



Des Moines Pool Metropolitan Park District

June 27, 2023

7:00 p.m.

Regular "Hybrid" Meeting

Meetings are hybrid: being held remotely using Zoom and in-person at the Des Moines Pool MPD District Office (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468; Meeting ID: 828 1958 1582; Passcode: 476202. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at scott.deschenes@desmoinespool.org. Public comment for those who cannot physically attend will be due by email to info@mtrainierpool.com by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.

AGENDA

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

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

7:03 3. **ADOPTION/MODIFICATIONS OF AGENDA**

7:04 4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

7:05 5. **PUBLIC COMMENT (Please Limit to Three [3] Minutes)**

Hybrid Meeting: If you are unable to physically attend and wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, June 27th. Please include your name, address, and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting

7:10 6. **CONSENT AGENDA**

a. EXPENDITURE/REVENUE FOR APRIL

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

May 23, 2023

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

UPDATE was processed in May for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

UPDATE was processed in May for payroll

7. **EXECUTIVE SESSION**

a. HSD Lease (if updates)

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

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

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

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

8. OLD BUSINESS

- 7:05 a. Annual Financial Report (2022)
- 7:10 b. Aquatic Feasibility Study Update
- 7:15 c. District Clerk Search Update

9. NEW BUSINESS

- 7:20 a. Resolution 2023-05, Warrant Cancellations
- 7:25 b. Emergency Repair, Finance Committee Approval
- 7:30 c. Resolution 2023-06, Resolution Declaring Property Surplus to the Needs of the District and Authorizing the Disposition of Surplus Property

10. GOOD OF THE ORDER

UPCOMING MEETINGS

- July 25, 2023, Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- August 22, 2023, Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

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

ADJOURNMENT

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

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g Assigned to: District GM Meeting Date: June 27, 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

- April 2023 Expenses and Revenue

Item 6b: Staff/Committee Reports

- District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- May 23, 2023, Regular Board Meeting

Item 6d: Correspondence – None

Item 6e: Bank Transfers (MRP Revenue) –

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$44,049.03** were approved for payment.

- \$2,579.77 was processed on May 10, 2023
- \$1,716.73 was processed on May 11, 2023
- \$2,584.90 was processed on May 11, 2023
- \$17,180.96 was processed on May 23, 2023
- \$19,941.67 was processed on May 30, 2023

*Communication issue with ST Web Client pushed some payments into June.

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$57,813.51** were processed for payment.

- \$28,656.28 was approved for payroll on May 15, 2023
- \$29,157.23 was approved for payroll on May 31, 2023

A total of **\$101,862.54** was processed in May 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 May 2023 totaling **\$101,862.54**.

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

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

Action Taken: Adopted Rejected Postponed

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

Notes:

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, June 22, 2023

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Weekly Reports - Week of May 18 – June 22, 2023

WEEK ENDING MAY 18:

BOARD MEETING

Just a reminder that next Tuesday (May 23) is our regular monthly board meeting. I sent the meeting agenda and zoom login information earlier today. If you did not receive it, please let me know.

CAPITAL & CONTRACTS COMMITTEE (AQUATIC FEASIBILITY STUDY 65% REPORT)

We met on Wednesday, May 17 to go over the 81-page conditions assessment and the estimated costs. I also sent the report to the city's project manager and a forward board member that has been volunteering, who developed a lot of the pool's upgrades. They will not have their comments in by the board meeting. I am going to schedule a meeting with Stemper, once I have all of the comments. I will save the rest of the comments for the board meeting.

FINANCIAL TRAINING

The new District Clerk and I will be attending training on Monday, May 22 with VisionMS. I hope to be able to print some more reports after this training.

NO PTSA SWIM

Parkside PTSA had not contacted us in a couple of months, and I followed up this week to make sure everything was okay (as I normally do). They had an issue with volunteers and could not commit to having the event. Staff will instead have an in-service.

WIBIT OPEN SWIM

As the last couple of years, we will be having our last Wibit Swim this Saturday, May 20 from 1-2pm until this Fall. This summer, we are going to replace part of the unit, and patch a section. We hope to have it ready to go for the fall.

LIFEGUARD CLASS

We put out an email blast on Thursday, May 18 for our early June class. We currently have 3/10 spots filled. I am going to start posting it on social media and hope to grow it.

<https://createsend.com/t/d-A75FC65FE65FCDEC2540EF23F30FEDED>

ELECTION FILING

The week of May 16-19 is election filing around the State of Washington. As of 7:22pm on Thursday, May 18, we have one applicant for Position #5. That applicant's name is Tad Doviak. The deadline is Friday (see note below from KC Elections).

Hello Jurisdiction Administrator:

We wanted to let you know that you have one or more offices up for election that no one has filed for. Please spread the word! Candidate Filing ends this Friday, May 19. The online Candidate Filing portal will close 4:00 p.m., May 19 and in-person candidate filing will end 4:30 p.m., May 19.

To see which offices have no candidates yet, please visit our [Who has filed page](#) and find your jurisdiction's office(s).

ANNUAL FINANCIAL REPORT

I am behind on the annual financial report, but I plan to work on it most of Friday and over the weekend to get caught up.

SAO EMAIL

In early June, we will be working to get updated financial records to SAO.

As part of our commitment to making our audits more effective and efficient, the Washington State Auditor's Office has developed a system that allows our staff quick and easy electronic access to the Des Moines Pool Metropolitan Park District's data. To facilitate this process, we ask that you upload a copy of the requested files listed below to our secure file transfer site.

Your government may not be scheduled for an audit this year, but the data we requested will help us plan future audits more effectively. To make data-sharing as efficient and secure as possible, we have worked with various third-party accounting software companies to develop a system for electronic file access. This email will tell you:

1. The data we need from you
2. The steps to assemble and export your files
3. How to send us your data using secure file transfer
4. Information about sharing data with our Office
5. Who to call if you need help

Before we get started, please contact us if you:

- Anticipate changes to financial records after the requested due date, which is **June 15, 2023**
- Have recently changed software systems

1. The data we need from you

Please submit fiscal year **2021, 2022** and **2023** year-to-date data for the following:

- Account Transaction Activity.csv
- Utility Account Register.pdf (If applicable)
- Deleted Receipt Report.pdf
- Account List.pdf
- Operator Activity Report.pdf
- Paycheck Activity Report.pdf

2. Assembling and exporting your files

According to our records, your local government's accounting software is provided by Vision. To create the files please follow the instructions below:

Account Transaction Activity:

1. Open reports in Financials module
2. Click on Reports
3. Select the Account Activity “Rendered for Excel report
4. Enter the following criteria:
 - Fiscal: xxxx (enter 4 digit year)
 - Period: select all (after you make this selection, it will refresh the screen) Council Date: select all
 - Account Type: select all
 - Account Status: All Accounts
 - Starting Account Number: select the first one from the list
 - Ending Account Number: select the last one from the list
 - Transaction Types: select all
 - System Types: select all
 - Account Number List: select all
 - Vendor Status: select all
5. Click View Report
6. Select Export
7. Select **CSV (Comma Delimited)** from the drop down menu
8. Click the Export button
9. Click Save
10. Enter the filename: **2969_2022_Des Moines Pool Metropolitan Park District_AccountTransaction.csv**
11. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

Paycheck Activity:

1. Open reports in Payroll module
2. Click on Reports
3. Select the Paycheck Activity Excel report
4. Select the Fiscal year
5. Click View Report

6. Click the export button
7. Select Export method (**pdf**)
8. Enter the filename: **2969_2022_Des Moines Pool Metropolitan Park District_PaycheckActivity.pdf**
9. **Repeat** the above steps to create data files for 2022

Run Utility Account Register:

1. Open Reports in Utility Billing
2. Leave the Account list Parameter to all
3. Leave the Status to all
4. Select the Fiscal year
5. Select all under the Period Parameter
6. Hit View Report
7. Click the export button
8. Select Export method (**pdf**)
9. Enter the filename: **2969_2022_Des Moines Pool Metropolitan Park District_UtilityAccountRegister.pdf**
10. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

Account List Report:

1. Open Reports in Utility Billing
2. Select Account List report
3. Hit view report
4. Select ALL for active/inactive accounts
5. Click the export button
6. Select Export method (**pdf**)
7. Enter the filename: **2969_2022_Des Moines Pool Metropolitan Park District_AccountList.pdf**
8. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

Deleted Receipt Report:

1. Open Reports in Cash Management
2. Select Deleted Receipt report
3. Select Start date 1/1/XXXX
4. Select End date 12/31/XXXX
5. Hit view report
6. Click the export button
7. Select Export method (**pdf**)
8. Enter the filename: **2969_2022_Des Moines Pool Metropolitan Park District_DeletedReceipts.pdf**
9. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

Operator Activity Report:

1. Open Reports in Cash Management
2. Select Operator Activity report
3. Select Start date 1/1/XXXX
4. Select End date 12/31/XXXX
5. Hit view report
6. Click the export button
7. Select Export method (**pdf**)
8. Enter the filename: **2969_2022_Des Moines Pool Metropolitan Park District_OperatorActivity.pdf**
9. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

Cash Receipting Report:

1. Open Reports in Cash Management
2. Select Payment Center Activity report with the following parameters
3. Period: Month based request for fiscal year XXXX
4. Deposit Status: Non-deposited Only
5. Payment Center: ALL
6. Operator: ALL

7. Computer: ALL
8. Drawer: ALL (including any online)
9. System Types: Receivables, Utility Billing, Financials
10. Hit view report
11. Click the export button
12. Select Export method (**pdf**)
13. Enter the filename: **2969_2022_Des Moines Pool Metropolitan Park District_CashReceipting.pdf**
14. **Repeat** the above steps to create data files for additional years as needed, replacing the year in the file name with each year generated.

3. Sending data using Secure File Transfer (SFT)

Shortly after receiving this request, you will get an email from SAOSecureShare@sao.wa.gov with a link to the Washington State Auditor's Secure Share site. The Des Moines Pool Metropolitan Park District SecureShare site is located at: <https://stateofwa.sharepoint.com/sites/SAO-ITA-DA-2969-DesMoinesPoolMetropolitanParkDistrict>
Please email saoitaudit@sao.wa.gov after the files have been uploaded so that our team knows to download the files promptly.

4. A note about data security

We do everything possible to ensure that the confidential information you send us is protected and used in compliance with federal, state and data protection laws, as well as all other applicable regulations. We follow current security standards issued by Washington's Office of the Chief Information Officer. We also have specific policies in place to safeguard personal and confidential information if we use it in the course of our audit work.

5. Who to contact with questions

- For questions pertaining to an audit, please contact Team South King County at (253) 372-6250.
- For questions about using SFT or sending files, please email SAOITAUDIT@sao.wa.gov

Please feel free to contact me if you have any other questions about this data request or if you will need more time to send us your files.

Sincerely,

MAINTENANCE

- Boiler Recirc for Showers – We are still awaiting a quote from MacMiller on the recirculation for the men's showers.
- Lifted Concrete in Walkway – We did get a comment about the lifted concrete in the approach. We had planned on filing some of the smaller cracks, but I am going to talk to the City Project

Manager and the engineer of record, if there might be a smaller fix. I am worried how repairs might affect the trees.

- Roof Algae – The 65% report has recommended that we remove the algae from the roof. I am going to see if Sound Cleaning provides this service, so we can add it to our annual cleaning.
- Swim Record Board – There is a positive step in Shane Stender's donation of a new swim record board. I will not steal his thunder and let him discuss it more on Tuesday.

DES MOINES CITY CURRENTS – SUMMER ADS

Below are the ads Gene put together in the Summer Des Moines City Currents.

<https://publications.colibrinw.com/DesMoinesCityCurrents/flipbook/?page=6>

WRPA AQUATICS MEETING

There was a WRPA Aquatics Meeting on Thursday, May 18 at 3:15pm. We will provide information from the meeting that staff attended in next week's report.

RESEARCH

- New (Washington Stat) law aims to prevent childhood drownings (Seattle Medium)
 - <https://seattlemedium.com/new-law-aims-to-prevent-childhood-drownings/Delaware>
 - HB 1750
 - <https://app.leg.wa.gov/billssummary?BillNumber=1750&Year=2023&Initiative=false>
- Community Centers get Pandemic Funding (NRPA SmartBrief)
 - <https://why.org/articles/delaware-community-centers-grant-funding/>
- Recapping the February and April 2023 ballot measures (MRSC Insight Blog)
 - <https://mrsc.org/stay-informed/mrsc-insight/may-2023/february-april-2023-ballot-measure-results>
- Tukwila Board of Commissioners Prepares for Aquatic Feasibility Study (SeaTac Blog)
 - <https://seatacblog.com/2023/05/16/tukwila-pool-board-of-commissioners-prepares-for-aquatic-recreation-facility-feasibility-study/>

WEEK ENDING MAY 25:

BOARD MEETING FOLLOW-UP

- Minutes for Signature – Minutes are out for signature for the April 25 and May 5 meetings.
- May 23 Minutes – I will do these after I complete the financial report and hopefully have them out for comment sometime next week.
- Link Referenced – Below is a link that I referenced when discussing unseen/hidden items at the Mount Rainier Pool. Below is a link to the information.
 - Federal Way Community Center Pool Project News (FWCC News) <See rebar issues>
 - <https://itallhappenshere.org/news-events/>
- Annual Financial Report – I am working on the annual financial report and will have an update next week.

PROJECT ARCHITECT MEETING

I met with the project architects on Thursday. They gave me an update that they now estimate the project will be done in late July. They also showed me two bubble diagram options, and discussed steps after this report. I will schedule a meeting with the Capital and Contracts committee after I am done with the financial report and minutes, which are both time-sensitive.

SWIM LESSON COMPLAINT & RESPONSE

Just a reminder that this is the first formal complaint we have received from a swim lesson parent this session, and we have over 290 children currently in lessons.

LETTER

Dear Mr. Deschenes,

I'm reaching out to make you aware of dangerous practice occurring at Mt. Rainier pool.

While watching level 3 swimmers with instructors, I observed beginning teachings of dive in four feet of water. What started as a sit with hands in dive position quickly progressed to a sitting dive. Instructors then demonstrated kneeling dives in the same four feet.

Upon calling on my child to be the first to start kneeling dives, I stopped the class. It wouldn't have mattered if my kid was first or someone else's kid was - under zero circumstances should dives be performed in shallow water.

I told the instructors they needed to move to deeper water or I wasn't permitting my kid to continue lessons. My child does dive with me regularly in the deep end during the start of laps, and had no fear factor since the instructors were telling her to do it.

When my level 5 swimmer went to session, the first thing he was instructed to do for testing was dive in the shallow end. He refused telling the guard it was unsafe to dive in the shallow end, his mom would never allow it, and there are signs saying not to. My son is nine and had enough common sense to tell a lifeguard how not to instruct their class.

My daughter passed last session and was supposed to be level 4, however registration was not well planned. Enough spots were not allotted for all the kids who passed level 3. If she was level 4, diving in the deep end, practicing a shallow dive that would be safe correct practice.

"Demonstrate shallow dive"; I believe is being interpreted wrong from the test papers. It is posted there is no diving allowed on all parts of the shallow pool. Yet, four different instructors in the span of sixty minutes asked nine kids to do it.

I'm not thrilled that the hours since COVID remain reduced and how swim lesson registration is done - but those aren't safety issues, it's poor management.

Someone will get seriously injured, or worse, and lives could be forever changed if these practices are what the Mt. Rainier is teaching. The district could stand to lose a lot if something happens.

I implore you to reach out to your whole team and make sure they understand a shallow dive does not mean the same thing as diving in the shallow end. If I'm wrong and this is correct practice please do let me know as I will be looking elsewhere for instruction.

<NAME REDACTED>

Thank you for bringing this item to our attention.

Yes, you were right. The diving in the shallow end was a misinterpretation of a rule by a staff member, who is new to teaching. Over the last couple of years, we have had to train non-traditional swimmers to work as lifeguards and swim instructors, especially with our unprecedented growth in swim lessons.

We have spoken with the staff member, and they are aware of their mistake. We have also spoken with their supervisor and the lifeguards that were in the natatorium at the time of the incident to work to better catch these and other issues. We will go over this with all of our other staff at our next in-service. Although this situation does not show it, we do take safety seriously including in-services, skills checks, a lifeguard overseeing swim lessons, and other layers of safety to better protect our users.

We not only teach youth swim lessons, but also teach young people how to work as lifeguards and swim instructors. We appreciate you helping us with this situation. If you notice anything else, feel free to reach out.

Again, thank you for making us aware of this,

Scott Deschenes, District General Manager

Des Moines Pool Metropolitan Park District

P.S. – You will be happy to know that we are expanding our weekday schedule to open at 7:00am starting on May 30.

At the time of this email, we have not hear back from the parent.

SCHEDULE UPDATE

We also sent out the following schedule update on Thursday, May 25. The new schedule will take effect on Tuesday, May 30.

https://desmoinespoolmetropolitanparkdistrict1.createsend.com/campaigns/reports/viewCampaign.aspx?d=d&c=C0916BA9C6D6048C&ID=E1AB2FECB8D1FCFB2540EF23F30FEDED&temp=False&tx=0&source=Report&fbclid=IwAR3xaxat_gET9Fq_CIKPicBgdJP9owzTZynvTvvmOYilwmeC4KGT6oRNnQE

MEMORIAL DAY HOURS

We will be open regular hours on Memorial Day with the exception of Water Exercise. The instructor will not be present that day, and after discussing it, we felt it would be better to not have a substitute.

SWIM LESSONS

Quentin updated you on swim lessons on Tuesday, but here are some additional developments.

- Mid-session break – To better help with retention of instructors, we have added breaks to classes. We decided to make the Spring classes break around the Memorial Day Holiday. There will be no classes:
 - Saturday - May 27
 - Monday – May 29
 - Wednesday – May 31
 - All classes will resume the following week.
- Parent Email – We received the following email from one of our swim lesson parents about Searely. Searely was one of the staff that needed to be trained up to be a lifeguard. She now acts as one of our $\frac{3}{4}$ time positions, and also just became a head lifeguard. She has done a great job in helping us with translation, filling in shifts and teaching lessons. Below is the email.

Hello,

We just want to send this email to give praises to one of your swim instructors, Searely. She is currently the swim instructor for our kids Level 5 Wednesday swim class. We love her hands-on/ visual instructions of the different swim styles. Our kids loves her and have learned a lot. We also love her enthusiasm and willingness to jump in the water with the kids. She deserves recognition for her dedication and positive attitude.

Best,

<Name Redacted>

PAY RAISE

I gave our water instructor a bump to level D. They were offered over \$33/hour by a competing pool, but they were okay with \$22.68/hour to stay with us. The instructor has done a phenomenal job with their classes, and has been very consistent. Their classes are very well attended.

We also have learned that another local pool has raised their starting salary for lifeguards to over \$22/hour, which is around \$5 more an hour than us.

PAYROLL STIPEND ISSUE

I accidentally processed May stipends instead of April stipends on the May 31 payroll. We will adjust stipends in June, when we process the April stipends at that point.

WCIA MEETING

I attended the WCIA meeting on May 19th. This is required as part of our compact. The meeting was over why insurance rates have been going up dramatically. The next meeting will be in November.

DISTRICT CLERK TRAINING

I am continuing to train the District Clerk position. We had training with VisionMS on Monday. We are meeting a couple of hours each day.

WRPA AQUATICS SURVEY

Quentin completed the WRPA Aquatics Survey. It appears that we are following the trends in enforcing rules and regulations. Click link below to view the survey.

<https://docs.google.com/forms/d/e/1FAIpQLSd6AAkRoC4l5FmRhShwLL9zYcV0kwwuzXaxHaWBup5T2tWWUA/viewanalytics>

RESEARCH

- Two more states pass every child a swimmer legislation (Aquatics International) - https://www.aquaticsintl.com/facilities/two-more-states-pass-every-child-a-swimmer-legislation_o
- More people are moving out from Central Cities (Governing) - <https://www.governing.com/community/more-people-are-moving-outward-from-central-cities>
- Rights and limits in filming in public facilities (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/april-2023/rights-and-limits-on-filming-in-public-facilities>
- US Supreme Court could upend local property tax laws (Route Fifty) - <https://www.route-fifty.com/finance/2023/05/us-supreme-court-could-upend-local-property-tax-laws/385904/>

WEEK ENDING JUNE 1:

POOL BREAKDOWN

I sent the following email, I sent on Wednesday, May 31.

Dear Board,

We will be shutting the pool down due to a mechanical breakdown until on or around next Tuesday, June 6th. This is dependent on sourcing parts for the project and the extent of the damage.

At around 3pm, staff was backwashing the pool, when one of the backwashing valves became stuck. Attached is an image of the valve, which became stuck in the backwashing position. Although, there are two filters, there is not a way known to bypass the affected valve. Staff reported a sound and shaking in the pipes, when the part broke.

Staff spoke with Aquatic Specialties over the phone, and was unable to resolve the issue. Aquatic Specialties is out of the area working on other projects, and will not be back until later this week. Due to the spring and potential broken diaphragm, it was decided to hold off on someone else doing the repair, and staff did not feel comfortable taking apart the item after discussing the repair needed especially without an assembly kit.

The age of the filter system and plumbing sometimes make it more difficult to source parts, so we want to be conservative in our closure estimate. If we are able to get the parts and repairs sooner, then we will make an announcement, but from what staff was told by Aquatic Specialties, we estimate early next week.

Finally, staff is going to go ahead and repair both valves, since both probably are on the same lifecycle.

Call me if you have any questions. I have PT from 5-6pm, but should be available after that.

Thank you,

Staff tried to contact ORCA Pacific, but they did not accept our calls until the following day, and by the time we would have them scheduled, Aquatic Specialties will be available. Staff has contacted Aquatic Specialties, who will be out next week (or potentially Friday, if they are able to complete another out-of-the-area project) to complete the repair. We will keep you updated on the project as more information comes in.

Below are pictures of the unit with the valve part in the out position, and the picture on the right is what it is supposed to look like. There are two backwash valves, one for each filter. Even though one of the two filters is not affected, there is no way to bypass the broken valve with our current plumbing.





Notification - An email blast, social media post and a website news post including banner ad were used to contact participants, and staff called instructors and partners to notify their participants. Finally, staff called patrons that were going to use the pool the night of the breakdown to hopefully save them a trip to the pool.

Programming –

- **Lifeguard Class:** OV has been nice enough to host our Friday class, and Emmit is moving the CPR class to the district offices on Saturday.
- **Swim Lessons:** Unless there is a change, we will have to cancel Saturday and Monday lessons. Staff will start calling people on Friday to cancel classes.

AFO CERTIFICATION

Jared received his Aquatic Facility Operator (AFO) certification. We are required to have two staff that have this certification. Currently, we have three. This allows us for backup, if we have turnover.

BOARD MINUTES

- May 23 Minutes – On Tuesday, May 30, I sent out the minutes for edit. Please have all edits back to me by Tuesday, June 13, so I can add them into the June 27 packet.
- Signatures for April 25 and May -I have posted the minutes for both meetings on the Governance page.

ANNUAL FINANCIAL REPORT

I submitted our annual financial report information on Friday, May 26. I will present the updated physical report at the June 27 board meeting to be filed on the website.

INFORMATION TO SAO

I need to get caught up in this year's finances and have a deadline of June 15 to have the information updated for their remote monitoring of our files.

DISTRICT CLERK POSITION

The District Clerk is continuing to have training on working with King County. We have had some issues with King County receiving our CSV files that we are working through.

DONATION TO MRHS SWIM TEAM FOR POOL

Commissioner Stender will be meeting with the HSD Athletic Director, next Tuesday, June 6th. Quentin and I will be present as a representative of the district, in case there are any logistical questions.

SUMMER RESOURCE FAIR AT VALLEY VIEW

On Friday, May 26, Jared attended the Valley View Resource Fair to represent the district. He stated that he had a lot of questions about swim lessons and had to make more copies of the 100+ schedules we had to hand out. Luckily the school helped him.

MRHS NEWSPAPER AD

Jared is going to post recruitment ads in the MRHS student newspaper. Gene and I put the following ad together for it. The next one runs on June 7th.

***The Sky's the Limit
When You Get Your
Feet Wet!***



- **STARTS AT \$17.38/HOUR**
- **FLEXIBILITY**
- **OPPORTUNITY FOR GROWTH**
- **NEXTDOOR TO MRHS**

**FREE
CERTIFICATIONS**
UP TO \$450 VALUE

MORE INFO :

CALL JARED - 206.2745554
jared.wold@desmoinespool.org
mtrainierpool.com/employment

SUMMER SWIM LESSONS

We were pushing off announcing swim lessons until Monday, June 5th or Tuesday, June 6th. We met on Wednesday, May 31, and need to have 575 adjust the information into the website. We will make an announcement by email notification, and post the information in next week's report. It also might be more difficult to communicate the closure with this information out.

JUNE OPEN SWIM ADJUSTMENT

Below are the updated dates for Open Swim. We originally were going to be closed for the last two weeks of June, but came up with the adjusted schedule.

- ~~Saturday, June 3 – \$1 Open Swim~~ CANCELLED
- Saturday, June 10 – Closed for Rentals (No Open Swim)
- Saturday, June 17 - \$1 Open Swim
- Saturday, June 24 – Regular Open Swim

RESPONSE FROM PARENT

Last week we notified you at the board meeting of a parent's letter and our response. Below is the parent's response afterwards...

Dear Mr. Scott Deschenes,

Thank you very much for addressing our concerns. After I had some time to think about it, there was probably a series of things that made for the scenario.

Looking around the stands, I realized there were probably a lot of first generation swimmers in the pool, maybe their parents never learned so no one recognized the hazard. There were people entertaining other kids, or decompressing from their day on a phone, in a book, or just there to get a kid that might not have been theirs to a lesson - so they may have recognized it, but weren't paying attention. The interpretation of what shallow dive is, is what ultimately got us in a bad position.

I do believe that the national shortage and non-traditional swimmers working as lifeguards has put a strain on getting qualified personnel and personnel qualified to standard, but that is kind of the times we are all currently navigating.

We know your team is trying. We have an immense appreciation for you addressing the situation so quickly. I normally wouldn't be so confrontational, and email wouldn't be my first choice as people tend to use the internet as a sounding board because they can hide and not offer any positive. We've known people with close calls and paraplegics who became so from dives gone wrong.

I do see a lot of positive coming from this though. Hopefully if there are a lot of first generation swimmers they will learn safety the right way and be able to pass it on. Your employees recognized and took responsibility afterwards for mistakes. Fortunately, no one was hurt. I have a hope that if the other guards didn't recognize what was happening, they will from now on. If they did realize it, but didn't want to confront a co-worker or friend, that it's ok to do so, especially in their profession.

As for the four employees, please let them know we aren't mad, I just got nervous and didn't mean to pounce on them in front of people and without clear explanation.

That's great that you are expanding your schedule. Unfortunately, I won't be able to take advantage with the exception of one day due to my work schedule. Expanded hours will make many of your regulars very happy, so that is great news.

Sincerely,
<NAME REDACTED>

FEATURED RESEARCH (VIDEO)

- Lifeguard Shortage Across the Region (KCPQ) - <https://www.fox13seattle.com/video/1226631>

RESEARCH

- Lifeguard shortage drags on for third summer (Axios)
- <https://www.axios.com/2023/05/28/lifeguard-shortage-pool-hours-closings>
- Some Seattle beaches, pools closed due to lifeguard shortage (KOMO)
- <https://komonews.com/news/local/seattle-lifeguard-shortage-continues-some-beaches-pools->

[closed-summer-weather-parks-recreation-swimming-shutdown-pandemic-employment-staffing-recruit-indoor-outdoor-red-cross-certification-training-pay-safety](#)

- Aquatic facility handbook: building a facility from the ground up (Aquatics International)
- https://www.aquaticsintl.com/facilities/aquatics-facility-handbook-building-an-aquatics-facility-from-the-ground-up_o
- Building a healthier Chicago through community wellness hubs (NRPA Magazine)
- <https://www.nrpa.org/parks-recreation-magazine/2023/june/building-a-healthier-chicago-through-community-wellness-hubs/>
- Teen chaperones at malls and amusement parks due to crime (AP)
- <https://apnews.com/article/chaperones-teens-malls-amusement-parks-crime-8d1cee2a4e4321f7c7b3736276ab46e4>

WEEK ENDING JUNE 8:

CLOSURE/BACKWASH VALVE REPAIR

The finance committee approved the emergency repair for the backwash valve, which is estimated at around \$5,700. The repair was completed more quickly than estimated, so it will be a little cheaper in the short-term (about \$3,000), but the weight of the pipe above has affected one of two backwash valves. Aquatic Specialties will be back out later this summer to repair and better support the pipe above (rope is not long-term solution) and proactively repair the second unit.



REOPENING

We reopened the pool on Tuesday at 10am. We chose to wait until after opening, so we could check the temperature, clarity and chemicals before committing to opening. Everything was fine on Tuesday morning, so we opened at 10am.

<https://createsend.com/t/d-8AA0B492B9957CE32540EF23F30FEDED>

ALASKA AIRLINE RENTAL

We had to cancel Alaska Airlines Monday rental due to the breakdown, but they elected to come back to our pool on Wednesday versus using another pool.

SWIM LESSONS

Swim lesson information was sent out on Monday, June 5th. Below is a link to the email blast. With the pool being closed, we might have to make some small adjustments to when information will come out. The Monday class's grading day (day used to put in levels) was cancelled, so we will need to reschedule that class. With swim lesson registration being June 24, we will not be able to reschedule. We will credit the adult class, but all of the other classes were free thanks to the grant. Grading day for the Saturday classes is this Saturday, so it will not affect the classes.

<https://createsend.com/t/d-2FFB39EE8EF072DE2540EF23F30FEDED>

Updated Website Swim Lesson Page - <https://mtrainierpool.com/swimlessons/>

SATURDAY CHANGES

After putting out the re-opening for the pool closure, our Saturday rental cancelled. We decided to move the \$1 open swim up a week, because we get more users on those days, and staff was getting a lot of requests of lifeguards that wanted to attend graduation on June 17. They also have seven staff dedicated to registration on Saturday, June 24 to help keep things running smoothly.

FACEBOOK/WEBSITE POST

(Retraction-Saturday Open Swims) We had a rental group cancel their event for Saturday, and we are going to make the following changes to June, Saturday Open Swims (entire pool open) to better accommodate our patrons and staff that would like to attend graduation and swim lesson registration. All Open Swims below are Saturdays from 1-2pm.

- June 10 – \$1 Open Swim
- June 17 – Regular Open Swim
- June 24 – Pool Closed: We are having all staff concentrate on swim lesson registration.

DISTRICT CLERK UPDATE

On Monday, June 5, I ended the agreement for the district clerk. I will take on the duties until I have a better idea of how I want to proceed. We can discuss this in more detail at the next meeting.

SAO CYBERAUDIT INFORMATION

We are working with VisionMS to get reports so SAO can remotely monitor our finances. I have already prepared the payroll information, but just need to get the reports ready from VisionMS. They are accessing the server to help get the reports ready. Our Thursday meeting was delayed, so I am working with them to meet the June 15 deadline.

APRIL STIPENDS

I will be processing payroll on June 22. Just a reminder, that I will be processing April Stipends as part of the June 30 payroll. I only have April 25's regular board meeting for April stipends. Please call me if you have any questions.

POTENTAIL KING 5 NEWS COVERAGE.

Quentin is working King 5 to setup some interviews with staff that grew up taking lessons. It looks like the interviews will be next week. The report came from Gene's ad on lifeguarding. Sean who is referred to below is on vacation for a couple of weeks. When the report is posted, we will share a link.

Good afternoon,

I saw your feature on Sean Ellison in area Moines City Currents.

I'd like to interview him about becoming a lifeguard and doing it before heading to college.

With a lifeguard shortage in just about every community, I thought it would be great to hear from someone who started swimming young and then dedicated some time to swim safety when they were eligible to do so.

MRHS SWIM RECORDS BOARD

Quentin and I met with Commissioner Stender and the HSD AD about the MRHS Record Board (pictured below). Commissioner Stender is donating the records board out of his own pocket. I will let Commissioner Stender discuss this in more detail at our next regular board meeting. Quentin and I were there, to represent the district in logistics for the meeting.

BOYS			Swimming & Diving		GIRLS	
ANDREW MERRELL '05	20.63	'05	200 FREESTYLE	ALYSON SCHUMACHER '08	1:54.49	'05
SCOTT RICE '05	49.75	'05	200 IND. MEDLEY	JULIE MASSEY '08	2:04.77	'05
SCOTT RICE '05	46.48	'05	50 FREESTYLE	LEONA JENNINGS '09	52.37	'09
BEN BRUCE '05	52.86	'04	100 BUTTERFLY	LEONA JENNINGS '09	55.72	'09
JOHN RODGERS '79	58.54	'79	100 FREESTYLE	ALYSON SCHUMACHER '08	5:06.54	'05
GAVIN OLMSTEAD '99	299.15	'99	500 FREESTYLE	JULIE MASSEY '08	1:04.80	'97
GAVIN OLMSTEAD '99	485.5	'99	100 BACKSTROKE	HAILEY SAGMOEN '16	243.35	'16
BEN BRUCE '05, SPENCER MENNELLA '06	1:36.75	'04	100 BREASTSTROKE	HAILEY SAGMOEN '16	446.40	'15
SCOTT RICE '05, ANDREW MERRELL '05	1:25.54	'04	DIVING - 6 DIVES			
ANDREW MERRELL '05, BRENTON COOK '04	3:08.77	'04	DIVING - 11 DIVES			
DUSTIN MENNELLA '04, BEN MITCHELL '05			200 MEDLEY RELAY			
BRENTON COOK '04, SCOTT RICE '05			200 FREE RELAY			
BEN MITCHELL '05, BEN BRUCE '05			400 FREE RELAY			
				HALEY GANDREDER '09, MACKENZIE HARRIS '11	3:32.10	'08
				MOLLY LARSON '10, LEONA JENNINGS '09		

FEASIBILITY STUDY

I met with the HSD AD about setting up another meeting. I also shared video of our last meeting with them. I will let you know more when the meeting is scheduled.

PARKING LOT VANDALISM

One of our patrons went out to their car and discovered that someone had thrown a rock at their windshield. There was a large crack in their windshield. They have contacted their insurance company and the police, and we forwarded the incident report to our insurance pool. We do have do rounds around the facility, but unfortunately we cannot catch everything.

DOH RULES (TECHNICAL ADVISORY COMMITTEE)

The DOH is looking for experts in aquatics to serve on their Technical Advisory Committee.

Hello Aqua Network!

I apologize for not getting a May newsletter distributed. I hope the fact that I haven't had time to make it means you also don't have time to read it this time of year! :) I plan to get one out by July at the latest.

In the meantime, the DOH is now assembling a Technical Advisory Committee (TAC) to help inform their current rule change process. If you're interested in being part of that group, please complete the survey below **BY 5:00PM THIS FRIDAY, JUNE 9TH.**

Please state that you are a WRPA Aquatic Network member in the "other" section of Question 1. The question will allow for multiple responses.

The DOH is required to include representation from our group on the TAC, and it would be very beneficial if our members on the committee can report back to the whole network on the process. If you are selected, please let me know so that we can coordinate that flow of communication.

Here's the message from Ashlie at DOH:

Thank you for expressing interest in participating in the technical advisory committee (TAC) to revise the water recreation rules! The TAC will provide recommendations to the State Board of Health for their consideration. Below is a link to a survey that will help us determine the final make-up of the TAC in accordance with WAC 246-260-191. **Please complete the survey by 5:00pm on June 9th.**

[TAC Survey](#)

If you have any questions or technical difficulties, please contact me at ashlie.laydon@doh.wa.gov.

Ashlie Laydon (rules coordinator)
Office of the Assistant Secretary
Division of Environmental Public Health
Washington State Department of Health

Thanks everyone & have a great week,

JUNETEENTH

The pool will be open regular hours for Juneteenth (Monday, June 18), but fulltime staff will be off.

KING COUNTY PARKS GRANTS PORTAL

King County Parks had us update our grant portal's main information. I thought I would share.

Changes for **Des Moines Pool Metropolitan Park District** made by **Scott Deschenes**:

Field	Old Value	New Value
Social Media Profiles (if applicable)		https://www.facebook.com/mtrainierpool https://twitter.com/MtRainierPool
Organization Size		1-20 FTE/Staff
Operating Budget		\$1 - 4 million
Direct Service Staff Demographics		51-75%
Leadership Demographics		26-50%
Board Demographics		Less than 10%

FEATURED RESEARCH (LIFEGUARD SHORTAGE)

Another year, as the lifeguard shortage continues. Below are some featured articles.

- Here's what's driving the national lifeguard shortage (NPR, Audio)
- <https://www.wfae.org/united-states-world/united-states-world/2023-06-07/heres-whats-driving-the-lifeguard-shortage>
- Lifeguard shortage may force half of US public pools to close or have reduced hours (CBS News)
- <https://www.cbsnews.com/news/lifeguard-shortage-half-of-public-pools-in-us-may-close-or-limit-hours-this-summer/>
- The story behind the national lifeguard shortage and what Massachusetts is doing about it (WBUR) - <https://www.wbur.org/news/2023/06/03/massachusetts-lifeguard-shortage-kim-driscoll-newsletter>
 - US State Department clarifies J1 Visas (Aquatics International, 2013)
- https://www.aquaticsintl.com/lifeguards/state-department-clarifies-j-1-visa-requirements_o

RESEARCH

- American Red Cross expands campaign to reduce childhood drowning (Recreation Management)
- https://recmanagement.com/articles/153706/american-red-cross-expands-campaign-reduce-childhood-drowning?utm_source=MagnetMail&utm_medium=email&utm_term=scott%20Deschenes%40desmoinespool%20org&utm_content=060523%5FRecReport&utm_campaign=Parks%20Lead%20the%20Way%20on%20All%20Initiatives
- Spread the word on water safety (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2023/june/spread-the-word-on-water-safety/>
- Stronger partnerships and new responsibilities emerge from the pandemic (NRPA Magazine)
- <https://www.nrpa.org/parks-recreation-magazine/2023/june/stronger-partnerships-and-new-responsibilities-emerge-from-the-pandemic/>
- Hey budding accountants: governments need you (Governing)
- <https://www.governing.com/finance/hey-budding-accountants-governments-need-you>

- 'A matter of moments': local officials talk water safety tips (FW Mirror)
- <https://www.federalwaymirror.com/news/a-matter-of-moments-county-local-officials-talk-water-safety-tips/>

WEEK ENDING JUNE 15:

BOARD MEETING

The board packets will go out next Thursday (6/22), and the meeting will be Tuesday, June 27.

CREDIT CARD ISSUES

We had a patron that thought their credit card information was stolen and referenced his wife and another patron's information being stolen. We launched an investigation, which included having a full sweep of the computers at the pool. The system was secured. I sent the following response to the patron.

Dear Mr. <REDACTED>,

I am sorry that you and your wife experienced credit card theft on your two cards. After working with our IT security provider, I can report that the information was not stolen at the Mount Rainier Pool. The IT security company performed a scan of all machines and software and reported there were no holes in our security.

As mentioned in an early message, we do not store any credit card information internally, and are PCI compliant. All information is encrypted in transmission, protected by a firewall, systems are scanned for malware, and user information is stored on a third-party software that is out of state. Staff cannot access this information, only charge usage and services at the Mount Rainier Pool. The company is CivicRec and has not reported any data thefts. We chose this system to protect the district from situations like this.

I know you were concerned with staff potentially stealing information, as the transactions were made when you were out of the area, but all three transactions were performed by separate staff members. There was not an opportunity for one to get access to all three credit card numbers as we do not store that information onsite.

This decision was made with the information provided and us checking our systems. If you discover additional information, feel free to reach out to me. We value you and <REDACTED> as members and want to ensure that your and other members feel safe to use the facility both physically and financially.

If you have any questions, or concerns feel free to reach out.

Sincerely,

If any new information comes to light, we will make an adjustment.

SCHEDULE CHANGE

We were originally going to close the last two weeks of June, but we have decided to stay open with a couple of times the shallow end of the pool is not available, and Friday, June 23 (after 2pm) and 24. The former is for water safety instructor training and the latter is for swim lesson registration. Below is the email we sent out Thursday. We usually wait until the end of the week to lessen people using the wrong schedule.

<https://createsend.com/t/d-B0BA1830B78846CB2540EF23F30FEDED>

SWIM LESSONS

- Evening Date Issues: We had an issue with the evening classes. There were only six classes and we stated there were eight. Quentin added a class on Wednesdays, but we could not add class on Mondays, so below is the corrected dates. (Note-we could not add classes in August due to staff going back to college.) We have adjusted the website to reflect this.

PM Class Option	Times	Dates
Monday	4-6pm	7/10-8/14 (6 classes)
Wednesday	4-6pm	7/5-8/16 (7 classes)

We are sending a reminder about registration next week, and will update out next week.

- Registration: We will have all staff available focusing on registration next week to keep things smooth.
- Scholarship Event: We had two people email in scholarships. One was okay and the other was one did not turn in any proof. We at least gave people the option to help them with scholarship information, and emailed it to all current class participants. We also posted it on social media including the
- Camp KHAOS: Quentin has set aside Monday and Wednesday classes for Camp KHAOS, and Gene is working on a flyer to send to them.

SMAC

Quentin is working with SMAC on potentially partnering with SMAC to offer a pre-competitive swim program with SMAC. He will present this to the board at a future meeting.

ANGLE LAKE

Jared and some of the lifeguards are working outside of working at Mount Rainier Pool to lifeguard for the City of SeaTac on potentially partnering with us to provide lifeguard services. We will meet with them in the future and bring information back to the board.

AQUATIC FEASIBILITY STUDY

I have reached out to the COO with Highline School District to setup a meeting. I have notified the architect of the delay, as they want to keep the ball rolling.

PAYROLL

HPS (our payroll provider) was having some connectivity issues that required me to re-enter payroll at least four times. From the paperwork, it looks to be correct, but I should know more by the end of week, if anyone reports an anomaly. We usually submit our payroll a couple of days early and this is the first time I have done it on the deadline date. Last week, we had mechanical pool issues that pushed back all of our deadlines.

PAYMENTS

I am playing catchup on some payments from last month. I should have everything caught up by next week.

SAO INFORMATION

SAO is having some issues with their software for our cyber audit. I have the reports ready, but cannot access the FTP site. The representative told me it was not a hard deadline, but we will get our information in as soon as the site is available. VisionMS also helped us setup a new report to meet the requirements. All reports are ready to go, so we just need to wait to get access.

NORMANDY PARK CITY SCENE

Gene put the following ad together for us. We decided to focus on the benefits for residents of Normandy Park with our partnership. (Note-Gene did get approval from their parks and recreation director, and is sharing the ad with them.)

Saluting 14 years of collaboration with Normandy Park

Since 2009, the Normandy Park Metropolitan Park District and the Des Moines Pool Metropolitan Park District have successfully worked together to preserve Mount Rainier Pool and year-round access to swimming.

As such, Normandy Park residents enjoy our

- Resident discount rates on swim lessons, water exercise, swim passes and rentals
- Resident priority registration on swim lessons and birthday party rentals

- Eligible for resident scholarships of 90 percent for all programs
- Free lifeguard and swim instructor certifications* (value up to \$450)

*Eligible to those willing to work in Des Moines/Normandy Park area

Normandy Park EST. 1953

DES MOINES POOL METROPOLITAN PARK DISTRICT

Thanks!

mrp
mount rainier pool

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

The advertisement features a smiling young boy in a swimming pool, wearing a black swim cap and green goggles. The background is a light blue water surface. The text is arranged in a clean, professional layout with a red banner at the bottom containing contact information.

MAINTENANCE

- Invoice for Backflow Valve Repair: The estimate for the backflow valve was \$5,700 and came back for \$4,700. Although the final cost was below the estimate, I will put this on the agenda as being approved by the finance committee, since approval for the estimate was over \$5,000. Note-the second valve estimate came in around \$3,000, so we will not have to use the authorization. We plan to repair the second valve later in the summer, on a slow day.

JUNETEENTH

Just a reminder that all full-time staff will be off for Juneteenth, which will be observed on Monday, June 19. The pool will be open regular hours that day. Some of the staff have elected to move their holiday to another day to perform an in-service.

KING 5 INTERVIEW

King 5 will be interviewing staff on Monday, June 19. When it goes on air, we will share it with you.

RESEARCH

- New pop-up pool scheme launched to get more school children swimming (BBC)
- <https://www.bbc.co.uk/newsround/65411810>
- State and Local Governments Implement Incentives for Lifeguards (Aquatics International)
- https://www.aquaticsintl.com/lifeguards/state-and-local-governments-implement-lifeguard-incentives_o
- Parks and recreation's role in childhood obesity prevention (NRPA Magazine)
- <https://www.nrpa.org/parks-recreation-magazine/2023/june/parks-and-recreations-role-in-the-childhood-obesity-epidemic/>
- Parks and recreation fosters healthy living (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2023/june/parks-and-recreation-fosters-healthy-living/>
- From recovery to revitalization: how local governments are using their ARPA Funds (Brookings)
- <https://www.brookings.edu/research/from-recovery-to-revitalization-how-local-leaders-are-unlocking-the-potential-of-the-american-rescue-plan/>

WEEK ENDING JUNE 22:

BOARD MEETING

Just a reminder that we will have our June Regular Board Meeting on Tuesday, June 27 at 7pm. I am playing catchup this week, so the agenda will come out on Friday, June 23 or possibly Saturday, June 24.

SWIM LESSON REGISTRATION

Swim lesson registration starts Friday. Quentin has all staff on registration to ensure a smooth transition. We will have the pool closed on Friday after 2pm through Saturday. Below is the email blast sent out on _____.

KING 5 ARTICLE

King 5 came out and covered the lifeguard shortage and interviewed Jared, Celina and Jermaine. The aquatics team chose Jared, who recruits and trains lifeguards. Celina was a traditional lifeguard, who grew up swimming, and Jermaine was a non-traditional swimmer, who learned and was certified under our new program. Below is a copy of the article.

<https://www.king5.com/article/news/local/washington-pools-beach-parks-recruiting-lifeguards/281-1f47bcd-bf3ce-4dca-bf0e-857c52a0d351>

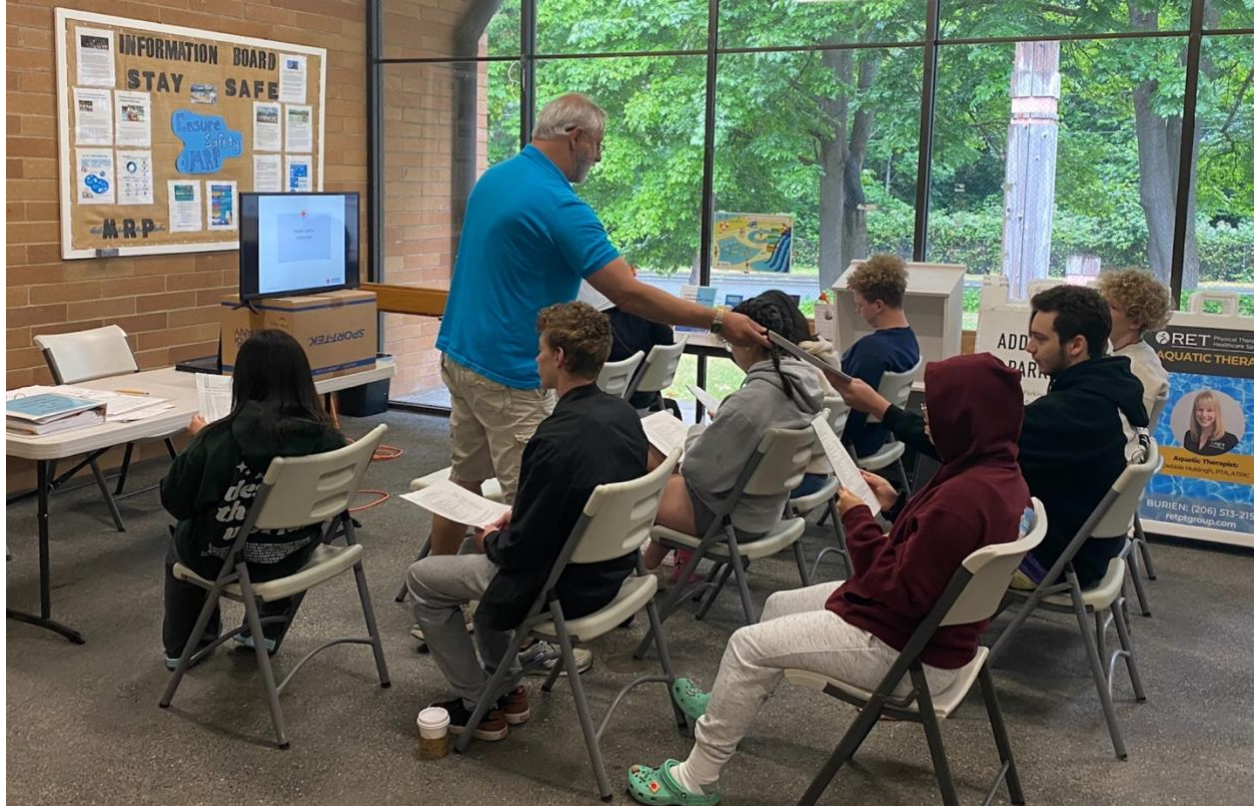
SUMMER SCHEDULE CHANGE

We will be sending a schedule change out next week. ADD INFO.

WATER SAFETY INSTRUCTOR CLASS

Craig started teaching a water safety class this week. The class includes 12 participants, and should help the quality of our classes. I think of it like taking a class in school. It is always better if the teacher is

certified through an educational process. *(Note-we had to use the MRP lobby vs district offices due to the in-water portion of the lessons.)*



CAMP KHAOS SWIM LESSONS

Quentin has set aside two times on Mondays and Wednesdays for exclusive Camp KHAOS swim lessons. Currently there are two sessions, but if interest grows, he will see what can be done.



Des Moines Parks, Recreation & Senior Services

Yesterday at 8:23 AM · 🌐

Mt. Rainier Pool has saved us some swim lesson spots for our Camp KHAOS kids! Please contact the pool at 206-824-4722 to register if you are already signed up for Camp KHAOS in July. We will provide transportation to and from your child's lessons on days they're signed up for KHAOS!



**MOUNT RAINIER
POOL**

CAMP KHAOS SWIM LESSONS

Special classes for Camp KHAOS participants only!

Monday and Wednesday: 10-10:25am or 10:30-10:55am

July 5-31 (7 Classes). - \$58 Residents*/\$70 Non-Residents

* Resident rate and scholarships for residents of Des Moines & Normandy Park.

MORE INFORMATION
206-824-4722
www.mtrainierpool.com



**SCHOLARSHIPS
AVAILABLE***



PRE-COMP CLASSES

Quentin is working with SMAC on replacing the public swim team with a pre-competition swim class. The goal is to work with the club to offer a program that helps youth move forward into competitive and local swim clubs in the area. We hope this helps promote lifelong swimming. We hope to include this in our summer schedule update next week, but are still awaiting information from SMAC.

GRAFFITI

Graffiti appeared on the back of the building. It appears that HSD came out and took it down before we had a chance to. Thanks HSD!:)

POOL FACT

I saw the following water usage fact, while I was in Canada over the weekend.

- What uses more water, a lawn or a swimming pool?
- Depending on the climate, the lawn uses between two to six more times as much water as the swimming pool.

RESEARCH

- Florida license plate raises money for swim lessons (Aquatics International)
- https://www.aquaticsintl.com/facilities/florida-license-plate-raises-funds-for-swim-lessons_o



Des Moines Pool Metropolitan Park District

May 23, 2023

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – There were no modifications to the agenda. Commissioner Stender moved to adopt the agenda as written. Commissioner Achziger 2nd. The motion passed 5-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – No announcements were made.

PUBLIC COMMENT - None

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in March totaling \$115,501.66. Commissioner Campbell 2nd. The motion passed 5-0.

Executive Session Business

7a. Executive Session, HSD Lease

There were no updates on the HSD Lease, so the executive session was not held.

OLD BUSINESS

8a. Q1 Financial Report

The District GM reported the first quarter (January-March) financial report. A copy of this report is available in the district office or online in the May 23 agenda packet.

8b. EOY Financial Report

The District GM stated that he was still working on the annual financial report, and that the information attached is the preliminary draft. The report is due Tuesday, May 30, and that an update report with final information will be made at the June 27 board meeting.

8c. Aquatic Feasibility Study Update

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

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meetings are being held hybrid including remote access to give the community more access options. See the information above to join a meeting. If you have any questions, please contact Scott Deschenes, District General Manager at 206.429.3852 or info@mtrainierpool.com.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 5/23/2023**

The District GM presented the 65% completion report for the conditions assessment and potential costs of the Mount Rainier Pool. A copy of both reports is available for inspection at the district office or online in the May 23 agenda packet.

8d. June Closure Update

The Aquatics Manager reported that the Mount Rainier Pool would not be closed the last two weeks of June but would have a modified schedule that would work around staff trainings (lifeguarding and swim instructor) and other projects. He also notified the board that the pool would be opening on weekdays at 7:00am starting on Tuesday, May 30.

8e. Summer Schedule Update

The Aquatics Manager reported programming for the summer schedule including swim lessons. A copy of the reports is available for inspection at the district office or online in the May 23 agenda packet.

NEW BUSINESS

9a. May 5th Special Meeting Minutes

The District GM shared a copy of the May 5th Special Meeting minutes and an edit that was requested by Commissioner Achziger. Minutes are sent to all board members after every meeting for edits to help with the accuracy of the minutes. The board agreed that the term “at odd with each one another” was not needed.

Commissioner Dusenbury moved to approve the amended May 5th special meeting minutes to include the specified changes. Campbell 2nd. The motion passed 4-0. Commissioner Achziger recused himself.

A copy of the May 5th minutes is available for inspection at the district office or online in the May 23 agenda packet.

9b. 2023 Recommended Rates

District GM presented proposed rates to be approved for the June 1 deadline in Policy 320, Admissions and Refunds. The board requested to have more data before making a decision including revenue impacts, levy impacts and impacts of inflation on staffing and other costs (utilities) to give the community a better idea of why the increases were being made. The board president requested that this decision be sent to the finance committee before being brought back to the board.

GOOD OF THE ORDER

No items were discussed.

ADJOURNMENT

With no further business the meeting was adjourned at 8:13 pm.

UPCOMING MEETINGS

- June 27, 2023, Special Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)
- July 25, 2023, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

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

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

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 holding hybrid meetings remotely and at the MRHS Library until further notice. The public may join meetings through the Zoom app. Logon information is published in each Meeting Agenda. Contact Scott Deschenes, District GM at scott.deschenes@desmoinespool.org if you have questions.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 5/23/2023**

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Achziger

Vacant, District Clerk

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

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

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

The Des Moines Pool Metropolitan Park District is holding hybrid meetings remotely and at the MRHS Library until further notice. The public may join meetings through the Zoom app. Logon information is published in each Meeting Agenda. Contact Scott Deschenes, District GM at scott.deschenes@desmoinespool.org if you have questions.



Special District Voucher Approval Document

Scheduled Payment Date: 04/26/2023

Total Amount: \$2,579.77

Control Total: 3

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20230421142509.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Scott Deschenes

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).

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

Scott Deschenes 4/21/2023
2E03815D71304B0...
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

DocuSigned by:

Joe Dusenbury 4/24/2023
5E8DDA9899F2474...
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20230421142509.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASSOCIATION OF WASHINGTON CITIES			1112149	01/01/2023	\$300.00	ANNUAL MEMBERSHIP FEE FOR HEALTH BENEFITS.
MACDONALD-MILLER FACILITY SOLUTIONS			SVC258633	04/16/2023	\$1,839.77	APRIL 6 SHOWER REPAIRS. OUT OF CONTRACT.
SNURE LAW OFFICE			BS03012023	03/01/2023	\$440.00	FEBURARY 2023 LEGAL SERVICES.



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/01/2023

Total Amount: \$1,761.73

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20230428124120.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Scott DeschenesEmail 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> 2E03815D71304B0	<u>5/10/2023</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA9899F2474	<u>5/10/2023</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20230428124120.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
COLIBRI NORTHWEST, LLC			NP114	04/20/2023	\$450.00	FALL 2022 NORMANDY PARK CITY SCENE AD.
GABRIELLE HAMMOCK			04282023GH	04/28/2023	\$200.86	MARCH 26-APRIL 10 PAYROLL PHYSICAL CHECK.
GRAINGER			WEB2364337671	04/13/2023	\$37.05	PAPER TOWELS.
JOE DUSENBURY			04282023JD	04/28/2023	\$234.75	MARCH 2023 STIPENDS.
NORTHWEST LANDSCAPING SERVICES			WEB2364337671	04/01/2023	\$604.34	MAY SERVICE INVOICE.
SHANE STENDER			04282023SS	04/28/2023	\$234.73	MARCH 2023 STIPENDS.



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/13/2023

Total Amount: \$2,584.90

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20230510121253.csv

Fund #: 170950010

CONTACT INFORMATION		DocuSigned by: <i>Theresa Stang</i> 5/10/2023
Preparer's Name: <u>BF48878B314E4C2...</u>	Email Address: <u>linda.ray@desmoinespool.org</u>	

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: <i>Scott Deschenes</i> 2E03815D71304B0... _____ Authorized District Signature	5/10/2023 _____ Date	DocuSigned by: <i>Joe Dusenbury</i> 5E8DDA9899F2474... _____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature

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_20230510121253.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
COPIERS NORTHWEST			2645197	05/24/2023	\$64.49	2 CANON COPIERS APRIL-MAY 2023 CONTRACT
GRAINGER			9686003402	04/25/2023	\$484.23	GLOVES FOR FIRST AID APRIL 2023
MIDWAY SEWER DISTRICT			042523mwsd	04/24/2023	\$610.38	SEWER APRIL 25 - MAY 25 2023
VOLT			45902810	04/30/2023	\$550.80	DISTRICT CLERK APRIL 27,2023
WASHINGTON RECREATION & PARK ASSOCIATION			8648	05/08/2023	\$875.00	2023 WRPA MEMBERSHIP



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/22/2023

Total Amount: \$17,180.96

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20230523174539.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Scott DeschenesEmail 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)) :

<u>2E03845D71304B0...</u> Scott Deschenes	<u>5/23/2023</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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_20230523174539.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			30484990	05/13/2023	\$62.88	MAY 2023 COPIER RENTAL
DEPARTMENT OF L&I			8696	05/10/2023	\$99.00	RIGHT TO WORK FEES 2023
GRAINGER			9698104487	05/05/2023	\$101.02	PAPER TOWELS & TP FOR MRP
MOUNTAIN MIST	MT Mist Inv #	DS	005320815	04/30/2023	\$129.06	APRIL 2023 WATER SERVICE
RECOLOGY	change	SD	0004283162	04/30/2023	\$455.96	APRIL 2023 TRASH & RECYCLE SERVICES
SNURE LAW OFFICE			05172023	03/01/2023	\$440.00	FEBRUARY 2023 LEGAL SERVICES
VOLT			45914853	05/07/2023	\$1,404.54	VOLT - DISTRICT CLERK PAY PE05072023
VOLT			45925585	05/14/2023	\$13,771.00	VOLT - DISTRICT CLERK PAY PE05142023
ZEN 22015, LLC			20230501ZEN	05/16/2023	\$717.50	MAY 2023 OFFICE RENT.



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/30/2023

Total Amount: \$19,941.67

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20230526104132.csv

Fund #: 170950010

CONTACT INFORMATION

DocuSigned by:

Preparer's Name:

BF48878B314E4C2...

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).

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

2E03815D71304B0...

5/26/2023

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

5E8DDA98995C44F6

5/27/2023

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_20230526104132.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG127804	05/06/2023	\$317.38	CARBON DIOXIDE
COLIBRI NORTHWEST, LLC			229DM	05/23/2023	\$610.00	AD IN SUMMER 2023 DM CITY MAGIZINE
COLIBRI NORTHWEST, LLC			230DM	05/23/2023	\$910.00	AD IN SUMMER 2023 DM CITY MAGIZINE
JOE DUSENBURY			9999JD	05/25/2023	\$352.11	ADMIN FOR MAY 2023
MOUNTAIN MIST			005272044	05/01/2023	\$191.48	1000 5 GAL SPRING
PUGET SOUND ENERGY			002423PSE	06/12/2023	\$7,091.41	ACCT #220013795061PSE
SHANE STENDER			9999SS	05/25/2023	\$234.75	ADMIN FOR MAY 2023
STEMPER ARCHITECTURE			22273	05/08/2023	\$8,573.75	ASSESSMENT & FEASIBILITY
US BANK			8611USB	05/10/2023	\$1,660.79	QK CREDIT STATEMENT MAY 2023

ELECTRONIC PAYMENT REQUEST FORM



King County

Department of Executive Services
Treasury Operations Section
KSC-ES-0710
201 S Jackson St., Ste 710
Seattle, WA 98104-3854
cash.management@kingcounty.gov

Payment Date 5/15/2023**PAYMENT INFORMATION**

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

DISTRIBUTION INFORMATION

	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 05-15-2023	170950010			24219			28,656.28
2								
3								
4								
5								
6								
7								
8								
9								
10								

DS
SD

5/5/2023

BANK INFORMATION FOR WIRE PAYMENTS (for non-repetitive wires only)Total 28,656.28

Payee _____ Address _____ City _____ State _____ Zip _____
 Bank Name _____ Routing Number _____ Account Number _____
 Reference _____

CONTACT & AUTHORIZATION (Certification of Payment - RCW 42.24.080)

Agency/Special Purpose District Des Moines Pool Metropolitan Park District
 Contact Name Scott Deschenes Title District General Manager Phone Number 206.429.3852 Email scott.deschenes@desmoinespool.org
 Signer Name Joe Dusenbury Title Clerk of the Board Phone Number 206.429.3852 Email mypeggysue@me.com
 Signature Joe Dusenbury Date 5/8/2023

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

02102023

ELECTRONIC PAYMENT REQUEST FORM



King County

Department of Executive Services
Treasury Operations Section
KSC-ES-0710
201 S Jackson St., Ste 710
Seattle, WA 98104-3854
cash.management@kingcounty.gov

Payment Date 5/31/2023**PAYMENT INFORMATION**

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

☐ Book Transfer (Last 4 digits of the account) From _____ To _____
 ☐ Wire - Repetitive Wire Code _____

DISTRIBUTION INFORMATION

	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 05/31/2023	170950010			24219			29,157.23
2								
3								
4								
5								
6								
7								
8								
9								
10								

DS
SD

5/24/2023

BANK INFORMATION FOR WIRE PAYMENTS (for non-repetitive wires only)Total 29,157.23

Payee _____ Address _____ City _____ State _____ Zip _____

Bank Name _____ Routing Number _____ Account Number _____

Reference _____

CONTACT & AUTHORIZATION (Certification of Payment - RCW 42.24.080)

Agency/Special Purpose District Des Moines Pool MPD

Contact Name Scott Deschenes Title District GM Phone Number 206.429.3852 Email scott.deschenes@desmoinespool.org

Signer Name Joe Dusenbury Title Clerk of the Board Phone Number 206.429.3852 Email mypeggysue@me.com

Signature Joe Dusenbury Date 5/25/2023

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

02102023

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: Legal

Meeting Date: 6/27/2023

Under: Executive Session Business (Tentative)

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. No further updates have been given at this time.

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.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** June 27, 2023

Under: Old Business **Attachment:** Yes

Subject: 2022 Annual Financial Report

Background/Summary: The annual financial report is to update the board on the financial status of the District and to give a brief analysis of the 2022 financial conditions. Attached is the report including the letter that went out to edit.

This report is due 150 days after the end of 2022 (May 29, 2023). This document is not final but is a work in progress. The attached report is the public report to be placed on the public to view. We are working to get the annual report put out to the State Auditor's Office.

This is the final update to the report. The full report including the SAO will be posted by the end of this week.

The report was submitted on Friday, May 26 and the attached report has been updated to be posted on the Mount Rainier Pool's Governance Page.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

Three Touch Rule:	<u> N/A </u>	Committee Review
	<u> 4/25/23 </u>	First Board Meeting (Informational)
	<u> 6/27/23 </u>	Second Board Meeting (Action)

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

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

Notes: Attachments:
- 2022 Annual Financial Report (DRAFT) for website's governance page



DES MOINES POOL METROPOLITAN PARK DISTRICT

2022 BUDGET

Prepared by:

Scott Deschenes

District General Manager

and

Vacant

District Clerk

Board of Commissioners

Shane Young, President

Joe Dusenbury, Clerk of the Board

Gene Achziger

Holly Campbell

Shane Stender

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BUDGET

DocuSign Envelope ID: 3C624364-6F67-4B4F-B059-C85C221AB842

**DES MOINES POOL METROPOLITAN PARK DISTRICT
KING COUNTY, WASHINGTON****RESOLUTION NUMBER 2021-05****CERTIFYING PROPERTY TAX LEVY AND
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2022**

WHEREAS, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2021 is \$5,387,873,505 and;

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

1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2021, to be collected in 2022 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$1,077,573 which includes new construction, any increase in state-assessed property and refunds in the amount of \$7,267.
2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT
3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2022 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:

- A. \$ \$1,002,573 to the Current Expense Fund of the District
- B. \$ \$75,000 to the Capital Reserve Fund of the District

4. That certified copies of this resolution, together with exhibits, shall be delivered to:

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

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



BUDGET

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ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 22nd of November 2021.

DocuSigned by:
Gene Reiziger
94C69539CE3B443... Commissioner

DocuSigned by:
Shane Stender
69BA2573B14E48C... Commissioner

DocuSigned by:
Holly Campbell
9E998B2BF87C43B... Commissioner

DocuSigned by:
George
0D00E227C9C1457... Commissioner

DocuSigned by:
Joe Dusenbury
5E8DDA9899F2474... Commissioner

DocuSigned by:
Linda Pay
1194C72904A7486... District Clerk

DRAFT

BUDGET

Budget Message

It is my pleasure to present the district budget for the 2023 fiscal year.

The district's budget serves three primary purposes:

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

2022 Issues/Accomplishments

The continued effects of COVID-19 caused 2022 to be a challenging year. The district dealt with several issues but still was able to serve the community.

First, omicron outbreaks throughout the area during the first quarter forced us to push back the implementation of swim lessons. Fortunately, Mount Rainier Pool experienced no public outbreaks of COVID-19 while offering programming throughout the pandemic. The diligence of our staff and public cooperation enabled us to provide a safe environment.

Second, even as many public facilities were closed due to pandemic-caused staffing issues, Mount Rainier Pool has recovered more quickly than most public pools without cutting corners on safety. The district received a \$10,000 grant for free lifeguard and swim instructor training for Mount Rainier Pool. In 2022, 43 of 48 candidates passed lifeguarding, swim instructor, and recertification courses. The district is working on training additional lifeguard and swim instructor staff to help other local pools. This training should help alleviate staffing issues at Mount Rainier Pool and other local aquatics organizations) to expand their aquatic-based services.

Third, with a grant from the Office of the Superintendent of Public Instruction, the district offered free and reduced-fee swim lessons from April through December 2022. As part of the grant, the district distributed free swim packets that included suits, towels, bags, and goggles to help reduce barriers for local swimmers.

Fourth, the district changed its focus on service back to Des Moines and Normandy Park residents. When King County built Mount Rainier Pool in 1975 as part of the Forward Thrust initiative, the pool provided regional services for Des Moines and Normandy Park, plus Burien, Kent, and Seatac areas. Today, only those taxpayers within the cities of Des Moines and Normandy Park contribute to sustaining the pool. Hence, the district now gives registration priority, along with scholarships and other benefits, solely to residents of these two cities.

Fifth, Mount Rainier Pool staff are working to prioritize the reintroduction of programs based on the program's impact on the community. Hence, evening programming precedes early morning hours, and PTSA events precede private rentals. We will reintroduce private lessons and rentals once the district meets its community-based programming needs. This plan ensures that water safety, fitness

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opportunities, and swim lesson programs have adequate staffing per all Washington health, safety, and labor guidelines.

Sixth, thanks to a grant from King County Parks, the district funded two community-based swim programs beyond swim lessons. During the pandemic, King County Parks helped fund the start and continuing development of the MRP Swim Club and the Lifeguard Prep course. Both provide opportunities for youth to explore aquatics participation past the swim lesson programs, including competitive swim team opportunities and the chance to work as a lifeguard while completing their K-12 and higher educations. The Lifeguard Prep course helps participants develop lifesaving skills transferrable to many first-responder careers. Students can train on the job on flexible schedules to accommodate their academic timetables and other school activities.

Finally, the district has worked diligently to get the levy down from its highest point of \$.34/1,000 in 2018. For 2022, the district returned the annual levy to \$.20 per \$/1,000 assessed valuation and has retained that level for 2023.

2023 Outlook

In 2023, the district should have its first full year of operations without the effects of COVID-19 or mechanical closure.

Second, the Mount Rainier Pool is in its 48th year of operation, and much of its equipment is beyond its useful life. Although staff and contractors strive to maintain the equipment, the board of commissioners plans for the future. The district has received a grant of \$100,000 from King County Parks to perform an Aquatic Feasibility Study. Stemper Architects of Seattle is the district's Engineer of Record and is studying the district's facility needs. Stemper's extensive background includes a comprehensive study of the City of Seattle's seven Forward Thrust pools and an Americans with Disabilities Act study of their community centers. The district seeks to work with Stemper to modernize and extend the viability of Mount Rainier Pool aquatics in the Des Moines area. The goal is to determine if Mount Rainier Pool can continue to meet the aquatics needs of the community. The commissioners hope to have actionable information from the study as they prepare their 2024 budget cycle this fall.

Third, the district continues to partner with King County Parks and the Des Moines Legacy Foundation to offer free swim lessons. At the time of this report, swim lessons have been covered through July 1, 2023, by two grants. And DMLF has applied for another grant to extend the free lessons past July 1. A My Backyard grant through King County Parks also supports the swim lessons program. All these grants cover youth programming, but the district has also simplified its scholarship program of \$15,000 to cover 90 percent of programming for adult swim lessons, water exercise, and passes.

Fourth, the district continues to work on partnering and awareness of water safety for the community. In Fall 2022, the district reinstituted Parent-Teacher-Student Association free swims to Des Moines and Normandy Park grade schools. It also plans to bring back free water safety programming, including April Pool's Day and the Summer Splashtacular. Other free and reduced-fee programming includes \$1 First Saturday swims, Free Senior Thursdays, and the acceptance of insurance memberships.

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Fifth, district commissioners decided in 2023 to keep its District offices as a meeting and office space and a place to hold internal trainings as we focus on offering training and certification classes. Due to inadequate space, the pool's lobby has sometimes had to be used during public hours to facilitate training activities. Although utilizing the district office space will not completely alleviate the need to rely on the pool lobby for training purposes, it will provide more flexibility in scheduling.

Sixth, the district has been preparing for the expected adoption of the Model of Aquatic Health Code. This new code will impact staffing and equipment maintenance, resulting in a higher safety standard. While there is no timetable, we are preparing for a smooth transition.

Finally, the district continues to work toward enhancing pre-pandemic service levels, even as the aquatics industry struggles to meet community needs. Most aquatics agencies had trouble during the pandemic, as there has been almost a two-year gap between trainings. As the workforce for most pools is decidedly younger and for shorter durations, this gap has significantly impacted our crew. Most employees work an average of 2-3 years before moving on to college, the military, or other higher-paying, benefitted jobs. Although the district has been innovative in its approach, we struggle with the effects of competing employers paying higher wages and benefits and offering free training and certifications. At the end of the year, the commissioners voted to add a Lead Head Lifeguard and two daytime positions. All three posts are eligible for benefits, which we hope will attract a less transitive workforce, enabling us better fill out our morning shifts. Currently, these positions focus on maximizing our swim lesson offerings and providing adequate training programs to continue growing our capacity for swim lessons. Despite our community's lack of qualified swimmers, the staff continues to assist potential employees in improving the skills necessary to pass the lifeguard certification requirements and other swimming skills. Although it is a slow process, this emphasis on developing more skilled swimmers should eventually increase the potential pool of lifeguards and swim instructors. We will continue to try innovative approaches to build our staff.

Respectfully,



Scott Deschenes

Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District

Vision, Mission, Core Objectives and Cultural Values

Vision Statement

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

Mission Statement

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

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

Core Objectives

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

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

Cultural Values Operational Principles

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

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

District Contact Information

Des Moines Pool Metropolitan Park District (Administration)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-429-3852

Email: scott.deschenes@desmoinespool.org

website: www.mtrainierpool.com

Mount Rainier Pool (Operations)

22722 19th Avenue So.

Des Moines, WA 98198

Phone: 206-824-4722

Email: info@mtrainierpool.com

website: www.mtrainierpool.com

Organizational Chart

DISTRICT ADMINISTRATION OFFICES

*22015 Marine View Dr. S. #2B
Des Moines, WA 98198
(206) 429-3852*

BOARD OF COMMISSIONERS

Shane Young
President

Joe Dusenbury
Clerk of the Board

Gene Achziger
Commissioner

Holly Campbell
Commissioner

Shane Stender
Commissioner

DISTRICT ADMINISTRATION STAFF

Scott Deschenes
District G.M.

Vacant
District Clerk

Brian Snure
Legal Counsel

MOUNT RAINIER POOL STAFF

*22722 19th Ave S.
Des Moines, WA 98198
(206) 824-4722*

Quentin Knox
Aquatics Manager

Jared Wold
Aquatics Coordinator

Emmitt Sevores
Lead Head Lifeguard

BUDGET

District Funds

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

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

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

Fund	2019*	2020*	2021*	2022	2023 Budget Projections
GENERAL FUND					
Beginning Cash	\$491,811	\$915,890	\$1,336,489	\$949,064	\$900,000
Revenues	\$1,473,355	\$1,157,288	\$1,415,614	\$1,371,362	\$1,695,380
Interfund Loan**	-	-	-	-	-
Expenditures	\$936,549	\$780,804	\$1,025,414	\$1,201,494	\$1,935,380
Ending Cash	\$853,697	\$1,336,489	\$949,064	\$1,001,279	\$600,000
CAPITAL FUND					
Beginning Cash	\$0	\$175,000	\$297,500	\$420,000	\$525,000
Revenues	\$0	\$0	\$0	\$0	\$0
Transfer from General Fund	\$175,000	\$122,500***	\$175,000***	\$105,000	\$75,000
Expenditures	\$0	\$52,500****	\$0	\$15,000	\$0
Ending Cash	\$175,000	\$297,500	\$420,000	\$510,000	\$585,000+

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

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

***The District has allocated \$150k in emergency maintenance for 2021 and \$105k in 2022 due to age of facility. Unused budgeted monies from this account will be transferred to capital at the end of 2023.

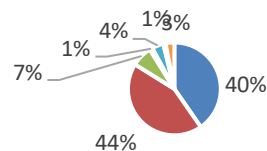
****Retainage from the 2017-2018 project was paid in 2020. \$52,500 from the capital reserve fund was allocated towards these projects.

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General Fund Revenue

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

General Fund Revenue



■ Beginning Cash ■ Taxes ■ Over the Counter ■ Contract-N.Park ■ Grants ■ Interest Income ■ Reserve Transfer

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

Property Taxes – the primary revenue source for the district.

Intergovernmental Revenues (grants) – the 2022 budget does not include \$5,000 KCYAS Grant (Community Programming), \$75,711 SEEK Grant and \$10,000 DMLF Grant (in Miscellaneous Income). (All grants were announced in 2022 and \$85,711 is not accounted for). Only a \$100,000 KCYAS Grant (Aquatic Facilities), was accounted for.

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

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

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

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

Revenue by Classification	2019	2020*	2021*	2022*	2023 Budget Projections
Beginning Cash	\$481,467	\$915,890	\$1,336,489	\$949,064	\$900,000
Taxes	\$1,299,184	\$1,003,785	\$1,415,614	\$1,081,730	\$1,295,380
Over the Counter	\$14,408	\$64,028*	\$87,754*	\$251,661*	\$200,000
Grants/Intergov’t	\$82,500	\$0	\$5,000	\$75,771	\$100,000
Contract-NPMPD	\$25,000	\$0***	\$50,000***	\$25,000	\$25,000
Interest Income	\$6,594	\$17,320	\$9,508	\$12,961	\$5,000
Miscellaneous Income	\$9,562	\$24,171	\$57,306	\$0****	\$10,000
Donations	-	-	\$1,072	\$0	\$0
Reserve Transfer	\$175,000	\$122,500***	\$175,000***	\$105,000	Up to \$150,000

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

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

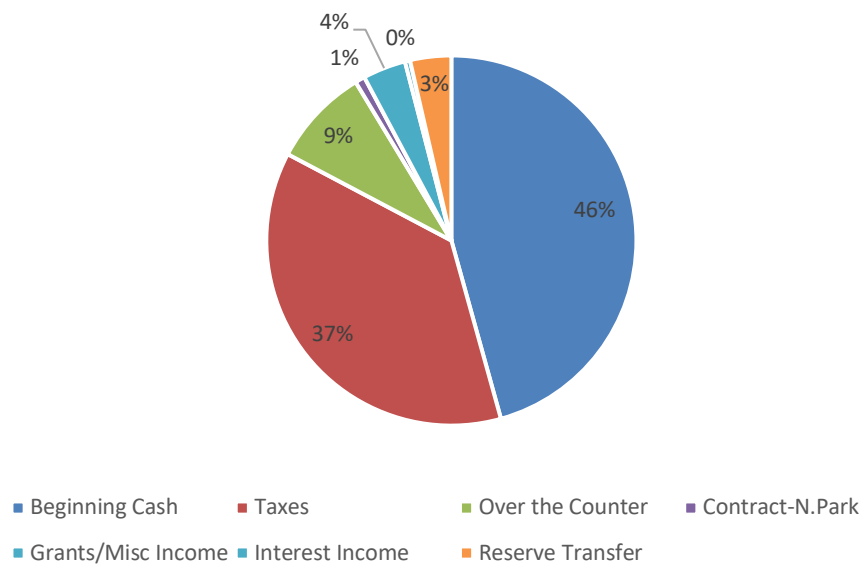
***The Normandy Park fee was billed late in 2020 due to Covid-19 that pushed the payment into 2021. This caused there to be two payments in 2021.

****Most miscellaneous income was erroneously not calculated into over-the-counter revenue. Will track better for 2023.

General Fund Expenditures

General Fund expenditures are used to support the ordinary operations of the District including aquatic programs, facility maintenance and all other central operations and services. The year 2019 included start-up expenses and indirect expenses with the extended pool closures. Fiscal year 2020 was supposed to be the District's first full-year of operations, but due to the COVID-19 pandemic, the District will have lower staffing expenses, higher COVID-19 safety measure expenses and a lower cost-recovery than projected for 2020 and 2021. Fiscal year 2022 saw the District reintroducing services that are still in process of being reintroduced in 2023.

General Fund Revenue



Expenditures by Category	2019	2020	2021	2022	2023 Budget Projection
Administration	\$396,000	\$338,121	\$284,782	\$363,551	\$269,269
Pool Facility	\$752,077	\$431,844**	\$730,526**	\$846,118	\$1,297,082
Capital Projects*	\$126,600*	\$166,841*	\$102,000	\$11,826	\$234,550****
Transfers to Reserves	\$175,000	\$122,500***	\$175,000***	\$105,000***	Up to \$150,000***
Total General Fund	\$1,449,677*	\$928,103	\$923,414	\$1,201,494	\$1,935,380

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

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

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

****Includes \$137,000 for Aquatic Feasibility Study, of which \$100,000 is covered by a King County Parks Grant and \$75,000 Transfer to Capital.

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Capital Projects and Expenditures for 2023

Due to the facility age and the looming renegotiation of the lease for Mount Rainier Pool, the District is putting all capital projects on hold. The District is finalizing steps with an Engineer of Record to develop longer-term plans that will better utilize expenses toward a long-term solution. A sum of \$75,000 was placed in an emergency maintenance fund to cover any emergency repairs during 2022 and 2023.

The 10-year lease with the Highline School District was expected to be renewed in 2022, but both agencies have agreed to a one-year extension to get past the COVID-19 pandemic and have a deeper discussion about the long-term future of Mount Rainier Pool. This lease is still in negotiations in 2023.

In 2022, the District was approved for an aquatic study grant through King County Youth and Amateur Sports. This grant will cover \$100,000 of the estimated NTE study of \$130,000. The budgeted funding has been pushed to 2023.

Project Name	Project #	Project Budget	Funding Source
MRP Site Feasibility Study	2023-A	\$137,000	Up to \$37k General Fund \$100k from KCYAS Grant
No Other Projects Listed*			
Total Projects - 2023		\$0	\$137,000

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

BUDGET

Capital Projects/Reserves Fund

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

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

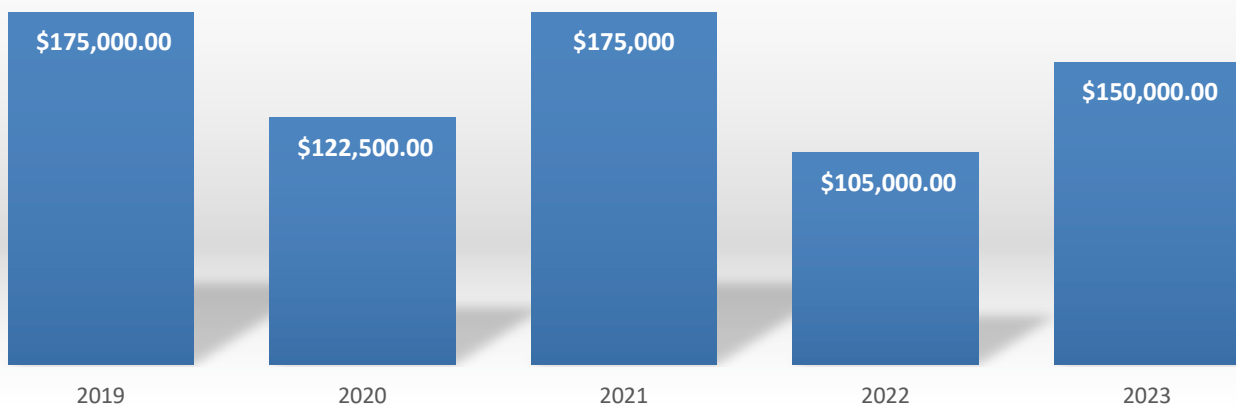
In 2019, the District set aside \$175,000 towards the Capital Projects/Reserves Fund. The increased amount was to cover the potential age-related repairs and replacement that could occur to the then 44-year-old facility.

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

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

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

Capital Reserve Contributions (Per Year)



Glossary of Terms

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

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

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

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

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

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

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

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

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

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

BUDGET

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

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

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

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

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Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM

Meeting Date: 06/27/23

Under: Old Business

Attachment: Yes

Subject: Aquatic Feasibility Study Update

Background/Summary:

The District GM is working to get a meeting setup with the school district. At the time of sending this agenda packet, no meeting has been setup. This meeting will affect how much water space can be available at the Mount Rainier Pool.

The District GM will give an update, as things can change between the time the information is sent out, and the meeting. The goal is to provide the most up-to-date information available.

Fiscal Impact: Up to \$137,000 minus \$100,000 grant.

Proposed Motion: No motion. Informational only.

Reviewed by District Legal Counsel: Yes No X Date:

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

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes:

- No attachments.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District GM

Meeting Date: 6/27/23

Under: Old Business

Attachment: Yes

Subject: District Clerk Update

Background/Summary:

The District GM (DGM) is recommending changing the position of District Clerk to a Front Desk Specialist (or other more marketable job name). This position could help create more stability and customer service for the front desk at the Mount Rainier Pool, while making the role of the clerk more attractive for a quality candidate. It would also provide the position with a place to work, while the district further pursues eliminating the district offices.

The DGM also plans on pursuing bookkeeping options as either a one-time or long-term option and feels the summer after government tax season may be the best time to pursue a consultant. He is working on putting an RFQ together for these services that will be presented at a future meeting.

Fiscal Impact:

Full Year Comparison – pay \$58,052.80 to \$70,636.80 + benefits \$9,288.50 to \$11,301.89 + elimination of current district clerk position (5/12 of remaining year)

2023 Budgeted- \$33,333 pay + \$5,333.28 (total \$38,666.28) for District Clerk (budget adjustment) + Front Office Coverage (general estimate) - \$23,400 = \$62,066.28

Total Estimated Difference – Additional \$5,275.02 to \$19,872.41 (*positives: does not include additional revenue from additional potential business or future reduced office savings; or negatives: additional cost for bookkeeping*)

Proposed Motion: No motion necessary. First-touch.

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 Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments

- PPT on District Clerk Update
- Front Office/Administrative Job Description DRAFT



1

OVERVIEW

- The District has hired five clerks since 2016, and interviewed countless others
- Most want more than 18 to 24 hours (FT + benefits)
- Qualifications of current pool applicants were not even close, and handful of people I spoke with were looking for a full-time position
- Current market makes it more difficult to fill this position

2

RECOMMENDATION

- Restructure District Clerk role w/ current duties split with new position (Office Manager or Coordinator), district general manager and bookkeeper contractor
- New position: Front Office Specialist or Clerk (or another suggested name)
- Why?: Solve two problems with one positions, and add better financial oversight
- The duties of the current clerk are broken up into THREE areas: clerical, administrative and public records.
- New position would be split 70/30:
 - 70% front office lead
 - 30% administrative
- Work out of the front office/district offices when necessary
 - Most work should be able to be accomplished from front desk, with 1-3:30pm available for filing and other items that may need to be done at district offices
 - Lifeguards/managers fill in for breaks/holidays/vacations/sick

3

BREAKDOWN OF CURRENT DISTRICT CLERK DUTIES W/ NEW POSITIONS (ADMINISTRATIVE)

NEW POSITION

- Process bi-monthly payroll for Mt. Rainier Pool employees, District GM, and District Clerk. 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
- Assist District General Manager in performing non-complex data collection & research at request by the Board of Commissioners.
- Serve 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.
- As directed by the District General Manager, document standard work processes & maintain organized files for The District.
- 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

DISTRICT GM/BOOKKEEPER (PROPOSED)

- Provide detail to Board of Commissioners on monthly expenses as direct by the District GM.
- Maintain, and enter invoices and receivables into the Vision MS database.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- May add duties as we get closer to putting RFQ together.

4

BREAKDOWN OF CURRENT DISTRICT CLERK DUTIES W/ NEW POSITIONS (CLERICAL)

NEW POSITION

- (For offices) May need to help District GM with filing.
- (For pool) See Front Desk page.

DISTRICT GM

- Post timely meeting notices and meeting agendas per WAC 42.30.060
- Record and edit the minutes of meetings and distribute to appropriate officials or staff members.
- Maintain and update 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.
- Assist in performance of budgeting duties, such as assisting in budget preparation, expenditure review, or budget administration.
- 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.
- Assist Board of Commissioners to ensure they have tools to do their jobs as needed.

5

BREAKDOWN OF CURRENT DISTRICT CLERK DUTIES W/ NEW POSITIONS (PUBLIC RECORDS)

NEW POSITION

- Assist District GM in performing public records when possible.

DISTRICT GM

- 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.
- Develop and manage the process to respond to the public's request for documents per WA Access to Public Records requirements.
- Certifies official and legal documents of The District and attests to signatures as needed on minutes, payment voucher, resolutions and other documents.

6

NEW POSITION: FRONT OFFICE DUTIES (70%)

- Monitor daily performance of front office team members to ensure duties are completed *accurately, efficiently and timely*.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Count money in cash drawers at the end of shifts to ensure that amounts are correct and all monies are accounted for.
- Greet customers entering establishments.
- Maintain clean and orderly checkout areas.
- Receive and help resolve customer complaints.
- Respond in emergency situations to aid safety staff including corresponding with emergency dispatch, meeting EMS at front of building to escort them into the facility and help in any other capacity within their scope of training.
- Respond quickly and efficiently to emergency situations following established procedures.
- Work as part of a team and model professional behavior always.
- Provide excellent customer service to visitors to Mt. Rainier Pool.
- Report any safety, customer service, maintenance, and pool chemistry issues in a timely manner to management (Aquatics Coordinator and Aquatics Manager).
- Help maintain records and reports to managers.
- Identify and recommend solutions for office issues or problems.
- Maintain front desk appearance and materials in the lobby.
- Attend front office meetings and relay pertinent information to front office team members
- Balance daily deposits.

7

NEW POSITION: ADMINISTRATIVE DUTIES (30%)

- Process bi-monthly payroll for Mt. Rainier Pool employees, District GM, and District Clerk. 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
- Assist District General Manager in performing non-complex data collection & research at request by the Board of Commissioners.
- Serve 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.
- As directed by the District General Manager, document standard work processes & maintain organized files for The District.
- 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.
- Assist District GM in performing public records when possible.

8

ORGANIZATIONAL IMPACT

PLUSSES

- Help provide better and more consistent customer service
- More stability in early morning and day programming
 - Staff more available before 7am, but need to go to school
 - Difficult to find staff when people are in school
 - Help other staff not to cover desk as much
- Help with transition from district offices (no space)
- Make former district clerk position more attractive
- Bookkeeper could help financial processes

MINUSES

- Financial Impact of Another FT Position – SEE AIS
- Balancing of both areas of pool may prove to be difficult, but not impossible

9

QUESTIONS

JUNE 27, 2023 –
REGULAR BOARD
MEETING

10

Job Description

Mount Rainier Pool
22722 19th Avenue S
Des Moines WA 98198
(206) 824-4722
info@mtrainierpool.com

Job Title:	Office Specialist (<i>or Coordinator or marketable name</i>)
Reports to:	Aquatics Manager and District GM
Classification:	Full-time, non-exempt (hourly)
Compensation:	\$27.91 to \$33.96 per hour (Grade 9), DOE + 16% benefits match (health and/or retirement)
Work Schedule:	Monday-Friday, 6:30am-3:30pm with one-hour break
Deadline:	Tuesday, July 18 at 5:00pm

Overview:

The Des Moines Pool Metropolitan Park District (The District) was formed in December 2009 as a new municipal corporation to operate and maintain the Mount Rainier Swimming Pool in Des Moines, Washington. This is a position that works at the front desk of the Mount Rainier Pool and works on other duties around helping customers. See below for more information.

Essential Functions:

Front Office/Customer Service (70%):

- Monitor daily performance of front office team members to ensure duties are completed *accurately, efficiently and timely*.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Count money in cash drawers at the end of shifts to ensure that amounts are correct and all monies are accounted for.
- Greet customers entering establishments.
- Maintain clean and orderly checkout areas.
- Receive and help resolve customer complaints.
- Respond in emergency situations to aid safety staff including corresponding with emergency dispatch, meeting EMS at front of building to escort them into the facility and help in any other capacity within their scope of training.
- Respond quickly and efficiently to emergency situations following established procedures.
- Work as part of a team and model professional behavior always.
- Provide excellent customer service to visitors to Mt. Rainier Pool.
- Report any safety, customer service, maintenance, and pool chemistry issues in a timely manner to management (Aquatics Coordinator and Aquatics Manager).
- Help maintain records and reports to managers.
- Identify and recommend solutions for office issues or problems.
- Maintain front desk appearance and materials in the lobby.

- Attend front office meetings and relay pertinent information to front office team members
- Balance daily deposits.

Administrative (30%):

- Process bi-monthly payroll for Mt. Rainier Pool employees, District GM, and District Clerk. 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
- Assist District General Manager in performing non-complex data collection & research at request by the Board of Commissioners.
- Serve 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.
- As directed by the District General Manager, document standard work processes & maintain organized files for The District.
- 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.
- Assist District GM in performing public records when possible.

Qualifications:

Knowledge of:

- Advanced skills in word processing, spreadsheets and database management and associated software;
- Filing methods and systems, indexing and cross-indexing principles and techniques;
- Generally accepted office procedures and practices;
- Record keeping and filing systems and practices; and
- Swimming pool and local government functions and practices a plus

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;
- 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 administrative experience and college level course work in business, records management or related field required.

Other Considerations:

- 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.

How 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 Wednesday, July 19, 2023.

DRAFT

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a

Assigned to: District GM

Meeting Date: June 27, 2023

Under: New Business

Attachment: Yes

Subject: Resolution 2023-05, Warrant Cancellations

Background/Summary: The district has the following attached resolutions that need to be cancelled due to warrants not being cashed, a couple of duplicates and an overpayment that was caught in transit.

All warrant cancellation must be approved by the Board of Commissioners. Please see attached warrant cancellation.

Fiscal Impact: Warrants only affect the bank accounts when they are processed by the vendor. This is to clean up our accounting.

Proposed Motion: I move to approve Resolution 2023-05, Warrant Cancellations (as amended <if necessary>).

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

Three Touch Rule:	<u> N/A </u>	Committee Review
	<u> 6/27/23 </u>	First Board Meeting (Informational)
	<u> 6/27/23 </u>	Second Board Meeting (Action)

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

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

Notes: Attachments:

- Resolution 2023-05, Warrant Cancellations

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

RESOLUTION NUMBER 2023 – 05

WARRANT CANCELLATIONS

WHEREAS, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) is the District's governing body and as such is responsible for adopting a Budget for the issuance and cancellation of warrants issued to vendors and providers and;

WHEREAS, it is the policy of the Board that such warrants will be issued by the King County Finance Services Division subsequent to Voucher Requests submitted by the District and;

WHEREAS, the Board is cancelling the following warrants:

<u>Payee</u>	<u>Issue Date</u>	<u>Warrant #</u>	<u>Warrant Amount</u>	<u>Reason</u>
Bill's Locksmith	01/05/2022	9951750	\$780.00	Contacted, but didn't respond.
Bill's Locksmith	02/16/2022	9958090	\$159.58	Contacted, but didn't respond.
Zane Giroux	03/30/2023	9966219	\$11.04	Did not cash. Over one year.
Bree Caswell	06/01/2022	9976194	\$.20	Did not cash. Over one year.
Shane Stender	06/01/2022	9976206	\$.74	Did not cash. Over one year.
Puget Sound Energy	11/07/2022	10006566	\$2,703.42	Duplicate payment. Sent to wrong address.
Snure Law Offices	05/24/2023	05172023	\$440.00	Double Payment.
Volt	05/24/2023	10038224	\$13,771.00	Overpayment. Reissued.

NOW THEREFORE BE IT RESOLVED that the Des Moines Pool Metropolitan Park District Board of Commissioners here by directs those warrants described above be cancelled and the King County Finance Services Division be notified of the Board's action.

Adoption: ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 27th of June 2023, the following Commissioners being present and voting.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b **Assigned to:** District GM **Meeting Date:** 6/27/2023

Under: New Business **Attachment:** Yes

Subject: Backflow Valve Emergency Repair – Committee Approval

Background/Summary:

On Wednesday, May 31, the Mount Rainier Pool had a backwash valve break during backwashing. Staff followed the backwashing procedures to a T, but the broken valve was due to excessive weight from plumbing completed above the backwash valves. This was probably due to a past repair that created additional weight that the original design was not able to handle.

Aquatic Specialties, whom the district has a preventative maintenance was out of the area on projects, and the district had to wait until Monday, June 5 to perform the maintenance. With water balancing and reheating the water, it was decided to wait until we could safely test the water the next day. It was decided to open at 10am on Tuesday, June 6.

The original estimate came in at around \$5,7k but Aquatic Specialties staff was able to get the repair done more efficiently and the billing should be around \$4.7k. Attached is a billing for the second valve that will need to be replaced later this summer, and we will also need to do some repair for the second valve and piping including supports. When this information is available, we will make it available to the board.

Even though, the repair was within the District GM's authority at final billing, it was not at the time of the estimate.

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

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

The Finance Committee was contacted and approved the repair on Thursday, June 1st. Both commissioners agreed the repairs were timely and the item is being posted on the agenda for information for the rest of the board.

Fiscal Impact: There may be additional repairs done in the future, but we do not have info.

Proposed Motion: No motion necessary. Information only.

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

Two Touch Rule: 6/1/2023 **Committee Review**

Time-sensitive
6/27/2023

First Board Meeting (Informational)
Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: Attachments:

- Aquatic Specialties Quote for 1st Valve: Estimate 8823
- Aquatic Specialties Actual Invoice: 23828

AQUATIC SPECIALTY SERVICES, INC 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		ESTIMATE All estimates good for 30 days		8823
		Terms	Date	
		Net 30	6/1/2023	
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 workers 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 rebuild 2 stark Backwash valve			
Stark Valve Repair Kit 6" old style	2	459.30	918.60T
PWR for plumber & pipefitter classification (2 tech, one day)	16	250.00	4,000.00T
PW filings overhead cost & documentation filing fees	1	250.00	250.00T
Service Zone A-30	1	75.00	75.00T
Shipping & Handling to be determined	1	0.00	0.00T
5-7 business days			
Thank you,			
SIGNATURE REQUIRED & DATE:		Subtotal	
*Signature & Date Required Acknowledging terms of Aquatic Specialty Services, Inc		\$5,243.60	
*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.		Sales Tax (10.1%)	
		\$529.60	
* Resellers Permit required when applicable		Total	
		\$5,773.20	

AQUATIC SPECIALTY SERVICES, INC

Invoice

1605 South 93rd St #EF
 Seattle, WA 98108
 206-275-0694 phone 206-275-2229 Fax
 Business License 602-161-542
 Contractors License AQUATSS996Q6

P.O. No.	Project Name	Date	Invoice #
		6/5/2023	23828
Date received	6/5/2023	Terms	Net 30

Bill To	Ship To
Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198	Mt Rainier Pool 22722 19th Ave So DesMoines, WA 98198 Attn:Dominic

Item	Quantity	Description	Price Each	Amount
		Intent: 1333925 Affidavit: 1217076 Rebuild 2 stark Backwash valve		
SV3-06KIT	2	Stark Valve Repair Kit 6" old style	459.30	918.60T
00.4	12	PWR for plumber & pipefitter classification (2 tech, one day)	250.00	3,000.00T
00.5	1	PW filings overhead cost & documentation filing fees	250.00	250.00T
Service Z...	1	Service Zone A-30	75.00	75.00T
17	1	Shipping & Handling	35.00	35.00T
		Thank you,		

Subject To: Washington State Public Works Act. Terms Net 30, unless otherwise stated. All credit card payments are subject to 3.5% processing fee. All returns are subject to restocking fees plus freight. Balances past due accrue 1% finance charge. If project warrants for wage adjustment, (IE, prevailing wage rate or union wage levels), provider is to be notified of such requirements & upon advisement conditions apply, to reflect the additional wage levels. Buyer's failure to notify provider when one of these conditions applies does not forfeit providers rights to bill for the additional wage levels. All change orders whether written or oral are billable time plus material. Under no circumstances will provider be responsible for or buyer be entitled to consequential damages arising out of any delays in performance whatever. All uncertainties are billable. Warranty complies with manufacturer for period of 1 year & claim period 4 months. Minimum order \$250.00 excluding freight

Subtotal	\$4,278.60
Sales Tax (10.1%)	\$432.14
Total	\$4,710.74
Balance	\$4,710.74

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9c **Assigned to:** District GM **Meeting Date:** 6/27/2023

Under: New Business **Attachment:** Yes

Subject: Resolution 2023-06, Resolution Declaring Property Surplus to the Needs of the District and Authorizing the Disposition of Surplus Property

Background/Summary:

At the March 28th Regular Board Meeting, the District GM presented the idea of removing the pool covers as a way of better being able to access equipment and organize the storage areas of the pool. A detailed plan will be made by the Aquatics Manager at the July 25 Board Meeting.

The timing of these changes is important as many of our past employees are back from college to work the summer. We hope to execute these changes while we have the resources to accomplish them. Fall, Winter, and Spring sessions require staff to focus only on the pool, as we continue to feel the staffing effects of the pandemic.

For auctioning the district will use Govdeals.com. If an item cannot be sold, we will see if we can share it to another service provider in the community, and finally either recycle or dispose of an item, if it cannot be sold or donated.

Finally, any revenue for these items will be deposited into the General Fund, and accounted for when monies are transferred into the Capital Reserve Fund at the end of the year.

Fiscal Impact: Estimated: Up to \$1,000 in revenue, and potential of \$100 in expenses for disposal. (Note-all auctioning fees will be worked into the cost of the item.)

Proposed Motion: I move to approve Resolution 2023-06, Resolution Declaring Property Surplus to the Needs of the District and Authorizing the Disposition of Surplus Property.

Reviewed by Legal Counsel: **Yes** **X** **No** _____ **Date:** 6/16/23

Two Touch Rule: N/A **Committee Review**
 Time-sensitive **First Board Meeting (Informational)**
 6/27/2023 **Second Board Meeting (Action)**

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

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

Notes: Attachments:

- Resolution 2023-06, Resolution Declaring Property Surplus to the Needs of the District and Authorizing the Disposition of Surplus Property.

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2023-06

RESOLUTION DECLARING PROPERTY SURPLUS TO THE NEEDS OF THE DISTRICT AND AUTHORIZING THE DISPOSITION OF SURPLUS PROPERTY

Background:

1. Des Moines Pool Metropolitan Park District presently owns the equipment, materials and supplies listed on the attached Exhibit A “Equipment:”
2. The District no longer has a need for the Equipment and the Equipment is surplus to the needs of the District.
3. The Equipment has a present value of under \$1,200.

Resolution: NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Des Moines Pool Metropolitan Park District as follows:

1. The Equipment is surplus to the needs of the District.
2. The District General Manager is authorized to sell or otherwise dispose of the Equipment using commercially reasonable methods established by the District General Manager.

Adoption: ADOPTED at a regular meeting of the Board of Commissioners of Des Moines Pool Metropolitan Park District on June 27, 2023, the following Commissioners being present and voting:

Commissioner

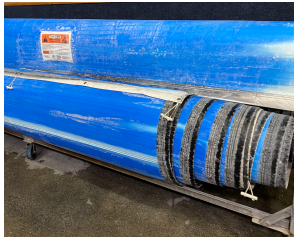



Commissioner

Commissioner

Commissioner

Commissioner

Resolution 2023-06 - EXHIBIT A
RESOLUTION DECLARING PROPERTY SURPLUS TO THE NEEDS OF THE
DISTRICT AND AUTHORIZING THE DISPOSITION OF SURPLUS PROPERTY

EQUIPMENT	CURRENT IMAGE	ESTIMATE CURRENT VALUE	TYPE OF DISPOSAL	REASONING
Pool Covers with cart.		Under \$500	Auction (Govdeals.com)	Not being used. Take up valuable space that could save money. Savings not attainable with current AHU & staffing.
Old Pool Pump		Under \$200	Auction (Govdeals.com)	Replaced with VFD. Not being used.
Old Timing Pads		No Value	Trash/Recycle	Non-operational.
Old Wooden Backboard		Under \$200	Share with Other Local Pool	Staff prefers hard plastic backboard, but other pool does not have one. Bloodborne pathogen issue.

Aquatot platforms (x2)		\$50 each estimated	Auction (Govdeals.com)	Safety hazard. Child could become entrapped below.
Old pool vacuum (2014)		No Value	Trash/Recycle	Motor broken back in 2017. Inoperable.
Epson WP 4530 (2)		Current - \$50 max estimated each	Auction (Govdeals.com)	Obsolete with Canon Copier Contract.
Greenworks Power Washer		Current - \$50 max estimated	Auction (Govdeals.com)	Not as powerful as previously reported and is ineffective as current power washer.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10 **Assigned to:** Board President **Meeting Date:** 6/27/2023

Under: Meeting End **Attachment:** None

Subject: Good of the Order

Background/Summary:

1. Good of the Order: Around the table for board and staff to share any updates outside of the regular business on the agenda.

2. Next board meeting:

- *July 25, 2023, Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)*

3. End of Meeting:

Fiscal Impact: _____

Proposed Motion: No motion necessary.

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

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

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

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

Notes:

- No attachments.