



Des Moines Pool Metropolitan Park District

July 25, 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: 837 7786 0442; Passcode: 481718. 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, July 25th. 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 JUNE

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

June 27, 2023

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

UPDATE was processed in June for warrant requests.

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

UPDATE was processed in June for payroll.

7:15 7. **EXECUTIVE SESSION(S)**

a. HSD Lease

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

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

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

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

8. OLD BUSINESS

- 7:25 a. Q2 Aquatics Manager Report (April-June)
- 7:35 b. Potential August Closure/August Repairs
- 7:40 c. Intro 2 Swim Class (partnership with SMAC)
- 7:45 d. Q2 Financial Report (April-June)
- 7:50 e. District Clerk Search Update
- 7:55 f. Aquatic Feasibility Study Update
- 8:00 g. Waterland Parade Wrap-up

9. NEW BUSINESS

- 8:05 a. 2024 Budget Cycle Outline

10. GOOD OF THE ORDER

UPCOMING MEETINGS

- August 22, 2023, Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- September 26, 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)
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.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** District GM **Meeting Date:** July 25, 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

- Not included software issue

Item 6b: Staff/Committee Reports

- District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- June 27, 2023, Regular Board Meeting

Item 6d: Correspondence – None

Item 6e: Bank Transfers (MRP Revenue) –

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$56,161.53** were approved for payment.

- \$16,888.09 was processed on June 7, 2023
- \$6,422.18 was processed on June 10, 2023
- \$14,882.30 was processed on June 17, 2023
- \$8,424.15 was processed on June 23, 2023
- \$9,544.81 was processed on June 27, 2023

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$62,085.00** were processed for payment.

- \$30,218.80 was approved for payroll on June 15, 2023
- \$31,866.20 was approved for payroll on June 30, 2023

A total of **\$118,246.53** was processed in June 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 June 2023 totaling **\$118,246.53**.

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

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

Action Taken: Adopted Rejected Postponed

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

Notes:

Attachments: Various

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, July 20, 2023

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Weekly Reports - Weeks Ending June 30, 2023 – July 21, 2023

WEEK ENDING JUNE 30:

BOARD MEETING FOLLOW-UP

- Signatures: I have posted the minutes and resolutions.
- June 27 Minutes: I also sent minutes out on Tuesday, June 27 on Wednesday (6/28). Please have all edits for the meeting by Tuesday, July 11.
- Financial Report: I will get the financial report posted next week.
- Waterland Parade: I will get the information from Gene, and send out information to the board. I will also list the event on our website's meeting schedule. I will post the event like I did last year on the governance page since there might be a majority and interactions between the board at the event. I will get this posted next week.
 - (2022 Website Posting) - <https://mtrainierpool.com/wp-content/uploads/Updated-July-23-Posting-Governance-Page-for-Meetings-07232022.pdf>
- Next Meeting: Our next meeting will be on Tuesday, July 25. I will send an appointment with Zoom invite after the holiday.

SCHEDULE UPDATE

We sent our schedule update on Friday, June 30. We usually like to put out updates earlier including some of the programs below, but the new partnerships took a little longer than normal as many providers are building back their programs after the pandemic. We chose to send the schedule out after all commitments were lined up to ensure it matched the programming. Also, swim lessons will not start using the pool until Wednesday, July 5th, so we chose to add a section with a special schedule for that day. Click link below to view the schedule update.

<https://createsend.com/t/d-4970DD1F6194AF9D2540EF23F30FEDED>

ADULT SWIM LESSONS

On Thursday, June 29, we sent out an email for adult swim lessons, which will be taught by Celina and an assistant. We feel by offering it on Tuesday and Thursday evenings, we will get more interest. We are testing this for future offerings. There will be a limit of 20 participants (2 classes of 10), which is up from 5 before. We were waiting to try to add an Intro 2 Swim Team, but could not get a commitment before sending the email out. We ran out of time and needed to send this out.

https://createsend.com/t/d-47CD9295D35DFCCD2540EF23F30FEDED?fbclid=IwAR3CNUz5F1T63Im_OzpJQRS8mHiB_wy-td53qK0uMZCGJcjklyUSzkdJi5U

SWIM LESSON UPDATE

We scheduled our Water Safety Instructor class the last week with most managers teaching or taking the class, so it has been more difficult than normal to make changes to classes. Emmitt will make some minor changes, but we also do not have the waitlist numbers we had last year to fill out classes. This year should give us a better idea of how to structure classes for 2024 and beyond. Emmitt completed

the course and is now working to combine some classes, and add some other new classes from waitlists. We should have more information next week.

INDEPENDENCE DAY

Just a reminder that we will be closed on Independence Day (Tuesday, July 4th). All full-time staff will also be using their state holidays that day.

Jared and some of our lifeguards will be independently working at Angle Lake from noon to 8pm for their Family Fourth of July Celebration. Click link below for more information on the event. It is nice they are providing lifeguarding for this event, which should be very large.

<https://www.seatacwa.gov/government/city-departments/parks-community-programs-services/special-events/family-fourth-of-july>

WATER SAFETY INSTRUCTOR CLASS

Quentin and Greg had 10 of 12 people pass the water safety instructor course. This is great for our program as having more certified instructors will raise the quality of teaching and also give us more flexibility in offering classes. Our next training will be lifeguard training classes in August. We will update those classes when we get closer.

CYBERAUDIT (SAO)

I am posting the SAO Cyber Audit information later today. They sent the link earlier this week.

SCHOLARSHIP UPDATE

This year we have only given out \$855 of scholarship. This is mainly due to the grants that expired this month (June). We did have a scholarship night, and no one attended. We did get some demands for scholarships the day of registration, but think that the transition people assumed the lessons would be free. We also received a couple where people tried to not produce paperwork, or put applications in that they were not eligible for. We should get more scholarship applications in the future and will work from the issues we received to make the process better. The scholarship information was emailed to all participants and was listed on the website's swim lesson page.

FEATURED RESEARCH

(From SAO Newsletter) [Strategies for tackling big public records requests with few staff](#)

Public records requests that will result in a large volume of records can be challenging, especially for smaller governments that may have only one employee managing requests. [The Municipal Research and Services Center's \(MRSC\) latest blog post](#) provides tips and best practices to help make the process easier.

RESEARCH

- New materials help local governments comply with Open Public Meeting Act (MRSC) - <https://mrsc.org/stay-informed/mrsc-insight/june-2023/new-opma-materials>
- Simulation-based engagement (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2023/july/simulation-based-public-engagement/>
- Make the most of it (Recreation Management) - <https://recmanagement.com/articles/153653/make-most-it>
- Study calls for formalizing partnership between City of Austin and Foundation (NRPA SmartBrief/Austin Monitor) - <https://www.austinmonitor.com/stories/2023/06/study-calls-for-formalizing-partnership-between-parks-department-and-foundation/>

- Georgia Art School Designs Murals for Local Parks (NRPA SmartBrief/Arts ATL) - <https://www.artsatl.org/today-in-street-art-scad-mural-initiative-brings-the-joy-of-color-to-atlanta-parks/>
- East Yakima kids could see new aquatic center by Summer 2025 (Apple Valley News Now) - https://www.applevalleynewsnow.com/news/east-yakima-kids-could-see-new-aquatic-center-by-summer-2025/article_a39c1cb4-0fcc-11ee-854f-3f225cd5b007.html

WEEK ENDING JULY 7:

AUGUST CLOSURE

We are discussing being closed for an entire week in August between swim lessons and swim team season. The reasoning is that our calcium levels are higher than we want. You may find ads for products that promise to handle the situation, the best method is to empty the pool and add fresh water. We will need a week to empty the pool, refill and treat and reheat the water. *(Note-we will leave a little water at the bottom of the pool to keep the cracks from being damaged.)* We will discuss this at our July 25 board meeting.

MAINTENANCE

Emmitt had to come into the building on July 4th due to there being a flow issue with the surge pit. Luckily it did not cause any closures. This has been a recurring issue when we are closed. We are discussing ways to mitigate this in the future.

WATERLAND PARADE (OUTREACH)

We will be participating in the Waterland Parade on Saturday, July 22. Commissioner Achziger will be leading this participation with the District GM communicating with staff and the board.

- Governance Page Posting – I posted the following information on our Governance Page’s meeting information. I listed it as “special meeting”. Posting is listed below.
 - <https://mtrainierpool.com/wp-content/uploads/Waterland-Parade-Letter-2023.pdf>
- Meeting/Planning – We are meeting next Friday, July 14 (Public Outreach) to put together a plan for the event. We will put more information out next week. *(Note-I will be gone that day, but Quentin will lead the meeting.)*

SWIM LESSON UPDATE

Staff is working on setting up a second session of morning lessons for this summer. We realized that we advertised 7 swim lessons, but actually offered 8 with a class in August. All prices were set for 7. To add a second session, we will need to offer only 7 classes, to be able to have a session before we close the pool for a week. Staff is working on getting information out to patrons for the morning class adjustment and the additional session of classes. This will only be for the morning classes. We will share information when it gets closer to being offered.

ADULT SWIM LESSONS

Emmitt started contacting people from waitlists for the two adult classes this morning. At noon the 7-7:30pm class already had five and the 7:30-8pm class had six. We should fill up by tomorrow as wait list people are still calling back.

INTRO 2 SWIM TEAM CLASS

Quentin is working on trying to get a class together with SMAC. We should have more information next week. For next year, we hope to have this resolved earlier.

CAMP KHAOS

- Swim Lessons – At the time of the report, we have 24 spots with 13 filled. Luckily all 13 are in the same time frame.
- Friday Rentals – They are also having open swims on Fridays from 1-3pm.

SUMMER NORMANDY PARK CITY SCENE

Below is a link to the Normandy Park City Scene with our half-page ad.

<https://normandyparkwa.gov/wp-content/uploads/Normandy-Park-City-Scene-Summer-2023.pdf>

GOV DEALS/SURPLUS

Staff is getting equipment ready to be sold. We should be putting information out on Govdeals early next week.

NEW HIRES

Jared hired another three employees this past week.

RESEARCH

- King County reporting alarming number of drownings halfway through the year (FOX 13) - https://www.fox13seattle.com/news/king-county-reporting-alarming-number-of-drownings-halfway-through-the-year?utm_campaign=trueAnthem&utm_medium=trueAnthem&utm_source=facebook&fbclid=IwAR2yLc6RzK7i07IFLMmlkXtZAVh9-N0WvRMt4LSdNG2gjxxhi2rFnbDekDI
- Where community grows and thrives (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2023/july/where-community-grows-and-thrives/>
- City of Kent lifeguarding program cancelled at Lake Meridian (Kent Reporter) - <https://www.kentreporter.com/news/city-of-kent-lifeguard-program-canceled-again-at-lake-meridian/>
- Another summer, another lifeguard shortage, as pool cut hours, openings (ABC 15) - <https://www.abc15.com/news/region-phoenix-metro/central-phoenix/another-summer-another-lifeguard-shortage-as-pools-cut-hours-openings>
- Lifeguard Interview with American Lifeguard Association (Berkshire Eagle – Video) - https://www.berkshireeagle.com/news/local/whats-causing-lifeguard-shortage/article_975c2af0-1b63-11ee-81d4-bf260d6aad79.html

WEEK ENDING JULY 7:

NEXT BOARD MEETING

We are putting materials together for the board meeting, which will be held on Tuesday, July 25 at 7pm. We have received a response from the school district and will discuss it in executive session. Quentin and I are putting together reports for the second quarter aquatics and financial management.

HSD LEASE

I am met with HSD over the phone and we are meeting in-person, next Tuesday, July 18.

SWIM LESSONS

- Swim Lessons: All swim lessons besides Intro 2 Swim Team are currently occurring.
- Adult Lessons: All 20 spots of adult lessons are completely full. The class started on Tuesday evening.
- Intro 2 Swim Team: We only have 6 of 20 spots filled at this time. The deadline is Friday (7/14) at 10am.
- August Session: We should have information coming out later next week for the August session of morning swim lessons.

SUPLUS SALES

We have signed up for Govdeals and posting items from the June 27 board meeting on their website. We would like to resolve the items before staff go back to school. Quentin also delivered the wooden backboard to Seahurst.

STORAGE

Staff is continuing to clean storage and backrooms/storage at the pool. We will share some pictures once everything is finalized.

SHAREPOINT

Quentin is working on getting some Sharepoint shared folders together for better internal sharing of docs for the staff.

CREDIT CARD READERS

Quentin is also working with CMIT to get the credit card readers updated. CivicRec has added a layer of security that has made ours inoperable. We will probably need to replace them.

POLICY AND PROCEDURES FOR CLIMATE CHANGE

I have been thinking about putting forth some policies on climate change including excessive heat days and low air quality days. This could include special swims on excessive heat days for cooling and monitoring air quality indoors from the AHU. Although the AHU filters the external air, it might be good to post the air quality for staff and users mindfulness. Any suggestions will be presented to the board. I am thinking of using 2023 for information gathering and 2024 for potential implementation.

- Protecting Communities When the Heat is On – See Cooling Centers Section (MRSC)
- <https://mrsc.org/stay-informed/mrsc-insight/may-2023/protecting-communities-when-the-heat-is-on>

WATERLAND PARADE

The Waterland parade will be July 22. Just a reminder that the pool will be closed that day for the event.

PUBLIC OUTREACH MEETING

Quentin will be meeting with the Public Outreach Committee in my place. I will be out of town from July 14-17 and out of cellular range.

NEW EMPLOYEES

Jared has onboarded four new staff over the past week. Staff is working to train them.

FEATURED RESEARCH – US NATIONAL WATER SAFETY ACTION PLAN

See publications for the 2023-2032 US National Water Safety Plan.

<https://www.watersafetyusa.org/nwsap.html>

RESEARCH

- County reports a concerning amount of drownings in 2023 (Federal Way Mirror) - <https://www.federalwaymirror.com/news/county-reports-a-concerning-number-of-drownings-already-in-2023/>
- Seattle Attorney Davidson appeals injunction on graffiti enforcement (My Northwest/MRSC) - <https://mynorthwest.com/3906309/seattle-attorney-davison-appeals-injunction-on-graffiti-enforcement/>
- VGBA Bill Introduced (Aquatics International) - https://www.aquaticsintl.com/facilities/vgba-bill-introduced_o
- Use of Generative AI by Local Governments (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/june-2023-10ba1522fe7a4a77aa7d5378ed660cc0/use-of-generative-ai-by-local-governments>

WEEK ENDING JULY 14:

NEXT BOARD MEETING

We are putting materials together for the board meeting, which will be held on Tuesday, July 25 at 7pm. We have received a response from the school district and will discuss it in executive session. Quentin and I are putting together reports for the second quarter aquatics and financial management.

HSD LEASE

I am met with HSD over the phone and we are meeting in-person, next Tuesday, July 18.

SWIM LESSONS

- Swim Lessons: All swim lessons besides Intro 2 Swim Team are currently occurring.
- Adult Lessons: All 20 spots of adult lessons are completely full. The class started on Tuesday evening.
- Intro 2 Swim Team: We only have 6 of 20 spots filled at this time. The deadline is Friday (7/14) at 10am.
- August Session: We should have information coming out later next week for the August session of morning swim lessons.

SUPLUS SALES

We have signed up for Govdeals and posting items from the June 27 board meeting on their website. We would like to resolve the items before staff go back to school. Quentin also delivered the wooden backboard to Seahurst.

STORAGE

Staff is continuing to clean storage and backrooms/storage at the pool. We will share some pictures once everything is finalized.

SHAREPOINT

Quentin is working on getting some Sharepoint shared folders together for better internal sharing of docs for the staff.

CREDIT CARD READERS

Quentin is also working with CMIT to get the credit card readers updated. CivicRec has added a layer of security that has made ours inoperable. We will probably need to replace them.

POLICY AND PROCEDURES FOR CLIMATE CHANGE

I have been thinking about putting forth some policies on climate change including excessive heat days and low air quality days. This could include special swims on excessive heat days for cooling and monitoring air quality indoors from the AHU. Although the AHU filters the external air, it might be good to post the air quality for staff and users mindfulness. Any suggestions will be presented to the board. I am thinking of using 2023 for information gathering and 2024 for potential implementation.

- Protecting Communities When the Heat is On – See Cooling Centers Section (MRSC) - <https://mrsc.org/stay-informed/mrsc-insight/may-2023/protecting-communities-when-the-heat-is-on>

WATERLAND PARADE

The Waterland parade will be July 22. Just a reminder that the pool will be closed that day for the event.

PUBLIC OUTREACH MEETING

Quentin will be meeting with the Public Outreach Committee in my place. I will be out of town from July 14-17 and out of cellular range.

NEW EMPLOYEES

Jared has onboarded four new staff over the past week. Staff is working to train them.

OUT OF OFFICE

I will be out of the office on Friday, June 14-Monday, June 18. I will be reachable by phone on Friday and Monday afternoon, but I will be out of cell service Saturday through Monday morning.

FEATURED RESEARCH – US NATIONAL WATER SAFETY ACTION PLAN

See publications for the 2023-2032 US National Water Safety Plan.

<https://www.watersafetyusa.org/nwsap.html>

RESEARCH

- County reports a concerning amount of drownings in 2023 (Federal Way Mirror) - <https://www.federalwaymirror.com/news/county-reports-a-concerning-number-of-drownings-already-in-2023/>
- Seattle Attorney Davidson appeals injunction on graffiti enforcement (My Northwest/MRSC) - <https://mynorthwest.com/3906309/seattle-attorney-davison-appeals-injunction-on-graffiti-enforcement/>
- VGBA Bill Introduced (Aquatics International) - https://www.aquaticsintl.com/facilities/vgba-bill-introduced_o
- Use of Generative AI by Local Governments (MRSC Insight Blog) - <https://mrsc.org/stay-informed/mrsc-insight/june-2023-10ba1522fe7a4a77aa7d5378ed660cc0/use-of-generative-ai-by-local-governments>

WEEK ENDING JULY 21:

BOARD MEETING

Just a reminder that the board packet will be coming out tomorrow (Friday). Also, we will be having an executive session of about 5-10 minutes on the HSD lease. Attached is the agenda (w/o AIS and attachments). Quentin will be there to present the pool's quarterly report and discuss the upcoming closure (see below).

AUGUST SWIM LESSONS

Staff is getting the morning swim lessons later this week. During the session, we will have some of our staff going back to college or taking end of summer vacations. We will be combining the Monday and Wednesday, and Tuesday and Thursday morning classes into one two-week, Monday-Thursday lesson between August 7-17. Registration will only be open for current students, who are in current classes since there will be limited availability. If any spots are open, we will take new students.

INTRO 2 SWIM TEAM

We have six participants in the Intro 2 Swim Team program. Our goal this year is to get the program and agreement in place, and our goal for next year is to continue the partnership, and see if we can add some funding to help young people transition to swim teams and lifelong swimming past swim lessons.

AUGUST LIFEGUARD CERTIFICATION COURSE

Emmitt will be leading a lifeguarding course in August. Below are the dates of the class. We should have an email blast coming out next week with registration starting at that time. Emmitt is also working to notify people on the lifeguarding interest list.

- Friday August 4th, 2pm-7pm
- Sunday August 6th, 9am-2pm
- Friday August 11th, 2pm-7pm
- Sunday August 13th, 9am-2pm

FINANCIALS

I met with VisionMS on Thursday. I am working to get some last minute information as I am catching up on getting information entered from the last quarter.

WATERLAND PARADE

Staff will be participating in the parade. We will share pictures and information at the July 25 board meeting. The event is listed in our event calendar, so everyone can attend. Just a reminder that the pool will be closed on July 22 for the event. It is posted on the website and social media.

<https://mtrainierpool.com/wp-content/uploads/Waterland-Parade-Letter-2023.pdf>

POOL CLOSURE

Quentin will be at the July 25 meeting to discuss the closure in the end of August. We are trying to squeeze it in between the end of swim lessons and the start of MRHS swim team practices.

FILLING CRACKS

Jared has been filling cracks in the concrete in front of the pool entry. Below is a picture of one of the cracks being filled.



TUKWILA POOL MPD PRESENTATION

Below is a presentation from the Tukwila Pool Metropolitan Park District on their aquatic feasibility study. Their presentation starts around the 1:02:30 mark.

<https://tukwila.vod.castus.tv/vod/?video=93258111-de80-4468-900a-48ce6ca82618>

CAPITAL & CONTRACTS COMMITTEE

Gene, Joe and I are meeting on Saturday, July 22 at the Farmer's Market to discuss the aquatic feasibility study.

ARCHITECT MEETINGS

I met on the phone with the architect on Tuesday, July 18 and I am going to meet with them in-person on Tuesday, July 25. I will bring anything for that meeting to the July 25 meeting as the packet will already be out.

FEATURED RESEARCH

Some American Red Cross providers have been cutting corners in trainings. We do not and plan to continue to have high standards, as safety is at the foundation of everything that we provide. Below is an article with a 20-minute podcast that covers the information.

- The hidden truth about Red Cross Lifeguards (The Washington Post)
- <https://www.washingtonpost.com/podcasts/post-reports/the-hidden-truth-about-red-cross-lifeguards/>

CARD READER UPDATE

Quentin is working with CMIT to get the card readers at the pool updated. CivicPlus completed a software update and we have been working to get them updated. CMIT will also be out on Friday morning to update the server.

RESEARCH

- 4,000 people in the U.S. die by drowning every year (Washington Post)
- <https://www.washingtonpost.com/wellness/2023/07/17/drowning-death-statistics/>

- 'It only takes a second': Summer camps talk water safety after teen drowns (WTAE)
- <https://www.wtae.com/article/water-safety-coraopolis-drowning/44568065>
- Near drowning at DC pool leaves 2 adults in critical condition (FOX5)
- <https://www.fox5dc.com/news/near-drowning-at-dc-pool-leaves-2-adults-in-critical-condition>
- Dream Design: University of Nebraska Monroe-Meyer (Aquatics International)
- https://www.aquaticsintl.com/awards/university-of-nebraska-medical-center-monroe-meyer-institute-named-a-2023-dream-design_o



Des Moines Pool Metropolitan Park District

June 27, 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 7:00 p.m. Also present were Commissioners Campbell, Dusenbury, Stender, and Achziger; District General Manager Deschenes and Aquatics Manager, Knox. Commissioner Stender was not present.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – There were no modifications to the agenda.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – The District General Manager (GM) announced the pool would be closed on July 4th for Independence Day, and reminded the board that the Washington Cares Act will take place on July 1st. Commissioner Achziger reminded the board of the Waterland Parade on July 22.

PUBLIC COMMENT - None

CONSENT AGENDA

District GM announced the finances would be pushed to the July meeting as part of the quarterly financial report. Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in May totaling \$101,862.54 Commissioner Dusenbury 2nd. The motion passed 4-0.

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. 2022 Annual Financial Report

The District GM reported the information to the State Auditor's Office (SAO) was uploaded before the deadline, and that the information from that report was updated on the attached report. The report will be uploaded this week to the Mount Rainier Pool's website. The District GM also notified the board that he is uploading files for SAO for their annual cyber audit.

8b. 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 – 6/27/2023

The District GM notified the board that he met with the architect, and that she had shared some preliminary designs. He also notified the board that he is working to setup a meeting with the school district. He mentioned that he will have an update at the next meeting that may include additional cost estimates.

8c. District Clerk Update

The District GM notified the board that he terminated the contract with Volt for the District Clerk after the last board meeting. The District GM presented an updated position that would combine front desk and clerical duties to help the position become a full-time, thus more attractive to applicants. Commissioner Campbell suggested following best practices for HR and rewrite some of the job description and focus more on the experience including focusing more on people that may have assisted others in bookkeeping that also have a growth mindset. President Young mentioned the pool of candidates for the part-time position did not match the skills needed for the position. President Young asked the board for consensus on the District GM moving forward and no one objected. The District GM will work on updating the job position for the July 25 board meeting. A copy of the report and a preliminary draft of the job description are in the June 27 agenda packet.

NEW BUSINESS

9a. Resolution 2023-05 Warrant Cancellations

The District GM reported warrant cancellations for the past year. Commissioner Achziger moved to approve Resolution 2023-05, Warrant Cancellations. Commissioner Campbell 2nd. The motion passed 4-0. A copy of the resolution is posted on the Mount Rainier Pool Governance page.

9b. Backflow Valve Emergency Repair – Finance Committee Approval

District GM notified the board that he needed to gain Finance Committee approval on June 1st, as there was an emergency repair to a backflow valve that was broken that was not allowing water to flow into the pool. By law the District was forced to keep the pool shutdown until the parts could be sourced and the repair completed. To speed this process up, the District GM got approval from the Finance Committee per Procurement Policy 520. This was due to the quoted repair being over \$5,000. The pool was reopened on Tuesday, June 6.

9c. Resolution 2023-06 Resolution Declaring Property Surplus to the Needs of the District and Authorizing the Disposition of Surplus Property

District GM and Aquatics Manager gave a detailed report on the items that would be surplus. All items of value will be auctioned on Govdeals.com and items that are not bid on will be disposed of. A backboard will be allocated to another local pool to help with safety in the community. Commissioner Achziger moved to approve Resolutions, 2023-06, Resolution Declaring Property Surplus to the Needs of the District and Authorizing the Disposition of Surplus Property. Commissioner Dusenbury 2nd. The motion passed 4-0. A copy of the resolution is posted on the Mount Rainier Pool Governance page.

GOOD OF THE ORDER

Commissioner Campbell notified the board that she registered for swim lessons. She suggested releasing the Parent and Child and Level 1 classes, having current students be able to register additional children, and exploring removing some of the limits that were set around the free lessons. The District GM and Aquatics Manager reported that they would present some changes to registration at a future meeting.

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 – 6/27/2023**

Commissioner Achziger informed the board that he attended the Bayside Ball presented by the Des Moines Legacy Foundation. He presented what the Legacy Foundation has helped with lifeguarding training and the swim lessons. He said it was well-received by the crowd.

ADJOURNMENT

With no further business the meeting was adjourned at 7:52 pm.

UPCOMING MEETINGS

- July 25, 2023, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)
- August 22, 2023, Special Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

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: 06/07/2023

Total Amount: \$16,888.09

Control Total: 12

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20230605111111.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).

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

<u>Scott Deschenes</u> 2E03815D71304B0...	<u>6/5/2023</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

DocuSigned by:

<u>Joe Dusenbury</u> 5E8DDA9899F2474...	<u>6/5/2023</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_20230605111111.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			18772	03/31/2023	\$90.00	APRIL 2023 OFFICE CLEANING SERVICES.
AQUATIC SPECIALTY SERVICES			23620MLAFO2	03/13/2023	\$475.00	AFO CLASS FOR WOLD. REC'D APRIL 3RD.
CENTRAL WELDING SUPPLY			RNO32320540	03/31/2023	\$80.92	CO2 REFILL. 750ML.
COLIBRI NORTHWEST, LLC			137NP2	04/04/2023	\$465.00	SPRING NP CITY SCENE.
COLIBRI NORTHWEST, LLC			208209DM	05/19/2023	\$1,520.00	SPRING DM CITY CURRENTS.
DATAQUEST, LLC			3/31/23	03/31/2023	\$58.00	BACKGROUND CHECK FEE FOR FILE 203123.
HIGHLINE WATER DISTRICT			06162023HWD	06/16/2023	\$1,191.88	WATER METER FOR APRIL-MAY.
MACDONALD-MILLER FACILITY SOLUTIONS			PM129497II	04/01/2023	\$4,872.74	Q1 MRP SERVICES.
MOUNTAIN MIST			05202023MS	05/20/2023	\$129.06	CONSULTANT SERVICES FOR MARCH 23.
SNURE LAW OFFICE			04012023BS	04/01/2023	\$495.00	APRIL LEGAL SERVICES 2023.
US BANK			05102023UB	05/10/2023	\$6,105.95	COMBINED APRIL 2023 PURCHASE CARD PMT.
VOLT			45951331	05/28/2023	\$1,404.54	EMPLOYEE #1501339 FOR MAY 28, 2023.



Special District Voucher Approval Document

Scheduled Payment Date: 06/10/2023

Total Amount: \$6,422.18

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20230609155930.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).

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

<u>Scott Deschenes</u> 2E03815D71304B0...	<u>6/9/2023</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

DocuSigned by:

<u>Joe Dusenbury</u> 5E8DDA9899F2474...	<u>6/11/2023</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_20230609155930.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1115	06/01/2023	\$643.50	WEBSITE PAGE UPDATE - SWIM LESSONS
AQUATIC SPECIALTY SERVICES			1126-5	05/23/2023	\$868.09	MAY SERVICES & CHEMICALS
AQUATIC SPECIALTY SERVICES			525-1	05/23/2023	\$224.12	ROBOT VACUUM REPAIR
AQUATIC SPECIALTY SERVICES			1126-4	03/27/2023	\$1,634.12	MARCH SERVICES AND CHEMICALS
AQUATIC SPECIALTY SERVICES			1126-3	04/04/2023	\$1,495.81	APRIL SERVICES AND CHEMICALS
COPIERS NORTHWEST			2659531	06/07/2023	\$50.45	JUNE COPIER RENTALS
JARED WOLD			06072023	06/07/2023	\$359.76	
MOUNTAIN MIST			005427756	06/06/2023	\$128.83	JUNE 6 MRP WATER DELIVERY
VISION MUNICIPAL SOLUTIONS, LLC			09-12775	05/31/2023	\$300.00	SOFTWARE TRAINING FOR MARCH 22
ZEN 22015, LLC			06012023ZEN	06/07/2023	\$717.50	JUNE OFFICE RENTAL



Special District Voucher Approval Document

KC v2.0

REQ#58018480

Scheduled Payment Date: 06/17/2023

Total Amount: \$14,882.30

Control Total: 15

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20230615112258.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)) :

Scott Deschenes 6/15/2023
2E03815D71304B0...
 Authorized District Signature Date

 Authorized District Signature Date

 Authorized District Signature Date

DocuSigned by:
Joe Dusenbury 6/16/2023
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_20230615112258.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AED SUPERSTORE			S3009398	03/14/2023	\$1,046.95	MANAKIN.
AQUATIC SPECIALTY SERVICES			23828	06/05/2023	\$4,710.74	BACKFLOW VALVE REPAIR
COMCAST			07092023COM	06/12/2023	\$218.32	COMCAST BILLING FOR JUNE.
DATAQUEST, LLC			20962	04/30/2023	\$116.00	BELL & FORSLUND BG CHECKS.
GRAINGER			97223355347	05/30/2023	\$74.09	PAPER TOWLS.
INSLEE BEST			397416	05/30/2023	\$936.00	MAY 5 BOARD MEETING LEGAL ADVICE.
RECOLOGY			0004317028	05/31/2023	\$911.92	MAY AND JUNE BILLING
VOLT			45853389	04/02/2023	\$36.90	SHANNON CROSS. THREE HOURS OF WORK.
VOLT			45969600	06/04/2023	\$1,404.54	STRANG PE 06/04/23.
VOLT			45951331A	05/28/2023	\$1,404.54	STRANG PE 05/82/23.
VOLT			45912810	05/07/2023	\$1,404.54	STRANG PE 05/07/23.
VOLT			4593307	05/21/2023	\$358.02	STRANG PE 05/21/23.
VOLT			45925585A	05/14/2023	\$1,377.00	STRANG PE 05/14/23.
VOLT			4597440	06/11/2023	\$165.24	STRANG FINAL PAY FOR EQUIPMENT RETURN.
ZEN 22015, LLC			07012023ZEN	06/14/2023	\$717.50	DISTRICT OFFICES JULY 23 RENTAL.



Special District Voucher Approval Document

KC v2.0

REQ#58060914

Scheduled Payment Date: 06/23/2023

Total Amount: \$8,424.15

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20230621125356.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)) :

Scott Deschenes 6/21/2023
 2E03815D71304B0...
 Authorized District Signature Date

 Authorized District Signature Date

 Authorized District Signature Date

DocuSigned by:
Joe Dusenbury 6/21/2023
 5E6DDA9899F2474...
 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_20230621125356.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG129661	06/19/2023	\$278.49	CO2 JUNE 19 DELIVERY.
DEPARTMENT OF RETIREMENT SYSTEMS			05042023DCP	05/03/2023	\$1,587.29	MARCH DCP.
DEPARTMENT OF RETIREMENT SYSTEMS			06042023DCP	06/03/2023	\$1,587.29	APRIL DCP.
DEPARTMENT OF RETIREMENT SYSTEMS			06052023DCP	06/04/2023	\$1,587.29	MAY DCP.
PUBLIC HEALTH - SEATTLE KING COUNTY			PR000950	04/30/2023	\$696.30	PERMIT. WARRANT ERROR ON MAY 4.
SNURE LAW OFFICE			05102023BSFIX	05/01/2023	\$316.25	FIX APRIL BALANCE ISSUE.
US BANK			06012023USB	06/12/2023	\$2,371.24	MAY PC CARD CHARGES.



Special District Voucher Approval Document

KC v2.0

REQ#58070366

Scheduled Payment Date: 06/27/2023

Total Amount: \$9,544.81

Control Total: 4

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20230622154717.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).

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


 2E03815D71304B0...
 Authorized District Signature

6/22/2023

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:


 5E8DDA9899F2474...
 Authorized District Signature

6/23/2023

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_20230622154717.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
DEPARTMENT OF RETIREMENT SYSTEMS			1557067	04/14/2023	\$25.00	OASI INSURANCE INVOICE FOR 2022. EMPLOYER RATE.
JOE DUSENBURY			06302023PRJD	06/23/2023	\$117.36	APRIL STIPEND.
PUGET SOUND ENERGY			06212023PSE	06/12/2023	\$9,285.09	JUNE 21 GAS AND ELECTRICITY.
SHANE STENDER			06302023PRSS	06/23/2023	\$117.36	APRIL STIPEND.



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20230628140925.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASSOCIATION OF WASHINGTON CITIES			45423	05/22/2023	\$2,267.94	MAY-JULY BENEFITS PAYMENTS.
MIDWAY SEWER DISTRICT			62523MSD	06/25/2023	\$577.21	4/25-6/25 SEWER SERVICES
NORTHWEST LANDSCAPING SERVICES			CD50312384	07/31/2023	\$604.34	JULY 23 LANDCAPE SERVICES
NORTHWEST LANDSCAPING SERVICES			CD50303221	06/01/2023	\$604.34	JUNE 23 LANDSCAPE SERVICES

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 6/15/2023**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 06/15/2023 (Updated 6/13/2023)	170950010			24219			30,281.18
2								
3								
4								
5								
6							DS SD	6/13/2023
7								
8								
9								
10								

BANK INFORMATION FOR WIRE PAYMENTS (for non-repetitive wires only)Total 30,281.18

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 6/13/2023

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 6/30/2023**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 06/30/2023	170950010			24219			31,866.20
2								
3								
4							DS SD	6/22/2023
5								
6								
7								
8								
9								
10								

BANK INFORMATION FOR WIRE PAYMENTS (for non-repetitive wires only)Total 31,866.20

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 206.795.4832 Email mypeggysue@me.com

Signature Joe Dusenbury Date 6/23/2023

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

AGENDA ITEMS SUMMARY SHEET

Attachment: Yes

- Aquatics Manager Q2 (April-June) Physical Report
- Monday, Wednesday and Friday Attendance Reports (Spring Lessons)

AQUATICS MANAGER'S QUARTERLY REPORT – SPRING (APRIL-JUNE) 2023

OVERALL VISITATION REPORT (QUARTER 2 MONTHLY REPORT 2023)

April	May	June
3273	3194	1246

DAILY AND MONTHLY BREAKDOWN

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

April	Deck	Spec	WX	SMAC	HS	Meet	Walk	Family	Lap	Open	Lesson	Daily Total
1	21	57	0	70	0	0	0	34	18	31	53	284
2	Closed											0
3	9	0	19	0	0	0	6	0	24	0	0	58
4	5	7	10	0	0	0	13	19	10	0	0	64
5	2	4	13	0	0	0	7	8	17	0	0	51
6	7	2	11	0	0	0	10	22	15	0	0	67
7	2	1	50	0	0	0	0	5	23	0	0	81
8	2	2	0	0	0	0	0	2	15	22	0	43
9	Closed											0
10	8	12	21	48	0	0	0	1	7	0	0	97
11	12	5	13	25	0	0	8	0	23	0	0	86
12	1	9	19	37	0	0	4	0	21	0	0	91
13	8	3	12	25	0	0	5	14	30	0	0	97
14	2	1	48	32	0	0	2	20	29	0	0	134
15	1	12	0	35	0	0	0	6	12	0	0	66
16	Closed											0
17	33	67	44	37	0	0	4	0	19	0	80	284
18	8	2	15	37	0	0	10	11	12	0	0	95
19	17	58	32	43	0	0	2	0	26	0	63	241
20	8	4	9	44	0	0	8	7	24	0	0	104
21	7	10	49	40	0	0	4	9	21	0	0	140
22	23	50	0	28	0	0	0	44	23	2	46	216
23	10	35	48	59	0	0	7	7	25	0	52	243
24	Closed											0
25	12	2	28	20	0	0	9	8	10	0	0	89
26	26	30	39	29	0	0	5	6	23	0	52	210
27	10	5	17	65	0	0	2	12	19	0	0	130
28	9	7	34	19	0	0	5	15	16	0	0	105
29	31	42	0	0	0	0	0	16	6	55	47	197
30	Closed											0
3273	274	427	531	693	0	0	111	266	468	110	393	3273

May	Deck	Spec	WX	SMAC	HS	Meet	Walk	Family	Lap	Open	Lesson	Daily Total
1	6	48	38	47	0	0	6	0	23	0	47	215
2	7	7	15	30	0	0	7	6	17	0	0	89
3	21	62	48	27	0	0	2	15	26	0	72	273
4	14	0	10	47	0	0	13	11	20	0	0	115
5	9	2	48	21	0	0	5	22	20	0	0	127
6	TR											0
7	Closed											0
8	76	86	0	51	0	0	0	17	36	26	69	361
9	10	1	12	19	0	0	9	6	21	0	0	78
10	43	35	23	0	0	0	9	3	21	0	21	155
11	6	0	0	0	0	0	6	0	11	0	0	23
12	16	4	46	17	0	0	10	27	18	0	0	138
13	TR											0
14	Closed											0
15	0	0	39	0	0	0	7	0	23	0	0	69
16	19	2	11	25	0	0	7	11	25	0	0	100
17	14	34	41	30	0	0	6	0	19	0	36	180
18	TR											0
19	5	2	19	33	0	0	8	21	12	0	0	100
20	17	47	0	30	0	0	0	20	1	13	31	159
21	Closed											0
22	52	64	60	61	0	0	8	0	17	0	38	300
23	12	13	13	65	0	0	14	11	15	0	0	143
24	TR											0
25	TR											0
26	15	12	52	48	0	0	6	3	23	0	0	159
27	6	4	0	36	0	0	0	26	10	8	0	90
28	Closed											0
29	37	19	0	52	0	0	3	10	19	0	0	140
30	4	6	10	63	0	0	9	4	5	0	0	101
31	0	0	58	0	0	0	0	4	17	0	0	79
3194	389	448	543	702	0	0	135	217	399	47	314	3194

[illegible]

4	Closed											0
5	Pool Issue											0
6	2	5	3	26	0	0	6	0	7	0	0	49
7	0	1	37	0	0	0	1	0	7	0	0	46
8	TR											0
9	4	4	0	0	32	0	0	26	0	0	0	66
10	31	60	0	67	0	0	0	9	10	3	76	256
11	Closed											0
12	17	50	0	47	0	0	0	0	0	0	28	142
13	TR											0
14	18	25	0	10	0	0	0	17	0	0	0	70
15	4	2	9	24	0	0	11	0	7	0	0	57
16	?											0
17	7	43	0	19	0	0	0	24	16	0	35	144
18	Closed											0
19	22	14	0	42	0	0	0	0	1	0	0	79
20	4	0	0	0	0	0	3	0	23	0	0	30
21	0	0	0	0	0	0	3	0	9	0	0	12
22	7	0	0	0	0	0	5	0	12	0	0	24
23	0	0	24	0	0	0	6	0	13	0	0	43
24	?											0
25	Closed											0
26	4	4	0	33	0	0	5	3	6	0	0	55
27	15	4	10	0	0	0	14	0	53	10	0	106
28	0	0	19	0	0	0	5	0	17	0	0	41
29	TR											0
30	3	5	0	18	0	0	0	0	0	0	0	26
1246	138	217	102	286	32	0	59	79	181	13	139	1246

SWIM LESSON PARTICIPATION

This report is for April 17th – June 17th, 2023. At this time, we offered Monday Afternoon (4:30pm-7:00pm), Wednesday Afternoons (4:30pm-7:00pm) and Saturday Mornings (8-11:15am):

**Saturday's, April 22nd - June 17th,
2023**

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Capacity (No Privates)*
Parent/Child	1	1	11/10	5	110%
8:00am	4	4	20/20	8	100%
8:40am	4	4	20/20	4	100%
9:20am	4	4	19/20	7	95%
10:00am	4	4	20/20	3	100%
10:40am	3	3	15/15	6	100%
Totals	4 (avg)	20	105/105	33	100%

**Monday's, April 17th- June
12th,2023**

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Capacity (No Privates)*
Parent/Child	2	2	21/20	10	105%
4:30pm	3	3	14/15	0	93%
5:00pm	3	3	14/15	10	93%
5:30pm	4	4	20/20	3	100%
6:00pm	3	3	15/15	10	100%
6:30pm	3	3	16/15	4	107%
Totals	3 (avg)	18	100/100	37	100%

**Wednesday's, April 19th – June
14th, 2023**

GROUP LESSONS	Instructors Available During This Time*	# of Group Classes Offered*	Total Served (Max 5 Per Class*)	Waitlist Participants	% of Capacity (No Privates)*
Parent/Child	2	2	20/20	10	100%
4:30pm	2	2	10/10	0	100%
5:00pm	2	2	10/10	0	100%
5:30pm	3	3	15/15	4	100%
6:00pm	3	3	15/15	0	100%
6:30pm	3	3	16/15	6	107%
Totals	3 (avg)	15	86/85	20	101%

SWIM LESSON ATTENDANCE

MONDAYS: 4/17-6/12

4:30pm

Preschool 2

- 1/5 students passed.
- 2/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 1 student missed one class.
 - 1 student missed two classes.
 - 2 students missed six classes.

Learn-to-Swim 2

- 1/4 students passed.
- 3/4 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 1 student missed one class.
 - 1 student missed two classes.

Learn-to-Swim 3

- 0/5 students passed.
- 4/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 3 students missed one class.
 - 1 student missed two classes.

Parent & Child 2

- 1/11 students passed.
- 6/11 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 4 students missed one class.
 - 2 students missed two classes.
 - 1 student missed four classes.

- 1 student missed 5 classes.
- 1 student missed zero classes.

5pm

Preschool 1

- 2/5 students passed.
- 2/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 1 student missed one class.
 - 1 student missed four classes.
 - 1 student missed five classes.
 - 1 student missed six classes.

Learn-to-Swim 1

- 1/5 students passed.
- 5/5 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 3 students missed one class.

Learn-to-Swim 1

- 5/5 students passed.
- 5/5 students showed up to 6/7 or more classes.
 - 3 students missed zero classes.
 - 2 students missed one class.

Parent & Child 1

- 10/10 students passed.
- 2/10 students showed up to 6/7 or more classes.
 - 2 students missed one class.
 - 4 students missed two classes.
 - 3 students missed three classes.
 - 1 student missed four classes.

5:30pm

Preschool 2

- 0/5 students passed.
- 3/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 2 students missed one class.
 - 2 students missed two classes.

Preschool 3

- 6/6 students passed.
- 4/6 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 2 students missed one class.
 - 2 students missed two classes.

Learn-to-Swim 2

- 5/5 students passed.
- 4/5 students showed up to 6/7 or more classes.
 - 4 students missed one class.
 - 1 student missed six classes.

Learn-to-Swim 3

- 1/5 students passed.
- 4/5 students showed up to 6/7 or more classes.
 - 3 students missed zero classes.
 - 1 student missed one class.

- 1 student missed three classes.

6pm

Learn-to-Swim 1

- 4/5 students passed.
- 4/5 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 3 students missed one class.
 - 1 student missed all classes.

Learn-to-Swim 3

- 2/5 students passed.
- 5/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 4 students missed one class.

Learn-to-Swim 4

- 2/5 students passed.
- 1/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 3 students missed two classes.
 - 1 student missed five classes.

6:30pm

Preschool 1

- 2/5 students passed.
- 2/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 1 student missed one class.
 - 3 students missed two classes.

Learn-to-Swim 2

- 3/6 students passed.
- 5/6 students showed up to 6/7 or more classes.
 - 3 students missed zero classes.
 - 2 students missed one class.
 - 1 student missed two classes.

Learn-to-Swim 5

- 4/5 students passed.
- 4/5 students showed up to 6/7 or more classes.
 - 4 students missed zero classes.
 - 1 student missed six classes.

WEDNESDAYS: 4/19-6/14

4:30pm

Preschool 2

- 2/5 students passed.
- 5/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 4 students missed one class.

Learn-to-Swim 2

- 1/5 students passed.
- 3/5 students showed up to 6/7 or more classes.
 - 3 students missed one class.
 - 2 students missed three classes.

Parent & Child 2

- 0/10 students passed.
- 8/10 students showed up to 6/7 or more classes.
 - 5 students missed zero classes.
 - 3 students missed one class.
 - 2 students missed three classes

5pm

Preschool 1

- 3/5 students passed.
- 4/5 students showed up to 6/7 or more classes.
 - 3 students missed zero classes.
 - 1 student missed three classes.

Preschool 1

- 1/5 students passed.
- 5/5 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 3 students missed one class.

Parent & Child 1

- 9/10 students passed.
- 6/10 students showed up to 6/7 or more classes.
 - 5 students missed zero classes.
 - 1 student missed one class.
 - 1 student missed three classes.
 - 3 students missed four classes.

5:30pm

Preschool 2

- 4/5 students passed.
- 3/5 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 1 student missed one class.
 - 2 students missed two classes.

Learn-to-Swim 1

- 4/5 students passed.
- 3/5 students showed up to 6/7 or more classes.
 - 3 students missed zero classes.
 - 2 students missed two classes.

Learn-to-Swim 1

- 5/5 students passed.
- 2/5 students showed up to 6/7 or more classes.
 - 2 students missed one class.
 - 3 students missed two classes.

6pm

Preschool 1

- 5/5 students passed.
- 4/5 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 2 students missed one class.
 - 1 student missed three classes.

Learn-to-Swim 2

- 5/5 students passed.
- 4/5 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.

- 2 students missed one class.
- 1 student missed three classes.

Learn-to-Swim 4

- 5/5 students passed.
- 4/5 students showed up to 6/7 or more classes.
 - 4 students missed one class.
 - 1 student missed two classes.

6:30pm

Learn-to-Swim 1

- 4/5 students passed.
- 3/5 students showed up to 6/7 or more classes.
 - 3 students missed one class.
 - 2 students missed two classes.

Learn-to-Swim 3

- 5/5 students passed.
- 5/5 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 3 students missed one class.

Learn-to-Swim 5

- 6/6 students passed.
- 6/6 students showed up to 6/7 or more classes.
 - 5 students missed zero classes.
 - 1 student missed one class.
 -

SATURDAYS: 4/22-6/17

8am

Preschool 1

- 1/5 students passed.
- 1/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 4 students missed five classes.

Learn-to-Swim 1

- 2/5 students passed.
- 2/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 1 student missed one class.
 - 2 students missed five classes.
 - 1 student missed all classes.

Learn-to-Swim 1

- 2/5 students passed.
- 2/5 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 1 student missed two classes.
 - 1 student missed three classes.
 - 1 student missed all classes.

Adult

- 5/5 students passed.
- 1/5 students showed up to 6/7 or more classes.
 - 1 student missed one class.
 - 2 students missed two classes.

- 2 students missed three classes.

8:40am

Preschool 1

- 1/5 students passed.
- 3/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 2 students missed one class.
 - 2 students missed three classes.

Preschool 1

- 4/5 students passed.
- 1/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 2 students missed two classes.
 - 1 student missed three classes.
 - 1 student missed 5 classes.

Learn-to-Swim 2

- 1/5 students passed.
- 2/5 students showed up to 6/7 or more classes.
 - 2 students missed one class.
 - 1 student missed three classes.
 - 1 student missed four classes.
 - 1 student missed five classes.

Learn-to-Swim 3

- 1/5 students passed.
- 5/5 students showed up to 6/7 or more classes.
 - 3 students missed zero classes.
 - 2 students missed one class.

9:20am

Preschool 2

- 1/5 students passed.
- 4/5 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 2 students missed one class.
 - 1 student missed two classes.

Learn-to-Swim 1

- 3/5 students passed.
- 1/5 students showed up to 6/7 or more classes.
 - 1 student missed one class.
 - 3 students missed two classes.
 - 1 student missed six classes.

Learn-to-Swim 2

- 3/4 students passed.
- 4/4 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 2 students missed one class.

Learn-to-Swim 4

- 5/5 students passed.
- 5/5 students showed up to 6/7 or more classes.
 - 4 students missed zero classes.
 - 1 student missed one class.

10am

Preschool 3

- 6/6 students passed.
- 5/6 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 3 students missed one class.
 - 1 student missed 2 classes.

Learn-to-Swim 2

- 3/5 students passed.
- 1/5 students showed up to 6/7 or more classes.
 - 1 student missed one class.
 - 3 students missed two classes.
 - 1 student missed six classes.

Learn-to-Swim 3

- 0/4 students passed.
- 1/4 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 2 students missed three classes.
 - 1 student missed all classes.

Learn-to-Swim 5

- 0/5 students passed.
- 3/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 2 students missed one class.
 - 1 student missed two classes.
 - 1 student missed three classes.

10:40am

Learn-to-Swim 1

- 2/5 students passed.
- 1/5 students showed up to 6/7 or more classes.
 - 1 student missed zero classes.
 - 1 student missed two classes.
 - 1 student missed three classes.
 - 1 student missed five classes.
 - 1 student missed six classes.

Learn-to-Swim 1

- 4/5 students passed.
- 1/5 students showed up to 6/7 or more classes.
 - 1 student missed one class.
 - 1 student missed two classes.
 - 2 students missed three classes.
 - 1 student missed five classes.

Learn-to-Swim 4

- 0/5 students passed.
- 3/5 students showed up to 6/7 or more classes.
 - 2 students missed zero classes.
 - 1 student missed one class.
 - 1 student missed two classes.
 - 1 student missed six classes.

Parent & Child 1

- 0/10 students passed.
- 7/10 students showed up to 6/7 or more classes.
 - 4 students missed zero classes.
 - 3 students missed one class.

- 1 student missed three classes.
- 1 student missed 5 classes.
- 1 student missed all classes.

SPECIAL EVENTS- April Pool's Day (4/15) (sold out)

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

Overview of Pool Operations:

Staffing:

- Blended learning lifeguard classes completed in April & June 2023.
- Recertification course June 2023.
- WSI classes completed end of June 2023.
- Increased staff to 40+ for summer programming.

Programming Notes:

- **Swim Lessons:** Weekday and weekend lessons went from April – June 2023.
- **Scholarship Information:** \$620 allocated to scholarships from overages of grant.
- **Private Party Rentals:** Reinstate on the 2nd Saturday of May (5/13) and June (6/10) from 1-2pm. Also, lobby can be rented from 2:15pm – 3:15pm.
- **PTSA Swims:** List of PTSAs scheduled:
 - Parkside – May 20th, 2023 (cancelled week before)
- **Alaska Airlines training dates/times**
 - May 8th & 10th (1:00pm-3:00pm)
 - June 5th & 7th (1:00pm-3:00pm)
 - August 7th and 9th (1:00pm-3:00pm)
 - September 11 & 13th (1:00pm-3:00pm)
 - October 9th & 11th (1:00pm-3:00pm)
 - November 6th & 8th (1:00pm-3:00pm)
- **RETT (Debbie Aquatics Therapy)** from 9:15am -1:00pm Tuesdays and Thursdays.
- **Maintenance**
 1. Aquatic Specialty Services- Monthly service (ongoing), continued bi-weekly backwashing and weekly strainer basket cleaning.
 2. Closed day after Christmas due low water pressure.
- **Repairs/ Installs:**
 - June 1st repair backflow valve

Rentals: Below are changes coming to rentals.

- First Saturday Birthday Parties- Coming in April, 2:30-3:30pm
- Maritime HS Robotics Club – Select Thursday's, 3:00pm-5:00pm

Outreach: Valley View Fair

Marketing Objectives to enhance our Mission:

- Promote swimming as a lifelong and lifesaving skill, along with the importance of knowledge of how to be safe in, on and around the water through programming.
- Increasing opportunities for all community members to utilize Mt. Rainier Pool, regardless of age, swimming skill, and economic status.

- Creating and promoting programming that will enable public to use Mt. Rainier Pool from a young child through adulthood.
- Ensuring opportunities for teens/ young adults as a safe place to socialize and better their skills and knowledge of the water.
- Creating partnerships with other agencies in our community to offer opportunities for better access to our facility.

SPRING (2023) SWIM LESSON RESIDENCY

MONDAY EVENINGS

Lesson Dates:	Lesson:	Resident		Non-Resident							Total
		Des Moines	Normandy Park	Kent	Seatac	Burien	Seattle	Federal Way	Auburn	Renton	Total In Class
April 17 - June 12 2023	Parent & Child Aquatics 2	8	2	0	0	0	1	0	0	0	11
April 17 - June 12 2023	Preschool Aquatics 2	5	0	0	0	0	0	0	0	0	5
April 17 - June 12 2023	Learn-to-Swim 2	4	0	0	0	0	0	0	0	0	4
April 17 - June 12 2023	Learn-to-Swim 3	5	0	0	0	0	0	0	0	0	5
April 17 - June 12 2023	Parent & Child Aquatics 1	10	0	0	0	0	0	0	0	0	10
April 17 - June 12 2023	Preschool Aquatics 1	4	0	0	0	0	0	0	0	0	4
April 17 - June 12 2023	Learn-to-Swim 1	5	0	0	0	0	0	0	0	0	5
April 17 - June 12 2023	Learn-to-Swim 1	1	0	0	3	0	0	1	0	0	5
April 17 - June 12 2023	Preschool Aquatics 2	3	2	0	0	0	0	0	0	0	5
April 17 - June 12 2023	Preschool Aquatics 3	3	0	1	0	1	0	0	0	0	5
April 17 - June 12 2023	Learn-to-Swim 2	4	1	0	0	0	0	0	0	0	5
April 17 - June 12 2023	Learn-to-Swim 3	2	0	1	1	0	1	0	0	0	5
April 17 - June 12 2023	Learn-to-Swim 1	5	0	0	0	0	0	0	0	0	5
April 17 - June 12 2023	Learn-to-Swim 3	4	1	0	0	0	0	0	0	0	5
April 17 - June 12 2023	Learn-to-Swim 4	5	0	0	0	0	0	0	0	0	5
April 17 - June 12 2023	Preschool Aquatics 1	3	2	0	0	0	0	0	0	0	5
April 17 - June 12 2023	Learn-to-Swim 2	6	0	0	0	0	0	0	0	0	6
April 17 - June 12 2023	Learn-to-Swim 5	5	0	0	0	0	0	0	0	0	5
Total Number of Lessons: 18		82	8	2	4	1	2	1	0	0	100

WEDNESDAY EVENINGS

Lesson Dates:	Lesson:	Resident		Non-Resident							Total
		Des Moines	Normandy Park	Kent	Seatac	Burien	Seattle	Federal Way	Auburn	Renton	Total In Class
April 19th - June 14th 2023	Parent & Child Aquatics 2	10	0	0	0	0	0	0	0	0	10
April 19th - June 14th 2023	Preschool Aquatics 2	3	0	1	0	0	1	0	0	0	5
April 19th - June 14th 2023	Learn-to-Swim 2	3	0	2	0	0	0	0	0	0	5
April 19th - June 14th 2023	Parent & Child Aquatics 1	9	1	0	0	0	0	0	0	0	10
April 19th - June 14th 2023	Preschool Aquatics 1	5	0	0	0	0	0	0	0	0	5
April 19th - June 14th 2023	Preschool Aquatics 1	3	0	1	0	1	0	0	0	0	5
April 19th - June 14th 2023	Preschool Aquatics 2	4	0	1	0	0	0	0	0	0	5
April 19th - June 14th 2023	Learn-to-Swim 1	5	0	0	0	0	0	0	0	0	5
April 19th - June 14th 2023	Learn-to-Swim 1	3	0	0	0	0	0	0	0	2	5
April 19th - June 14th 2023	Preschool Aquatics 1	3	0	2	0	0	0	0	0	0	5
April 19th - June 14th 2023	Learn-to-Swim 2	3	0	1	0	0	0	0	0	1	5
April 19th - June 14th 2023	Learn-to-Swim 4	4	0	0	0	0	0	0	0	1	5
April 19th - June 14th 2023	Learn-to-Swim 1	5	0	0	0	0	0	0	0	0	5
April 19th - June 14th 2023	Learn-to-Swim 3	5	0	0	0	0	0	0	0	0	5
April 19th - June 14th 2023	Learn-to-Swim 5	5	0	0	0	0	0	0	0	1	6
Total Number of Lessons: 15		70	1	8	0	1	1	0	0	5	86

SATURDAY MORNINGS

Lesson Dates:	Lesson:	Resident		Non-Resident								Total
		Des Moines	Normandy Park	Kent	Seatac	Burien	Seattle	Federal Way	Auburn	Renton	Milton	Total In Class
April 22nd - June 17th 2023	Preschool Aquatics 1	5	0	0	0	0	0	0	0	0	0	5
April 22nd - June 17th 2023	Learn-to-Swim 1	1	0	2	0	0	1	1	0	0	0	5
April 22nd - June 17th 2023	Learn-to-Swim 1	5	0	0	0	0	0	0	0	0	0	5
April 22nd - June 17th 2023	Adult	4	1	0	0	0	0	0	0	0	0	5
April 22nd - June 17th 2023	Preschool Aquatics 1	5	0	0	0	0	0	0	0	0	0	5
April 22nd - June 17th 2023	Preschool Aquatics 1	3	0	0	1	1	0	0	0	0	0	5
April 22nd - June 17th 2023	Learn-to-Swim 2	4	0	0	0	1	0	0	0	0	0	5
April 22nd - June 17th 2023	Learn-to-Swim 3	4	0	0	0	1	0	0	0	0	0	5
April 22nd - June 17th 2023	Preschool Aquatics 2	5	0	0	0	0	0	0	0	0	0	5
April 22nd - June 17th 2023	Learn-to-Swim 1	5	0	0	0	0	0	0	0	0	0	5
April 22nd - June 17th 2023	Learn-to-Swim 2	1	0	2	0	1	0	0	0	0	0	4
April 22nd - June 17th 2023	Learn-to-Swim 4	3	2	0	0	0	0	0	0	0	0	5
April 22nd - June 17th 2023	Preschool Aquatics 3	2	1	1	1	1	0	0	0	0	0	6
April 22nd - June 17th 2023	Learn-to-Swim 2	5	0	0	0	0	0	0	0	0	0	5
April 22nd - June 17th 2023	Learn-to-Swim 3	3	0	0	0	1	0	0	0	0	0	4
April 22nd - June 17th 2023	Learn-to-Swim 5	5	0	0	0	0	0	0	0	0	0	5
April 22nd - June 17th 2023	Parent and Child Aquatics 1	11	0	0	0	0	0	0	0	0	0	11
April 22nd - June 17th 2023	Learn-to-Swim 1	5	0	0	0	0	0	0	0	0	0	5
April 22nd - June 17th 2023	Learn-to-Swim 1	2	0	2	0	0	0	0	0	0	1	5
April 22nd - June 17th 2023	Learn-to-Swim 4	2	3	0	0	0	0	0	0	0	0	5
Total Number of Lessons: 20		80	7	7	2	6	1	1	0	0	1	105

TOTALS

Lesson Dates:	Lesson:	Resident		Non-Resident								Total
		Des Moines	Normandy Park	Kent	Seatac	Burien	Seattle	Federal Way	Auburn	Milton	Renton	Total In Class
Monday	All Lessons	82	8	2	4	1	2	1	0	0	0	100
Wednesday	All Lessons	70	1	8	0	1	1	0	0	0	5	86
Saturday	All Lessons	80	7	7	2	6	1	1	0	1	0	105
Total Number of Lessons: 53		232	16	17	6	8	4	2	0	1	5	291
PERCENTAGE TOTALS		80%	5%	6%	2%	3%	1%	1%	0.0%	0.3%	2%	
		85%			15%							

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b

Assigned to: Aquatics Manager

Meeting Date: 07/25/23

Under: Old Business

Attachment: Yes

Subject: August Closure/Projects

Background/Summary:

The Aquatics Manager will discuss a potential closure in late-August to freshen the water to remove a high amount of calcium in the pool.

This process will take about five to eight days, and the aquatics manager will also discuss projects during that time to best utilize the closure.

The project will be held between the end of swim lessons and the start of the swim team, which is estimated to be August 18 through 24.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

Two Touch Rule:

N/A **Committee Review**

N/A **First Board Meeting (Informational)**

N/A **Second Board Meeting (Action)**

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

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

Notes:

- PPT of August Closure

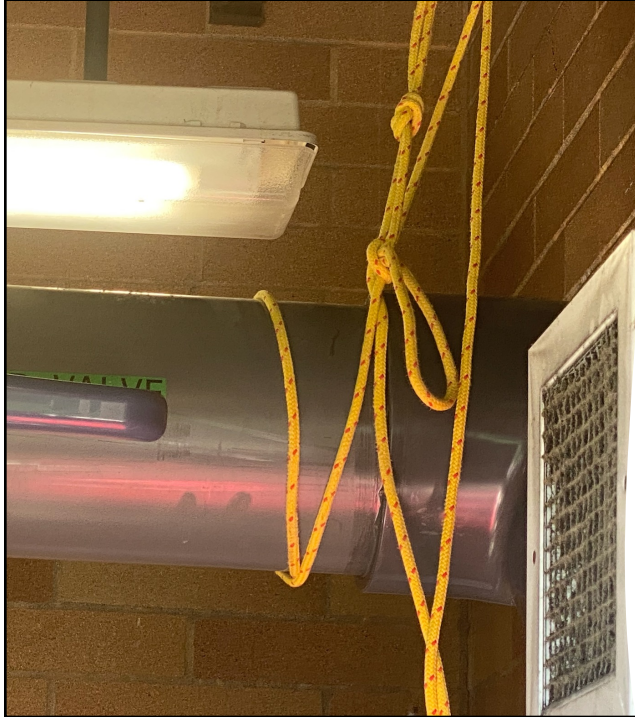


1

Pool Closure Process

- SCHEDULE B/W LESSONS & SCHOOL SEASON
- Empty Pool – 2-3 days
 - Will keep a little water in bottom for cracks
 - Start Friday after lessons
- Refill pool - 2-3 days
 - Est. Over weekend
- Treat and Reheat Pool - 1-2 days
 - Est. Early next week
- TOTAL – 5 – 8 days

2



Potential Projects

- Staff/Contractors:
 - Facility Deep Clean
 - Removal of Excess Items
- Contractors/Maintenance:
 - Pipe Support (ASS)
 - 2nd Backwash Valve Replacement (ASS)
 - Shower Recirculation Repair (MM)

3

Challenge

- HSD did not notify us of starting practices by June 1 deadline
- Want to start on Monday, August 21
- We have requested they start Thursday instead



4



Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c

Assigned to: Aquatics Manager

Meeting Date: 07/25/23

Under: Old Business

Attachment: No

Subject: Intro 2 Swim Class Partnership

Background/Summary:

The Des Moines Pool Metropolitan Park District (Mount Rainier Pool) is partnering with the Seattle Metropolitan Aquatic Club (SMAC) to offer a swim class to give children the opportunity to see if they are interested in participating on a swim team.

SMAC swim coaches will teach all registered participants a 12 class, one month program with one hour of swim training. The program is open to all youth, who have completed level 4 or higher in swim lessons or can pass a swim-equivalency test.

The program took longer to negotiate, but staff felt it was a good opportunity for children to take in our community. Our goal is to work to subsidize this program in future years and work with the school district to get more participation. We hope this will lead to more lifelong swimming.

We are working with legal to complete an attachment to the agreement that will be presented in August. We hope this will better formalize the partnership.

Fiscal Impact: SMAC will receive free pool space.

Proposed Motion: No motion at this time.

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

Two Touch Rule:

 N/A **Committee Review**
 N/A **First Board Meeting (Informational)**
 N/A **Second Board Meeting (Action)**

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

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

Notes:

- No attachments at this time.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d Assigned to: District GM

Meeting Date: 07/25/23

Under: Old Business

Attachment: No

Subject: Financial Report – Q2, April-June 2023

Background/Summary:

The Q2 Financial Report includes Revenue, Expenses and Physical Reports for Quarter 2, April 1 through June 30, 2023.

The report is still in progress as we are almost complete entering information into the system. We will have a report ready in August.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

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

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes:

No Attachments.

AGENDA ITEMS SUMMARY SHEET

Attachment: Yes

Notes: Attachments
- Front Office/Administrative Job Description

Job Description

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

Job Title: Front Desk/Administrative Specialist
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 (estimate work schedule)
Deadline: ADD DATE at 5:00pm

Overview:

This is a position that works at the front desk of the Mount Rainier Pool and works on other duties around helping customers, while performing administrative and clerical duties during slower times and pool cleaning times (1-3pm). See below for more information. The Mount Rainier Pool is governed by the Des Moines Pool Metropolitan Park District. The position will be full-time, non-exempt, receive vacation and holiday pay, and 16% benefits that can be applied to health benefits and/or retirement.

Essential Functions:

Front Office/Customer Service:

- Monitor daily performance of front office to ensure all records 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 and ending of shifts to ensure that amounts are correct and that there is adequate change;
- Receive and help resolve customer complaints;
- Help train new employees in customer service policies, procedures, and best practices;
- Provide excellent customer service and ability to work as part of a team;
- Help maintain records and reports to managers;
- Identify and recommend solutions for office issues or problems;
- Prepares knowledge-based documents such as summaries and responses to frequently asked questions;
- Attend front office meetings and relay pertinent information to front office team members; and
- Balance daily deposits.

Administrative/Clerical:

- Process bi-monthly payroll for Mt. Rainier Pool employees. Process payments and benefit payments, monthly commissioner compensation payments and quarterly excise payments;

- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data;
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted;
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements;
- Facilitate payment of invoices due by sending bill reminders and contacting clients;
- Generate reports detailing accounts payables status;
- Understands compliance issues around accounts payable processes (W-9, sales tax, etc.);
- 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 including public records and other agencies upon request; and
- Other duties as assigned.

Qualifications:

Knowledge of:

- Understanding of basic bookkeeping and accounts payable principles;
- Understanding of expense accounts and cost centers;
- Experience with spreadsheets and proprietary software;
- Understanding of record keeping and filing systems and practices; and
- Local government functions and practices a plus.

Ability to:

- Having a growth mindset and ability to learn new systems and processes;
- High degree of accuracy and attention to detail;
- Communicate effectively with verbal and written skills;
- Maintain effective record keeping systems, following established policies and procedures;
- Use resourcefulness and tact in public contacts in explaining procedures and regulations;
- Prepare financial and statistical reports;
- Operate standard office machines such as computers and copy machines; and
- Establish and maintain harmonious working relationships with other employees and the public.

Education and Experience:

Experience in bookkeeping, customer service and/or administrative experience or worked as an assistant in these areas. Education/training in bookkeeping or accounting a plus.

Other Considerations:

- Must be able to pass a WSP & FBI background check, and Financial Background Check.

Benefits

The District offers the following benefits to full-time employees.

- 16% benefits for Association of Washington Health Insurance and/or State of Washington Deferred Compensation Program (retirement);
- 10 days of annual sick leave;
- 10 days of annual vacation leave;
- State-observed holiday leave; and
- Competitive pay that is reviewed annually.

Equal Employment Opportunity

The District follows best practices including Equal Employment Opportunity (EEO). No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

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 **ADD date**.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8f

Assigned to: District GM

Meeting Date: 07/25/23

Under: Old Business

Attachment: No

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.

Gene and Joe (Contracts Committee) attended the Tukwila City Council on Monday, July 17 where the Tukwila Pool presented their study to the City Council. I sent this out as a link with the weekly report on July 20.

I am meeting with the Contracts Committee on Saturday, July 22 to discuss the presentation and our study. I am also meeting with Stemper at their offices on Tuesday, July 25. I will bring any updates to the board meeting.

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

Proposed Motion: No motion. Informational only.

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

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 ☐ Report back date:

Notes:

- No attachments at this time.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8g Assigned to: District GM

Meeting Date: 07/25/23

Under: Old Business

Attachment: Yes

Subject: Waterland Parade Wrap-up

Background/Summary:

The Mount Rainier Pool will be participating in the Waterland Parade on Saturday, July 22. This will be a summary of the event. Since the packet goes out on Thursday, July 20 there will be no information to attach.

Fiscal Impact: Staffing plus rubber ducks, and lost revenue from being closed. Estimate \$1-\$2k.

Proposed Motion: No motion. Informational only.

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

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

Action Taken: Adopted ☐ Rejected ☐ Postponed ☐

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

Notes:

- No attachments.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a Assigned to: District GM

Meeting Date: 07/25/23

Under: New Business

Attachment: Yes

Subject: 2023 Budget Process

Background/Summary:

The presentation will be about upcoming benchmarks for budget preparation including minimum wage, preliminary levy estimates and other data, and a preliminary plan for future meetings.

Fiscal Impact: N/A

Proposed Motion: No motion necessary.

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

Two Touch Rule: _____ To Be Determined _____ Committee Review
_____ 7/25/23 _____ First Board Meeting (Informational)
_____ To Be Determined _____ Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- MRSC Implicit Price Deflator Page ([Click here](#) to visit.) – Not attached.
- Attachment – 2024 Budget Process (PowerPoint Presentation)

(PROPOSED) 2024 Budget Process Des Moines Pool Metropolitan Park District July 25, 2023



1

2024 Budget Important Dates

- TBD – Economic Forecast
- Late-Sept. – 1st Preliminary AV
- Early Oct. – IPD/CPI Announced
- Early Oct. – 2024 Minimum Wage Announced
- End of November – Levy Due* to King County
- December - Budget Due* to King County

**Usually pass levy and budget at same time.*



2

UPCOMING MEETING DATES

- September 26
 - Staffing
 - Programming for 2024
 - Benefits and Retirement
- October Retreat
 - Staffing Decision
 - Benefits and Retirement
 - 2024 Levy Estimate
 - Capital Reserve Update
- October 24
 - Preliminary Budget
 - Formalize Decisions from Retreat
- November 7 (Tentative) –
 - Budget Review Retreat
 - Capital Reserve Update
- November 14 –
 - Levy Hearing
 - Budget Hearing
- November 28 (Backup) –
 - Backup for Levy or Budget Issues

Work with Finance Committee on Review or Questions on Edits

3



4

Preliminary Staffing Items

2023

- Continue Training, Partnerships and Free Certifications (if available) – Ended in May 2023
- 9/30 M.W. Announcement - All Current Positions – Scale will autofill from updated minimum wage
- 2023
 - Added two ¼ time positions
 - Rehiring one
 - Combined Clerk with front Desks (July 2023)
- Downgrade second coordinator to Lead Head Guard
 - Will need to adjust benefits at 16% to match
- Increase Board Stipends
 - More business to cover
 - More meetings with study

2024 Recommendations

- Continue free trainings (no financial support) = continued growth
- Increase Lead Head Guard (formerly 2nd Aqtc Coordinator) to Aquatic Coordinator
 - Growth/Retention
- Look at adding PERS retirement
 - Retention/More attractive

5

Admin. Processes to Change/Explore

- Add bookkeeper contract
- Cancel Heartland agreement and add VisionMS payroll to current system
 - Currently manually enter info from Heartland to VisionMS
 - Heartland – issues/additional processes



6



7

Slowed Growth

- Property Values expected to drop in 2024
- Minimum wage, competitive wages and services will continue to grow
- Able to use Levy Tax growth to meet gaps in past, but 2024 will be more difficult

8

HSD Lease (Loss of Revenue)

Loss of Revenue

- Unable to program evenings on weekdays in deep end
- Loss of future revenue
- Refunds from existing pass holders
- Staff on teams unable to teach lessons
 - Practicing while swim lessons
 - Less availability
- Saturday mornings
 - Loss of swim lesson and private swim teams' revenue

Increased Expenses

- Graffiti removal services contract
 - Counteract damage of pressure washing

Public Support for Bond

- No public open times equals no public support

9



10

CAPITAL PROJECTS

- Aquatic Feasibility Study results in September
- Overdue Projects:
 - Boiler
 - AHU
 - Surge Pit
 - Extend life with wrap
- Parking Lot Gate
 - More difficult than originally scheduled



11



12

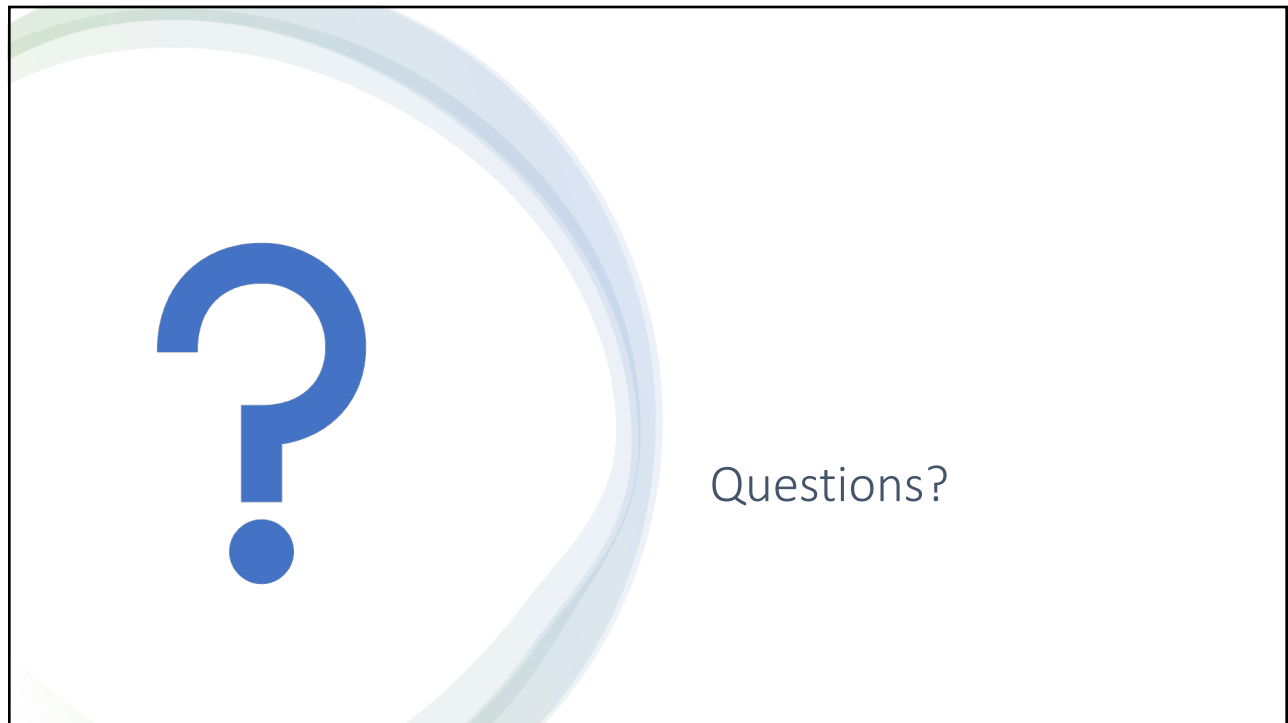
Estimated Slowed Growth for 2024

- 15.29% (2023)
- Slower growth in 2024
- Need to counteract w/:
 - Increase fees
 - Explore NP fee conversation
 - HSD fees
 - Grants for scholarships

July 2022 Countywide Assessed Value Forecast Office of Economic and Financial Analysis

Tax Year	Value	Annual Growth	% Change from March 2022 Forecast	\$ Change from March 2022 Forecast
2012	\$319,460,937,270	-	0.00%	\$0
2013	\$314,746,206,667	-1.48%	0.00%	\$0
2014	\$340,643,616,342	8.23%	0.00%	\$0
2015	\$388,118,855,592	13.94%	0.00%	\$0
2016	\$426,335,605,836	9.85%	0.00%	\$0
2017	\$471,456,288,020	10.58%	0.00%	\$0
2018	\$534,662,434,753	13.41%	0.00%	\$0
2019	\$606,623,698,131	13.46%	0.00%	\$0
2020	\$642,490,492,044	5.91%	0.00%	\$0
2021	\$659,534,881,337	2.65%	0.00%	\$0
2022	\$722,527,903,972	9.55%	0.00%	\$0
2023	\$832,973,230,370	15.29%	2.83%	\$22,942,406,809

13



14

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10 **Assigned to:** Board President **Meeting Date:** 7/25/2023

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 (unless special meeting scheduled):
 - *August 22, 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.