons before summer (SwimSwam)  
- <https://swimswam.com/philadelphia-will-hire-lifeguards-who-cant-swim-offering-free-lessons-before-summer/>
- A city's effort to help marginalized kids get swim lessons sets parents on edge (Willamete Week)  
- <https://www.wweek.com/news/2023/01/18/a-city-effort-to-help-marginalized-kids-get-swim-lessons-sets-parents-on-edge/>
- Australia's Drowning Crisis: why rescuers perish trying to save family members (the Guardian)  
- <https://www.theguardian.com/australia-news/2023/jan/08/australias-drowning-crisis-why-rescuers-often-perish-trying-to-save-family-members>

### Report on Thursday, February 9, 2023:

### AQUATIC FEASIBILITY STUDY UPDATE

- Utility Markings – I completed the DigSafe Washington request for all underground utilities to be marked. We are hoping this will be done soon, so we can move onto our land survey.

- Land Survey – Stemper is pushing the land survey to be ready right after the utilities are being marked. We are paying half the fee upfront and half afterwards.
- Public Records Request – I received the public records request from HSD and forwarded it to the architects. The documentation is mostly from 2004/2005 and most of the stormwater documentation was only for the surrounding area that did not include Mount Rainier Pool, so it is good that you chose to do the records request.

#### **DISTRICT CLERK UPDATE**

I have written an updated District Clerk job position, and a description for contracting with a third-party company. I will share this at the February 28 meeting.

#### **RENTALS/EVENTS**

- Mini Swim Meet – Quentin attended the mini-meet hosted by SMAC on Sunday, February 5<sup>th</sup>, and reported everything went well. He said there were about 200 people.
- Alaska Airlines – Quentin also reported that we hosted our first monthly safety training for 2023 and he is working to see how we can work with them more in the future.
- PTSA Swims – See below.
- Scuba Group – Quentin is working with a scuba group to rent the pool on weekdays during our closure. The group needs two four-hour blocks. Just another good opportunity for our community.
- MRHS Pool Usage – Next week is the final week of MRHS's usage of the pool. We are going to wait until March 5 to make the schedule change to check on staff availability, especially with the sports/after-school activities switching over from Winter to Spring. Quentin believes this will give us the best understanding of what their availability will be.

#### **WEBSITE UPDATES**

- Governance Page - Thank you for the e-signatures last week. I am getting the site caught up including resolutions, minutes, policies and other items. I have all posted except updated budget, but should have it up-to-date by next week.
- Scholarship Page - I am working to update the scholarship page, but need to make sure staff is ready. I hope to have it updated soon.
- Swim Lesson Page – We have most of the content ready for swim lessons including registration dates and class dates. We just need to work on instructor availability and how we are going to apply the grants. This is important as both will have effects on lesson registration. We will probably perform the updates to scholarships and swim lessons at the same time.

#### **REFUND PROCESS INTO CIVICREC**

We are working to update the refund information into all of our services. We want to make sure it is not only posted on the website, but in all of our services and agreements, before enforcing it. We believe this might take a couple of weeks, but our goal is to have it in place before swim lesson registration.

#### **WOODMONT PTSA/WIBIT OPEN SWIM**

We will be hosting the Woodmont PTSA Swim this weekend (Saturday, February 11 from 1-2:30pm) instead of the third Saturday. We will also be moving the Wibit Swim to this Saturday to accommodate the move. The reasoning is next weekend is mid-winter break for Highline School District, which will make it difficult to staff and get people to attend. We will have a regular Open Swim on that weekend.

- Marvista – We are also committing to hosting an event on Saturday, March 25<sup>th</sup> for Marvista and will need to move the Wibit Swim to that Saturday too.



- Other – Just a reminder that we will not have a PTSA swim in April (April Pool's Day, water safety event, see above), and we will host Parkside PTSA in May. We attempted to contact North Hill, a couple of times, but did not get a response. Hopefully, they will be interested for the 2023-2024 school year.

## LIFEGUARDING CLASSES

- February Class – Emmitt had a last minute registration, and we started with ten. Two students could not pass the physical requirements to take the class, so we were back down to eight. The class runs through the end of the month.
- April Class - We are starting to advertise for the lifeguarding class coming up in April. We have updated the job's page, and are working to get information out to other providers. We will do this next week.



**LIFEGUARD  
COURSE  
(BLENDED)**

April 3-6, 2023  
11:00 a.m. to 4:00 p.m.

This free training will be a blended (online and in-person) learning Lifeguard Certification on April 3-6. All participants must be committed to work at a pool in the Des Moines or Normandy Park area. Use QR code for more detailed information.

 **206.824.4722**

**DEADLINE:**  
3/31/23 @ 4PM



www.mtrainierpool.com

- Billing – We are a little behind on billing for grants from the last couple of classes, but Jared is working to get us caught up.
- Recruitment – Jared is having a representative from Covington come speak to them next Friday to go over recruitment. Covington never has problems with staffing and Jared feels it might be good to speak with them about recruitment and culture.

## OTHER PROGRAMMING UPDATE

- March 5<sup>th</sup> Schedule Update – We have a DRAFT of the Spring Schedule, and Quentin is checking with SMAC to confirm their schedule before updating the website.
- Swim Lessons – We are going through last sessions registrations, and developing how far grants will get us for the next session. Quentin is contacting instructors to see what our capacity will be for Spring. He is also having staff go back through old swim lesson sessions to make sure the grant was applied correctly to know how much money we have left.
- Summer Planning – Quentin is also discussing the possibilities with SMAC on transitional programming to swim teams. He will share more information in the future, once things have developed, as it is still really early.
- April Pool's Day – April Pool's Day is an event that promotes water safety and includes education on currents, hypothermia, lifejacket fitting, and other water safety educational topics. This will be our first formal event since Covid-19, and will occur on Saturday, April 15 from 1-3:30pm (might adjust times).

Swim lessons are an important tool to prevent drowning, but it is also important for children (and their family members) to learn about these dangers too(especially before summer).

#### **DISTRICT OFFICE/TRAINING CENTER SWITCHOVER**

I will be in the office on February 15 and 16 working on getting the offices ready for meetings and as a future training center. Quentin is going to help me remove the old district manager desk and some of the kitchen items to storage. We will also bring the table and chairs back to have seating for up to 20. Finally, we are going to setup the room for the owl and having a presentation screen for a better in-person experience for the community.

#### **MAINTENANCE CLOSURE UPDATE**

We will be closed on Friday, February 17<sup>th</sup>. We will be putting signage and website updates out next week. We will be performing the pool plumbing and parking lot moss removal. The pool plumbing repair will require the pool to be closed, and the empty parking lot is perfect for moss removal. We were going to add shower repairs, but the project manager recommended we hold off until summer. We chose this date due to it being during the state championship (Feb. 16-18) for swimming and a transition before private swim teams will have more rental time.



*Note-air bubbles can create larger issues, and this is a critical item to get repaired before summer.*

#### **AFO COURSE**

Jared is working on getting his AFO (Aquatic Facilities Operator). The district is required to have two people on staff with this certification. Currently, Quentin and I have it, but it is good to have a third with potential turnover that seems normal for most pools.



## IN-SERVICE

Staff's next in-service will be on Saturday, February 18. We will give you more information next week.

## SAO WEBINAR

I signed up for a Cash Basis reporting class through SAO (State Auditor's Office), as I will probably have to file the report this year. The class is scheduled for the morning of March 7.

## INSURANCE UPDATE

- Insurance Quotes – I got insurance paperwork for quotes from two of the three companies that I requested quotes from. I will let you know more in the future.
- WCIA Compact – WCIA has scheduled our COMPACT, which is part of their insurance program for March. We will need to select a topic to cover. See message from WCIA below on the COMPACTs. Historically, we have done the following:
  - 2018 Use Agreements
  - 2019 Hiring/on-boarding
  - 2020 Facility walk-thru
  - 2021 Waivers
  - 2022 Annual Review only (audit waived)

Dear Delegates and Alternates,

We are underway getting ready for the 2023 Annual Review and Audits with the Risk Management Reps. which will take place from **March through October**. We are transitioning back to in person visits in 2023. Many of you like the audit to be conducted virtually while others are hoping to see us in person. We have something for everyone! Your in person visit might be for the audit and annual review, or you might have your audit conducted virtually with a separate in person visit to address another issue, or it might be a virtual audit but an in person meet and greet at a later date to get to know you and your agency a bit better. You and your assigned Risk Rep can decide together. However you decide, we look forward to our visit with you.

As you may already be aware, you and your assigned Risk Rep will be working together to come up with a COMPACT review plan or topic that best fits your entity's needs, choosing from 1 of 3 Options as was done in past years. Option 1 Audit Questionnaire topics for 2023 include **Special Events, Police, and Fleet Liability**. Option 2 is a Targeted Risk Management Review (the "other" topics, e.g. public works, ROW permit review, personnel, volunteers, homelessness, risk 101 ) and Option 3 is a Loss and Exposure Reduction Plan, focusing on a specific area of risk that has resulted in a higher than expected claim count. The on-line audit questionnaires are housed in Origami again this year.

**So, what do you need to do at this point?** Not much! We will be in touch soon!

Your assigned Rep will reach out to you 30-60 days prior to your scheduled month to work with you to select the topic for the audit and provide you with instructions for using the audit tool in Origami. The Reps are just starting to work their way through the 8-month audit calendar! Your patience is appreciated as we start to work our way through the calendar. **For those of you with Audits in March, your assigned Risk Management Representative will contact you soon.**

Attached is an overview of the 2023 COMPACT along with additional information you will need for the COMPACT including the Calendar for Rep visits and the 2023 CORE Topic Training list.

We look forward to meeting with everyone soon! If you have any questions, please reach out to your assigned Rep or to me. We are here to help!

Sincerely,

Robin Aronson

- COMPACT Options: There are three options (see below).
  - *Option 1* is a Traditional Audit questionnaire. The member will complete an audit questionnaire through the WCIA Origami portal website on one of the following topics: **Special Events, Police Liability, or Fleet Liability**.
  - *Option 2* is a Targeted Risk Management Review. The review will consist of a thorough review and analysis of an agreed upon area of exposure, such as a member's special events forms and processes, personnel, parks and recreation programs, homelessness issues, public works exposures, facility use agreements, insurance and indemnification requirements for contract templates or a walk-through and inspection of one or more member-owned premises such as parks, community/senior centers, swimming pools, marinas, etc.
  - *Option 3* is a Loss and Exposure Reduction plan. The plan involves an in-depth review of the member's loss history to identify the greatest area of risk and then development of an action plan using best practices to assist the member in reducing its losses.
- COMPACT SCHEDULE: Our COMPACT is scheduled for Monday, March 6 at 1:15pm, and we will be doing option #1. I also am having them review changes to the employee handbook (see below), but that will not count towards our audit.

#### EMPLOYEE HANDBOOK UPDATE

The employee handbook was last updated right before the Covid-19 pandemic. We are working to have Heartland review it and WCIA to check for updates for Washington State Law. Finally, we will have Brian review it before presenting it at an upcoming meeting.

#### AWC LEGISLATIVE UPDATE

I received this story from the Association of Washington Cities as part of their news bulletin on legislation that could affect local governments.

##### **AWC needs your help to oppose costly prejudgment interest bill this week**

Red alert! Contact your senators to [oppose SB 5059](#), a bill that could dramatically increase the price of tort claims against a city by requiring interest on damages going back to before the city knew there was an injury. The bill was heard in the Senate Ways & Means Committee on Tuesday and could be scheduled for a committee vote soon, so we need your help to slow this costly legislation down. Contact your legislators and tell them to vote "No" on **SB 5059**.

#### RESEARCH

- Safely using incentives in public engagement activities (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/february-2023/incentives-in-public-engagement-activities>

- Connecting communities to infrastructure funding (ICMA) - <https://icma.org/blog-posts/connecting-communities-infrastructure-funding>
- NDPA Initiates Collaboration to Advance Drowning Prevention and Education (Aquatics International) - [https://www.aquaticsintl.com/lifeguards/ndpa-initiates-collaborations-to-advance-drowning-prevention-and-education\\_o](https://www.aquaticsintl.com/lifeguards/ndpa-initiates-collaborations-to-advance-drowning-prevention-and-education_o)
- Pop quiz: Paid Family Medical Leave and Family Medical Leave Act (MRSC) - <https://mrsc.org/stay-informed/mrsc-insight/february-2023/quiz-on-pfml-and-fmla>
- 2.4 million available to support youth mentoring in parks and recreation (NRPA) - <https://www.nrpa.org/blog/2.4-million-in-funding-available-to-support-youth-mentoring-in-parks-and-recreation>
- Opinion: Hawkins bill to allow second PFD makes good sense for our region (Wenatchee World) - [https://www.wenatcheeworld.com/opinion/opinion-hawkins-bill-to-allow-second-pfd-makes-good-sense-for-our-region/article\\_9624c2bc-a00e-11ed-972d-5b78dfd1a28d.html](https://www.wenatcheeworld.com/opinion/opinion-hawkins-bill-to-allow-second-pfd-makes-good-sense-for-our-region/article_9624c2bc-a00e-11ed-972d-5b78dfd1a28d.html)
- Chelan county commissioners question funding of aquatic center study (KPQ) - <https://kpq.com/chelan-county-commissioners-question-funding-of-aquatic-center-study/>

## **Report on Thursday, February 16, 2023:**

### **NEXT BOARD MEETING (FEBRUARY 28)**

Just a friendly reminder that our next board meeting will be Tuesday, February 28. The meetings will continue to be hybrid with the in-person location being at the district offices (22015 Marine View Drive, Suite #2B). The agenda packet will be sent out the Thursday before (Thursday, February 23).

- Finances – I plan on using this meeting to update our finances to being one month behind. The board meeting will include our fourth quarter (October-December) finances that will include December. I am hoping this will help us get caught up, but if you have an issue with it, please let me know by Tuesday, February 21, so I can make adjustments to the packet.
- Agenda Items – We are at eleven items for the meeting, including four uses of the Procurement Policy for Finances for time-sensitive purchases over \$5,000. I estimate the meeting being a little over an hour depending on public comment, discussion length and any unforeseen items added to the agenda.

### **LAND SURVEY**

Stemper will have the land survey contractor out on February 24. We will update you about this at the next board meeting.

### **WOODMONT PTSA WRAP UP**

Staff reported there was a full house last Saturday, February 11. There was a basketball hoop that needed to be repaired and a minor rescue, but all-in-all a good event. All but two of the banners are now posted, and we will repost them during the June closure to better space them once all events are done for the school year.

### **RENTALS**

- Saturday Rentals - We are looking at reinstituting Saturday party rentals in April. We will open rentals sometime in March and keep a time window after the open swim on the first Saturday of each month. Once we have enough staff to offer these without interruptions, we will look at expanding. Midway has requested a second PTSA event for this year, so we are holding the first Saturday for them.
- Maritime HS – Maritime has requested Mondays between 2:30 and 4:30pm. Quentin is going to reach out to them. We have already committed monthly safety trainings to one of the airlines, but Quentin is going to work with them. Last year, they requested at the last minute, so we gave them the time free, but they only showed up 3 of the 20 times they reserved. This year, we are going to charge them one

resident lane per hour (\$15), and will see how this fits into the agreement. No shows are difficult because we end up staffing the pool during closure time, which drains district resources. Hopefully, the fee will help ensure less no shows.

- WIBIT Days (Fall 2023) – We are discussing changing the date for rentals in Fall to better take advantage of the Wibit days. We would like to have these days with rentals afterwards, and change the PTSA events to be more open swim. Many of the swimmers at PTSA events, just aren't good enough swimmers to utilize the Wibit. Staff feels they could better serve these events with general open swims, where Wibit Swims are the most requested by birthday parties, and will be easier to swim test for these events. The idea came from staff.

### **LATE OPENINGS/CLOSURES**

- Late Opening - We opened late on Tuesday, February 14 due to snow and ice on the roads. The reason we push back our openings is that some of our staff rely on school transportation, and/or must attend first period as part of their program (ADD NAME). Here is the message that went out. <https://createsend.com/t/d-BAC86CE1002E2F8F2540EF23F30FEDED>
- Friday Closure – We are closed tomorrow, Friday, February 17 for the pool plumbing repairs. We will also have the parking lot have its moss removed to reduce falls. Quentin has given SMAC the option of using the pool that evening, but we will remain closed. We do this for two reasons, first, the water will not be fully reheated and they are okay with cooler temperatures, and second, we will not know if Aquatic Specialties might need additional time for the repairs, which might require a call later in the afternoon. It is easier to contact one person, the coach, versus putting a message out to the community. Again, we chose this date, as the high school teams are at state, February 16-18. <https://createsend.com/t/d-D09FE84AB0D0B4BD2540EF23F30FEDED>

### **MAINTENANCE**

On Wednesday, February 15, when we had just sent our Friday closure information out, Aquatic Specialty Services notified us that their original quote for the pool plumbing was too low due to a former employee putting the quote together. I had the Finance Committee approve the new estimate that came in at \$5.3k (with taxes). This action hopefully allows us to complete the repairs on Friday, and will be presented at the February 28 board meeting.

### **SPRING PLANNING/UPCOMING EMAIL NOTIFICATIONS**

- Staff Meeting on Spring Programming – We are meeting next Thursday to plan out the Spring lessons. We decided to move the registration start date back to be able to better know what levels class participants will be in.
- Schedule Change – We are going to send out our schedule change starting March 4 the week after next (week of February 27). We usually send this information out just before the changes, but we also have swim lesson updates coming out.
- Swim Lesson Changes – We need to get this information out a couple of weeks (week of March 4) before registration starts the week of March 18. We will be updating the swim lesson page and scholarship pages, which will require a little more time. There is about \$3,000 left on the King County grant side, and another \$10,000 left on the Des Moines Legacy Foundation side, so swim lessons will be free for the Spring session too. Adult lesson participants are not covered by the grant, but they are able to apply for scholarships.

### **JOB RECRUITMENT PROCESS**

- Job Interest Cards – We received an email from survey monkey announcing the one year anniversary of the survey we setup for taking job interest cards, and have received 69 virtual job interest cards (see

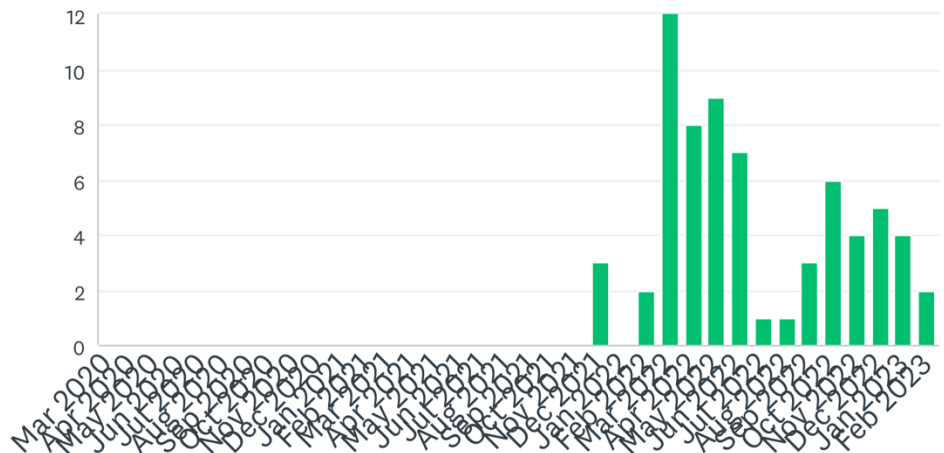
graph below) and another handful of physical forms. Jared is going to go through the cards and see how effective the process is. We started the process as a way to make highschoolers less intimidated in signing up for positions, and to help filter non-traditional swimmers into training opportunities and non-swimming positions (cashiers).

### Responses (by month)

Chart Type ▼

Trend by...

First: 12/18/2021 Zoom: Mar 2020 to Feb 2023



*Note-from last year's spring data, it appears that we are going to start getting the most applicants aheads of summer.*

### WEBINARS

- Grant Writing Strategies and Opportunities for Local Government (MRSC/AWC) – I signed Gene Achziger and myself up for this class on February 22. We are hoping this might help us find more information out about grant opportunities and setting up systems to more readily apply for opportunities.
- From Condemned Pool to Award Winning Regional Aquatic Center (NRPA) – This is an educational session from last year's conference. There is an issue with their billing cycle. If anyone is interested in watching this, let me know.

When the only public swimming pool in the rural border town of El Centro, California, went offline, the City of El Centro had to be very strategic to bring aquatics back to their community. Explore the City of El Centro's journey to a multimillion-dollar regional aquatic center with a close look at how they engaged their community, planned fiscally and designed an award-winning aquatic center with programming for every age and stage.

### WATER EXERCISE

We have one student that is pushing for us to offer classes on Tuesday and Thursday mornings. At this time, we are going to keep our schedule. We need more demand to offer a second class, the water walkers and physical therapy are using the pool at that time, and we are approaching summer where we will be utilizing the time window for swim lessons. We will continue to monitor the situation and make a recommendation, if demand grows.

## **IN-SERVICE**

The in-service this week was moved back due to this weekend being Mid-Winter Break to next month. We would not have had adequate staff attending to hold the training, so managers are moving it to a weekend that better works for everyone.

## **AFO COURSE**

Jared registered to attend AFO course on February 23 and 24 in Renton, but the class is full and he had been waitlisted. If registered, the fees should mostly be reimbursed by WCIA. We need at least two on staff, and we currently have two (Quentin and me). Having a third is a good backup in case something happens. We are short on staff in the mornings, so I have approved overtime (if needed) for staff to cover those two days. If not able to go to this class, we may send him to a class in Moses Lake later this Spring.

## **DISTRICT CLERK**

We sent out requests to meet with a couple of firms for bookkeeping services. I sent them out this week, but have not heard back. If I do not hear back by early next week, I will start to call people.

- Job Search – I will bring information to the next board meeting that will affect this.

## **COLIBRI AD**

We are working with Commissioner Achziger on the Des Moines City Currents ad for Spring. The artwork will be due on March 3. We will update you on what we come up with closer to the deadline.

## **BILLING**

Quentin has sent out billing to SMAC for the fourth quarter of 2022, and is now working on billing for HSD and the physical therapy group. We have developed a working calendar to formalize these processes now that we are past Covid-19.

## **PRESIDENT'S DAY**

Just a reminder that Monday, February 20 is President's Day, which is a federal and state holiday. All full-time employees will be off, or have the ability to adjust a day off if they have to cover a shift on Monday. The pool will be open regular hours that day.

## **RESEARCH**

- Setting the standard for saving lives (Aqua Magazine)  
- <https://www.aquamagazine.com/builder/safety/article/15293871/setting-the-standard-to-save-lives>
- Four ways millennial parents will shape the workplace of the future (World Economic Forum)  
- <https://www.weforum.org/agenda/2019/12/millennial-parents-will-shape-the-workplace-of-the-future/>
- But what about me? Ethics and local public employees (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/february-2023/ethics-for-local-public-employees>
- Analysis proposes '20-minute suburb' (MRSC/CNU)  
- <https://www.cnu.org/publicsquare/2023/02/09/analysis-proposes-20-minute-suburb>
- Reaching an underserved population through E-Sports (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2023/february/reaching-an-underserved-population-through-esports-programs/>
- Embracing generational diversity to cultivate an effective workplace (NRPA Magazine)  
- <https://www.nrpa.org/parks-recreation-magazine/2023/february/embracing-generational-diversity-to-cultivate-an-effective-workplace/>



# Des Moines Pool Metropolitan Park District

January 17, 2023

7:00 p.m.

Hybrid (MRHS Library 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 Campbell, Dusenbury, Stender, and Achziger; District General Manager Deschenes.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – District GM (DGM) requested adding Item 9c Critical Repair, Thermostatic Mixing Valves and Item 9d Land Survey. Commissioner Achziger moved to approve the amended agenda. Commissioner Campbell 2<sup>nd</sup>. The Motion Passed 5-0.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – The DGM announced that W-2s were mailed earlier in the day to all employees and commissioners. President Young asked if the December stipends were mailed, and the DGM responded yes.

**PUBLIC COMMENT** - None

### CONSENT AGENDA

November financial report, included (pushed from December 20 agenda) and December financial report, not included (pushed to February 28, 2023, agenda). This is due to short turnaround from end-of-month data coming from King County Finance just before packets to be sent out, and turnover in staff.

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in November totaling \$55,691.30. Commissioner Stender 2<sup>nd</sup>. The motion passed 5-0.

### Executive Session Business

#### 7a. Executive Session

Not updates at this time.

### OLD BUSINESS

#### 8a. Resolution 2023-01 Appointing Board Officers

President Young requested nominations for the positions of President and Clerk of the Board. Commissioner Achziger nominated Shane Young as President and Joe Dusenbury as Clerk of the Board. No other nominations were made.

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

**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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

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



## Des Moines Pool Metropolitan Park District Meeting Minutes – 1/17/2023

Commissioner Campbell moved to approve Shane Young as President and Joe Dusenbury as Clerk of the Board. Commissioner Stender 2<sup>nd</sup>. The motion passed 5-0.

### 8b. Resolution 2023-02 Board Committees

President Young requested input from the board on committee assignments from the previous year. No comments were made. Commissioner Stender moved to approve Resolutions 2023-02 Board Committees. Commissioner Campbell 2<sup>nd</sup>. The Motion Passed 5-0.

### 8c. Resolution 2023-03 Meeting Location and Times

The District GM recommended moving the meeting location back to the District Administration Offices (22015 Marine View Dr. #2B) and moving meeting dates to the fourth Tuesday of each month to allow for more time to present reports from the previous month. The only exception to the fourth Tuesday is November and December where meetings will be held on the second Tuesday to avoid any potential conflicts with holidays. The District GM stated the administration space is being converted into training space to better help with trainings and certification classes that are currently being held in the Mount Rainier Pool Lobby during public hours. The District GM stated that utilizing the administration offices can be re-explored during the summer. Commissioner Dusenbury added that he was originally for eliminating the administration offices, but after seeing the potential costs of storing the server, meeting rental space and additional storage; he agrees there is not much of a saving and that by eliminating some of the office equipment, it should free up more space for 6-8 audience members to attend public meetings. President Young added that it would be a great location for a retreat without bogging the schools down. Commissioner Stender moved to approve Resolutions 2023-03 Meeting Locations and Times. Commissioner Campbell 2<sup>nd</sup>. The Motion Passed 5-0.

### 8d. Bylaws Update (Policy 101)

The District GM reported that there no edits made from feedback by board members by the comments deadline of January 2, beyond the suggested edit made by Commissioner Achziger at the December 20<sup>th</sup>, regular board meeting of item 9.3.7 *"Shall not disclose confidential information or otherwise use such information for the commissioner's personal gain or benefit."* Commissioner Dusenbury moved to approve Policy 101, Bylaws. Commissioner Stender 2<sup>nd</sup>. The Motion Passed 5-0.

### 8e. Policy 320 Admission and Refunds

The District GM reported that there no edits made from feedback by board members by the comments deadline of January 2, and that the changes of adding administration fees for refunds will help the district recover costs associated with staff time and make customers more likely to commit to programs that they sign up for, which should help ensure swim lessons maximize capacity. He stated the policy would not affect current swim lessons, but the next (Spring) session. Commissioner Dusenbury stated that he thought the mileage needed to be adjusted on item 4.3.a. *"Memberships will be refunded only on the basis that the individual moves away from the community or is permanently prohibited from use of the facility by circumstances beyond their control. The District defines this as '45 miles' or more away from the facility."* After discussion, the mileage was changed to 45 miles to 15 miles. Commissioner Achziger moved to approve Policy 320 Admissions and Refunds with the amended section 4.3a., *"Memberships will be refunded only on the basis that the individual moves away from the community or is permanently prohibited from use of the facility by circumstances beyond their control. The District defines this as '15 miles' or more away from the facility."* Commissioner Dusenbury 2<sup>nd</sup>. The Motion Passed 5-0.

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

**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 1/17/2023**

**8f. Policy 340 Financial Aid and Scholarships (DROP OFF POINT)**

The District GM reported that the new scholarship form that was presented at the November 15, 2022, regular board meeting has been simplified from a four-step process to a two-step process, and that there no edits made from feedback by board members by the comments deadline of January 2. Commissioner Achziger wanted to ensure the scholarship program would not affect the current grant supported by Des Moines Legacy Foundation for youth swim lessons. Commissioner Campbell clarified this grant would help support other programs outside of youth swim lessons. Commissioner Dusenbury thanked all the staff and commissioners that worked on this process, and how it helped support our vision. The District GM Commissioner Stender moved to approve the updated Policy 340 Financial Aid and Scholarships. Commissioner Campbell 2<sup>nd</sup>. The Motion Passed 5-0.

**8g. Aquatic Feasibility Study**

The District GM requested the discussion for item 8g Aquatic Feasibility Study be moved to the discussion for 9d Land Survey as the discussion revolved around the land survey information. Board President Young agreed, and the item was moved to 9d Land Survey.

**8h. District Clerk Job Search**

The District GM reported that before performing the job search, he wanted the district to get caught up on late billing and other unresolved issues under the District Clerk job responsibilities. He stated that voucher totals that were low in December would be caught up in January. President Young reminded the District GM to track liabilities from December. The District GM stated that interviews would start on Friday, January 20 with the first applicants that responded to invites, with the additional applicants being interviewed the following week. The District GM was going to work with the board officers on the interview, but Clerk of the Board, Dusenbury was not available. Commissioner Achziger offered to step in and help. District GM added former District Clerk, Linda Ray, and the rest of the staff have been very helpful during this transition. No motion. As this was informational only.

**NEW BUSINESS**

**9a. Insurance Policy**

The District GM stated he would like to start looking into changing insurance carriers for the district. Currently, the district is represented by the WCIA insurance pool. The rates for the district have increased toward a proportion that does not make sense with data of another agency that has the same governing system, staffing levels and minimal loss history. The District GM reached out but was told that it was too late to appeal the rates. An example is the liability portion of both districts, where Des Moines Pool is paying over twice as much liability with similar expenditures spent on staffing. The District GM is recommending he work with the Capital and Contracts Committee to explore options and potentially work with an insurance broker. The goal is to change insurers for 2024. Commissioner Achziger commented that the district had an obligation to the insurance pool members to potentially reach out to the state insurance commissioner or at least point. President Young suggested a better move might be attending an executive meeting. Commissioner Stender stated that we should still research leaving the insurance pool. President Young stated there is no motion but directed the District GM to continue working on a potential change of insurance and to let him know about any future executive board meetings.

**9b. Lead Head Lifeguard Change**

The District GM stated that he had made a mistake at the October 25, 2022, regular board meeting by presenting the position description with the title part-time, when the position was budgeted as full-time. He stated the position

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 1/17/2023**

should be within the budgeted amount. He also informed the board that the position was filled by Emmitt Sevores, who has a strong background in training and as a manager. He will lead trainings and swim lessons, and help the District maximize its resources. District GM added this to the agenda to be transparent about the error on the description from a previous meeting.

**9c. Emergency Repair – Thermostatic Mixing Valve**

The District GM stated the showers in the women's locker room have been cold for about a week due to burned out mixing valves in the women's locker room, which lessens the users' experience. The District GM stated that the repair to be performed by MacMiller will be no greater than \$9,000 and should not have an impact on operations. He stated the repair was over his statutory limit of \$5,000 for expenditures. Commissioner Achziger moved to approve the thermostatic mixing valve repair not to exceed \$9,000. Commissioner Stender 2<sup>nd</sup>. The motion passed 5-0.

**9d. Land Survey/Aquatic Feasibility Study (8g)**

The District GM stated before he discussed the land survey that the board should be made aware of Senate Bill 5001 that covers Public Facilities Districts. He stated that there might be some opportunity for the district and stated that he will forward information about the bill in his weekly report.

The District GM informed the board of the results of the public records request for a past land survey. The DGM informed the board that the Highline School District requested an extension and asked for additional information on the deadline. The DGM stated that if the board wanted actionable information for the 2024 budget cycle that it should probably perform the land survey on their own.

After discussion the board elected not to make a motion and requested a scope and more information before moving forward. The DGM will reach out to Stemper and present information at a future meeting.

**GOOD OF THE ORDER**

President Young asked if any commissioner or staff had anything for the Good of the Order. DGM announced that he is having Northwest Landscape perform cleaning up ground debris and blackberry bushes in back. He stated that the better site lines will help deter loitering and other issues. Commissioner Achziger discussed a memorandum the DGM forwarded to the rest of the board about him serving on both boards. DGM announced swim lessons start this weekend with 189/190 spots filled and gave an update on PTSA swims.

**ADJOURNMENT**

With no further business the meeting was adjourned at 8:04pm.

**UPCOMING MEETINGS**

- February 28, 2023, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)
- March 28, 2023, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 1/17/2023**

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Commissioner Young

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Commissioner Dusenbury

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Commissioner Campbell

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Commissioner Stender

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Commissioner Achziger

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Lauryne Thurmond, District Clerk

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**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/15/2022

Total Amount: \$8,378.45

Control Total: 14

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221208132143.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Linda Ray


Email Address: linda.ray@desmoinespool.org

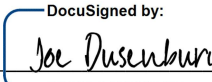
## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:  2E03815D71304B0	12/8/2022
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by:  5E8DDA9899A2444	12/9/2022
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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Seattle, WA 98104

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

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## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221208132143.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			18379	12/01/2022	\$90.00	DISTRICT JANITORIAL SERVICE - DEC 2022
CANON FINANCIAL SERVICES, INC.			29503498	11/12/2022	\$62.88	COLOR COPIER LEASE - 11/1 TO 11/30/2022
CENTRAL WELDING SUPPLY			RN11222549	11/30/2022	\$73.57	750LB BEVCARB LIQUID
CENTRAL WELDING SUPPLY			CG119967	11/04/2022	\$217.57	CARB DIOX
CHLOE SOTHERON			12152022CS108	12/08/2022	\$58.83	PAYROLL PE 11/25/2022
DATAQUEST, LLC			19984	11/30/2022	\$58.00	BACKGROUND CHECK
EMPLOYMENT SECURITY DEPARTMENT			20223011ESD	11/30/2022	\$1,297.00	TAX ADMINISTRATION
GABRIELLE HAMMOCK			12152022GH116	12/08/2022	\$29.42	PAYROLL PE 11/25/2022
GRAINGER			9518472353	11/18/2022	\$58.96	JANITORIAL SUPPLIES - MRP
HIGHLINE WATER DISTRICT			20221121HWD	11/21/2022	\$597.65	WATER UTILITY - 10/20/2022 TO 11/21/2022
NORTHWEST LANDSCAPING SERVICES			CD50258330	12/01/2022	\$604.34	LANDSCAPE SERVICE - MRP
SIGN STOPNW			10232031-1	11/22/2022	\$594.54	BANNERS
SNURE LAW OFFICE			20220102BS	12/01/2022	\$1,155.00	PROFESSIONAL SERVICES - DEC 2022
SWIM OUTLET			SO-21440331	10/16/2022	\$3,480.69	SWIMSUITS



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/22/2022

Total Amount: \$33,955.05

Control Total: 12

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221215113744.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Linda Ray

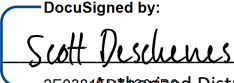
Email Address: linda.ray@desmoinespool.org

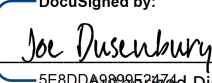
## PAYMENT CERTIFICATION

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

DocuSigned by:  2E0381A080E0	12/15/2022
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by:  5E8DDA98952174	12/17/2022
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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Seattle, WA 98104

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

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# Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221215113744.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			23380	11/23/2022	\$1,012.50	NOV 2022 MON SERVICE
AWC - VIMLY BENEFIT SOLUTIONS, INC			38276	11/18/2022	\$1,419.60	HEALTH BENEFIT - J KNOX
COMCAST			220221112	11/12/2022	\$196.28	INTERNET - MRP 11/22 TO 12/21
COPIERS NORTHWEST			2569978	12/07/2022	\$22.49	COPIERS LEASE
DATAQUEST, LLC			19984	11/30/2022	\$58.00	BKGROUND CHKS - MRP
GRAINGER			9496878621	10/31/2022	\$25.26	MRP JANITORIAL SUPPLIES
GRAINGER			9543993472	12/13/2022	\$72.53	MRP JANITORIAL SUPPLIES
LAURYN THURMOND			20221201LT_Reimb	12/01/2022	\$85.60	REIMBURSEMENT FOR POSTAGE
PUGET SOUND ENERGY			20221201PSE	12/01/2022	\$13,849.14	ELEC/GAS UTILITY
RECOLOGY			0004146399	11/30/2022	\$814.19	GARBAGE/RECYCLE UTILITY - NOV 2022
STEMPER ARCHITECTURE			22003	12/01/2022	\$15,746.25	ARCH/ENG FEES - NOV 2022
UNITED RENTALS (NORTH AMERICA), INC.			213291783-001	11/23/2022	\$653.21	LIFT - MRP



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/12/2023

Total Amount: \$6,386.93

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230105133901.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

DocuSigned by:

Scott Deschene

1/5/2023

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

Joe Dusenbury

1/5/2023

5E8DDA8808E2A7A

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230105133901.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG122427	01/03/2023	\$277.01	CARB DIOX 463 LB
CENTRAL WELDING SUPPLY			RN12222	12/31/2022	\$80.92	BEV CARB 750 LB
GRAINGER			9549401041	12/19/2022	\$193.68	MRP JANITORIAL SUPPLIES
LINDA RAY			20230101-01	01/05/2023	\$610.50	CONSULTING SERVICES - NOV AND DEC 2022
MIDWAY SEWER DISTRICT			20221225MSD	12/25/2022	\$26.31	SEWER UTILITY 10/25 TO 12/25/2022
NORTHWEST LANDSCAPING SERVICES			CD50267119	01/01/2023	\$604.34	MRP LANDSCAPE SERVICE - JAN 2023
SIGN STOPNW			10232031-60	10/28/2022	\$82.58	BANNER DESIGN
SNURE LAW OFFICE			20230101BS	01/01/2023	\$426.25	PROFESSIONAL SERVICES - DEC 2022
US BANK			20221212USB	12/12/2022	\$3,367.84	US BANK CARD STMT
ZEN 22015, LLC			20230101ZEN	01/01/2023	\$717.50	DISTRICT RENT - JAN 2023



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/18/2023

Total Amount: \$45,143.42

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230112112828.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u>	1/12/2023
2E03A117C39450 AUTHORIZED District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u>	1/12/2023
5E8A0A99F207 AUTHORIZED District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230112112828.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			117-1	12/21/2022	\$992.01	PREV MAINT - DEC 2022
AQUATIC SPECIALTY SERVICES			23206	10/11/2022	\$495.11	REPAIR W100
CMIT SOLUTIONS EASTSIDE			11107	11/30/2022	\$1,416.00	IT SUPPORT - NOV 2022
CMIT SOLUTIONS EASTSIDE			11179	11/30/2022	\$227.35	IT SUPPORT MGD SERVICES: HOSTING - NOV 2022
CMIT SOLUTIONS EASTSIDE			11196	12/31/2022	\$1,416.00	IT SUPPORT - DEC 2022
CMIT SOLUTIONS EASTSIDE			11276	12/31/2022	\$227.35	IT SUPPORT PHONES - 11/22 TO 12/22/2022
COMCAST			20221212CB_MRP	12/12/2022	\$196.28	TELEPHONE/INTERNET_MRP - 12/22/2022 TO 1/21/2023
DEPARTMENT OF RETIREMENT SYSTEMS			DRS12023_1	01/11/2023	\$1,587.29	DRS= KNOX, WOLD, DESCHENES
JOE DUSENBURY			20230115JD08	01/09/2023	\$234.76	COMMISSIONER SUBSIDY - NOV 2022
SHANE STENDER			20230115SS77	01/09/2023	\$117.27	COMMISSIONER SUBSIDY - NOV 2022
WCIA			15669-2	01/01/2023	\$38,234.00	LIABILITY/PROGRAM ASSESSMENT - 2023



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/25/2023

Total Amount: \$28,035.32

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230119152215.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

1/19/2023

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

1/19/2023

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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# Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230119152215.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALL PURPOSE DOOR REPAIR INC			28792	11/21/2022	\$1,022.83	MRP SURFACE MOUNT DOOR CLOSER
AWC - VIMLY BENEFIT SOLUTIONS, INC			39694	01/19/2023	\$755.98	BENEFIT TRUST - J KNOX
CANON FINANCIAL SERVICES, INC.			29825725	01/12/2023	\$62.88	COPIER CONTRACT - JAN 2023
COMCAST			20230112CB_MRP	01/12/2023	\$208.14	TELEPHONE/INTERNET - MRP 1/22 TO 2/21/2023
COPIERS NORTHWEST			2583154	01/09/2023	\$18.45	COPIER USEAGE
GRAINGER			9572231695	01/12/2023	\$81.31	MRP JANITORIAL SUPPLIES
MACDONALD-MILLER FACILITY SOLUTIONS			PM126772	01/01/2023	\$4,782.74	4TH QTR HVAC MAINTENANCE - 2022
PUGET SOUND ENERGY			20230111PSE	01/11/2023	\$13,748.92	ELECTRIC/GAS UTILITY - 11/18 TO12/20/2022
SOUTH KING FIRE & RESCUE			22-2536-663	01/12/2023	\$225.50	ANNUAL INSPECTION - 2022
US BANK			20230110USB	01/10/2023	\$6,411.07	BANKCARD STMT - 12/11/2022 TO 1/10/2023
ZEN 22015, LLC			20230201ZEN	01/19/2023	\$717.50	DISTRICT RENT - FEB 2023



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 01/31/2023

Total Amount: \$15,378.26

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20230126151217.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

Scott Deschenes

1/26/2023

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

Shane Young

1/27/2023

0D00E227C9C1457

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\_20230126151217.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			1126-1	01/24/2023	\$384.25	MONTHLY SERVICE - JAN 2023
AQUATIC SPECIALTY SERVICES			1243-1	01/13/2023	\$563.33	REPAIR W100
AWC - VIMLY BENEFIT SOLUTIONS, INC			40317	01/18/2023	\$755.98	BENEFIT TRUST - J KNOX
CHLOE SOTHERON			20230124CS108	01/31/2023	\$44.04	PAYROLL PE 1/10/2023
COMCAST			20230108CB_DMP	01/08/2023	\$171.91	TELEPHONE/INTERNET - 1/18 TO 2/17/2023
EMPLOYMENT SECURITY DEPARTMENT			Q4/2022_ESD	12/31/2022	\$23.19	4TH QTR FOR DMP
GRAINGER			9586703721	01/25/2023	\$145.28	MRP JANITORIAL SUPPLIES
JOE DUSENBURY			20230124JD08	01/31/2023	\$117.37	COMMISSIONER SUBSIDY - DEC 2023
NORTHWEST LANDSCAPING SERVICES			CD50273935	02/01/2023	\$604.34	LANDSCAPE MAINTENANCE_MRP - FEB 2023
PUGET SOUND ENERGY			20230124PSE	01/24/2023	\$12,451.18	ELEC/GAS UTILITY - 12/20/2022 TO 1/20/2023
SHANE STENDER			20230124SS77	01/31/2023	\$117.39	COMMISSIONER SUBSIDY - DEC 2023



## ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 01/14/2023

**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 1-10-2023	170950010			24219			26,449.74
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 26,449.74

**PAYEE INFORMATION**

Company \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ 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 Joe Duesenberry Title \_\_\_\_\_ Date 1/9/2023

Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

## 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](mailto:cash.management@kingcounty.gov)

Payment Settlement Date 01/30/2023**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 Payroll PE 01/10/2023	170950010			24219			25,811.53
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 25,811.53

**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 scott.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 Dusenbury Title Clerk of the Board Date 1/25/2023  
 Print Name Joe Dusenbury, Clerk of the Board Phone # (206) 429-3852 Email mypeggysue@me.com

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: Legal Meeting Date: 2/28/2023

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.

UPDATE: Last message from HSD was that they are meeting with legal on the lease.

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:

<u>8/03/22</u>	Committee Review
<u>3/15/22</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:

- No attachments.



## AQUATICS MANAGER'S QUARTERLY REPORT – WINTER 2022

### OVERALL VISITATION REPORT (QUARTER 4 MONTHLY REPORT 2022)

October	November	December
3286	3137	2692

### DAILY AND MONTHLY BREAKDOWN

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

#### October

	Admissions (POS + Members)	Deck	Spectator	WX	SMAC	HS Swim	HS Meet	Total Daily
1	45	3	0	0	12	0	0	60
2	0	0	0	0	0	0	0	0
3	20	0	0	16	0	0	0	32
4	91	8	12	11	43	0	0	163
5	21	1	0	24	0	0	0	46
6	96	18	1	10	18	4	0	147
7	62	2	0	24	0	0	0	88
8	0	0	0	0	0	0	0	0
9	55	14	33	0	0	0	0	102
10	20	2	0	26	0	0	0	48
11	68	142	171	25	17	0	162	585
12	24	3	2	26	0	0	0	55
13	51	14	0	14	28	28	0	135
14	29	2	2	34	20	0	0	87
15	58	24	29	0	11	0	0	122
16	0	0	0	0	0	0	0	0
17	15	0	0	32	0	0	0	47
18	128	36	4	26	53	2	0	249
19	35	1	0	27	0	0	0	63
20	114	12	8	10	16	12	0	172
21	42	36	47	28	0	0	52	205
22	67	21	46	0	0	0	0	134
23	0	0	0	0	0	0	0	0
24	43	2	2	34	0	15	0	96
25	87	44	1	18	23	14	0	187
26	19	0	4	36	0	0	0	59
27	32	13	1	13	9	23	0	91
28	29	6	9	36	39	0	0	119
29	36	26	20	0	40	0	0	122

30	0	0	0	0	0	0	0	0
31	32	0	0	40	0	0	0	72
<b>Totals</b>								<b>3286</b>

## November

	Admissio ns (POS + Members )	Deck	Spectat or	WX	SMAC	HS Swim	HS Mee t	Walk	Famil y	Lap	Open	Lesso n	Total Daily
1		30	3	15	43	20	0						138
2		3	9	36	12	15	0	6	9	20	0	0	110
3		16	1	10	29	10	0	6	0	15	0	0	87
4		8	0	40	0	20	0	3	2	7	0	0	80
5		21	46	0	37	0	0	0	16	13	0	62	195
6													
7		15	7	42	63	25	0	10	1	19	40	0	222
8		13	4	13	33	11	0	8	0	17	0	0	99
9		8	11	43	43	15	0	0	6	20	0	0	146
10		20	2	10	28	20	0	5	0	16	0	0	101
11		5	6	36	45	0	0	4	6	16	0	0	118
12		27	48	0	38	0	0	0	1	17	4	38	173
13													
14													
15		16	0	15	42	35	0	0	0	2	0	0	130
16		13	6	42	35	53	0	3	0	11	0	0	163
17		21	1	4	22	60	0	4	0	18	0	0	130
18		10	6	28	38	44	0	2	0	18	0	0	146
19		36	64	0	8	0	0	0	44	9	10	40	211
20													
21		0	0	40	0	0	0	0	0	19	0	0	59
22		13	18	7	35	19	0	8	6	15	0	0	121
23		13	8	34	35	24	0	0	0	16	0	0	130
24													
25		0	1	0	0	0	0	0	5	18	0	0	24
26		14	10	0	28	0	0	0	10	13	0	0	75
27													
28		16	20	42	74	35	0	7	0	20	0	0	214
29		7	14	19	38	0	0	1	0	15	0	0	94
30		4	6	32	67	46	0	0	2	14	0	0	171





## SWIM LESSON PARTICIPATION

This report is for October 8th – December 10th, 2022. At this time, we offered Monday/Wednesday Afternoons (5:00pm-7:00pm) and Saturday Mornings (8-11:15am): All 30 minutes with 10 minutes in-between for cleaning, communication, and social distancing.

### Saturdays, October 8 - December 10

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Capacity (No Privates)*
Parent/Child	1	1	10/10	0	100%
8:00am	3	3	15/15	0	100%
8:40am	3	3	16/15	0	100+%
9:20am	3	3	15/15	0	100%
10:00am	3	3	14/15	0	100%
10:40am	3	3	18/20	0	90%
<b>Totals</b>	<b>3 (avg)</b>	<b>16</b>	<b>88/90</b>	<b>0</b>	<b>98%</b>

\*Class overfilled due to extra instructors.

### Monday/Wednesday, October 3 - October 26

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Capacity (No Privates)*
5:00pm	2	2	10/10	1	100%
5:40pm	2	2	10/10	2	100%
6:20pm	2	2	10/10	0	100%
<b>Totals</b>	<b>2 (avg)</b>	<b>6</b>	<b>30/30</b>	<b>3</b>	<b>100%</b>

**SPECIAL EVENTS-** Spooky Swim (10/29)

**PROMOTIONAL DAYS:** \$1 open swim and wibit swim (monthly)

### Overview of Pool Operations:

#### Staffing:

- Review and blended learning lifeguard classes completed in December 2022.
- Additional lifeguard trainings starting February & April 2023.
- 1-year anniversary of job interest cards (69).
  - Utilize 1:00p-4:00pm for staff trainings and maintenance.

#### Programming Notes:

- **General:** We have seen consistency with staying open and general growth in our numbers since restrictions have been lifted. We have been planning and preparing for programming for Fall and early next year. We have hired 4 lifeguards since our Fall session has started.
- **Swim Lessons:** Weekday lessons will return in early January
- **Scholarship Information:** reviewing scholarship program from April 2023.
- **Private Party Rentals:** Reinstate after community parties

- **PTSA Swims:** List the PTSAs scheduled
    - 1) Midway- November 2022
    - 2) Des Moines Elementary – January 21<sup>st</sup>, 2023
    - 3) Woodmont – February 11<sup>th</sup>, 2023
    - 4) Mar Vista – March 25<sup>th</sup>, 2023
    - 5) Parkside – May 20<sup>th</sup>, 2023
  - **Alaska Airlines training dates/times**
    - February 6<sup>th</sup> & 8<sup>th</sup> (1:00pm-3:00pm)
    - March 6<sup>th</sup> & 8<sup>th</sup> (1:00pm-3:00pm)
    - May 8<sup>th</sup> & 10<sup>th</sup> (1:00pm-3:00pm)
    - June 5<sup>th</sup> & 7<sup>th</sup> (1:00pm-3:00pm)
    - July 10<sup>th</sup> & 12<sup>th</sup> (1:00pm-3:00pm)
    - August 7<sup>th</sup> and 9<sup>th</sup> (1:00pm-3:00pm)
    - September 11 & 13<sup>th</sup> (1:00pm-3:00pm)
    - October 9<sup>th</sup> & 11<sup>th</sup> (1:00pm-3:00pm)
    - November 6<sup>th</sup> & 8<sup>th</sup> (1:00pm-3:00pm)
  - **RETT (Debbie Aquatics Therapy)** from 9:15am -1:00pm Tuesdays and Thursdays.
  - **Maintenance**
    1. Aquatic Specialty Services- Monthly service (ongoing), continued bi-weekly backwashing and weekly strainer basket cleaning.
    2. Closed day after Christmas due low water pressure.
  - **Repairs/ Installs:**
    - February 17<sup>th</sup> closure (working on filter pump, moss removal, cleared out shrubs on the side of the building)
    - June (possible strainer replacement and heating coil replacement)
  - **Marketing Update**
    - March 3<sup>rd</sup>: due (Spring) Des Moines City Currents
    - Spring swim lessons to focus on email blast and PTSA contacts.
  - **Spring Update**
- Spring Schedule:** Schedule will be sent out March 2<sup>nd</sup>, 2023, and will take effect on Monday, March 6. We are awaiting confirmation, but will include:
- No High School Swim Teams
  - Evening, T/Th Lap Swim, 7:00-8:00pm
  - Shorter Saturday Open Swim Hours – 1:00-2:00pm (accommodate rentals, PTSA events and in-services)
  - SMAC – Earlier start time
  - Earlier Weekday Swim Lessons (start at 4:30pm)

**Rentals:** Below are changes coming to rentals.

- First Saturday Birthday Parties- Coming in April, 2:30-3:30pm (info. Coming out in mid-March)
- Maritime HS Robotics Club – Select Mondays, 1-2:30pm
- Scuba – Add info.

**Swim Lessons:** Next session, April – June (see below)...

- Registration Dates and Times:

	Resident	Non-Resident
<b>Current</b>	(1) <u>Current, Resident Registration:</u> Saturday – 3/18, 8:30-11:15am Monday – 3/20, 5-7pm Wednesday – 3/22, 5-7pm	(3) <u>Current, Non-Resident Registration:</u> Monday – 3/27, 5-7pm <i>Open for all three class options (Saturday, Monday &amp; Wednesday).</i>
<b>Non-Current</b>	(2) <u>Non-Current, Resident Registration:</u> Saturday – 3/25, 8:30-11:15am <i>Open for all three class options (Saturday, Monday &amp; Wednesday).</i>	(4) <u>New, Non-Resident Registration:</u> Monday – 3/27, 7-8pm <i>Open for all three class options (Saturday, Monday &amp; Wednesday).</i>

- Current, Residents that want to sign up for lessons on other days must wait until non-current, resident registration.
- Only sign up for one day, no multiple registrations
- Current session has 189/190 spots filled
- Class Dates and Times:

Class Option	Times	Dates
Monday	4:30-7pm	April 17-June 12 (No class 5/29 – Memorial Day)
Wednesday	4:30-7pm	April 19-June 14 (No class 5/31 – Memorial Day Week)
Saturday	8:30-11:15am	April 22-June 17 (No class 5/27 – Memorial Weekend)

- Class Fees:
  - Parent & Child (ages 0-4): Free (covered by grant)
  - Pre & Levels (ages 4-14): Free (covered by grant)
  - Adult (15+): Regular fees (can apply for new scholarship program)
- Other:
  - Many staff participating in track and field will affect Saturday instructor availability
  - New refund policy will be in effect for these lessons

**June Closure:** After lessons, we will be closing for summer maintenance, cleaning and trainings.

#### **Marketing Objectives to enhance our Mission:**

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

- Creating partnerships with other agencies in our community to offer opportunities for better access to our facility.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8b      **Assigned to:** District GM      **Meeting Date:** 02/28/23

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

**Subject:** Q4 Financial Report (October-December)

**Background/Summary:**

The District GM will report the Q4 financial performance of the district from budgeted to actual amounts. A PowerPoint summary will accompany quarterly revenue and expense reports, and a written report.

If you have any questions for the District GM, please email him before the meeting. Some questions may need research and may need to be addressed at a future meeting.

**Fiscal Impact:** N/A

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

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

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

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

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

**Notes:**

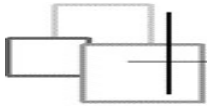
Attachments:

- Q4 PowerPoint Summary Report
- Q4 Revenue Report
- Q4 Expense Report
- Q4 Physical Summary Report



## 2022 REVENUE - 4th Quarter

Account #	Reference	Oct 2022	Nov 2022	Dec 2022	4th Quarter	YTD Balance	2022 Budget	Budget Balance	Balance %
<b>General Fund Taxes</b>									
001-000000-311-11-00-00	Property Taxes	\$353,037.49	\$109,269.47	\$5,339.16	\$467,646.12	\$1,075,519.02	\$0.00	-\$1,075,519.02	
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$1,409.30	\$184.70	\$1,594.00	\$6,211.31	\$0.00	-\$6,211.31	
	<b>Total General Fund</b>	<b>\$353,037.49</b>	<b>\$110,678.77</b>	<b>\$5,523.86</b>	<b>\$469,240.12</b>	<b>\$1,081,730.33</b>	<b>\$0.00</b>	<b>-\$1,081,730.33</b>	
<b>Charges for Goods and Services</b>									
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	100%
	<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>100%</b>
<b>Miscellaneous Revenues</b>									
001-000-000-361-11-00-00	Investment Interest	\$1,615.02	\$2,068.66	\$310.44	\$3,994.12	\$12,961.07	\$20,000.00	\$7,038.93	65%
001-000-000-367-00-00-01	Contributions/Donations ( to Scholarships/Grants)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0%
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00	\$39,397.82	\$0.00	-\$39,397.82	
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$0.00	\$109,623.61	\$109,623.61	\$109,643.10	\$0.00	-\$109,643.10	
001-000-000-369-81-00-03	MRP Cash Deposits	\$678.75	\$532.00	\$1,016.00	\$2,226.75	\$52,308.35	\$90,000.00	\$37,691.65	58%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$3,799.50	\$2,707.00	\$1,750.25	\$8,256.75	\$48,667.10	\$90,000.00	\$41,332.90	54%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$675.00	\$200.00	\$173.00	\$1,048.00	\$1,635.00	\$0.00	-\$1,635.00	
	<b>Total Revenue</b>	<b>\$6,768.27</b>	<b>\$5,507.66</b>	<b>\$112,873.30</b>	<b>\$125,149.23</b>	<b>\$264,612.44</b>	<b>\$300,000.00</b>	<b>\$35,387.56</b>	<b>88%</b>
<b>Capital Projects/Reserve</b>									
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$19.49	\$0.00	\$0.00	\$19.49	\$19.49	\$175,000.00	\$174,980.51	0%
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Total Capital Projects/Reserve</b>	<b>\$19.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19.49</b>	<b>\$19.49</b>	<b>\$175,000.00</b>	<b>\$174,980.51</b>	<b>0%</b>
	<b>Grand Total Revenue</b>	<b>\$359,825.25</b>	<b>\$116,186.43</b>	<b>\$118,397.16</b>	<b>\$594,408.84</b>	<b>\$1,371,362.26</b>	<b>\$500,000.00</b>	<b>\$174,980.51</b>	<b>274%</b>



2022 EXPENDITURES - 4th Quarter

Category/ Acct #	Reference	Oct 2022	Nov 2022	Dec 2022	4th Quarter Totals	YTD Expense	2022 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>									
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,175.60	\$822.97	\$235.12	\$2,233.69	\$11,716.04	\$21,000.00	\$9,283.96	55.79%
001-000-000-576-20-10-01	District Manager - Wage	\$4,354.84	\$6,271.21	\$6,050.12	\$16,676.17	\$74,748.13	\$95,500.00	\$20,751.87	78.27%
001-000-000-576-20-10-02	District Clerk -Wage	\$3,903.34	\$3,940.52	\$5,094.05	\$12,937.91	\$35,072.10	\$32,168.14	(\$2,903.96)	109.03%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$5,216.17	\$7,806.40	\$5,216.17	\$18,238.74	\$66,922.92	\$84,000.00	\$17,077.08	79.67%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$4,345.89	\$4,345.29	\$4,348.48	\$13,039.66	\$66,836.76	\$126,000.00	\$59,163.24	53.05%
001-000-000-576-21-30-01	Lifeguards	\$10,815.65	\$6,892.63	\$6,760.50	\$24,468.78	\$127,008.92	\$217,360.00	\$90,351.08	58.43%
001-000-000-576-21-30-02	Instructors	\$2,501.99	\$11,847.07	\$6,979.81	\$21,328.87	\$79,067.15	\$95,000.00	\$15,932.85	83.23%
001-000-000-576-21-32-02	Head Lifeguards	\$1,285.30	\$617.89	\$926.44	\$2,829.63	\$32,070.35	\$38,601.76	\$6,531.41	83.08%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
001-000-000-576-20-21-19	Payroll Taxes	\$2,367.56	\$2,533.13	\$2,401.44	\$7,302.13	\$32,588.87	\$41,995.79	\$9,406.92	77.60%
001-000-000-576-21-21-19		\$8,646.05	\$8,480.48	\$8,039.59	\$25,166.12	\$112,576.85	\$140,794.61	\$28,217.76	79.96%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$0.00	\$0.00	\$387.17	\$13,999.57	\$13,612.40	2.77%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,308.30	\$1,308.30	0.00%
001-000-000-576-21-33-00	Sick Pay	\$2,854.87	\$778.28	\$220.07	\$3,853.22	\$6,168.03	\$1,622.40	(\$4,545.63)	380.18%
	<b>Total Salaries &amp; Wages</b>	<b>\$47,467.26</b>	<b>\$54,335.87</b>	<b>\$46,271.79</b>	<b>\$148,074.92</b>	<b>\$645,163.29</b>	<b>\$916,850.57</b>	<b>\$271,687.28</b>	<b>70.37%</b>
<b>Personal Benefits</b>									
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$3,192.99	\$6,138.36	\$650.50	\$9,981.85	\$30,617.42	\$12,799.13	(\$17,818.29)	239.21%
001-000-000-576-21-22-30		\$2,945.37	\$0.00	\$1,395.66	\$4,341.03	\$20,966.33	\$42,849.25	\$21,882.92	48.93%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$135.00	\$135.00	\$405.00	\$1,599.00	\$2,000.00	\$401.00	79.95%
	<b>Total Personal Benefits</b>	<b>\$6,273.36</b>	<b>\$6,273.36</b>	<b>\$2,181.16</b>	<b>\$14,727.88</b>	<b>\$53,182.75</b>	<b>\$57,648.38</b>	<b>\$4,465.63</b>	<b>92.25%</b>
<b>Grants</b>									
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	#DIV/0!
001-000-000-337-20-00-01	King County Youth Athletic Sports	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	#DIV/0!
	<b>Total Grants</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#DIV/0!</b>
<b>Office Supplies</b>									
001-000-000-576-20-31-00	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$756.71	\$230.00	(\$526.71)	329.00%
001-000-000-576-21-35-03		\$0.00	\$0.00	\$0.00	\$0.00	\$312.49	\$770.00	\$457.51	40.58%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$0.00	\$0.00	\$0.00	\$16.46	\$2,000.00	\$1,983.54	0.82%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$0.00	\$0.00	\$0.00	\$2,351.41	\$4,000.00	\$1,648.59	58.79%
	<b>Total Office Supplies</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,437.07</b>	<b>\$7,000.00</b>	<b>\$3,562.93</b>	<b>49.10%</b>
<b>Maintenance &amp; Repair Supplies</b>									
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$0.00	\$0.00	\$0.00	\$1,330.93	\$3,000.00	\$1,669.07	44.36%
001-000-000-576-21-35-02	Janitorial Supplies & Services	\$0.00	\$0.00	\$0.00	\$0.00	\$4,532.06	\$7,000.00	\$2,467.94	64.74%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,862.99</b>	<b>\$10,000.00</b>	<b>\$4,137.01</b>	<b>58.63%</b>
<b>Pool Supplies</b>									
001-000-000-576-21-40-00	Employee Recognition	\$0.00	\$0.00	\$0.00	\$0.00	\$959.81	\$1,000.00	\$40.19	95.98%
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00	0.00%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$0.00	\$0.00	\$0.00	\$4,227.71	\$2,000.00	(\$2,227.71)	211.39%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,016.84	\$2,000.00	\$983.16	50.84%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$4,597.02	\$3,500.00	(\$1,097.02)	131.34%
	<b>Total Pool Supplies</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,801.38</b>	<b>\$26,000.00</b>	<b>\$15,198.62</b>	<b>41.54%</b>
<b>Pool Equipment</b>									
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00	0.00%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$938.86	\$5,000.00	\$4,061.14	18.78%
	<b>Total Pool Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$938.86</b>	<b>\$6,100.00</b>	<b>\$5,161.14</b>	<b>0.00%</b>
<b>Professional Svcs - Front Offc</b>									
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$75.00	\$0.00	\$75.00	\$75.00	\$5,000.00	\$4,925.00	1.50%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,155.00	\$302.50	\$0.00	\$1,457.50	\$9,133.75	\$14,000.00	\$4,866.25	65.24%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$0.00	\$1,205.00	\$1,205.00	\$1,205.00	\$2,500.00	\$1,295.00	48.20%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,416.00	\$1,643.35	\$0.00	\$3,059.35	\$16,216.69	\$22,000.00	\$5,783.31	73.71%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$19.45	\$56.07	\$0.00	\$75.52	\$810.27	\$460.00	(\$350.27)	176.15%
001-000-000-576-21-49-10		\$0.00	\$31.44	\$0.00	\$31.44	\$440.16	\$1,540.00	\$1,099.84	28.58%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$0.00	\$0.00	\$4,954.50	\$5,500.00	\$545.50	90.08%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$0.00	\$0.00	\$0.00	\$449.90	\$1,500.00	\$1,050.10	29.99%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$497.26	\$497.26	\$961.26	\$1,955.78	\$7,030.22	\$7,700.00	\$669.78	91.30%
001-000-000-576-21-42-09	Timekeeping	\$0.00	\$0.00	\$0.00	\$0.00	\$2,113.92	\$2,500.00	\$386.08	84.56%
	<b>Total Prof Services-Front Offc</b>	<b>\$3,087.71</b>	<b>\$2,605.62</b>	<b>\$2,166.26</b>	<b>\$7,859.59</b>	<b>\$42,429.41</b>	<b>\$62,700.00</b>	<b>\$20,270.59</b>	<b>67.67%</b>
<b>Professional Svcs - Maintenance</b>									
001-000-000-576-20-41-09	District Janitorial Services	\$90.00	\$90.00	\$0.00	\$180.00	\$900.00	\$0.00	(\$900.00)	#DIV/0!
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (See COVID)	\$0.00	\$1,932.26	\$0.00	\$1,932.26	\$11,139.92	\$3,500.00	(\$7,639.92)	318.28%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$340.22	\$291.14	\$0.00	\$631.36	\$2,682.17	\$5,000.00	\$2,317.83	53.64%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$0.00	\$0.00	\$945.96	\$500.00	(\$445.96)	189.19%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$604.34	\$604.34	\$0.00	\$1,208.68	\$6,252.26	\$7,200.00	\$947.74	86.84%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$75.81	\$90.67	\$0.00	\$166.48	\$1,128.61	\$1,750.00	\$621.39	64.49%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$0.00	\$0.00	\$0.00	\$4,782.74	\$22,000.00	\$17,217.26	21.74%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$714.62	\$369.52	\$0.00	\$1,084.14	\$10,202.85	\$6,000.00	(\$4,202.85)	170.05%
	<b>Total Prof Services-Maintenance</b>	<b>\$1,824.99</b>	<b>\$3,377.93</b>	<b>\$0.00</b>	<b>\$5,202.92</b>	<b>\$38,034.51</b>	<b>\$49,450.00</b>	<b>\$12,315.49</b>	<b>76.92%</b>
<b>Repairs &amp; Maintenance</b>									
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$4,782.74	\$1,481.67	\$706.84	\$6,971.25	\$50,986.75	\$100,000.00	\$49,013.25	50.99%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%



Category/ Acct #	Reference	Oct 2022	Nov 2022	Dec 2022	4th Quarter Totals	YTD Expense	2022 Budget	Budget Balance	% of Budget
001-000-000-576-21-48-03	Budget Contingency (Backup to Maint Svcs)	\$0.00	\$0.00	\$0.00	\$0.00	\$6,963.83	\$34,700.00	\$27,736.17	20.07%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$4,782.74</b>	<b>\$1,481.67</b>	<b>\$706.84</b>	<b>\$6,971.25</b>	<b>\$57,950.58</b>	<b>\$136,700.00</b>	<b>\$78,749.42</b>	<b>42.39%</b>
<b>Communications</b>									
001-000-000-576-20-41-02	Web Design & Maintenance	\$97.50	\$195.00	\$0.00	\$292.50	\$4,680.00	\$2,000.00	(\$2,680.00)	234.00%
001-000-000-576-20-41-10	MS Subscription MS Office 365	\$0.00	\$0.00	\$0.00	\$0.00	\$836.79	\$920.00	\$83.21	90.96%
001-000-000-576-21-42-01		\$0.00	\$0.00	\$0.00	\$0.00	\$2,023.64	\$3,080.00	\$1,056.36	65.70%
001-000-000-576-21-42-07	Postage and Mailing	\$0.00	\$0.00	\$0.00	\$0.00	\$265.66	\$1,000.00	\$734.34	26.57%
001-000-000-576-21-42-13	Scheduling (Omnify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.00	\$1,300.00	0.00%
001-000-000-576-21-42-20	Telephone/Internet (Comcast)	\$0.00	\$0.00	\$0.00	\$0.00	\$3,434.47	\$3,500.00	\$65.53	98.13%
001-000-000-576-21-42-14	Elevate Phone System	\$227.58	\$0.00	\$0.00	\$227.58	\$2,028.74	\$4,600.00	\$2,571.26	44.10%
001-000-000-576-20-42-03		\$0.00	\$0.00	\$0.00	\$0.00	\$300.55	\$69.00	(\$231.55)	435.58%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$0.00	\$0.00	\$0.00	\$0.00	\$115.60	\$231.00	\$115.40	50.04%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg.Zoom)	\$0.00	\$0.00	\$0.00	\$0.00	\$432.84	\$400.00	(\$32.84)	108.21%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$0.00	\$0.00	\$0.00	\$590.00	\$800.00	\$210.00	73.75%
	<b>Total Communications</b>	<b>\$325.08</b>	<b>\$195.00</b>	<b>\$0.00</b>	<b>\$520.08</b>	<b>\$14,708.29</b>	<b>\$17,900.00</b>	<b>\$3,191.71</b>	<b>82.17%</b>
<b>Training &amp; Travel</b>									
001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.75	\$750.00	\$749.25	0.10%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,309.73	\$750.00	(\$559.73)	174.63%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,876.00	\$3,000.00	\$1,124.00	62.53%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-21-43-07		\$0.00	\$0.00	\$0.00	\$0.00	\$799.00	\$3,120.00	\$2,321.00	25.61%
001-000-000-576-20-43-07	Management Staff Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$880.00	\$880.00	0.00%
	<b>Total Training &amp; Travel</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,985.48</b>	<b>\$15,000.00</b>	<b>\$11,014.52</b>	<b>26.57%</b>
<b>Advertising</b>									
001-000-000-576-20-41-07	District Advertising	\$1,346.75	\$0.00	\$595.00	\$1,941.75	\$7,283.81	\$10,000.00	\$2,716.19	72.84%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,499.04	\$4,499.04	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,474.47	\$2,474.47	0.00%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$0.00	\$0.00	\$0.00	\$285.72	\$500.00	\$214.28	57.14%
	<b>Total Advertising</b>	<b>\$1,346.75</b>	<b>\$0.00</b>	<b>\$595.00</b>	<b>\$1,941.75</b>	<b>\$7,569.53</b>	<b>\$17,473.51</b>	<b>\$9,903.98</b>	<b>43.32%</b>
<b>Rentals &amp; Leases</b>									
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$717.50	\$0.00	\$1,435.00	\$7,892.50	\$2,500.00	(\$5,392.50)	315.70%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$0.00	\$0.00	\$0.00	\$3,025.00	\$4,000.00	\$975.00	75.63%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00	\$5,000.00	\$4,820.00	3.60%
001-000-00-576-20-45-05	Meeting Room Rental (HSD)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
	<b>Total Rentals &amp; Leases</b>	<b>\$717.50</b>	<b>\$717.50</b>	<b>\$0.00</b>	<b>\$1,435.00</b>	<b>\$11,097.50</b>	<b>\$17,500.00</b>	<b>\$402.50</b>	<b>63.41%</b>
<b>Utilities</b>									
001-000-000-576-21-47-00	Electricity (PSE)	\$0.00	\$2,703.42	\$2,703.42	\$5,406.84	\$98,998.95	\$99,000.00	\$1.05	100.00%
001-000-000-576-21-47-02	Water (Highline)	\$0.00	\$540.34	\$1,151.83	\$1,692.17	\$7,300.44	\$9,000.00	\$1,699.56	81.12%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$810.06	\$1,932.26	\$0.00	\$2,742.32	\$5,960.29	\$2,500.00	(\$3,460.29)	238.41%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$771.76	\$0.00	\$771.76	\$3,313.88	\$4,000.00	\$686.12	82.85%
	<b>Total Utilities</b>	<b>\$810.06</b>	<b>\$5,947.78</b>	<b>\$3,855.25</b>	<b>\$10,613.09</b>	<b>\$115,573.56</b>	<b>\$114,500.00</b>	<b>(\$1,073.56)</b>	<b>100.94%</b>
<b>Insurance</b>									
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$0.00	\$0.00	\$0.00	\$21,614.00	\$23,000.00	\$1,386.00	93.97%
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,614.00</b>	<b>\$23,000.00</b>	<b>\$1,386.00</b>	<b>93.97%</b>
<b>Miscellaneous</b>									
001-000-000-576-21-40-20	Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$1,732.70	\$18,000.00	\$16,267.30	9.63%
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
001-000-000-576-20-49-00	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$1,258.17		(\$1,258.17)	
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$0.00	\$3,215.50	\$0.00	\$3,215.50	\$3,944.27	\$4,000.00	\$55.73	98.61%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$360.03	\$0.00	\$360.03	\$1,422.62	\$2,000.00	\$577.38	71.13%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$7,804.69	\$4,000.00	(\$3,804.69)	195.12%
001-000-000-334-05-10-01	SEEK Grant	\$357.75	\$0.00	\$11,391.07	\$11,748.82	\$75,771.27	\$80,000.00	\$4,228.73	94.71%
001-000-000-576-20-51-50	Background checks	\$116.00	\$116.00	\$0.00	\$232.00	\$1,580.00	\$2,000.00	\$420.00	79.00%
	<b>Total Miscellaneous</b>	<b>\$473.75</b>	<b>\$3,691.53</b>	<b>\$11,391.07</b>	<b>\$15,556.35</b>	<b>\$93,513.72</b>	<b>\$110,250.00</b>	<b>\$468.98</b>	<b>84.82%</b>
<b>Intergovernmental Services</b>									
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$0.00	\$0.00	\$167.35	\$1,000.00	\$832.65	16.74%
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-00	King Cty Election costs	\$0.00	\$0.00	\$0.00	\$0.00	\$59,659.52	\$45,000.00	(\$14,659.52)	132.58%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$0.00	\$0.00	\$0.00	\$3,218.70	\$2,000.00	(\$1,218.70)	160.94%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$0.00	\$0.00	\$0.00	\$759.60	\$2,000.00	\$1,240.40	37.98%
	<b>Total Intergov Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$63,805.17</b>	<b>\$58,000.00</b>	<b>(\$5,805.17)</b>	<b>110.01%</b>
<b>Capital *</b>									
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$0.00	\$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	\$11,826.25	\$75,000.00	\$63,173.75	15.77%
001-000-000-594-76-41-06	Plumbing Upgrade (Aquatic Spec)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,826.25</b>	<b>\$86,500.00</b>	<b>\$74,673.75</b>	<b>15.77%</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$26,366.02</b>	<b>\$26,612.14</b>	<b>\$16,366.23</b>	<b>\$69,344.39</b>	<b>\$343,550.54</b>	<b>\$466,545.57</b>	<b>\$47,913.76</b>	<b>73.64%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$47,021.67</b>	<b>\$52,014.12</b>	<b>\$50,801.14</b>	<b>\$149,836.93</b>	<b>\$846,117.55</b>	<b>\$1,179,526.89</b>	<b>\$409,180.61</b>	<b>71.73%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,826.25</b>	<b>\$86,500.00</b>	<b>\$74,673.75</b>	<b>13.67%</b>
<b>GRAND TOTALS</b>		<b>\$73,387.69</b>	<b>\$78,626.26</b>	<b>\$67,167.37</b>	<b>\$219,181.32</b>	<b>\$1,201,494.34</b>	<b>\$1,732,572.46</b>	<b>\$531,768.12</b>	<b>69.35%</b>

**Fourth Quarter (Q4) 2022 Financial Status Report**  
**DES MOINES POOL M.P.D./ MOUNT RAINIER POOL**  
**February 28, 2023**

October through December 2022, 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 4<sup>th</sup> quarter results for fiscal year 2022.

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, 2022, are:

- General Fund – \$1,333,821.68
  - Capital Reserve - \$ 525,000.00
- Total Available Funds \$1,858,821.68

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

**REVENUES**

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

	<b>Budget</b>	<b>YTD</b>	<b>%</b>
Beginning Balance	\$1,000,000	\$1,333,821.68	118%
Taxes	\$1,077,572	\$1,081,730.33	100.4%
Charges for Service*	\$25,000	\$25,000	100%
Misc./Interest	\$20,000	\$12,967.01	65%
Over the Counter**	\$180,000	\$251,651.37**	140%
Transfer from Reserves	\$75,000	\$105,000	140%

*\*Normandy Park Payment was made in July 2022.*

*\*\*Includes revenues from SEEK and KCYAS Grants. DMLF grant revenue will be collected in 2023.*

The primary revenue source for the District is the collection of property taxes. Property tax is collected in April/May and then again in Oct/November. The 4th quarter results reflect this cash flow cycle with

the exception of the beginning fund balance. The ending fund balance from 2022 was greater than forecasted which provides the district with a surplus to start the year (2023) of \$433,821.68.

The Expenditure report for December 31 reflects the activities of the district, which have been segregated into departments &/or categories. I have summarized the budget appropriations for each function to allow you to analyze the activities separate from one another.

	<b>Budget</b>	<b>YTD</b>	<b>%</b>
Administration	\$466,546	\$363,550.54	73.64%
Operations	\$1,179,527	\$846,117.55	71.73%
Capital Reserve	\$86,500	\$11,826.25	13.67%
Transfer to Reserves	\$75,000.00	\$105,000.00	140%
Totals	\$1,732,572	\$1,201,494.34	69.35% (100%)

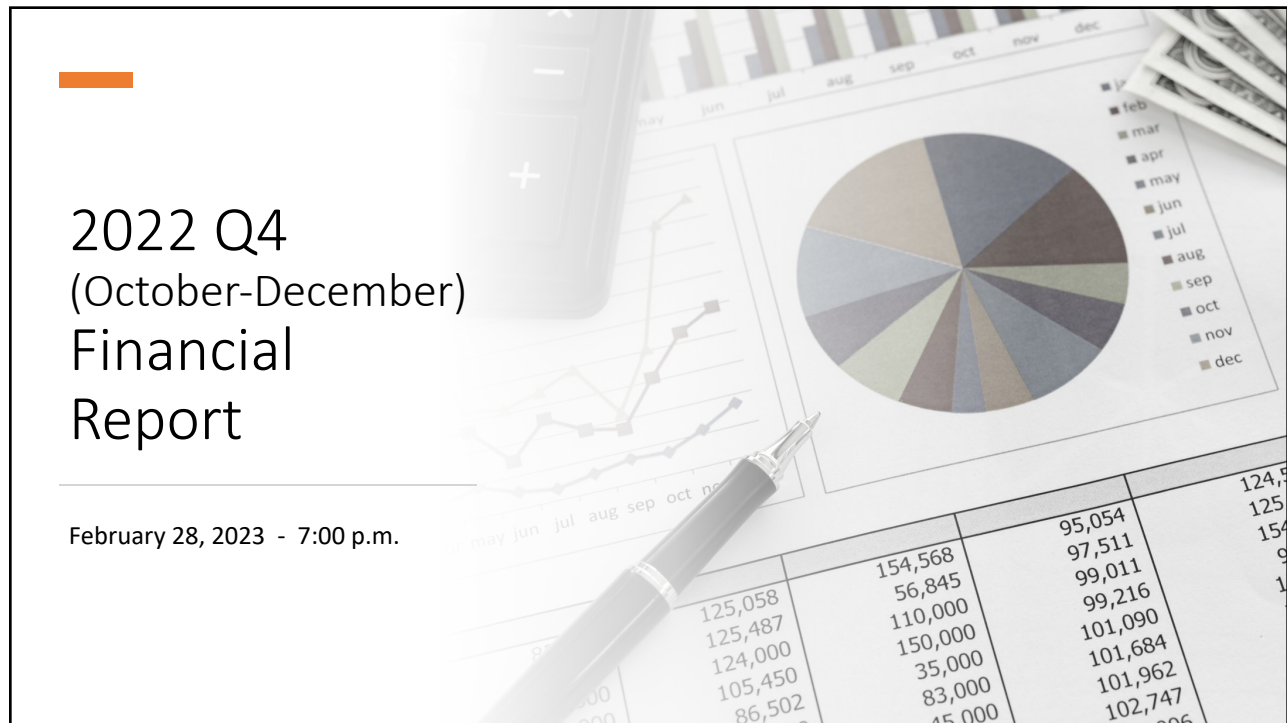
Each of these departments has individual line-item allocations via the annual budget process. The monthly expenditure reports reflect the line-item detail. The year-to-date totals for administration and pool facility operations are within the budget expectation of 100% for the fourth quarter. Variances 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, 2022, are at 69.35% of budget. This is well under the anticipated level of 100%.

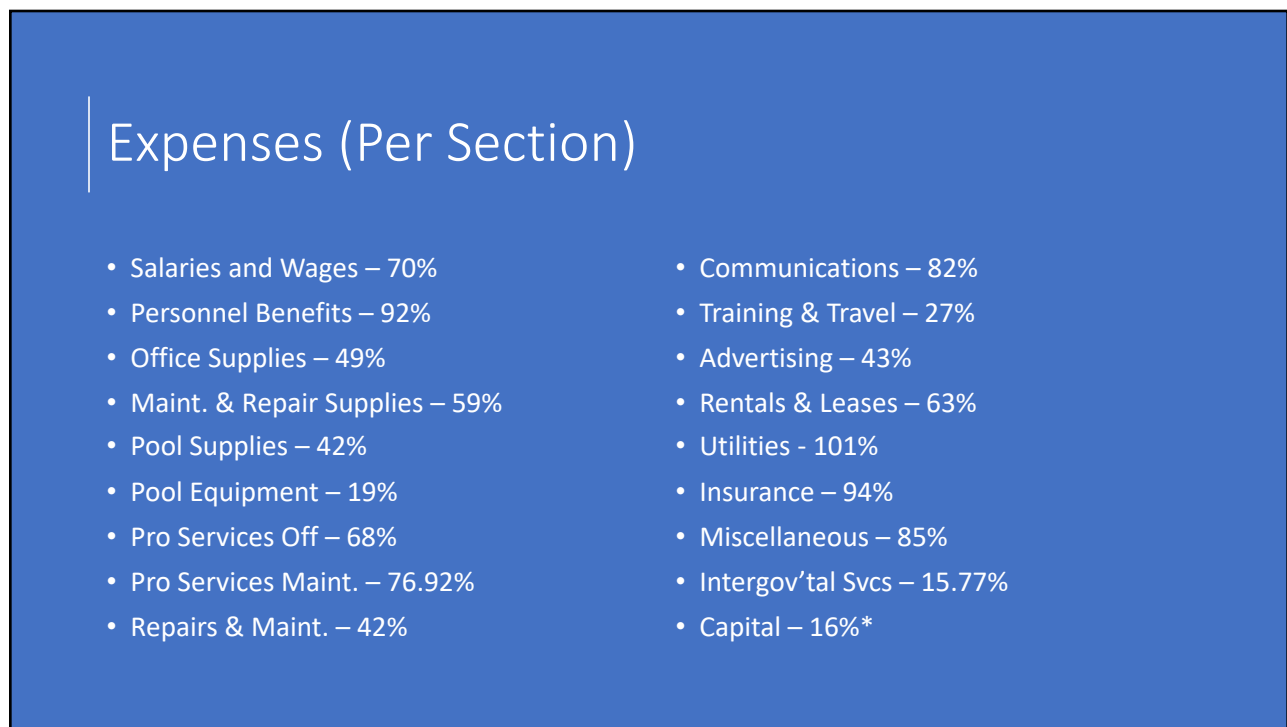
As previously stated, the 1<sup>st</sup> and 2<sup>nd</sup> quarter activities of the district were minimal due to Covid-19 and building up our operations. The next quarterly report will be presented to the board at its April meeting for the first quarter (Q1) of 2023 (January through March). The District will also be compiling this information into its annual financial report that will be due to the state on May 31, 2023.

#### **MORE INFORMATION**

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



1



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## Expenses (Overall)

- Administration – 74%
- Operations – 72%
- Capital – 14%\*
- Transfer to Capital – 140%
- OVERALL – 69%



3

## Revenues

### Estimated

- Taxes - \$1,008,202
- NP Fees - \$25,000
- Misc Revenues - \$140,000
- Capital Reserve – Up to \$175,000

### Actual

- Taxes - \$1,081,730.33
- NP Fees - \$25,000
- Misc (MRP + Interest) Revenues - \$264,612.44
- Capital Reserve - \$105,000\*

\* Capital Reserve Transfer includes \$75,000 plus unused Maintenance Service, Non-Contracted of \$30,000. Held remaining balance for capital projects in 2023 (parking lot gate).

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## 2023 Upcoming Non-Monthly Expenses/Revenue

### Expenses

- WCIA - \$39,073
- Stemper Study – Various
- Gate – Up to \$20k (Spring)
- Unforeseen repairs when needed
  - Plumbing
  - Boiler

### Revenue

- KCYAS/DMLF Grants - \$24,999
- KCYAS Grant - \$5,000 – Spring 2023
- KCYAS Grant - \$100,000 (Study) - Various
- Normandy Park - \$25,000 (ILA) – July
- Swim Teams – Seasonally
- MRHS – Over \$5,000 - Bill coming Soon

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## Questions

2022 Q4 Meeting  
February 28, 2023

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## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District GM Meeting Date: 02/28/23

Under: Old Business Attachment: Yes

**Subject:** Land Survey Agreement (Financial Committee Approval)

**Background/Summary:**

The District GM worked with the Finance Committee per [Policy 520 Procurement; Section 4.3](#) received approval from the Finance Committee to move forward with the land survey. The survey came in substantially lower than expected (see attached). In an attempt to keep the aquatic feasibility study moving to have actionable information for the 2024 budget, the District GM chose to pursue this course of action.

The public records request came back with information that was minimal and almost 20 years old, so it is good we pursued the survey.

The survey will be a subcontracted project under Stemper Architects.

**Fiscal Impact:** Up to \$13,000 for project, plus applicable taxes.

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

Reviewed by District Legal Counsel: Yes X No        Date:       

<b>Two Touch Rule:</b>	<u>01/20/23</u>	Committee Review
	<u>01/17/23</u>	First Board Meeting (Informational)
	<u>02/28/23</u>	Second Board Meeting (Action)

**Action Taken:** Adopted        Rejected        Postponed       

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

**Notes:**

- Land Survey Agreement
- Mount Rainier Pool Parcel Map
- [Policy 520, Procurement \(also found on Governance Page of Mtrainierpool.com\)](#)

# TERRANE

## Service Proposal

MELODY LEUNG

1/19/2023

425.458.4488

[info@terrane.net](mailto:info@terrane.net)

[terrane.net](http://terrane.net)



TIME. DISTANCE. IMAGINATION.

# We are the measure.

Terrane is alone in its scale of services, communication, and talent to accurately, rapidly, and successfully respond to all land surveying needs — from residential, commercial, telecommunications and everything in between.

One measure of space is time. Another is distance. The third is imagination. The ability to recast the framework of what exists into new opportunities. New industries. New evolutions in technologies that elevate products, methodologies, services.

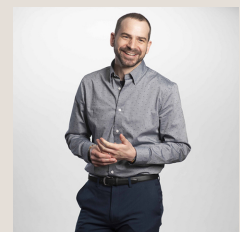
As land surveyors, our business is the measurement of space: the essential linchpin in spatial development and improvements for public, private, and residential sectors. There is zero margin for error. But precision is just the beginning.

We measure our success against three unitary principles. Speed. Dialogue. Ease

- Rapid responsiveness to requests and project needs
- Effective and meaningful client communications
- Transparent and transformative

These principles, backed by the sheer scale of our services, place Terrane as the land surveyor of choice for seasoned developers, top-notch builders, discerning homeowners, and wireless development professionals.

We love what we do. We care about your project. We have uniquely qualified teams standing by to assist. And we pick up the phone.



Danny Slager

Business Development Director -  
Boundary/Topo

## SPEED

We have the scale, tools, and proven approach to prioritize you, your budget, and your schedule. Ready for speed?

## DIALOGUE

We provide the clarity and immediacy to rescue you from stress while saving you time and money. Ready for clear, honest, and consistent communication?

## EASE

Our experts are equipped with proprietary technology to nail your biggest surveying challenges effortlessly. Ready for easy?

PROPOSAL OF SERVICE: JOB #230087-A

PRESENTED TO

Melody Leung  
4000 Delridge Way SW  
Suite 200  
Seattle, WA 98106

Dear Melody Leung,

Per your request, please see our proposed scope of work, associated costs, and terms & conditions. To authorize us to proceed, please digitally and securely sign below and follow next steps as prompted. Please note this is a new proposal and payment system we are adapting to help streamline the process, so feel free to reach out to me with any questions, comments, or concerns; I'm happy to help. Thank you for the opportunity to prepare this proposal. We truly look forward to working with you and the team on the project!

PROJECT LOCATION

22722 19th Ave S , Des Moines , Washington,  
98198

Sincerely,  
Danny Slager  
Business Development Director - Boundary/Topo

PARCEL #

1622049005

SCOPE

Partial Boundary + Partial Topographic Survey

SERVICE NAME	DESCRIPTION	PRICE
Partial Boundary + Partial Topographic Survey	<ul style="list-style-type: none"><li>• Compute parcel for boundary determination, plotting bearings and dimensions, establish survey control to site and perform a partial boundary survey within the limited mapping area only.</li><li>• Locate lines of occupation / fences and plot encroachments, if any, within limited mapping area only.</li><li>• Note lot corners are not required / not physically set.</li><li>• Perform a topographic survey of the project area [see markup for mapping limits] (2 foot contours, NAVD 88 Datum).</li><li>• Topography to include spot elevations, structures, eaves, decks, walls, rockeries, stairs, improvements, surfaces, significant trees &amp; drip-lines, street, overhead power, visible utilities &amp; inverts, parking lot, parking space lines, site benchmark(s), etc. in project area/limited mapping area only.</li><li>• Prepare a drawing showing the above (24" x 36" PDF &amp; CAD).</li></ul> <p><i>If requested to compute and plot easements, client to provide a current Title Report with supporting documents prior to survey. A current title report would be required to confirm all easements of record for computing and verification. If preferred by client, Terrane can coordinate and order a subdivision guarantee title report and pass along the fee (estimated at ± \$385) plus an additional 3% service fee. If asked to perform title review after completion of the survey, additional fees would apply for the update.</i></p> <p><b>**Have questions on the County record of survey? Just ask your project coordinator or director - we're happy to assist.</b></p>	\$10,850.00

Additional Fees

- \*\* + \$487.50 for County Record of Survey Preparation and Processing (only if required)

**TIMELINE**

10-12 business days

Target for Drawing Delivery from Signed Proposal/Receipt of Deposit

**PAYMENT TERMS**

Terrane will accept payment through Credit Card or ACH, with 50% of the total fee charged up front and the remaining 50% due 48 hours after completion of the deliverable(s). Your payment information will be securely stored through Stripe.

**TERMS OF SERVICE**

The Terms and Conditions attached or transmitted with this Proposal are incorporated and made part of the agreement with you. By signing below and returning an executed copy of this Proposal to us, you are (1) authorizing us to proceed with the work outlined in the Proposal, (2) acknowledging that you received and read the Terms and Conditions, (3) acknowledging that you are bound by the Terms and Conditions, and (4) acknowledging that the Terms and Conditions are a material inducement to entering the agreement with you.

**Signature:**

**Date:**

## TERMS & CONDITIONS FOR SERVICE

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### Section 1.0 – Relationship of the Parties

The Agreement between Client and Terrane shall mean the Proposal, these Terms and Conditions, and any attachments referenced in the Proposal. The relationship between the parties shall be limited to the obligations of this Agreement. This is an exclusive relationship, solely for the benefit of Client, and no third party beneficiaries are intended by this Agreement.

### Section 2.0 – Scope of Work

Terrane shall perform the services specified in Terrane's Proposal, which is attached to these Terms and Conditions.

### Section 3.0 – Payment

Client shall pay Terrane in accordance with the Proposal. Invoices will be submitted once a month based on work performed during the prior month. Payment will be due upon receipt. Interest will be added to accounts 30 days in arrears. All expenses incurred by Terrane for liening or collecting any delinquent amount including, without limitation, attorney and filing fees, shall be paid to Terrane by Client.

### Section 4.0 – Insurance

Terrane shall procure and maintain, at its sole cost and expense, insurance deemed appropriate to cover its work. Certificates are available upon request.

### Section 5.0 – Indemnification

Terrane shall indemnify and hold Client, its officers, agents and employees harmless from and against any and all claims, defense, costs, including reasonable attorneys' fees, damages and other liabilities arising out of and to the extent of the negligence or intentionally wrongful acts or omissions of Terrane, its officers, agents or employees. To the fullest extent permitted by law, Client agrees to indemnify, and hold Terrane, its agents, subcontractors, and employees harmless from and against any and all claims, defense costs, including attorneys' fees, damages, and other liabilities arising out of or in any way related to the work or this Agreement; provided that Client shall not indemnify Terrane against liability for damages to the extent caused by or resulting from the negligence or intentionally wrongful acts or omissions of Terrane, its agents, subcontractors, or employees.

### Section 6.0 – Standard of Care

Terrane's services shall be performed in accordance with the standard of care of its profession which means generally accepted surveying practices, in the same or similar localities, related to the nature of the work accomplished, at the time the services are performed. Subject to this standard of care, Terrane makes no express or implied warranties regarding its services.

### Section 7.0 – Right of Entry

Client has responsibility for obtaining a right of entry to the property. The right of entry shall allow Terrane, its agents, subcontractors, and employees to enter the property from time to time, as necessary, to perform all acts, studies, and research pursuant to the agreed services.

### Section 8.0 – Use of Documents

Reports, surveys, and other materials resulting from Terrane's efforts are intended solely for purposes of this Agreement; any reuse by Client or others for purposes outside of this Agreement, without Terrane's written permission, shall be at the user's sole risk.

### Section 9.0 – Construction Staking

Once Terrane completes its construction staking, it cannot be responsible for the security of the job site and for any improper moving or relocation of the stakes by third parties after Terrane leaves the site. To minimize this risk, Terrane recommends that the Contractor commence construction as soon as possible after Terrane completes the staking. In no event should Contractor rely on the location of construction staking 30 days after Terrane completes the staking. Contractor should contact Terrane to confirm the location of construction staking if 30 days has elapsed after Terrane completes the staking or if reasonable suspicion exists that the stakes have been moved.

### Section 10.0 – Limitation of Liability

Client expressly agrees that to the fullest extent permitted by law, Terrane's maximum liability to Client for claims arising from Terrane's acts, errors, or omissions in the performance of its work, shall be the amount of Terrane's fee for professional services or \$25,000, whichever is greater. Upon request of Client, Terrane may increase this limit for a higher fee commensurate with the increased risk to Terrane, and this paragraph will be amended. As used in this paragraph, the term "liability" means liability of any kind, whether in contract (including breach of

warranty), in tort (including negligence), in strict liability, or otherwise, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to Terrane's services or the services of Terrane's subcontractors, officers, directors, and employees from any cause(s). Neither party shall be liable for any claims of loss of profits or any other indirect, incidental, or consequential damages of any nature whatsoever.

### Section 11.0 – Instruments of Service

Drawings, and other documents and information, including those in electronic form, prepared by Terrane are instruments of service for use solely with respect to the project. Terrane shall retain all ownership rights, including without limitation, all common law, statutory and other reserved rights such as copyrights in the drawings, documents and other information. Terrane grants Client a nonexclusive license to reproduce the instruments of service solely for the purposes of constructing, using and maintaining the project. Any other use of the instruments of service that is not authorized by Terrane shall be at Client's sole risk without liability to Terrane.

### Section 12.0 – Severability and Survival

Any element of this Agreement later held to violate a law shall be deemed void, and all remaining provisions shall continue in force. All terms and conditions of this Agreement allocating liability between Client and Terrane shall survive the completion of the services hereunder and the termination of this Agreement.

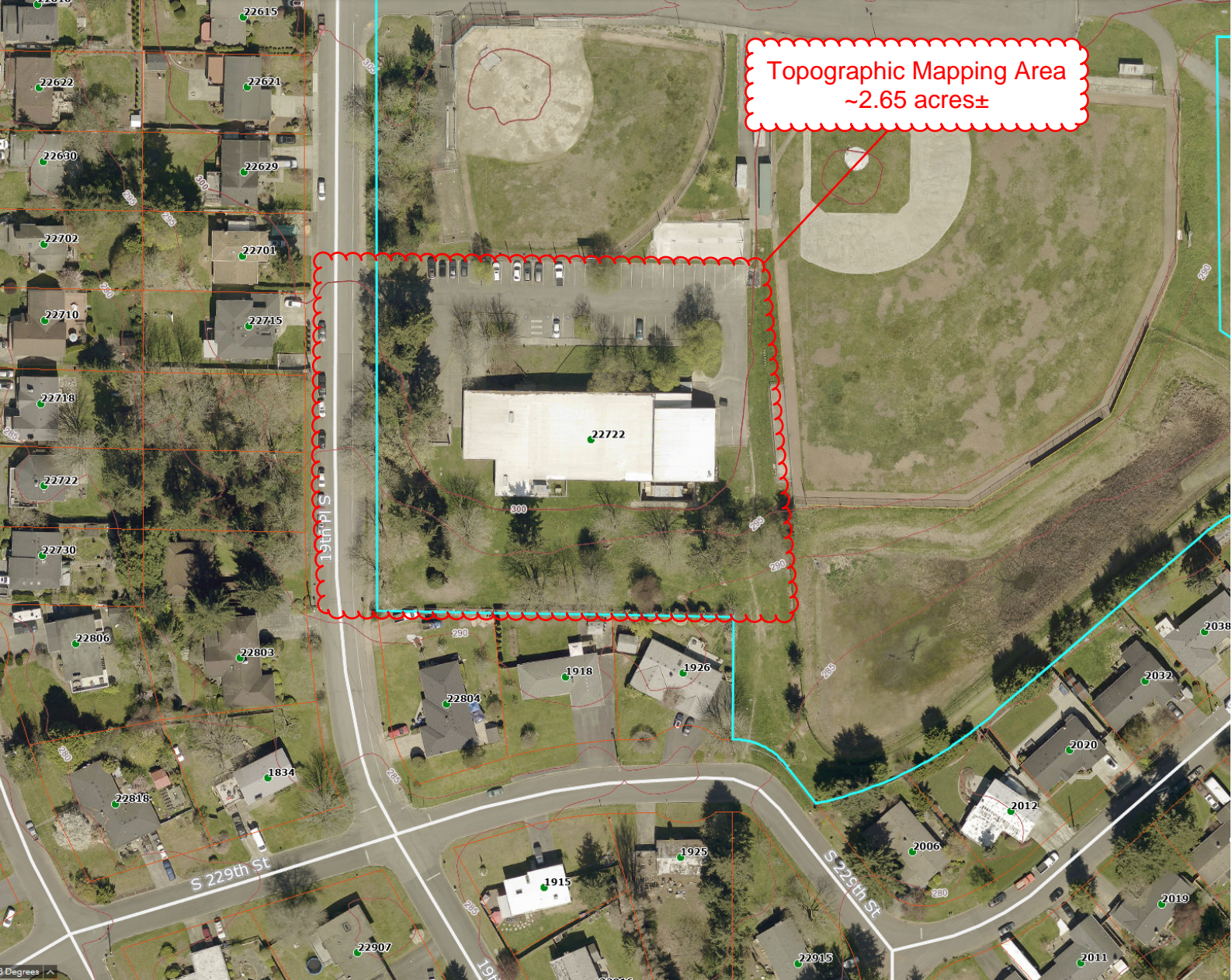
### Section 13.0 – Interpretations and Time Bar to Legal Action

Interpretations and enforcement of this Agreement shall be governed by the laws of the State of Washington. All legal actions by either party against the other shall be barred after one year has passed from the time the claimant knew or should have known of its claim and under no circumstances shall be initiated after two years have passed from the date by which Terrane completes its services.

### Section 14.0 – Precedence

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding Terrane's services.





Topographic Mapping Area  
~2.65 acres±



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## 520 -- Procurement Policy

### 1.0 PURPOSE

This Procurement Policy establishes the approval procedures for purchases by employees of the Des Moines Pool Metropolitan Park District (District), establishes purchasing authority levels, purchasing procedures and reporting requirements.

### 2.0 GENERAL RESPONSIBILITIES

- 2.1. Board of Commissioners.** The Board is responsible for establishing policy direction for the District under Washington State law (RCW 35.61.135).
- 2.2. District General Manager or Board Designee.** The District General Manager or Board Designee has the limited authority delegated pursuant to this Policy.

### 3.0 DEFINITIONS

- 3.1. Budget.** The formally adopted annual expense/revenue plan of the District
- 3.2. Emergency.** Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).
- 3.3. Designated Purchasing Cooperatives.** The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies.
  - 3.3.1. KCDA.** The King County Directors' Association "KCDA" is a purchasing cooperative established by Washington's public school districts. The KCDA allows the District to purchase materials, equipment and supplies through the cooperative pursuant to the interlocal cooperation act (Chapter 39.34 RCW) in a manner that complies with statutory bidding and procurement requirements.
  - 3.3.2. State Purchasing Cooperative.** The State Purchasing Cooperative is established by the State of Washington, Department of General Administration and establishes a purchasing cooperative that allows the District through the interlocal cooperation act (Chapter 39.34 RCW) to purchase materials, equipment and supplies in accordance with statutory bidding and procurement requirements.
  - 3.3.3. Washington Department of Information Services.** The Washington Department of Information Services is authorized under chapters 43.105 and 39.34 to provide information services to state and local governments. Purchases of software and information services through the Washington Department of Information Services complies with the statutory bidding and procurement requirements.
- 3.4. Bid Exemptions.** RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency. See 4.4 under Purchasing Authority.
- 3.5. Lowest Responsible Bidder.** The lowest bidder on a competitively bid purchase of equipment, material or supplies or a public work be determined by consideration of the following factors:
  - 3.5.1.** The ability, capacity and skill of bidder to perform the work required;
  - 3.5.2.** The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
  - 3.5.3.** The ability of the lowest bidder to perform the work in the time specified;
  - 3.5.4.** The quality of performance of previous contracts or services;

- 3.5.5. The previous and existing compliance of the bidder with laws relating to public works; and
- 3.5.6. Such other information related to the performance of the contract as the bid solicitation deems advisable.
- 3.6. **Public Work.** Means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).
- 3.7. **Cooperative Purchase.** A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded. Use of Cooperative Purchase requires an interlocal agreement with the municipal corporation that is going to bid or has gone to bid.

#### 4.0 PURCHASING AUTHORITY

- 4.1. **Board of Commissioners.** The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall be required to approve individual expenditures in excess of \$20,000.00. The Board shall also review and approve all vouchers on at least a monthly basis.
- 4.2. **District General Manager or Board Designee.** The District General Manager or Board Designee shall have authority to make expenditures within the specified budgetary line item limits adopted by the Board. Provided, however, the District General Manager or Board Designee shall obtain advance Finance Committee or Board approval prior to making any specific expenditure that exceeds \$5,000.00 in value.
- 4.3. **Finance Committee.** The Finance Committee shall have authority to approve expenditures within the specified budgetary line item limits adopted by the Board with a total cost of over \$5,000.00 and under \$20,000.00.
- 4.4. **Purchases Made Using a Bid Exemption.** Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.
- 4.5. **Non-Budgeted Purchases.** Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.
- 4.6. **Emergency Purchases.** In the event of an emergency the District General Manager or Board Designee, may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board of Commissioners or Finance Committee, but not in excess of \$20,000.00. The Finance Committee may authorize purchases in excess of \$20,000.00 when prior Board approval is not feasible. All emergency purchases shall be ratified by appropriate Board action within 30 days of the purchase.

#### 5.0 PURCHASE OF MATERIALS, EQUIPMENT AND SUPPLIES

- 5.1. **Purchases under \$40,000.** No statutory process requirements. Staff shall use commercially reasonable means to make such purchases. Staff is encouraged to obtain multiple quotes for purchases to document that the District is receiving the best possible price.
- 5.2. **Purchases over \$40,000 and under \$50,000.** Purchases must be made from using a Vendor List procedure, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's Vendor List, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if purchase price exceeded \$50,000.
- 5.3. **Purchases over \$50,000.** Formal sealed bidding procedure must be used unless purchase can be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption.

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**6.0 PUBLIC WORKS**

- 6.1. Public Works projects under \$20,000.** No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such limited public works projects (RCW 35.61.135).
- 6.2. Public Works projects from \$20,000 - \$300,000.** The District shall establish and use the MRSC Rosters Small Works Roster or a Formal Sealed bidding procedure.
- 6.3. Public Works projects over \$300,000.** Formal Sealed bidding shall be used except in case of an emergency.

**7.0 SERVICES – Architect and Engineer.**

The District shall use the RFQ process established under chapter 39.80 RCW prior to retaining the services of architects and engineers.

**8.0 SERVICES – Telecommunications and Data Processing.**

If the purchase cannot be made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption the District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services.

**9.0 PURCHASING RECREATION SERVICES FROM INDEPENDENT CONTRACTORS.**

Purchasing services from instructors, teachers, artists and other independent contractors engaged to teach classes, seminars, or programs as part of a District sponsored program have unique characteristics. Customer preference, teaching method, personality of the instructor, teacher or artist greatly influences the customer and their willingness to enroll in a class or seminar and pay the requisite fees. Consequently, in the acquisition of these and similar services, there is no requirement for bidding or quotation unless the purchase price/acquisition cost exceeds \$50,000 in a calendar year.

**10.0 SERVICES – OTHER**

No statutory procedures are required. District staff shall use commercially reasonable means to identify and contract with service providers.

**11.0 FORMAL SEALED BIDDING PROCEDURES.**

- 11.1. Notice.** Written Notice for competitively bid contracts and purchases shall be published in a newspaper of general circulation within the District at least 13 days in advance of the bid opening. Advertisements for bids should include the following minimum items:
  - 11.1.1.** Title of the project.
  - 11.1.2.** Nature and scope of the work.
  - 11.1.3.** Where contract documents (plans, specifications) may be obtained.
  - 11.1.4.** Cost to obtain a set of contract documents.
  - 11.1.5.** Place, date, and time that bids are due.
  - 11.1.6.** District contact information.
  - 11.1.7.** Statements that the District retains the right to reject any or all bids, and to waive minor irregularities in the bidding process
- 11.2. Instructions to Bidders.** Instructions to Bidders shall include a complete description of the legal requirements to submit a bid.
- 11.3. Bid Specifications.** Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. Such descriptions should not contain features that unduly restrict competition but should be designed to meet the needs of the District.



**11.4. Award.** The contract should be awarded to the lowest responsive and Lowest Responsible Bidder whose bid meets the requirements and criteria included in the invitation for bids and bid specifications.

**11.5. Cancellation.** An invitation for bids may be cancelled. Additionally, the District (at its sole discretion) may choose to reject any or all bids, in whole or in part. An invitation for bids may be canceled at the discretion of the District General Manager or Board Designee.

## **12.0 WRITTEN CONTRACTS / WHEN REQUIRED**

**12.1.** A written contract is required for the following types of purchases.

**12.1.1.** All lease or rental agreements for equipment or real property

**12.1.2.** All intergovernmental agreements

**12.1.3.** All services with the exception of minor services such as repairs, etc., where academic credentials or professional expertise are not required

**12.1.4.** Cooperative purchasing agreements

**12.1.5.** Maintenance and licensing agreements (except licenses and/or maintenance agreements for standardized, non-customized, software or hardware)

**12.1.6.** Written Contract Required for Purchase of Equipment, Materials and Supplies with a cost over \$20,000

**12.1.7.** Other contracts/agreements deemed necessary by the Board.

## **13.0 RECORDS MANAGEMENT.**

**13.1.** The District General Manager or his or designee shall maintain records of all contracts awarded and all contractor/consultants contacted in the process.

## **14.0 UNAUTHORIZED PURCHASES.**

**14.1.** No District employee should purchase or contract for any supplies, material, equipment or contractual service or make any contract within the purview of this policy other than through the District General Manager or Board Designee. Should a District employee violate this trust and the District experiences a financial loss, then the District shall be entitled to recover the full amount of such loss from the employee and may terminate employment.

## **15.0 ISSUANCE, USE AND CONTROL OF CREDIT CARDS**

**15.1.** The District has the authority under RCW 42.24.115 and RCW 43.09.2855, to establish a credit card account and the issuance of credit cards. The credit limit per card shall be established by the issuing bank, and shall not exceed \$5,000 per card.

**15.2.** The credit cards shall be issued to those personnel that are authorized by action of the Board of Commissioners and shall be subject to the terms and conditions stated in RCW's 42.24.080, 42.24.115, 43.09.2855 and in this policy.

**15.3.** The District authorizes the use of the credit card for the following purposes:

**15.3.1.** The District credit card may be used for travel expense and expenses incurred in attending authorized meetings, seminars and conferences authorized in advance by the District General Manager or Board Designee or the Board of Commissioners.

**15.3.2.** The purchase of authorized District supplies and equipment from suppliers where the District cannot establish a charge account authorized by the Board of Commissioners or the District General Manager or Board Designee.

**15.3.3.** The user of the credit card shall comply with the following procedures:

**(a).** The original, detailed receipt for purchases of supplies and equipment must be submitted to the District within two (2) business days of the date of the transaction. The receipt should clearly identify the purchaser and the purpose of the use of the supplies and equipment.

- (b). The charge slip(s) and a fully itemized Travel Expense Form for travel or meeting expenses must be submitted within ten (10) business days after the meeting or the completion of travel.
- (c). The monthly billing for all charges on the credit card account must be submitted to the Board of Commissioners for approval of payment at the Board of Commissioners meeting following the receipt of the billing.
- (d). Any charges against the charge card not properly identified on the Travel Expense Form or not allowed following the audit required under RCW 42.24.080 shall be the sole responsibility of the card user of the employee or Commissioner responsible for the card either by check, cash, or salary deduction.
- (e). Per RCW 42.24.115, if charges are not repaid before the charge card bill is due and payable, the District shall have the right to withhold any and all funds payable or to become payable up to an amount of the disallowed charges and interest.

**15.4. Card Use Restrictions**

- 15.4.1.** No District credit card may be used to obtain a cash advance. The holder of the card must comply with the requirements of RCW 42.24.115(3). Failure to comply with the statutory or policy provisions shall result in a forfeiture of the credit card. All District credit cards are subject to recall by the District General Manager or Board Designee or the Board of Commissioners at any time and for any reason.
- 15.4.2.** No employee of the District shall use the District issued purchasing card for non-District business. Any employee who violates this policy shall be subject to disciplinary action up to and including termination and shall be billed for all charges on the purchasing card including penalty fees and interest. The District General Manager or his or her designee is authorized and directed to make payroll deductions to recover any unauthorized charges.

**15.5. Return of Cards**

The Cardholder must immediately return the purchasing card to his or her supervisor upon termination or upon request by his or her supervisor.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d Assigned to: District GM

Meeting Date: 2/28/23

Under: Old Business

Attachment: Yes

Subject: District Clerk Update

#### Background/Summary:

The District Clerk position had 85 applicants; of those only 7 had qualifications, and of those only 4 interviewed. None of the interviewed would be a good long-term solution for the position.

After interviews, it was clear that we needed to restructure the position to be a clerk with a consultant providing financial management oversight. This is how district finances used to be offered, but past boards elected to rely on the financial software. The financial software offers structure but does not provide the oversight needed. Attached is the updated clerk position description along with a breakdown of information that will be negotiated with these firms. \$10,000 has been budgeted toward this position.

The District GM is working to negotiate a contract to be brought back to the board. Our goal is to have everything resolved including a new clerk by the end of March.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only.

Reviewed by District Legal Counsel: Yes X No \_\_\_\_\_ Date: Various

**Two Touch Rule:** N/A **Committee Review**  
Various **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:

- District Clerk Job Description
- Breakdown of Financial Management Consultant

## Job Description

Des Moines Pool Metropolitan Park District  
PO Box 98711  
Des Moines WA 98198

**Job Title:** Assistant to District GM (formerly District Clerk)  
**Reports to:** District General Manager  
**Classification:** Part-time of approximately **15-20 hours per week**  
**Type of Work:** 90% remote, 10% in-person for filing  
**Rate:** \$31.95-\$38.88/hour (plus additional 16% for benefits)  
**Open Until:** This position will remain open until position is filled.  
First review of applications on **ADD DATES.**

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### Background:

The Des Moines Pool Metropolitan Park District (The District) was formed in December 2009 as a new municipal corporation. Its purpose is to operate and maintain the Mount Rainier Swimming Pool in Des Moines, Washington. The District General Manager and District Clerk work together to manage and maintain all clerical, administrative and public records processes.

### Essential Functions:

#### Clerical (20%):

- Post timely meeting notices and meeting agendas per WAC 42.30.060
- Record and edit the minutes of monthly meetings and distribute to appropriate officials or staff members.
- Maintain documents including, but not limited to policy and procedures, resolution and proclamations so that they can be executed, recorded, archived, or distributed.
- Record and maintain all vital and fiscal records and accounts.
- Distribute meeting agendas and/or packets of related information.
- Plan and direct the maintenance, filing, safekeeping, and computerization of all municipal documents.
- Perform general office duties, such as taking or transcribing dictation, typing or proofreading correspondence, distributing or filing official forms, or scheduling appointments.
- Respond to requests for information from the public, other municipalities, state officials, or state and federal legislative offices.

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#### Administration (60%):

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- Process bi-monthly payroll. From direction of bookkeeper process payments and benefit payments, monthly commissioner compensation payments and quarterly excise payments.
- Prepare weekly accounts payable voucher and transmit to King County Treasurer in a timely manner to assure vendors are paid on time
- Work with bookkeeper as liaison between The District, Financial Analyst, Vendors, King County Elections Office and King County Finance/Accounts Payable to ensure that all parties are receiving information in the manner that best helps them perform their tasks to ensure all district financial obligations are met in a concise and timely manner.
- Assist District General Manager in providing official District information to the public and other agencies upon request.
- Ensure accurate and timely verification by the receiver of goods and/or services received and execution of the invoice audit verification and payment process.
- Maintain, and enter invoices and receivables into the financial database.
- Operate office equipment, such as copiers and phone systems and arrange for repairs when equipment malfunctions.
- Other Duties as Assigned.

#### Public Records (20%):

- Act as District's Public Records Officer to meet RCW 42.56.580
- Process, track and coordinate responses to public records requests to ensure timely and permissible responses and the dissemination of records consistent with city policies, the state's Public Records Act and other applicable regulations;
- Manage The District's public records and archives system per WA Access to Public Records requirements.

#### Qualifications:

##### Knowledge of:

- Skilled in word processing, spreadsheets and database management and associated software;
- Ability to learn legal requirements pertaining to the recording and preservation of all municipal actions including the Public Records Act;
- Generally accepted office procedures and practices;
- Knowledge of or ability to learn local government functions and practices.

##### Ability to:

- Maintain effective record keeping systems, following established policies and procedures;
- Interpret and apply federal, state and local regulations affecting areas of responsibility;
- Prepare minutes of meetings using word processing equipment;
- Understand and follow oral and written instructions of a complex nature;

**Deleted:** for Mt. Rainier Pool employees, District GM, and District Clerk

**Deleted:** Process

**Deleted:** <#> Assist District General Manager in performing non-complex data collection & research at request by the Board of Commissioners. ¶  
Serve

**Deleted:** <#> As directed by the District General Manager, document standard work processes & maintain organized files for The District. ¶

**Deleted:** <#> Provide detail to Board of Commissioners on monthly expenses as direct by the District GM. ¶

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Develop and manage the process to respond to the public's request for documents

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Certifies official and legal documents of The District and attests to signatures as needed on minutes, payment voucher, resolutions and other documents. ¶  
¶

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State and other regulations relating to the management of public records, including retention requirements; ¶  
Filing methods and systems, indexing and cross-indexing principles and techniques; ¶  
Legal requirements pertaining to the issuance of municipal licenses and permits; ¶

**Deleted:** Record keeping and filing systems and practices; and ¶

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- Use resourcefulness and tact in public contacts in explaining difficult procedures and regulations;
- Prepare detailed financial and statistical reports;
- Operate standard office machines such as computers and copy machines;
- Comprehend organization structure and personnel as relating to District or departmental policies or functions;
- Deal with the public tactfully and courteously in person and on the telephone; and
- Establish and maintain harmonious working relationships with other employees and the public.

#### Education and Experience:

Three years of increasingly responsible bookkeeping or records management experience and college level course work in business, records management or related field required. Government background is a plus.

#### Other Considerations:

- Able to work occasional evenings and weekends as a backup for District General Manager (regular meetings are the fourth Tuesday of each month starting at 7:00pm and possibly ending as late as 9:00 PM). Remote access is available for these meetings.
- Remote work with occasional onsite filing and record keeping. May need to attend occasional public meetings in-person. Must live within commuting distance of district offices.
- Must possess a Washington state driver's license and a driving record free of moving violations for the past three years.
- Must be able to pass a WSP & FBI background check, and Financial Background Check.

#### To Apply:

To apply for the position, please complete a Cover Letter with Salary Expectations, Resume, Work History and three Professional References. Position open until filled. First review will be on ADD DATE.

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# Bookkeeper/Accounting Agreement

## DES MOINES POOL M.P.D.

### SCOPE OF WORK:

1. **OVERALL:** The district management will handle the front-end of financials including processing warrants, payroll, credit card usage, daily cash deposits, ADD INFO. The Bookkeeper/Account Firm will oversee this process and steer proper processes and decisions.
2. **OVERSIGHT OF FINANCIAL PROCESSES:** Reconcile monthly management processes and provide end-of-month ledger and payment summary reports.
3. **QUARTERLY REPORT:** Provide quarterly financial updates by report to district management and the board including revenue, expenditure, and cash flow analysis. Provide narrative explaining numbers and other pertinent information.
4. **ANNUAL REPORT:** Preparation of "Cash Basis" Annual Financial Report to include statements, schedules and notes to the financials based upon the financial information provided by the district management and King County Treasurer's office. All requirements should meet all current requirements of the Washington State Auditor's Office and the Cash BARS manual.
5. **TAXES:** Pay all applicable taxes including (but not limited to):
  - a. 941 Employer's Quarterly Federal Tax return
  - b. WA L&I Return
  - c. B&O taxes (include local)
  - d. Employment security
6. **VENDOR MANAGEMENT:** Oversee vendor processes ensuring that all payments are up-to-date, and on-time. Ensure all w-9 and 1099's are completed. Monitor all outstanding warrants.
7. **PAYROLL MANAGEMENT:** Ensure payroll processes are being followed including tax payments, benefits tracking, w-2/w-3s, and communications with Cash Management at King County.
8. **BUDGET:** Provide direction on budgeting and estimates for future budgets, including budget adjustments, and other processes to ensure the district is properly following processes.
9. **AUDIT:** Help organize records and communicate with SAO on future audits, including making recommendations to improve processes.
10. **CONSULTATION OR ASSISTANCE:** Phone, Email, or In-Person Support as needed by staff which will be paid by a minimum of 1/4 an hour.

**PRICE AND TIME ESTIMATES:**

Please help us develop an agreement by completing the sections below. If there is something that is not addressed, please feel free to email us about this.

Processes	Phone/Email Rate	In-Person Rate	Estimated Hours Needed/Year
Oversight of Financial Services			
Quarterly Report			
Annual Report			
Taxes			
Vendor Management			
Payroll Management			
Budget			
Audit*			
Consultation			N/A
Other:			

*\*Audits are scheduled once every three years.*

**NOTES (Please list notes below):**



## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9a      **Assigned to:** District GM      **Meeting Date:** 02/28/23

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

**Subject:** Policy 220, Board and Administration

**Background/Summary:**

At the January 17 regular board meeting, the Board of Commissioners passed Resolution 2023-03 Change of Meeting Times and Locations. The changes also affected Policy 220 Board and Administration.

The District GM has updated the changes to reflect the changes, and a couple of edits for grammar, committees, and overall grammar.

The District GM will send out an editable version of this policy by tomorrow (March 1) by 5:00pm. Please edit and return before Wednesday, March 15 at 5:00pm.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion. First-touch item.

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

<b><u>Two Touch Rule:</u></b>	<u>N/A</u>	<b>Committee Review</b>
	<u>02/28/23</u>	<b>First Board Meeting (Informational)</b>
	<u>03/28/23</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:**    **Adopted** \_\_\_\_\_    **Rejected** \_\_\_\_\_    **Postponed** \_\_\_\_\_

**Follow-up Needed:**    **Yes** \_\_\_\_\_ **No** \_\_\_\_\_    **Report back date:** \_\_\_\_\_

**Notes:**

- Proposed, Policy 220, Board and Administration (DRAFT)
- [Current, Policy 220, Board and Administration](#)

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## 220 – Board and Administration

### 1.0 PURPOSE

The purpose of this policy is to inform the public and the Des Moines Pool Metropolitan Park District (District) officials and employees of the legal and administrative requirements relating to the operation of the District by the Board of Commissioners (Board).

### 2.0 SCOPE

This policy was developed in accordance with the by-laws of the Des Moines Pool Metropolitan Park District and chapter 35.61 RCW.

### 3.0 POLICY

#### 3.1 Organization of Board of Commissioners

- 3.1.1 Government:** The government of the District is vested in the Board. The members of the Board constitute the corporate authority.
- 3.1.2 Number:** Pursuant to the District Plan, the Governing Board consists of five voting members. All five members are elected per RCW 35.61.050 (2)
- 3.1.3 Vacancies:** In the event of a vacancy, the Board of Commissioners of the District shall fill the vacancy in the manner provided by statute (RCW 35.61.050)
- 3.1.4 Compensation:** Commissioners shall receive compensation pursuant to RCW 35.61.150 for each day or portion of a day in actual attendance at official Board meetings or in performance of their official services or duties on behalf of the District (Resolution No. 2009-04)
- 3.1.5 Selection of Board Officers:** During the first regular meeting in January the Board will select a President and Clerk of the Board.
- 3.1.6 President:** The President of the Board will preside at each Board Meeting and ensure the meeting is conducted in accordance with the published agenda. The President may sign on behalf of the Board any contract, resolutions and other instruments that were approved by the Board. In the President's absence, the Clerk of the Board will preside at the Board Meeting.
- 3.1.7 Clerk of the Board,** preside at Board Meetings in the President's absence. Approve vouchers for payment, oversee compliance with public records disclosures.
- 3.1.8 Appointed Legal Officer:** The Board shall appoint an Attorney to represent the District in all legal matters.
- 3.1.9 Standing Committees:** The Board may establish standing committees to conduct the affairs of the Board. The President shall nominate the members of the ad hoc committees and appointed by the Board. Standing committees that have been established in the past include (but are not limited to):
  - **Finance Committee**
  - **Public Outreach Committee**
  - **Capital and Contracts Committee**
  - **Policy & Procedure**

#### 3.2 Primary Functions of Board of Commissioners

- 3.2.1 The board shall have the powers and duties as authorized in RCW 35.61-Metropolitan Park Districts.
- 3.2.2 The Board shall establish the District's goals and objectives and revise if necessary, annually.
- 3.2.3 The Board shall adopt Policies and Rules as necessary for the operation of its facilities.
- 3.2.4 The Board will approve and certify the District Tax Levy for the upcoming year prior to the date set by the County Assessor.
- 3.2.5 The Board will approve the Annual Budget no later than December 31<sup>st</sup>.

### 3.3 Meetings of the Board of Commissioners

- 3.3.1 **Time and Place:** The Board will meet monthly on the fourth Tuesday of the month, January through October, and the second Tuesday in November and December (avoid holiday conflicts) at the Des Moines Pool Metropolitan Park District Offices (22015 Marine View Dr. S. #2B) at 7:00 p.m.
- 3.3.2 **Quorum:** A quorum shall constitute a minimum of three District board of commissioners.
- 3.3.3 **Teleconference Attendance:** The Commissioners may attend the Board of Commissioners meetings by telephone or online if necessary.

## 4.0 VOTING

- 4.1 The Board shall act by majority vote except where statutory requirements require a supermajority or unanimous vote in which case the statutory requirement shall control. Voting shall occur as follows:
  - 4.1.1 **Voice vote:** A generalized verbal indication by the Board as a whole of "yea" or "nay" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Board. Silence of a Board member during a voice vote shall be recorded as a vote with the prevailing side, except where such a Board member abstains because of a stated conflict of interest or appearance of fairness.
  - 4.1.2 **Roll call vote:** A roll call vote may be requested by the President or by any Board member.
  - 4.1.3 **Abstentions:** It is the responsibility of each Board member to vote when requested on a matter before the full Board. However, a Board member may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.
  - 4.1.4 **Votes by President:** The President may vote on the same basis as any other Board member.
  - 4.1.5 **Two Touch Rule:** Decision-makers and citizens at all levels of DMPMPD should have adequate time to thoughtfully consider the issues prior to final decisions. It is the intent of the Board that the Board and District Staff should abide by the "Two Touch Rule" whenever possible (unless an exception applies). The following procedural guidelines are designed to avoid "surprises" to the Board, District Staff or Community.
    - 4.1.5.1 Any pending request or proposal for adopting or changing public policy, ordinances, resolutions, or directives which will require a decision of the Board or District Staff should normally "**touch**" (oral,

written or any combination thereof) the decision makers at least **two separate times**. Quasi-judicial matters and any subject discussed in executive sessions are excluded from application of the “Two Touch Rule.”

**4.1.5.2** Items will be introduced to the board committees (1<sup>st</sup> Touch)., Those items will be added as “New Business” in the monthly regularly scheduled board meeting. The item will be brought back to the board (2<sup>nd</sup> Touch) for disposition (approval/denial) at a future regular board meeting.

**4.1.5.3** It is recognized that the hands of decision-makers should not be tied unnecessarily. Unexpected circumstances may arise wherein observance of the "Two Touch Rule" is impractical. However, when unusual circumstances arise which justify a “first discussion” decision, the persons requesting the expedited decision should also explain the timing need. The Two Touch Rule excludes staff reports and other general communications not requiring a future Board decision.

## **5.0 ABSENCES**

Board members will inform the District General Manager, President or District Clerk if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Board member as having an excused absence unless the Board approves a motion declaring the absence to be unexcused. In the event a Board member fails to notify the District General Manager, President or District Clerk of an absence, the absence will be unexcused unless the Board approves a motion declaring the absence to be excused.

## **6.0 REMOVAL OF BOARD MEMBER**

If a Board member has three unexcused absences from three consecutive regularly scheduled meetings of the Governance Board the Board Member shall be removed from the Board and that member’s position shall be considered as a vacancy to be filled in accordance with paragraph 3.1.3. The Clerk of the Board shall notify the Board member by mail after two consecutive unexcused absences that the position will be declared vacant if the Board member is absent without being excused from the next regularly scheduled meeting of the Governing Board. Removal of a DMPMPD Board Commissioner under this provision shall also result in a vacancy on the DMPMPD Board of Commissioners pursuant to RCW 42.12.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b Assigned to: District GM Meeting Date: 02/28/23

Under: New Business Attachment: Yes

**Subject:** Moss Removal Agreement (Financial Committee Approval)

**Background/Summary:**

The District GM worked with the Finance Committee per [Policy 520 Procurement; Section 4.3](#) received approval from the Finance Committee to move forward with moss removal. The pool was scheduled to be closed on Friday, February 17 for another company to work on the pool plumbing. This would leave the parking lot empty to remove the moss.

Moss is a slipping hazard that deteriorates the concrete and asphalt and needs to be removed every couple of years.

**Fiscal Impact:** Up to \$5,555 for project, including applicable taxes.

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

Reviewed by District Legal Counsel: Yes X No \_\_\_\_\_ Date: \_\_\_\_\_

<b>Two Touch Rule:</b>	<u>01/25/23</u>	<b>Committee Review</b>
	<u>N/A</u>	<b>First Board Meeting (Informational)</b>
	<u>02/28/23</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

**Follow-up Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_ Report back date: \_\_\_\_\_

**Notes:**

- Mt Rainier Pool Pressure Washing Agreement
- [Policy 520, Procurement \(also found on Governance Page of Mtrainierpool.com\)](#)



## WORK ORDER QUOTATION

DATE: Jan 10, 2023

VALID TO: Mar 10, 2023

CLIENT: Lauryne Thurmond  
CUSTOMER NAME: City of Des Moines  
CUSTOMER ID: 10510  
JOB SITE NAME: Mt. Rainier Pool  
JOB SITE NO: J002591

QUOTE ID: 88050  
WO NO: 141836  
MAINT ORG: 6094  
Reynaldo Rodriguez  
PREPARED BY: Reynaldo Rodriguez

REV: 1

TOTAL: \$ 4,950.00  
+ tax if applicable

WO DESCRIPTION: Side Walks and Curblines Pressure Wash

### SCOPE OF WORK:

Monarch Landscape Companies will provide the labor and materials needed to:

- Pressure Wash Side walks, Paved areas and Curblines throughout the property to eliminate mossy areas.

At the conclusion of the work any generated debris will be removed, and the areas of operation will be left clean.

Item Description	Total
Side Walks and Curblines Pressure Wash	\$ 4,950.00

Client Authorization:

Date:

Comments:

PO #:

Qualifications: 1. Unless otherwise specified, materials and labor will be furnished in accordance with outlined qualifications and exclusions, including regarding clean-up and removal of all related debris. 2. Assumes no underground utilities or other underground obstructions conflict with the work to be performed by Monarch Landscape Companies or its subcontractors. If there are, or the client suspects that there may be, they are to be located by others prior to start of work. 3. Assumes an appropriate irrigation system is available, provides full coverage in all necessary areas, is in good operating condition, and can accommodate any necessary enhancements, including new work installed by Monarch Landscape Companies or its subcontractors. These requirements are equally applicable to new and modified irrigation. 4. Any photos included in the proposal do not represent the actual sizes of installed plants nor year-round color or condition. Size and appearance may vary by season. 5. Warranty: No express or implied warranties other than those expressly included in an express contract. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Plant material is warranted for one year from date of installation unless planted in areas not irrigated or where the irrigation system is in-operable. To preserve warranty, Monarch Landscape Companies must remain in direct control of all watering (manual or automatic) which may be required to preserve the plant material we install; the costs associated with manual watering are not covered in this proposal. 6. Work will be scheduled based on availability of Monarch Landscape Companies personnel. 7. Payment will be due within N30 days after invoice date. 8. This project is subject to a lien in the event of non-payment. Please see the notice and details here: <https://nlswa.com/washington-lien-notice/>.

Exclusions: 1. Unless otherwise specified, Monarch Landscape Companies is not responsible for permits, fees, damage to underground utilities not located prior to start of work, backflow preventer unit, drainage system installation, viability of transplanted plants, repair of damaged hardscape beyond our control, and other unknown items not shown on client-submitted, as-built drawings. 2. Monarch Landscape Companies uses non-union labor.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9c

Assigned to: District GM

Meeting Date: 02/28/23

Under: New Business

Attachment: Yes

**Subject:** Normandy Park Subsidy Information

**Background/Summary:**

I was notified the City of Normandy Park is reviewing all of its Interlocal Agreements (ILAs) and that we may be contacted to present.

The Des Moines Pool MPD and Normandy Park formed an ILA (attached) in 2011 where Normandy Park would subsidize \$25,000 as part of supporting the Mount Rainier Pool. As part of this agreement, our district would make annual presentations. The last was in 2019, and we stopped due to COVID-19. We should probably start this up, but I wanted to share the attached information that I have put together to show the value that Normandy Park residents have and the breakdown of usage versus subsidy for the Des Moines Pool Metropolitan Park District Board of Commissioners.

The District GM suggests working with the Public Outreach Committee to fine-tune this presentation and to offer to present it to the City of Normandy Park before billing them for 2023 in June or July.

**Fiscal Impact:** \$25,000 in revenue.

**Proposed Motion:** No motion. First-touch item.

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

**Two Touch Rule:**

<u>N/A</u>	<b>Committee Review</b>
<u>02/28/23</u>	<b>First Board Meeting (Informational)</b>
<u>03/28/23</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:**    **Adopted** \_\_\_\_\_    **Rejected** \_\_\_\_\_    **Postponed** \_\_\_\_\_

**Follow-up Needed:**    **Yes** \_\_\_\_\_ **No** \_\_\_\_\_    **Report back date:** \_\_\_\_\_

**Notes:**

- Notes on Normandy Park Agreement (PowerPoint)
- ILA 5281 with Normandy Park (2011)

# Normandy Park Presentation

February 28, 2023

1

## Value to NP Residents

- Resident Discount
  - Get discounted price for all services
- Resident Priority
  - Able to register for swim lessons before others
- Scholarship Access
  - Scholarship of 90% available to Des Moines and Normandy Park residents
  - Covers all programming
- Support services of Normandy Park Swimming Pools
  - Lifeguard Trainings and Certifications
  - Outdoor Pool Users: Place to Recreate During Fall and Winter Months
  - Working to increase partnerships
- Free PTSA Swim (for resident elementary schools)
  - Marvista using pool in March (March 25)
- Free Resident Swim in Early Fall
- Free Water Safety Trainings
  - Hypothermia, Currents, Lifejacket Fitting and more...
  - April Pool's Day – April 20
  - Summer Splashtacular – TBD
- Youth jobs and training
  - Jobs for ages 15 and older
  - Trainings to work at other facilities

2



## Value for Amount Subsidized

	DM	NP
<b>Tax Subsidy</b>	1,298,500	25,000
<b>% Subsidy</b>	98%	2%
<b>Account Holder %</b>	86%	12.5%

3

## Why Subsidize Plus Pay?

- Balance subsidy for taxpayers that use the pool versus do not use the pool
- People that pay a portion, value usage...
  - Less no shows
  - Take better care of facilities (lessen impact on taxpayers)
- Fairness: Scholarships allow lower income to get free and reduced usage



4

## Normandy Park Usage Patterns

- 2% subsidy covers 12.5 % usage
- Does not include MRHS High School Girls and Boys Teams
- Private Competitive Swim Teams
- Staff that work at Mount Rainier Pool (and trained)
  - Some work at Normandy Park pools during the summer
- Other individual rentals that may use space
  - Airlines, Scuba, PTSA's, Birthday Parties, Law Enforcement, Fire, etc.



5

## Future Discussions

- Mount Rainier Pool approaching 50 years of age
  - Feasibility Study
- Not enough pool space in region
  - Swim lessons
    - DM Alone: 3.75k (1975) – 33k (2023)
  - Swim teams
    - HS and Private need more space
  - Lifelong swimming
    - Masters and other adult outlets
- Opportunities to work with other agencies
  - Regional approach
  - Better utilize resources



6

# Questions

February 28, 2023

## INTERLOCAL AGREEMENT

In Accordance with the Interlocal Cooperation Act (RCW 39.34), the City of Normandy Park ("Normandy Park"), and the Des Moines Pool Metropolitan Park District ("District") each of which is a Washington Municipal Corporation, hereby enter into the following AGREEMENT:

### RECITALS

1. The District operates the Mt. Rainier Pool which is located in the city limits of Des Moines.
2. The District funds the operation and maintenance of the pool with a combination of property taxes paid by property owners and residents in the City of Des Moines and from user fees
3. Normandy Park residents are not subject to the property tax but use the Mt. Rainier Pool on a regular basis.
4. Normandy Park is committed to maintaining the Pool as a community asset that is available to the citizens of Normandy Park.
5. Normandy Park recognizes that providing financial support to the District to operate and maintain the pool provides a direct benefit to the citizens of Normandy Park.

### AGREEMENT

To carry out the purposes of this Agreement and in consideration of the benefits to be received by each party, it is agreed as follows:

1. **Term.** This Agreement shall be effective on the date of mutual execution by both parties and shall continue until terminated by either party in accordance with the termination provisions herein.
2. **Termination.** Either party may terminate this Agreement with 365 days advance written notice delivered to the other party. In addition, the continued participation of the City of Normandy Park is contingent upon the Normandy Park City council's ongoing appropriation of funds during the annual budget process for the purpose of making the payments required by Section 3. In the event that the Normandy Park City Council determines, in its sole discretion, not to appropriate funds for the Mt. Rainier Pool in the ensuing year's budget, this agreement shall automatically terminate at the end of the then current budget year.
3. **Normandy Park Payment.** Normandy Park agrees to pay to the District an annual fee of \$25,000.00. The District will invoice Normandy Park in May of each year and Normandy Park shall pay the invoice within 30 days of receipt. The 2011 payment shall be due on or before December 31, 2011.



4. **District Responsibility.** The District agrees to include Normandy Park in its Pool promotions and to provide access to the Pool to Normandy Park residents on the same terms as the District makes its pool available to District residents.

5. **Miscellaneous**

- 5.1. **No Separate Entity Created.** This Agreement does not establish a separate legal entity, joint board, or administrative section for the purpose of acquiring, managing, or disposing of property, or any other financial obligation allowed under the Act.
- 5.2. **Administration.** Unless the Parties otherwise agree, there shall be no lead agency responsible for the administration of this Agreement. This Agreement shall be administered jointly by the chair of the Board of Commissioners of the Pool District and the City Manager of Normandy Park.
- 5.3. **Property Ownership.** This Agreement does not provide for jointly owned property.
- 5.4. **Benefits.** This agreement is entered into for the benefit of the parties to this agreement only and shall confer no benefits, direct or implied, on any third persons.
- 5.5. **Filing/Web Site. Filing/Web Site.** This Agreement shall either be filed with the County Auditor or by listing on either of the party's websites in accordance with RCW 39.34.040.
- 5.6. **Non-Waiver of Breach.** The failure of either party to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements, or options, and the same shall be and remain in full force and effect.
- 5.7. **Assignment.** Any assignment of this Agreement by either party without the prior written consent of the non-assigning party shall be void. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent.
- 5.8. **Modification.** No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of each party and subject to ratification by the legislative body of each party.
- 5.9. **Entire Agreement.** The written terms and provisions of this Agreement, together with any Exhibits attached hereto, shall supersede all prior communications, negotiations, representations or agreements, either verbal or written of any officer or other representative of each party, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. All of the Exhibits are hereby made part of this Agreement.

**5.10. Severability.** If any section of this Agreement is adjudicated to be invalid, such action shall not affect the validity of any section not so adjudicated.

**5.11. Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

**DES MOINES POOL METROPOLITAN  
PARK DISTRICT**

By: Marty F. Martinson

Marty Martinson, Chair  
Board of Commissioners

DATE: 11/15/2011

**CITY OF NORMANDY PARK**

Contract 5281

By: Douglas Schulze

Douglas Schulze, City Manager

DATE: 11/8/11

ATTEST:

Rubie B...  
City Clerk

APPROVED AS TO FORM:

Brian Snure  
Brian Snure,  
Attorney for RFA

APPROVED AS TO FORM:

James Haney  
James Haney  
City Attorney

**NOTICES TO BE SENT TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICES TO BE SENT TO:**

City of Normandy Park  
801 SW 174<sup>th</sup> St  
Normandy Park, WA 98166

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9d Assigned to: District GM Meeting Date: 02/28/23

Under: New Business Attachment: Yes

**Subject:** Colibri NW Agreements (Finance Committee Approval)

**Background/Summary:**

The District GM worked with the Finance Committee per [Policy 520 Procurement; Section 4.3](#) received approval from the Finance Committee to move forward with Colibri Northwest's Des Moines City Currents and Normandy Park City Scene 2023 Advertising Rates. The District has advertised in both magazines for years, and \$10,000 was budgeted into advertising to cost this and other forms of advertising.

The district runs a half-page in the Normandy Park City Scene and two ads: full-page and half-page in the Des Moines City Currents. Both sets of ads are to inform residents of upcoming programs, trainings, jobs, and information centered around the Mount Rainier Pool and swim safety.

**Fiscal Impact:** Not to exceed \$9,000, including applicable taxes. (Within budget)

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

Reviewed by District Legal Counsel: Yes X No \_\_\_\_\_ Date: \_\_\_\_\_

<b>Two Touch Rule:</b>	<u>02/06/23</u>	<b>Committee Review</b>
	<u>N/A</u>	<b>First Board Meeting (Informational)</b>
	<u>02/28/23</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

**Follow-up Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_ Report back date: \_\_\_\_\_

**Notes:**

- Normandy Park City Scene Agreement
- Des Moines City Currents Agreement
- [Policy 520, Procurement \(also found on Governance Page of Mtrainierpool.com\)](#)



Rep: Katie Higgins  
Phone:  
Cell: 206-914-4248  
Fax:  
Email: Katie@colibrinw.com

**Advertising Contract**  
Proposal #14573

2/2/2023

**Advertiser**

Scott Deschenes  
Des Moines Pool Metropolitan Park District  
PO Box 98711  
22015 Marine View Drive S.  
Des Moines, WA 98198  
206-429-3852

scott.deschenes@desmoinespool.org

**Publisher**

Colibri NW  
PO Box 13130  
Des Moines, WA 98198  
Phone: 206-284-8285

Issue	Year	Ad Size	Rate Frequency	Card Rate	Charge & Discount Details	Net
Spring	2023	1/2 page	4x	\$560.00	Default Discount Applied to Gross: 95.00	\$465.00
Summer	2023	1/2 page	4x	\$560.00	Default Discount Applied to Gross: 95.00	\$465.00
Fall	2023	1/2 page	4x	\$560.00	Default Discount Applied to Gross: 95.00	\$465.00
Winter	2024	1/2 page	4x	\$560.00	Default Discount Applied to Gross: 95.00	\$465.00
<b>Total:</b>						<b>\$1,860.00</b>

**Notes:**

ADVERTISING TERMS & CONDITIONS

**Credit Terms:** Net 30 days from invoice date. Invoices will be issued when each issue is printed. No Discounts allowed on any past due invoices. We reserve the right to charge 1.5% monthly interest on unpaid balance over 30 days old. 3% additional charge for credit card payments. Wire transfers incur an additional \$35 fee. Any account sent to an Outside Collection or Legal Agency will be responsible for the fees charged in collecting the money owed.

**Cancellation** of any insertions given a multiple insertion discount may result in any previously run discounted insertions being re-invoiced at full rate.

I have read and understand the terms, of this agreement, and have the authority to execute same, and in so doing accept full responsibility for payment of advertising under the terms of this contract.

*Scott Deschenes*

02/06/23

Advertiser: Des Moines Pool Metropolitan Park District  
Signature of Authorized Agent

Date

Account Executive: Katie Higgins

Date

Name (please print) **Scott Deschenes**

Title (please print) **District General Manager**





Rep: Katie Higgins  
 Phone:  
 Cell: 206-914-4248  
 Fax:  
 Email: Katie@colibrinw.com

**Advertising Contract**  
 Proposal # 14574

2/2/2023

**Advertiser**

Scott Deschenes  
 Des Moines Pool Metropolitan Park District  
 PO Box 98711  
 22015 Marine View Drive S.  
 Des Moines, WA 98198  
 206-429-3852

scott.deschenes@desmoinespool.org

**Publisher**

Colibri NW  
 PO Box 13130  
 Des Moines, WA 98198  
 206-284-8285 Phone

Publication	Issue	Year	Ad Size	Rate Frequency	Card Rate	Charge & Discount Details	Net
Des Moines City Currents	Spring 2023	2023	1/2 page	4x	\$820.00	Default Discount Applied to Gross: 210.00	\$610.00
Des Moines City Currents	Spring 2023	2023	Full Page	4x	\$1,230.00	Default Discount Applied to Gross: 320.00	\$910.00
Des Moines City Currents	Summer 2023	2023	1/2 page	4x	\$820.00	Default Discount Applied to Gross: 210.00	\$610.00
Des Moines City Currents	Summer 2023	2023	Full Page	4x	\$1,230.00	Default Discount Applied to Gross: 320.00	\$910.00
Des Moines City Currents	Fall 2023	2023	1/2 page	4x	\$820.00	Default Discount Applied to Gross: 210.00	\$610.00
Des Moines City Currents	Fall 2023	2023	Full Page	4x	\$1,230.00	Default Discount Applied to Gross: 320.00	\$910.00
Des Moines City Currents	Winter 23/24	2023	1/2 page	4x	\$820.00	Default Discount Applied to Gross: 210.00	\$610.00
Des Moines City Currents	Winter 23/24	2023	Full Page	4x	\$1,230.00	Default Discount Applied to Gross: 320.00	\$910.00

<b>Total:</b>	<b>\$6,080.00</b>
---------------	-------------------

Notes:

ADVERTISING TERMS & CONDITIONS

**Credit Terms:** Net 30 days from invoice date. Invoices will be issued when each issue is printed. We reserve the right to charge 1.5% monthly interest on unpaid balance over 30 days old. 3% additional charge for credit card payments. Wire transfers incur an additional \$35 charge. Any account sent to an Outside Collection or Legal Agency will be responsible for the fees charged in collecting the money owed.

**Cancellation** of any insertions given a multiple insertion discount may result in any previously run discounted insertions being re-invoiced at full rate.

I have read and understand the terms, of this agreement, and have the authority to execute same, and in so doing accept full responsibility for payment of advertising under the terms of this contract.

*Scott Deschenes*

02/06/23

Advertiser: Des Moines Pool Metropolitan Park District  
 Signature of Authorized Agent

Date

Account Executive: Katie Higgins

Date

Name (please print) **Scott Deschenes**

Title (please print) **District General Manager**

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9e Assigned to: District GM Meeting Date: 02/28/23

Under: New Business Attachment: Yes

**Subject:** WCIA Insurance COMPACT

**Background/Summary:**

The District GM will update the board about its annual COMPACT with WCIA Insurance. The COMPACT is an annual requirement from the Washington Cities Insurance Authority as part of its annual requirements.

We will discuss the COMPACT and other insurance-related issues.

**Fiscal Impact:** N/A

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

Reviewed by District Legal Counsel: Yes X No \_\_\_\_\_ Date: \_\_\_\_\_

**Two Touch Rule:** 02/06/23 Committee Review  
N/A First Board Meeting (Informational)  
02/28/23 Second Board Meeting (Action)

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

**Follow-up Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_ Report back date: \_\_\_\_\_

**Notes:**

- WCIA Compact Email Packet

## 2023 COMPACT

### COMPACT Emphasis

For 2023 WCIA once again offers a tailored approach to the annual audit. Members will work with their designated Risk Management Representative to select from 3 options based upon loss history and applicability. The Risk Management Representative will be in contact with the member to discuss what might be the appropriate option.

Option 1 is a Traditional Audit questionnaire. The member will complete an audit questionnaire through the WCIA Origami portal website on one of the following topics: **Special Events, Police Liability, or Fleet Liability.**

Option 2 is a Targeted Risk Management Review. The review will consist of a thorough review and analysis of an agreed upon area of exposure, such as a member's special events forms and processes, personnel, parks and recreation programs, homelessness issues, public works exposures, facility use agreements, insurance and indemnification requirements for contract templates or a walk-through and inspection of one or more member-owned premises such as parks, community/senior centers, swimming pools, marinas, etc.

Option 3 is a Loss and Exposure Reduction plan. The plan involves an in-depth review of the member's loss history to identify the greatest area of risk and then development of an action plan using best practices to assist the member in reducing its losses.

Each of the options above will require a meeting with the member's assigned Risk Management Representative, delegate, and appropriate member staff. This meeting will also include the annual review.

### Annual Audit Scheduling

Your assigned Risk Management Representative will contact you 30-60 days before your audit month to discuss an appropriate audit topic and to schedule your annual audit and review. Please feel free to contact your Risk Management Representative with any questions. The audit and annual review calendar is attached.

### Training & Education Support

Training programs to support the COMPACT topics will be offered throughout the year as well as through reimbursed municipal education programs. At this time, all WCIA trainings are currently scheduled for virtual viewing through a webinar format. Changes to training formats will be confirmed through member correspondence and posted on the WCIA website.

The **2023 COMPACT Trainings Topics List** is included in this document and may also be located at: [COMPACT Training Topics List](#) (you must be logged on to WCIA website to view).

**To register for scheduled WCIA Trainings**, click:

- [List View \(cvent.com\)](#) – trainings are listed in list view format
- [Calendar View \(cvent.com\)](#) – trainings are listed in monthly calendar format

**To view eligible Training Reimbursements and Program Overview**, click: [Eligible Reimbursement Programs](#) and locate document under Additional Materials.

For questions regarding training programs, please contact Member Services at [memberservices@wciapool.org](mailto:memberservices@wciapool.org).

# 2023 COMPACT Training Topics List

Members are required to attend **three** WCIA approved trainings in any of the categories below. This is a summarized guide of COMPACT qualified programs and may be subject to change.

## 2023 WCIA Compact Audit Topics

Any WCIA co-sponsored or approved training in the risk management topic areas of:

***Special Events Liability – New for 2023***

***Police and Fleet Liability***

### Personnel

- WCIA – Human Resource Forums, Employment Law, and Leadership Development Training
- ***Personnel/Employment Institutes and Certifications – \*\*Co-sponsored/Reimbursed***

### Public Officials

- WCIA – Council Do's and Don'ts, Land Use Decision Making Programs
- ***Public Official Workshops and Institutes – \*\*Co-sponsored/Reimbursed***

### Public Safety

- WCIA – Police Chiefs Forums and Fire and 911 Communications Programs
- ***Public Safety Accreditation and Certification Programs – \*\*Co-sponsored/Reimbursed***

### Parks & Recreation

- WCIA – Risk Management 101 Trainings
- ***Parks & Rec – Accreditation and Certification Programs – \*\*Co-sponsored/Reimbursed***

### Public Works

- WCIA – Public Works Forums and Risk Managing Road & Streets
- ***Public Works Accreditation and Certification Programs – \*\*Co-sponsored/Reimbursed***

### WCIA Staff Trainings

- **Delegate/Alternate Trainings** which include Claims Basics, Introduction to Risk Management Essentials, WCIA Coverage Programs from A to U - Auto Physical Damage to Underground Tank Liability, and Taking the Mystery Out of Insurance and Indemnification Requirements for Contracts
- **Orientations** for Delegate, Alternate, Police, City Attorney, Human Resources, and Executive Management
- **Risk Management 101 Training**

### WCIA Online Academy (LocalGovU)

WCIA and LocalGovU on-demand courses. Member entity must have an account to access.

For details on Trainings and Co-sponsored/Reimbursed Programs visit [www.wciapool.org](http://www.wciapool.org), click **Services** then **Member Training and Education** to locate program offerings.

Questions? Contact Member Services at [memberservices@wciapool.org](mailto:memberservices@wciapool.org)

## 2023 WCIA AUDIT & ANNUAL REVIEW CALENDAR

MARCH	APRIL	MAY	JUNE
Des Moines Pool – TC EPSCA – CB Edgewood – KD Granite Falls-CB LOTT – TC Milton - KD North Bonneville – TC SCORE – DS Sequim - DS Snohomish Co 911 – TC Snoqualmie– DS Seattle SS Tourism – KD Stevenson – TC Sumas-CB TRPC – DS WA Multi-City Tax - CB William Shore Memorial Pool District – TC	Anacortes – DS Battle Ground – TC Cashmere – CB Chehalis – TC Clyde Hill – KD eCity Gov Alliance – CB Federal Way - KD Leavenworth - CB MACECOM – TC Marysville Fire – KD Mount Vernon – DS Newcastle – DS Ridgefield – TC Metropolitan Parks of Tacoma – KD Shelton/MPD – TC Steilacoom – DS Tukwila – DS Tukwila Pool MPD – CB University Place – TC Valley Com – CB Woodinville – CB	Arlington/TBD – CB Benton City - KD Bremerton - TC Brewster – DS Burlington – TC Centralia - KD Clarkston – DS College Place - CB Duvall – DS Elma - KD Enumclaw/TBD – DS La Conner – CB Maple Valley– CB McCleary - KD Medina – DS Mercer Island - TC Mountlake Terrace – CB Olympia/MPD – TC Orting – DS Port Angeles – TC Port Townsend – TC Toppenish - KD Walla Walla – CB Walla Walla Valley MPO - CB	Auburn - KD Bainbridge Island – TC Cowlitz 911-KD Cowlitz-Wahkiakum COG – KD Cle Elum-CB Des Moines – TC Ellensburg – TC Kelso – DS Lakewood – DS Longview – KD NPSA – CB Olympic View W&S – DS Poulsbo – TC Selah - TC Snohomish – DS Soap Lake – TC Stanwood – CB Three Rivers Regional - DS Thurston PUD – DS Tumwater – KD Tumwater Metro Park - KD Valley Reg Fire Auth – CB Water Operating Board-KD Yarrow Point - KD
JULY	AUGUST	SEPTEMBER	OCTOBER
Aberdeen – DS Cheney - KD Everson - CB Ferndale – CB George - KD Grays Harbor 911 – DS Kennewick – TC Kirkland – DS Lynden – CB Mattawa – CB Medical Lake - KD Millwood - KD Monroe – DS NORCOM – KD Normandy Park/MPD – CB Pasco – TC Pullman/MPD – DS Pullman-Moscow Air – DS Richland – TC Spokane Reg ER Com - KD Spokane Valley - KD Union Gap – TC Woodway – CB Yakima Valley COG – CB	Brier – CB Coupeville – DS Edmonds – CB Fife – TC Goldendale - KD Lacey – DS Longbeach - KD Lynnwood – DS Mabton – TC MACC 911 - KD Moses Lake - KD Mukilteo – CB Northshore Utility – DS Othello - KD Puyallup – TC Skagit 911 – CB Sumner – DS Sunnyside – TC Warden - KD West Richland – DS Zillah – TC	Camas - KD Chelan – DS CRESA – KD Grandview– DS Hoquiam – TC Jefferson Co. 911 – TC Lake Forest Park – CB Mill Creek – CB Ocean Shores – TC Sammamish - KD Shoreline – CB Snohomish County Fire District 7 - KD Thurston 911 – DS Washougal - KD Westport – TC Kitsap 911 – TC	Bonney Lake – DS Bothell – CB Burien – KD Covington – KD Issaquah – DS Kenmore - KD Lake Stevens – CB Oak Harbor – TC Silver Lake Water & Sewer District – TC Skagit COG – TC South Sound 911-DS WHITCOM 911 – DS

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9f Assigned to: District GM Meeting Date: 02/28/23

Under: New Business Attachment: Yes

**Subject:** Aquatic Specialty Svcs. – Plumbing Repair (Financial Committee Approval)

#### Background/Summary:

The District GM (DGM) worked with the Finance Committee per [Policy 520 Procurement; Section 4.3](#) received approval from the Finance Committee to move forward with the plumbing repairs to be performed by Aquatic Specialty Services (ASS) on Friday, February 17. The repair is needed to repair air leaks in the pool plumbing equipment before it creates potential larger issues.

The original estimate was performed by former employee of ASS, but the new employee will require more time to complete the repair. This additional time has increased the repair from just under \$3.7k to just under \$5.3k.

The repair is over the statutory authority of the DGM, but due to the time-sensitive nature and the fact the district had advertised the closure, the DGM felt it was important to use this process.

**Fiscal Impact:** Not to exceed \$6,000, including applicable taxes. This repair is part of the miscellaneous repairs.

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

Reviewed by District Legal Counsel: Yes X No \_\_\_\_\_ Date: \_\_\_\_\_

<b>Two Touch Rule:</b>	<u>02/06/23</u>	<b>Committee Review</b>
	<u>N/A</u>	<b>First Board Meeting (Informational)</b>
	<u>02/28/23</u>	<b>Second Board Meeting (Action)</b>

**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

**Follow-up Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_ Report back date: \_\_\_\_\_

#### Notes:

- ASS Original Quote, #8198
- ASS New Quote, #8552
- [Policy 520, Procurement \(also found on Governance Page of Mtrainierpool.com\)](#)

<b>AQUATIC SPECIALTY SERVICES, INC</b> 1605 SOUTH 93RD STREET #EF, SEATTLE, WA 98108 206-275-0694 phone 206 275-2229 Fax Aquaticspecialtyservices.com Business License 602-161-542 Contractors License AQUATSS996Q6		<b>ESTIMATE</b> <b>All estimates good for 30 days</b>		8198
		Terms	Date	
		Net 30	8/4/2022	
Client:		Ship to:		
Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198		Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198 Attn:Dominic		

Washington State Public Works Act requires that workders be paid prevailing wage rates when employed on public works projects, and on public building service maintenance contracts. All sales are subject to Net 30 terms, unless otherwise stated. All credit card payments are subject to 3.5% additional processing fee. All returns are subject to restocking fees plus all freight. Chemicals are not returnable. Balances past due are subject to accrue 1% finance charge monthly. All change orders must be submitted in writing. Under no circumstances will provider be responsible for or buyer be entitled to consequential damages arising out of any delays in performance. All uncertainties are billable per term. Warranty complies with manufacturer for period of 1 year and claim period 3 months. All freight is billable. A Purchase Order may be applicable, a deposit may be applicable and signature to process order. All estimates are good for 30 days.

Description	Qty	Price ...	Total
Estimate to replace 8 inch valve with S/S bolt kit before pump, install gaskets and new S/S bolt kits on both sides of strainer, replace gasket on piping connected to bottom of pump, install 8 inch 90 pump inlet in side surge tank, and install rubber coupling on 6 inch over flow piping to top of tank to reduce water loss when pump is off.			
PVC & plumbing supplies to complete job.	1	1,470.15	1,470.15T
Public Works prevailing hourly wage rate 2 service tech	8	195.00	1,560.00T
Overhead operating cost & documentation filing fees	1	250.00	250.00T
Service Zone A-30	1	75.00	75.00T
Customer to have surge pit empty at time of install.			
Any broken or worn parts that need to be fix will be bill extra as time plus materials.			
SIGNATURE REQUIRED & DATE:		<b>Subtotal</b>	\$3,355.15
*Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc		<b>Sales Tax (10.1%)</b>	\$338.87
*Notice to Client will be provided and required to be signed by appropriate authorized person ordering the work and or the owner of the property.		<b>Total</b>	\$3,694.02
* Resellers Permit required when applicable			



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		Terms	Date	
		Net 30	2/15/2023	
Client:		Ship to:		
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PVC & plumbing supplies to complete job.	1	1,470.15	1,470.15T
Public Works prevailing hourly wage rate 2 service tech	12	220.00	2,640.00T
Overhead operating cost & documentation filing fees	1	250.00	250.00T
parts to complete job	1	370.70	370.70T
Service Zone A-30	1	75.00	75.00T
Customer to have surge pit empty at time of install			
Any broken or worn parts that need to be fix will be bill extra as time plus materials.			
SIGNATURE REQUIRED & DATE:		<b>Subtotal</b>	\$4,805.85
*Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc		<b>Sales Tax (10.1%)</b>	\$485.39
*Notice to Client will be provided and required to be signed by appropriate authorized person ordering the work and or the owner of the property.		<b>Total</b>	\$5,291.24
* Resellers Permit required when applicable			