



## Des Moines Pool Metropolitan Park District

December 20, 2022  
7:00 p.m.  
Regular "Hybrid" Meeting

*\*Meetings are being held remotely using Zoom and in-person at the Mount Rainier High School Library (22450 19th Avenue So. – Second floor). If you wish to listen in, please do so at 1-253-215-8782 Meeting ID: 851 4605 8754 Passcode: 107549. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org). Public comments will be due by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by noon on the day of each meeting. This is due to the hybrid format of the meetings.*

### AGENDA

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

7:03 2. **PLEDGE OF ALLEGIANCE**

7:06 3. **ADOPTION/MODIFICATIONS OF AGENDA**

4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

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

*Remote Meeting: If you wish to make public comment, please submit in writing via email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by Noon on Tuesday, December 20th. 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.*

7:15 6. **CONSENT AGENDA**

a. *EXPENDITURE/REVENUE SUMMARY OCTOBER 2022*

b. *STAFF/CONTRACTOR/COMMITTEE REPORTS*

*District General Manager Report*

c. *ADOPTION OF MINUTES*

*November 15, 2022*

d. *CORRESPONDENCE*

*None*

e. *BANK TRANSFERS (MRP REVENUE)*

f. *VOUCHER APPROVAL*

*\$26,139.20 was processed in October for warrant requests*

g. *KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)*

*\$48,233.70 was processed in October for payroll*

7. **EXECUTIVE SESSION**

a. *HSD Lease Update*

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

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

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

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

**8. OLD BUSINESS**

- 7:20           a.   MRP Staffing Update
- 7:30           b.   Budget Amendment
- 7:35           c.   Scholarship Program Changes
- 7:40           d.   Refund Policy Changes
- 7:45           e.   Aquatic Feasibility Study Update
- 7:50           f.   District Clerk Job Search

**9. NEW BUSINESS**

- 7:55           a.   2023 Meeting Dates
- 8:00           b.   Bylaws Review
- 8:05           c.   Board Officers and Committees

**UPCOMING MEETINGS**

- January 17, 2023, Regular Board Meeting, , 7:00 p.m., Location MRHS Library

**ADJOURNMENT**

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## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6a-g      **Assigned to:** District Clerk/GM      **Meeting Date:** December 20, 2022

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

**Subject:** Consent Agenda

#### Background/Summary:

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

Item 6a: Financial Summary

**Expenditures** October 2022: Total **\$67,110.20**

Admin Expenditures = \$20,087.53 Ops Expenditures = \$46,664.92 Capital Expenditures = \$0.00

**Revenue** October 2022: Total **\$359,825.25**

Property Tax & Int = \$353,037.49 Misc. Revenue = \$2,290.00 MRP Revenue = \$4,478.25 Transfer to Cap = \$19.49

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- November 15, 2022, Regular Board Meeting

Item 6d: Correspondence – None

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$26,139.20** were approved for payment

- \$7,943.55 was processed on November 7, 2022
- \$4,348.30 was processed on November 16, 2022
- \$13,847.35 was processed on November 28, 2022

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$48,233.70** were processed for payment

- \$24,059.45 was approved for payroll on November 10, 2022
- \$24,174.25 was approved for payroll on November 25, 2022

A total of **\$74,372.90** was processed in November 2022 under the oversight of the Clerk of the Board.

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

**Fiscal Impact:** Detailed above

**Proposed Motion:** I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in November 2022 totaling **\$74,372.90**.

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

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

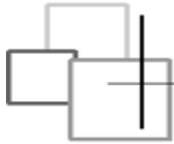
N/A Second Board Meeting (Action)

**Action Taken:** Adopted Rejected Postponed

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

#### Notes:

- October revenue and expenditures are attached. November 2022 will be presented in January 2023.



# Expenditure

Starting Account Number: 001-000-000-334-05-10-01 SEEK Grant  
Ending Account Number: 301-000-000-508-51-00-00 Ending Balances  
Period: 2022 - October

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Fund</b>						
001-000-000-334-05-10-01	SEEK Grant	\$357.75	\$64,380.20	\$80,000.00	80.48 %	\$15,619.80
001-000-000-337-20-00-01	Grant-Risk Reduction	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-337-20-00-02	Grant - KCYAS	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-369-81-00-01	Cash Management Svcs Fee	\$0.00	\$0.00	\$0.00		\$0.00
<b>Administration</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,175.60	\$10,657.95	\$21,000.00	50.75 %	\$10,342.05
001-000-000-576-20-10-01	District Manager - Wage	\$4,354.84	\$60,065.61	\$95,500.00	62.90 %	\$35,434.39
001-000-000-576-20-10-02	District Clerk -Wage	\$3,903.34	\$28,396.94	\$32,168.14	88.28 %	\$3,771.20
001-000-000-576-20-21-19	Payroll Taxes (Admin)	\$2,367.56	\$27,654.30	\$41,995.79	65.85 %	\$14,341.49
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS) & Taxes (Admin)	\$3,192.99	\$23,472.18	\$12,799.13	183.39 %	(\$10,673.05)
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,329.00	\$2,000.00	66.45 %	\$671.00
001-000-000-576-20-31-00	Office Supplies (Admin)	\$0.00	\$756.71	\$230.00	329.00 %	(\$526.71)
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$16.46	\$2,000.00	0.82 %	\$1,983.54
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$2,427.38	\$4,000.00	60.68 %	\$1,572.62
001-000-000-576-20-40-10	King County Youth & Amature Sports Grant	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
001-000-000-576-20-41-02	Web Design & Maintenance (BTown)	\$97.50	\$4,485.00	\$2,000.00	224.25 %	(\$2,485.00)
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,155.00	\$8,831.25	\$14,000.00	63.08 %	\$5,168.75
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$0.00	\$0.00	\$2,500.00	0.00 %	\$2,500.00
001-000-000-576-20-41-07	District Advertising	\$1,346.75	\$6,688.81	\$10,000.00	66.89 %	\$3,311.19
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,416.00	\$14,573.34	\$22,000.00	66.24 %	\$7,426.66
001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$810.00	\$0.00		(\$810.00)
001-000-000-576-20-41-10	MS Suscription MS Office 365 (Admin)	\$0.00	\$836.79	\$920.00	90.96 %	\$83.21
001-000-000-576-20-41-11	State Audit	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$250.00	0.00 %	\$250.00
001-000-000-576-20-41-40	Ad Design	\$0.00	\$285.72	\$500.00	57.14 %	\$214.28
001-000-000-576-20-42-00	Postage & Mailing (Admin)	\$0.00	\$145.85	\$0.00		(\$145.85)
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$0.00	\$1,734.76	\$0.00		(\$1,734.76)
001-000-000-576-20-42-03	Work Email Accounts (Google Suite) (Admin)	\$0.00	\$462.39	\$69.00	670.13 %	(\$393.39)
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$590.00	\$800.00	73.75 %	\$210.00
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,499.04	0.00 %	\$4,499.04
001-000-000-576-20-43-07	Management Staff Training (Admin)	\$0.00	\$764.00	\$880.00	86.82 %	\$116.00
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$7,175.00	\$2,500.00	287.00 %	(\$4,675.00)
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$3,025.00	\$4,000.00	75.63 %	\$975.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$180.00	\$5,000.00	3.60 %	\$4,820.00
001-000-000-576-20-45-05	Meeting Rentl (HSD)	\$0.00	\$0.00	\$6,000.00	0.00 %	\$6,000.00
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$21,614.00	\$23,000.00	93.97 %	\$1,386.00
001-000-000-576-20-49-00	Miscellaneous	\$0.00	\$186.26	\$0.00		(\$186.26)
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$0.00	\$728.77	\$4,000.00	18.22 %	\$3,271.23
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$1,062.59	\$2,000.00	53.13 %	\$937.41
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,474.47	0.00 %	\$2,474.47
001-000-000-576-20-49-10	Printing/Copying (Canon) (Admin)	\$19.45	\$754.20	\$460.00	163.96 %	(\$294.20)
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$8,074.99	\$4,000.00	201.87 %	(\$4,074.99)
001-000-000-576-20-51-00	Election Costs	\$0.00	\$59,659.52	\$45,000.00	132.58 %	(\$14,659.52)
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$167.35	\$1,000.00	16.74 %	\$832.65
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$3,218.70	\$2,000.00	160.94 %	(\$1,218.70)
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$0.00	\$0.00	\$3,000.00	0.00 %	\$3,000.00
001-000-000-576-20-51-50	Background checks	\$116.00	\$1,464.00	\$2,000.00	73.20 %	\$536.00
<b>Pool Facility</b>						
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$5,216.17	\$53,900.35	\$84,000.00	64.17 %	\$30,099.65
001-000-000-576-21-21-19	Payroll taxes (Ops)	\$8,646.05	\$96,056.78	\$140,794.61	68.22 %	\$44,737.83
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS) & Taxes (Ops)	\$2,945.37	\$19,927.05	\$42,849.25	46.51 %	\$22,922.20
001-000-000-576-21-25-01	Aquatic Coordinator	\$4,346.89	\$58,145.77	\$126,000.00	46.15 %	\$67,854.23
001-000-000-576-21-25-04	Asst Aquatics Coordinator	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$0.00	\$7,500.00	0.00 %	\$7,500.00
001-000-000-576-21-30-01	Lifeguards	\$10,815.65	\$113,355.79	\$217,360.00	52.15 %	\$104,004.21
001-000-000-576-21-30-02	Instructors	\$2,501.99	\$60,240.27	\$95,000.00	63.41 %	\$34,759.73
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$1,330.93	\$3,000.00	44.36 %	\$1,669.07
001-000-000-576-21-31-01	Custodial (Quarterly Deep Clean)	\$0.00	\$9,207.66	\$3,500.00	263.08 %	(\$5,707.66)
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$340.22	\$2,391.03	\$5,000.00	47.82 %	\$2,608.97
001-000-000-576-21-32-02	Head Lifeguards	\$1,285.30	\$30,526.02	\$38,601.76	79.08 %	\$8,075.74
001-000-000-576-21-33-00	Sick Pay	\$2,854.87	\$5,169.68	\$1,622.40	318.64 %	(\$3,547.28)
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$387.17	\$13,999.57	2.77 %	\$13,612.40
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,308.30	0.00 %	\$1,308.30
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$0.00	\$12,500.00	0.00 %	\$12,500.00
001-000-000-576-21-35-02	Janitorial Supplies and Services	\$0.00	\$4,532.06	\$7,000.00	64.74 %	\$2,467.94
001-000-000-576-21-35-03	Office Supplies (Ops)	\$0.00	\$321.29	\$770.00	41.73 %	\$448.71
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-07	Scoreboard & Timing Pads (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-11	Ceiling Tile Replacement (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-12	ADA Pool Stairs (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-13	Emergency Lighting Replacement (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$938.86	\$5,000.00	18.78 %	\$4,061.14
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$4,227.71	\$2,000.00	211.39 %	(\$2,227.71)
001-000-000-576-21-35-16	Suit Spinners (ER&R)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-17	BecSys Remote System	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-18	Pulsar System	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-35-28	BECSys Probes (ER&R)	\$0.00	\$0.00	\$1,100.00	0.00 %	\$1,100.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-576-21-40-00	Employee Recognition	\$0.00	\$1,009.81	\$1,000.00	100.98 %	(\$9.81)
001-000-000-576-21-40-20	Scholarships	\$0.00	\$1,732.70	\$18,000.00	9.63 %	\$16,267.30
001-000-000-576-21-41-14	Remote Meeting Software (GoToMeeting)	\$0.00	\$406.06	\$400.00	101.52 %	(\$6.06)
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,500.00	0.00 %	\$3,500.00
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$604.34	\$5,647.92	\$7,200.00	78.44 %	\$1,552.08
001-000-000-576-21-42-01	MS Subscription MS Office 365 (Ops)	\$0.00	\$2,023.64	\$3,080.00	65.70 %	\$1,056.36
001-000-000-576-21-42-02	Scheduling Software	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$4,954.50	\$5,500.00	90.08 %	\$545.50
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$508.90	\$1,500.00	33.93 %	\$991.10
001-000-000-576-21-42-05	Payroll/HR (Heartland Fees)	\$497.26	\$5,571.70	\$7,700.00	72.36 %	\$2,128.30
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$5,000.00	0.00 %	\$5,000.00
001-000-000-576-21-42-07	Postage & Mailing (Ops)	\$0.00	\$172.50	\$1,000.00	17.25 %	\$827.50
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$75.81	\$1,037.94	\$1,750.00	59.31 %	\$712.06
001-000-000-576-21-42-09	Timekeeping (SubltUp)	\$0.00	\$2,113.92	\$2,500.00	84.56 %	\$386.08
001-000-000-576-21-42-13	Scheduling (Omnify)	\$0.00	\$0.00	\$1,300.00	0.00 %	\$1,300.00
001-000-000-576-21-42-14	Elevate Phone System	\$227.58	\$2,028.74	\$4,600.00	44.10 %	\$2,571.26
001-000-000-576-21-42-20	Telephone/Internet Services (Comcast) (Ops)	\$0.00	\$2,093.24	\$3,500.00	59.81 %	\$1,406.76
001-000-000-576-21-42-21	Cell Phone (Google Fi)	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-42-30	Work Email Accounts (Google Suite) (Ops)	\$0.00	\$0.00	\$231.00	0.00 %	\$231.00
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$1,309.73	\$750.00	174.63 %	(\$559.73)
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$1,876.00	\$3,000.00	62.53 %	\$1,124.00
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$2,500.00	0.00 %	\$2,500.00
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$0.00	\$1,500.00	0.00 %	\$1,500.00
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$0.00	\$2,500.00	0.00 %	\$2,500.00
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$1,115.74	\$2,000.00	55.79 %	\$884.26
001-000-000-576-21-43-07	Management Staff Training (Ops)	\$0.00	\$35.00	\$3,120.00	1.12 %	\$3,085.00
001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$0.75	\$750.00	0.10 %	\$749.25
001-000-000-576-21-47-00	Electricity/Gas (PSE)	\$0.00	\$93,592.11	\$99,000.00	94.54 %	\$5,407.89
001-000-000-576-21-47-02	Water (Highline)	\$0.00	\$5,608.27	\$9,000.00	62.31 %	\$3,391.73
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$810.06	\$4,028.03	\$2,500.00	161.12 %	(\$1,528.03)
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$2,542.12	\$4,000.00	63.55 %	\$1,457.88
001-000-000-576-21-47-05	Sewer Contingency	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$4,782.74	\$48,798.24	\$100,000.00	48.80 %	\$51,201.76
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,000.00	0.00 %	\$2,000.00
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$945.96	\$500.00	189.19 %	(\$445.96)
001-000-000-576-21-48-03	Budget Contingency (Backup for Maintenance)	\$0.00	\$6,963.83	\$34,700.00	20.07 %	\$27,736.17
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$4,782.74	\$22,000.00	21.74 %	\$17,217.26
001-000-000-576-21-48-11	Water Quality Maint Contract (Aquatic Specialty)	\$714.62	\$9,833.33	\$6,000.00	163.89 %	(\$3,833.33)
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$4,640.28	\$3,500.00	132.58 %	(\$1,140.28)
001-000-000-576-21-49-10	Printing/Copying (Canon) (Ops)	\$0.00	\$408.72	\$1,540.00	26.54 %	\$1,131.28
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM)	\$0.00	\$759.60	\$2,000.00	37.98 %	\$1,240.40

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total Pool Facility</b>		<b>\$46,664.92</b>	<b>\$677,200.44</b>	<b>\$1,179,526.89</b>	<b>57.41 %</b>	<b>\$502,326.45</b>
<b>Total Administration</b>		<b>\$66,752.45</b>	<b>\$979,495.26</b>	<b>\$1,566,072.46</b>	<b>62.54 %</b>	<b>\$586,577.20</b>
<b>Capital Expenditures</b>						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
001-000-000-594-76-41-02	Capital - Advertising/Public Notice	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$11,826.25	\$75,000.00	15.77 %	\$63,173.75
001-000-000-594-76-41-06	Plumbing (Aquatic Specialty)	\$0.00	\$0.00	\$10,000.00	0.00 %	\$10,000.00
<b>Total Capital Expenditures</b>		<b>\$0.00</b>	<b>\$11,826.25</b>	<b>\$86,500.00</b>	<b>13.67 %</b>	<b>\$74,673.75</b>
<b>Transfers</b>						
001-000-000-597-76-00-00	Transfer out	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Transfers</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Total General Fund</b>		<b>\$67,110.20</b>	<b>\$1,055,701.71</b>	<b>\$1,732,572.46</b>	<b>60.93 %</b>	<b>\$676,870.75</b>
<b>Grand Totals</b>		<b>\$67,110.20</b>	<b>\$1,055,701.71</b>	<b>\$1,732,572.46</b>	<b>60.93 %</b>	<b>\$676,870.75</b>



# Revenue

Starting Account Number: 001-000-000-308-80-10-00 District Policy- 3mo M&O Exp  
Ending Account Number: 301-000-000-397-00-00-00 Transfer from General Fund -Capital Reserves  
Period: 2022 - October

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Fund</b>						
<b>Taxes</b>						
001-000-000-311-11-00-00	Property Taxes	\$353,037.49	\$960,910.39	\$0.00		(\$960,910.39)
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$4,617.31	\$0.00		(\$4,617.31)
<b>Total Taxes</b>		<b>\$353,037.49</b>	<b>\$965,527.70</b>	<b>\$0.00</b>		<b>(\$965,527.70)</b>
<b>Charges for Goods and Services</b>						
001-000-000-347-60-00-00	Normandy Park - Pool Use Fee	\$0.00	\$25,000.00	\$0.00		(\$25,000.00)
<b>Total Charges for Goods and Services</b>		<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>		<b>(\$25,000.00)</b>
<b>Miscellaneous Revenues</b>						
001-000-000-361-11-00-00	Investment Interest	\$1,615.02	\$10,581.97	\$0.00		(\$10,581.97)
001-000-000-367-00-00-01	Contributions/Donations	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-368-81-00-02	Miscellaneous Income	\$0.00	\$39,417.31	\$0.00		(\$39,417.31)
001-000-000-369-81-00-00	Cash Over/Shorts	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$678.75	\$50,760.35	\$0.00		(\$50,760.35)
001-000-000-369-81-00-04	MRP Credit Card Deposits	\$3,799.50	\$44,209.85	\$0.00		(\$44,209.85)
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$675.00	\$1,262.00	\$0.00		(\$1,262.00)
<b>Total Miscellaneous Revenues</b>		<b>\$6,768.27</b>	<b>\$146,231.48</b>	<b>\$0.00</b>		<b>(\$146,231.48)</b>
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$19.49	\$19.49	\$0.00		(\$19.49)
<b>Total General Fund</b>		<b>\$359,825.25</b>	<b>\$1,136,778.67</b>	<b>\$0.00</b>		<b>(\$1,136,778.67)</b>
<b>Capital Projects/Reserve</b>						
301-000-000-397-00-00-00	Transfer from General Fund -Capital Reserves	\$0.00	\$0.00	\$75,000.00	0.00 %	\$75,000.00
<b>Total Capital Projects/Reserve</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>0.00 %</b>	<b>\$75,000.00</b>
<b>Grand Totals</b>		<b>\$359,825.25</b>	<b>\$1,136,778.67</b>	<b>\$75,000.00</b>	<b>1,515.70 %</b>	<b>(\$1,061,778.67)</b>



**Date: Tuesday, November 15, 2022**

**To: District Board Commissioners**

**From: Scott Deschenes, District General Manager**

**Subject: November 17 – December 16, 2022, District General Manager Reports**

**WEEK OF NOVEMBER 16, 2022:**

**BOARD MEETING**

We had some ill staff and had to make some adjustments this week. I estimate the meeting being around two hours.

- Agenda Packet – We are finalizing the packet and should have it out later today.
- Notice – I will send a notice of the public hearing into the Waterland Blog, even though we are not legally required to.
- Door Help – Quentin will be at the meeting to help open the downstairs door if someone needs to get in.
- Signage – We will post signs at future meetings to call for access. We may need to go in recess, if I am the only one at the library.

**POOL CLOSURE**

We will be closed on **Monday, November 21** for Stemper to perform testing. We will notify the patrons, teams and public through our website, interpersonal communications and social media. We will still be open from 9:30-11am that morning for water exercise and lap swimming.

**STEMPER TESTING**

Stemper will have their subs out to perform testing after 11am that morning. We are renting a lift for the overhead work. They have also asked me again to request a land survey, I have asked the school again, but not heard a response.

**TRAINING**

We had another airline training this week during our middle day cleaning closure.

**MAINTENANCE**

- Gutter Cleaning – The gutters were cleaned on Thursday. Below is a before and after picture. The gutters have caused problems with water getting into the facility and one breaking before.



- Maintenance Sheets – Quentin is working on maintenance sheets with directions on how to perform maintenance on different pieces of equipment. He is working to add a QR code for videos or Aquatic Specialties on how to maintain the equipment.
- White Board – The white boards that coaches use in the deep end have looked bad. Jared fixed them and installed them on Tuesday.



- Broken Door – We have completed the paperwork and Jared is working to schedule the door repair soon, depending on the contractor's availability.

Gene made the following ads for the next Des Moines City Current's magazine. We asked him to do the staffing as the larger ad, as we will have some upcoming training and the email notification system for the smaller ad. We are still working out details on the winter swim lessons and schedule, which made us focus on the email notification system.

# WE ARE HIRING!

JOIN OUR TEAM



**WE NEED LIFEGUARDS AND SWIM INSTRUCTORS**



**STARTING SALARY**  
**\$17.38\* per hour**  
Additional bonuses available

**ENJOY YOUR JOB:**  
After-school and weekend shifts available. Flexible hours. Some part-time position benefited.

**STARTING PAY:**  
\$17.38/hr\* (1/1/23)  
\*Additional bonus for swim instruction, early morning and Friday night shifts

**REQUIREMENTS:**  
• At least 15 years old  
• Able to or motivated to learn to swim  
• Free water training and certifications available

**CONTACT US:**  
EZ 3-Minute Interest Card  
Click on QR Code



**UPCOMING CLASSES:**  
We offer lifeguard and swim instructor certification throughout the year. Having both is up to a \$500 value, but free trainings are available with work commitment.

**INTEREST LISTS:**  
We have interest lists for those who want to get their lifeguard, swim instructor, or lifeguard recertification.

**BENEFITED PART-TIME JOBS:**  
We have added three Permanent Part-time Lifeguard and one Lead Head Lifeguard positions. These positions will receive 16 percent matching benefits, plus sick leave and vacation pay.

We have great health and retirement options.  
We are also a learning organization dedicated to helping staff to get trainings and certifications, including WSI, LGL, LGIT, WSI, AFO, and more.

**Visit our jobs page for more information**

[www.mtrainierpool.com](http://www.mtrainierpool.com) • 22722 19<sup>th</sup> Ave S • 206.824.4722

**Psst. Be first to know.**

**SIGN UP FOR OUR EMAIL NOTIFICATION SYSTEM**



**DON'T MISS OUR EXPANDING SERVICES**  
As we continue to rebuild our services after Covid-19, sign up and be one of the first to know when programs and expanded services become available



Scan the QR code above and remember to complete the process with the opt-in email you will receive

**COMING THIS WINTER**

- New, resident-focused, Swim Lesson Registration System
- Expanded hours and services
- New scholarship program
- PTSA events
- Saturday Special Swims

[www.mtrainierpool.com](http://www.mtrainierpool.com)  
22722 19<sup>th</sup> Ave S  
206.824.4722

## BANNERS

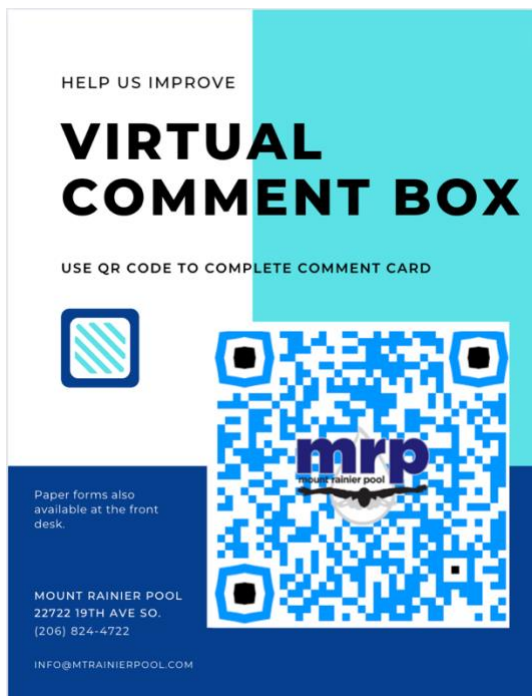
Gene has completed another eight banners. Some are for the school's changing their mascots and others are for new schools. We will discuss this at our December 20 board meeting. I delayed it because we have a full amount of items for November 15. Midway Elementary came in and picked up their banner on Wednesday, and Des Moines Elementary's banner is ready for pickup.

## PTSA SWIM

Our first PTSA Swim will be with Midway Elementary and will be Saturday, November 19 after the Open Swim. Their event will be from 3-4pm.

## QR CODE COMMENT BOX

I am taking the comment box out of the lobby and replacing it with the following QR Code Sign. I think it will help get more responses and allow me (working remotely) to give more timely responses.



### THANKSGIVING WEEK SCHEDULE

Just a reminder that we will be closed on Thursday, November 24 to celebrate the Thanksgiving Holiday. We will be open on Friday, November 25 from 11am-1pm. This is the first time in the last couple of years that we have been open this day. Also, just a reminder that Thursday and Friday are state holidays for staff. We will be open regular hours on Saturday, but there will be no swim lessons that day. This is one of two Saturdays that we did not offer lessons during the Fall.

### OUT OF THE OFFICE

I will be out of the office from Wednesday, November 23 through Sunday, November 27. I will have my phone and laptop in case something occurs.

### VETERAN'S DAY

All full-time staff will be off on Friday, November 11 for a state holiday.

### BOYS MRHS SWIM TEAM PRACTICES

The boys swim team will begin practicing on Monday, November 14. The girls season wraps up that weekend. The combined Tyee, Highline and Evergreen team will not start using MRHS until November 28.

### HIRING UPDATE

Quentin has made offers to two people for the permanent, part-time positions and we will start recruiting for the remaining daytime position and the lead lifeguard position. I will also be updating the employment page to include this information. I will update you on the process in future reports.

### WRPA AQUATICS MEETING

Quentin and Jared attended the WRPA Aquatics Meeting on Thursday. They both reported that all, but two pools were suffering staffing issues including reduced hours and services including swim lessons. Many places have resorted to offering weekday lessons only one time a week. The two pools are pretty remote without a lot of retail jobs and less pools competing for staff. They also have two surveys they are performing services and a rate survey that should be completed in early 2023. They also have a survey that DOH is requesting pool's complete. Quentin and I are going to work on it next week.

### RESEARCH



- Tukwila minimum wage passes by huge margin (Seattle Times) - <https://www.seattletimes.com/seattle-news/elexnite-tukwila-voters-weigh-in-on-minimum-wage-hike/>
- Election Results 1: Ballot Proposition Winning...(Waterland Blog) - <https://waterlandblog.com/2022/11/08/election-results-1-school-bond-winning-manion-leading/>
- 5 steps we can take now to counter pandemic impact on drownings (Aquatics International) - [https://www.aquaticsintl.com/facilities/5-steps-we-can-take-now-to-counter-pandemic-impact-on-drownings\\_o](https://www.aquaticsintl.com/facilities/5-steps-we-can-take-now-to-counter-pandemic-impact-on-drownings_o)
- How to retain existing lifeguards (Aquatics International) - [https://www.aquaticsintl.com/lifeguards/how-to-retain-existing-lifeguard-staff\\_o](https://www.aquaticsintl.com/lifeguards/how-to-retain-existing-lifeguard-staff_o)
- Cold water swimming: what is the safest way to do it? (BBC News) - [https://www.bbc.com/news/health-61260268?fbclid=IwAR3aEIXZQRAHFjEC3vcIPK5eyWDXDk8XU\\_sNB9BUxUHZz8hTwvrnRH4s2pc](https://www.bbc.com/news/health-61260268?fbclid=IwAR3aEIXZQRAHFjEC3vcIPK5eyWDXDk8XU_sNB9BUxUHZz8hTwvrnRH4s2pc)
- How can local governments celebrate the holidays? (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/November-2022/How-Can-Local-Governments-Celebrate-the-Holidays.aspx>

## **WEEK OF NOVEMBER 23, 2022(HOLIDAY):**

### **SCHOLARSHIP FORM/PROCESS**

I am finalizing a new process with feedback from Brian. I will send it to the policy and procedure committee next week and will have it on the agenda for December 20. I also watched the meeting again and checked out the forms referenced.

### **SWIM LESSONS**

Quentin and I worked on an outline for the new swim lessons. Our plan is to have the information out in early December and have registration the week of December 12. We are switching to a once a week model for all swim lessons for the winter, so we will have Monday, Wednesday and Saturday options for eighth weeks. This should help us serve more people. Quentin stated that they had gone interest with the new schedule for staffing the lessons.

### **THANKSGIVING WEEK HOURS**

Just a reminder that we will be open regular hours all days except Thursday for Thanksgiving and Friday for Family Day. There will be no swim lessons on Saturday, but they will resume the following week. We will have a special swim on Friday, November 25 from 11am-1pm. See below for more information.

<https://www.facebook.com/photo/?fbid=587161060079288&set=a.518226516972743>



### **STEMPER TESTING**

Stemper came in and tested the facility on Monday, November 21. We were open from 9:30-11am and had about 32 check-ins. We did have a few people show up after we closed, but all but one said they had seen the messaging, but had forgotten. The other one said they were going to sign up for the email notification system. The testing was supposed to last about six to eight hours. This was based on other testing they performed for other Forward Thrust Pools. The testing

only took about two and a half hours. They said the lower testing was due to the facility being in good shape. They still need a land survey and more information on the roof project. I sent them all the documentation I had on the last roof project. They are also going to send us a new timeline due to waiting on the land survey.

#### **LAND SURVEY**

HSD did not provide a land survey after a couple of emails, so I have sent in a public records request. We are also getting ready to have to perform on ourselves. This is not covered in the estimate or grant, so I am hoping they will provide one.

#### **HSD EARLY MORNING USAGE**

Just a reminder that all swim teams will be having both district teams using MRP, plus the district-wide diving team. We are trying to work with them without displacing the private swim team or community programming. Quentin has worked with some staff to allow for some morning practice time. This is due to another pool being closed between November 28 and January 9. We should have more information next week.

#### **PHYSICAL THERAPY GROUP**

Legal is putting together an agreement with a physical therapy group to use the pool. The group will be able to train people at a contractual rate during water walking. We should have the agreement together by next week.

#### **CAMP KHAOS BILLING**

Quentin sent billing to the city for Camp KHAOS. This was for their Friday usage, not the free swim lessons that were covered by the grant.

#### **BANNERS**

We pushed installing the banners due to short staffing due to Thanksgiving week. We are estimating putting them up over the holiday with having more staff back from college. We did hang the Midway banner temporarily, but will hang it more permanently in the future.

#### **PTSA SWIM**

*(Follow-up Email from Midway PTSA)* Thank you so much for hosting Midway families today. Our students and families were so grateful for this experience. It was truly a gift for our community.

#### **IN-SERVICE**

Quentin reported that they had a good in-service on Saturday after the Wibit Swim and PTSA events. Beyond other trainings primarily worked on rescues without a rescue tube. He had about twenty of the staff attend and also had good commitments to help with swim lessons this winter.

#### **LIFEGUARD TRAINING COURSE**

Jared and Quentin are working to have a training course sometime in December. We should be putting information out soon.

#### **LEVY**

We sent in the paperwork for the levy on Tuesday, November 22, and received an email that they were received. We also receive an updated AV that lowered the rate from .02133 to .20118

#### **CLERK TRAINING**

I will be focusing on clerk training next week, and have reached out to the past clerk and VisionMS for additional training. I have a job description together, and have the former clerk. I plan on getting it out in early December. I have also reached out to our contact at Volt but will try other avenues. The current clerk's last day is Monday, November 28. This week we worked on payroll and will work on voucher processing later today.

#### **STAFFING UPDATE**

We have hired two of the four additional staff members. Quentin has a lead on a third, but this will not be resolved until late next month. I am working on employee agreements on both and we will work to get their benefits information ready to onboard them. We hope to have this finalized next week.

#### **STATE HOLIDAYS**

Just a reminder that Thursday and Friday are staff holidays for full-time employees.

#### **MAINTENANCE**

Just a heads up on the following maintenance projects.

- Door Repair – The door was repaired last Friday. The top of the door had to be replaced, which increased the costs by a couple of hundred dollars.
- Air Dryer Broken – One of the air dryers in the men's room is broken. The city project manager had a city staff member remove the dryer for repair.

#### **GRANTS**

- Aquatic Feasibility Study – I got WCIA's insurance letter and sent it in to complete our paperwork for the grant.
- KC Parks – We have a new representative for grants. We are going to meet next week to go over the \$5,000 grant we received from Representative Upthegrove.
- \$5k Payment – I will process the first \$5k scholarship payment for the summer programming.
- SEEK – We are still awaiting payment from OSPI. I estimate this sometime in December.

#### **RESEARCH**

- How aquatic facilities can add the ultimate add-ons with rentable spaces (Aquatics International) - [https://www.aquaticsintl.com/facilities/how-aquatics-facilities-can-add-the-ultimate-add-ons-with-rentable-spaces\\_o](https://www.aquaticsintl.com/facilities/how-aquatics-facilities-can-add-the-ultimate-add-ons-with-rentable-spaces_o)
- Creating barrier free websites (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/december/creating-barrier-free-websites/>

#### **WEEK OF DECEMBER 2, 2022:**

#### **OUTSTANDING WARRANTS (IMPORTANT)**

We are going to start cancelling warrants before October 31 for the end of the year paperwork. Please cash these checks, so we do not need to reissue them.

#### **NEXT BOARD MEETING**

Just a reminder that we will be having our next board meeting on Tuesday, December 20 at 7pm. We are working on the agenda items and should have it out by Thursday, December 15.

#### **INCLEMENT WEATHER**

We ended up closing the pool on Thursday morning. We were going to try and open, but the late start made it difficult for some of the staff that rely on school busing to get to the facility, plus by the time HSD announced their late start, it was difficult to contact and find replacements. We re-opened at 3pm for our evening hours.

#### **2023 LEVY INFORMATION**

We received confirmation from both sources that they received the levy information, and we have not received any change requests.

#### **SWIM LESSON CHANGES**

We are putting out information the middle of next week for the swim lessons. We are adding levels for the Parent and Child and Adult. I will work to update the swim lesson page by then. I have reached out to Gene, who is checking with the grant organization to make sure we can administer them on a 90/10 split. He is awaiting a finalized response from KCYAS to see if it is possible.

### **SWIM LESSON PAGE/EMAIL NOTIFICATION**

I am meeting with 575 to update the information for the site early next week. I hope to have the updated page by the middle of the week, and send out an email notification about that time.

### **SWIM LESSON REGISTRATION**

Swim lesson registration will be December 12 for residents and December 14 for non-residents. Quentin has reported that there is good interest from swim lesson instructors. More information to come in next week's report.

### **BAD WEBSITE SHORTCUT LINK**

There is a bad swim lesson page link that has shown up again on Google Search. I have tried to contact the website consultant and Google, but haven't had success. I will continue to work on it with the consultant.

### **WINTER BREAK SCHEDULE**

We are working next week to finalize the Winter Break Schedule. We will be closed December 24, 25 and January 1. We will also have limited hours on December 31. We are working to accommodate holiday schedule requests for all of the teams.

### **KCYAS GRANT GET ACTIVE, STAY ACTIVE**

I am going to switch the Get Active, Stay Active grant to be for adult swim lessons. With the latest grant Gene received covering youth lessons from ages 0-18, it is probably good to also offer grants for adults, since parents are more likely to register their kids if they are confident around the water too. I had a meeting with the new scholarship coordinator and they have requested we have this completed by the end of the year. The grant is the second \$5,000 grant we received from Councilmember Upthegrove, and was originally going to be for swim equipment. This should help promote the importance of adult lessons.

### **2023 RATES**

We are posting the 2023 rate changes on the website and at the desk so people will be aware of them. We usually do this in December so people can get their passes before they change. This year we will not get that many people taking advantage of the changes since the rates are not going up, but it is still good to follow the precedent.

### **PUBLIC RECORDS REQUEST**

HSD had us make a public records request for the land survey and other data. The preliminary date for the records is January 13. I have updated the architect who was requesting the information.

### **HSD USAGE**

Quentin had setup four early mornings from 6:30-7:30am to help alleviate the practice overload due to another district pool being closed. UPDATE-HSD contacted us on Wednesday and stated that they could not work it out (probably had issues with volunteer/part-time coaches not wanting to work early in the mornings), and cancelled all the early morning times. They have also requested morning times during the break. We will see what we can do, and will respond next week.

### **RENTAL GROUPS**

We have been setting up a couple of rental groups for 2023 including an airline that is performing all of their water trainings at the pool and a physical therapy agency. We have also been approached by another airline training group and a scuba diving organization. We are only taking rentals at this time that do not affect our community programming hours and that we have adequate staff to accommodate.

### **DISTRICT CLERK CHANGEVER**

Our district clerk had their last day on Wednesday, November 30. Linda is helping me through the transition and I am preparing to put the job out next week. I have not heard anything back from Volt Staffing Services, so I will try other means. Lauryne also helped by giving me a couple of hours of training. I will be working to switch all login information



over in the next couple of days. I will be in the office next Tuesday or Wednesday working on administrative duties with the help of Linda.

### REFUND POLICY EDITS

Just a friendly reminder that all edits for the Refund Policy are due at 10am on December 6<sup>th</sup>. Let me know if you need me to resend a copy of the forms.

### SCHOLARSHIP APPLICATION

I have sent a simplified scholarship application to the Policy and Procedures committee.

### PTSA UPDATE

We sent out the paperwork for the Woodmont PTSA event this week, and Parkside responded that they are interested in March. Here is the schedule we have so far for 2023, as we are not having a December event since it is so close to the holidays.

- January 21 – Des Moines Elementary
- February 11 – Woodmont K-8 (moved from Feb 18 due to boys state and mid-winter break)
- March 18 – (HOLD) Parkside Elementary
- April 15 – No PTSA Swim (April Pool's Day Event- Water Safety)
- May 20 - Open (Saved for North Hill or Marvista)

I will try to contact North Hill PTSA one more time, and then Marvista if they are not interested. North Hill is located in Des Moines, and Marvista is located in Normandy Park.

### STAFFING UPDATE

We are making offers to permanent part-time guards and one lead lifeguard. We hope to have everything set in place by early 2023. Quentin will present an update at our December 20 meeting.

### RESEARCH

- How can local governments celebrate the holidays (MRSC) - <https://mrsc.org/getdoc/dae807fd-8af0-4cbb-8516-6724d2dea375/How-Can-Local-Governments-Celebrate-the-Holidays.aspx>
- Pete DeQuincy's lessons on mental health and why we should look out for each other and talk (Aquatics Int'l) -
- Taking advantage of the American Rescue Plan (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/december/taking-advantage-of-the-american-rescue-plan/>
- Children's levy rate reveals urban/rural divide (Cascadia Daily) - <https://www.cascadiadaily.com/news/2022/nov/29/childrens-levy-vote-reveals-urban-rural-divide/>

### WEEK OF DECEMBER 9, 2022:

#### SWIM LESSONS

We updated the Mount Rainier Pool's website, emailed the fall participants and sent out an email notification.

- **Updated swim lesson page:** We updated the page to test new information for our future website and are testing out links. Click the link below to view the information.
  - <https://mtrainierpool.com/swimlessons/>
- **Email notification:** An email notification was sent out on Thursday, December 8 at 11:11am.
  - <https://createsend.com/t/d-8579D57E0F07EB252540EF23F30FEDED>
- I will post on **social media** on Friday afternoon. I am trying to get more people to sign up for our email notifications, which delaying social media postings helps.
- **PTSA Distribution:** I also emailed the Des Moines PTSA's that are having events with us. I thought this might help target Des Moines residents.

#### WINTER BREAK SCHEDULE

Quentin and I met on Thursday to discuss the Winter Break Schedule. We do have staff coming back, but we are going to focus their time on three projects: 1) office move to storage, 2) hanging banners and 3) lifeguard trainings. We are not going to expand hours during the break, as that would take away from being able to complete the two

1. **Office move to storage:** This will require us to clean storage, dispose of old items, and move the office to storage. The important thing is that we will need to move our public records in a way that they can be easily inspected when we are audited.
2. **Banners:** I picked up the new banners. We are going to compile the banners (minus) the events that have not been held in 2023, and will have them installed over the break. We will work to ensure the Des Moines elementary schools get prime real estate in the shallow end.
3. **Lifeguard Training:** Jared is working on two lifeguard classes. A regular lifeguard class starting on December 18 and a blended lifeguard class December 19-21. Staff is contacting interest list participants and we will advertise the class next week.
4. **Holiday Hours:** We will be closed on Saturday, December 24 and have special hours of 11am-1pm on Saturday, December 31. All other days, we will be open regular hours.

### **WINTER 2023 SCHEDULE**

We are going to meet on December 21 after the board meeting to discuss finalizing the winter schedule and sending information out the next week.

### **AWC/OSPI GRANT**

I got confirmation that we would receive 90% of our payment next week to deposit next week and the remaining 10% the week of December 19.

### **CLERK TRANSITION**

Linda has been filling in over the last week as we search for a replacement. She is also working to get us back up to where we need to be including posting signed copies of meeting documents, and also has gotten us caught up in financials to November. We also posted the job on the website and indeed and got around 30 candidates in the first couple of days. I am also working to get remote access to the District Clerk computer.

### **REFUND POLICY CHANGES**

There were no changes received on the refund policy, so I will add it to the agenda packet for December 20. I am also working on developing an online form to help with communications.

## Refund Request Form (DRAFT)

1. Please enter the following information:

Name	<input type="text"/>
Address	<input type="text"/>
City/Town	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

2. Please provide the participant's information to help us locate the program you are requesting a refund?

Participant Name	<input type="text"/>
Program	<input type="text"/>
Dates Held	<input type="text"/>
Times Held	<input type="text"/>
Refund Amount Requested	<input type="text"/>

3. What is your reasoning for receiving the request?

4. I have read Policy 320 Administration and Refunds

☐ Yes

☐ No:

(If not, please view Policy 220 Admissions and Refunds on the Mount Rainier Pool website ([mtrainierpool.com](http://mtrainierpool.com)) or click this link to view the policy: <https://mtrainierpool.com/wp-content/uploads/FINAL-DMPMPD-320-Admissions-and-Refunds.pdf>)

REFUND PROCESS: Staff may take five (5) business days to make a decision and up to an additional 21 days to process and mail a check. Credit card refunds will be issued back to the card the charges were made upon, and no transfers are available to other cards or addresses that are not listed on their account.

Thank you for taking the time to complete this survey and we hope to be in touch soon.

District Management

Done

## NRPA SANDBOX – SUMMER HIRING

While sending out emails to current swim lesson participants, I participated in the NRPA Sandbox on summer hiring. All-in-all, I think we do most of what other agencies do with covering the costs of training, ala carte staffing and programs we are working to implement. An example of the employment issues that are happening nationally, is one city would average 1,000 summer hires with an additional 700 they would turn away. Last year they only had 500 total applicants. One item that I would like us to work on is using recruitment videos in social media. Hopefully with the new staff coming onboard, we will have one with good talent in this area.

## MAINTENANCE UPDATE

- **Diving Board:** Quentin and Jared are maintaining the two diving boards during the break.
- **ADA Lifts:** Quentin and Jared are maintaining the two ADA lifts during the break too. This includes potential battery replacement.
- **Wibit Storage Buckles:** We have reached out to Wibit to get the broken plastic buckles fixed. They contacted us and we sent some pictures in. We are working to order replacements and backup parts since these plastic buckles are not very durable.

## PTSA EVENT

We met with Parkside Elementary this week. We tentatively have an event planned for the third Saturday of March. They need to take it back to their PTSA, and should let us know soon.

## NEXT WEEK'S REPORT

I will put next week's report out on Thursday to make sure that it is added to the December 20 agenda packet.

## RESEARCH

- A gift for me? Basics of gifts for municipal employees and officers (MRSC Insight Blog) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/December-2022/Basics-of-Gifts-for-Municipal-Employees-Officers.aspx>
- Wichita takes a twist on the old, making it new (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/december/wichita-takes-a-twist-on-the-old-making-it-new/>
- Pikes Peak Athletic Training Center recognized for best in aquatics (Aquatics International) - [https://www.aquaticsintl.com/awards/pikes-peak-athletics-training-center-recognized-as-a-best-of-aquatics\\_o](https://www.aquaticsintl.com/awards/pikes-peak-athletics-training-center-recognized-as-a-best-of-aquatics_o)
- Governing in a disruptive environment (ICMA) - <https://icma.org/blog-posts/governing-disruptive-environment>

## **WEEK OF DECEMBER 16, 2022:**

### **BOARD MEETING**

Just a reminder that our next board meeting is Tuesday, December 20. I will be putting the agenda packet out later this afternoon. Please call me if you have any questions.

### **SWIM LESSON REGISTRATION**

We had registration on Monday for residents. We filled 112 of the 190 spots for classes with residents. On Wednesday, we filled up to 161 of the 190 spots. The only person we turned away was one person that we were able to put on a waitlist. Quentin said there is a good chance that they will get in their level 5 class. We filled the adult class that day, which is the first time we have filled the adult class on the first day. Below is the messaging that was sent out.

- Email Blast for Swim Lesson Registration - <https://createsend.com/t/d-8579D57E0F07EB252540EF23F30FEDED>

As of 8am on 12/15, here were the updated numbers.

#### **SWIM LESSON OPENINGS - BY THE CLASS**

Parent & Child	Mon, 5-5:25pm	9 of 10	
(1 & 2 Comb.)	Wed, 5-5:25pm	9 of 10	28 of 30
	Sat, 10:40-11:05am	FULL	Spots Open: 2

Pre - 1	Mon, 5-5:25pm	FULL	
	Mon, 6:35-7pm	FULL	
	Wed, 5-5:25pm	FULL	
	Sat, 8-8:30am	FULL	25 of 25 FULL
	Sat, 8:40-9:05am	FULL	Spots Open: 0

Pre-2	Mon, 5:30-5:55pm	FULL	
	Wed, 5:30-5:55pm	FULL	15 of 15 FULL
	Sat, 9:20-9:55am	FULL	Spots Open: 0

Pre-3	Mon, 5:30-5:55pm	FULL	9 of 10
	Sat, 9:20-9:55am	4 of 5	Spots Open: 1

Level 1	Mon, 5-5:25pm	FULL	
	Mon, 6:05-6:30pm	FULL	
	Wed, 5:30-5:55pm	FULL	
	Sat, 8-8:30am	FULL	
	Sat, 9:20-9:50am	FULL	30 of 30 FULL
	Sat, 10:40-11:10am	FULL	Spots Open: 0

Level 2	Mon, 5:30-5:55pm	4 of 5	
	Mon, 6:35-7pm	0 of 5	
	Wed, 6:05-6:30pm	2 of 5	
	Sat, 8:40-9:05am	4 of 5	11 of 25
	Sat, 10-10:25am	1 of 5	Spots Open: 14

Level 3	Mon, 6:05-6:30pm	FULL	
	Wed, 6:35-7pm	FULL	15 or 15 FULL
	Sat, 8:40-9:05am	FULL	Spots Open: 0

Level 4	Mon, 6:05-6:30pm	FULL	
	Wed, 6:05-6:30pm	4 of 5	
	Wed, 6:35-7pm	0 of 5	
	Sat, 9:20-9:45am	1 of 5	13 of 25
	Sat, 10:40-11:05am	3 of 5	Spots Open: 12

Level 5	Mon, 6:35-7pm	FULL	10 of 10 FULL
	Sat, 10-10:25am	FULL	Spots Open: 0

Level 6	No classes at this time		
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Adult	Sat, 8-8:30am	FULL	5 or 5: Spots Open: 0
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There are a few on waitlists as of this morning, but not clearly as big as before. We will use the next couple of weeks to fill the open spots. Our goal is to cancel some of the zero or low attendance classes and fill them with classes in more demanded levels.

### **LIFEGUARD CLASSES**

Jared is having a blended (part online) and a traditional lifeguard class during break. Both classes are about half full on Wednesday morning, but Jared is getting calls back from people that have put their names on our interest list, have been training internally and we put the email notification below out about the lifeguarding class options. I will update you on final numbers in a later email.

- Email Blast for Lifeguarding Classes - <https://createsend.com/t/d-DB1220603D4114D22540EF23F30FEDED>

### **WINTER BREAK SCHEDULE**

We are going to continue our fall schedule during winter break. We do have some staff back for the break, but want to concentrate on moving the offices and getting the banners hung. The pool will only be closed on Saturday, December 24 and have special hours from 11am-1pm on December 31. All other days we are planning on being open as regularly scheduled. We still sent a schedule update out as people will question the schedule during holidays.

- Email Blast for Holiday Schedule - <https://createsend.com/t/d-93764F808BCF9AAF2540EF23F30FEDED>

### **SEEK GRANT PAYMENT**

We received 90% of the SEEK grant payment on Wednesday. We will input the money to take us over our estimated OTC revenue for 2022.

### **DISTRICT CLERK UPDATE**

As of this morning, we had 52 applicants. I am going to start getting things ready to contact the applicants and setup interviews after the preliminary review on December 21.

### **PDC JURISDICTIONAL SURVEY**

Just a heads up that the PDC is having us complete a jurisdictional survey. This survey is an annual process that we must complete. I have updated all of your information and submitted it.

### **INSURANCE**

Just a heads up that our insurance rates for 2023 are high and we will be shopping around. I will let you know more when I have more information.

### **RESEARCH**

- City of Jasper Municipal Pool Renovations on the Horizon (ICMA SmartBrief/Dubois County Free Press)  
- <https://www.duboiscountypress.com/city-of-jasper-municipal-pool-renovation-on-the-horizon/>
- Recapping the November 2022 Ballot Measures (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/December-2022/Recapping-the-November-2022-Ballot-Measure-Results.aspx>
- How to Apply for Cybersecurity Grants (MRSC/State Tech)  
- <https://statetechmagazine.com/article/2022/11/how-successfully-use-first-its-kind-state-and-local-cybersecurity-grants>
- Privacy vs. Security: Use of security cameras on public property (MRSC Insight Blog)  
- <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/December-2022/Use-of-Security-Cameras-on-Public-Property.aspx>
- Dave Upthegrove selected as new King County Council Chair (Waterland Blog)  
- <https://waterlandblog.com/2022/12/13/dave-upthegrove-selected-as-new-chair-of-king-county-council/>



# Des Moines Pool Metropolitan Park District

November 15, 2022

7:00 p.m.

Hybrid (MRHS Library and Remote Online)

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also present were Commissioners Dusenbury, Stender, Achziger and Campbell; District General Manager Deschenes; District Clerk and Coordinator Thurmond.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – None. Commissioner Achziger moved to approve the Agenda. Commissioner Dusenbury 2<sup>nd</sup>. The Motion Passed 5-0.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – District Clerk Thurmond has turned in her letter of resignation, last day of work will be November 29th.

Commissioner Achziger announced that Legacy was successful in getting the grant for the parks levy, \$14,999.99 for free swim lessons with a pledge from Legacy for another \$10,000 for free training and certification of lifeguards.

**PUBLIC COMMENT** - None

### CONSENT AGENDA

September financial report, included (pushed from Oct 25 agenda) and October financial report, not included (pushed to December 20 agenda). This is due to short turnaround from end-of-month data coming from King County Finance just before packets to be sent out.

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in September totaling \$66,432.34. Commissioner Stender 2<sup>nd</sup>. The motion passed 5-0.

### Executive Session Business

#### 7a. Executive Session

Not updates at this time.

### OLD BUSINESS

#### 8a. Q3 Financial Report

District GM reported the Q3 financial performance of the district from budgeted to actual amounts. MRP revenues are low currently as the SEEK Grant, KCYAS Grant and Q3s swim team usage has not been received yet. Expense

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

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

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

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position currently at 57% target through September (target is 75%). A PowerPoint summary and the revenue and expense reports can be found in the Nov 15 regular board meeting packet online. No motion needed at this time, informational only.

**8b. Benefits Update**

The District GM stated that he made a mistake and did not add the budget estimate for the District Clerk. This position is budgeted at a Grade 11, Step C and will be 25 hours a week or \$6,000 rounded off. This position has received benefits in the past and should continue to receive benefits. This is not only for the incumbent staff member, but to attract future employees. Commissioner Stender moved to add benefits to the District Clerk position to the budget in the amount of \$6,000, 2<sup>nd</sup>. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 5-0

**8C. Budget Update**

The District GM presented a draft of the preliminary budget at the October 25 regular board meeting. The District GM mentioned there might be some minor changes, and that he would meet with the Finance Committee before presenting the 2023 budget. After meeting with the Finance Committee, the changes are as follows: adding \$6,000 for Clerk position benefits, auto benefits for full time staff moved from Fringe benefits to Mileage, financial services VisionMS from \$11,000 to \$3,000, and adding Heartland line item back to the budget in the amount of \$6,000. Details on changes and a presentation can be found in the Nov 15 regular board meeting packet online. No motion needed at this time, informational only.

**8D. Aquatic Feasibility Study Update**

The District GM informed the board that Stemper will be performing testing on Monday, Nov 21 starting at 11am as part of the Aquatic Feasibility Study. Swim teams and public have been notified of the closure, and additional time was granted Nov 25<sup>th</sup> between 11 and 1pm as the pool will be open for the first time in a couple of years the day after Thanksgiving. No motion needed at this time, informational only.

**NEW BUSINESS**

**9a. Scholarship Program and Policy Changes**

The District GM presented a new scholarship process as a first touch for the Scholarship program and policy 340. They were due for an update in 2020, but Covid-19 made the focus on other items. As part of the recovery from Covid-19, all students now receive free lunches, and through the summer of 2022 patrons were able to utilize the SEEK grant and KCYAS Grant programs. Now that the SEEK grant will be coming to an end and all students in Des Moines receive free lunches, the old process for scholarships must change. While the old process provided an easy method to filter scholarships, the new process presented by the District GM is much more detailed and requires more documentation due to not being able to utilize the school district's documentation for free and reduced lunches. On the request of the board, the new scholarship program form should be simplified in order for public to easily utilize. District GM will return with a simpler form at the December 20 regular board meeting. No motion needed at this time, informational only.

**9b. Refund Policy Changes (first touch)**

Over the last three (3) years there has been a number of people that have utilized our refund process due to Covid-19, schedule conflicts, medical issues, and other reasoning. Each time they request a refund, there is a financial

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impact on the organization, and information gained on how to improve processes. Changing the refund process, not only includes the public information, but also the policy and procedures that support it: Policy 320, Admissions and Refunds. You can find details for Policy 320 in the Nov 15 regular board meeting packet online. The District GM is putting this to the board as a first touch item, no motion needed at this time, informational only.

**BUDGET AND LEVY PUBLIC HEARING**

*President Young opened the Budget Hearing:*

*“Pursuant to RCW 84.55.120, the Des Moines Metropolitan Park District will now open the public hearing to consider revenue sources for the District’s 2023 budget.”*

**Budget and Levy Public Hearing**

**10a. 2023 Budget (Public Hearing)**

The Budget and Levy Certification for 2022 are due on November 30, 2022. The District GM went over the budget at the October 25<sup>th</sup> meeting, with the Finance Committee and the budget was presented earlier in the meeting (Item 8b), with will set the levy at \$1,295,380 or an estimated levy rate at or around \$.20133. Overall, this is an increase of \$217,807 (20%) from the 2022 budget, but the levy rate has increased by around 18% since being certified in February 2022. With the record inflation and the effects of the labor market, these changes in the budget will hopefully help the district increase services and operational hours by the time it is certified in early 2023. Motion can be found in AIS 10d.

**10b. Budget and Levy Certification (Public Hearing)**

The Budget and Levy Certification for 2023 are due to King County by November 30, 2022. For Resolution 2022-06 Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2023, the \$1,295,380, \$1,220,380 is for operations while \$75,000 is set for capital. The District has also allocated \$75,000 for unforeseen maintenance. Any of the unused monies to maintain these issues can also be transferred to capital. This will be done at the end of 2023. There is also \$4,837 in refunds (new construction) that will help cover the total.

Resolution 2022-07 Property Tax Increase is for increases to the levy from one year to the next. Although the levy rate is around the same level as last year, the amount of taxes has gone up \$217,807 (20%). As of November 15, the district’s assessed value has also increased 20% since it was approved on November 22, 2021.

More information including Resolution 2022-06, Ordinance form 2152, and Resolution 2022-07 can be found in the Nov 15 regular board meeting packet online and will be posted on the District’s governance page (once signed). Motions moved to AIS 10d.

**10C. Public Comment (Budget and Levy Hearing)**

Members of the public may comment on items relating to the Public Hearing. Comments are limited to three (3) minutes per person. Exceptions may be made to the time restrictions of persons speaking at the discretion of the Chair, when warranted. For better public access, public could also have emailed in comments that were provided before the deadline, noon November 15, 2022. No public comment.

**10d. Budget and Levy Motions (Budget and Levy Hearing)**

The District GM moved all the motions from public hearing to their own AIS. The process was setup to better utilize the screens of remote users.

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**Des Moines Pool Metropolitan Park District  
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**Budget Motion:**

Commissioner Dusenbury moved to approve the 2023 Budget of \$1,220,380.00 in the General Fund and \$75,000 in Capital Reserve for the calendar year 2023. Commissioner Stender 2<sup>nd</sup>. The motion passed 5-0.

**Levy Motions:**

Commissioner Campbell moved to approve Resolution 2022-06 “Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2023.” Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 5-0.

Commissioner Stender moved to approve Resolution 2022-07 “Resolution of Increase” for an increase of \$217,807 between the years 2022 and 2023 levy certifications.” Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 5-0.

**ADJOURNMENT**

With no further business the meeting was adjourned at 8:07pm.

**UPCOMING MEETINGS**

- Special Meeting for District Clerk Position Vacancy TBA.
- December 20, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)

Respectfully submitted by Lauryne Thurmond, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

\_\_\_\_\_  
Commissioner Young

\_\_\_\_\_  
Commissioner Dusenbury

\_\_\_\_\_  
Commissioner Campbell

\_\_\_\_\_  
Commissioner Stender

\_\_\_\_\_  
Commissioner Achziger

\_\_\_\_\_  
Scott Deschenes, District GM

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# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/02/2022

Total Amount: \$7,943.55

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221031123812.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@desmoinespool.org

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschene</u> 2E03815D71304B0...	<u>10/31/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA9899F2474...	<u>10/31/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221031123812.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			23161	09/30/2022	\$188.01	ASS SEPT MONTHLY SERVICES 2022
AQUATIC SPECIALTY SERVICES			23236	10/19/2022	\$1,456.63	ASS VACCUUM REPAIR OCT 2022
AQUATIC SPECIALTY SERVICES			23248	10/19/2022	\$181.51	ASS OCT MONTHLY SERVICES 2022
AQUATIC SPECIALTY SERVICES			23247	10/20/2022	\$25.04	ASS OCT CHEMICALS 2022
CANON FINANCIAL SERVICES, INC.			29340908	10/12/2022	\$62.88	CANON OCT MONTHLY BILLING 202
EMPLOYMENT SECURITY DEPARTMENT			20220930_ESDQ3	09/30/2022	\$1,351.71	EMPLOYMENT SECURITY Q3 BILLING 2022
HIGHLINE WATER DISTRICT			20221114_HWD	11/14/2022	\$540.72	HWD NOV BILLING 2022
MIDWAY SEWER DISTRICT			20221025_MSD	10/25/2022	\$469.26	MIDWAY SEWER OCT. BILLING
NORTHWEST LANDSCAPING SERVICES			CD50250296	11/01/2022	\$604.34	NW LANDSCAPING NOV. 2022 BILLING
PRINT PLACE			32896	10/25/2022	\$360.03	PRACTICE CARDS - PRINT PLACE BILLING
PUGET SOUND ENERGY			20221030_PSE	10/30/2022	\$2,703.42	PSE OCT BILLING



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/09/2022

Total Amount: \$4,348.30

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221107151117.csv

Fund #: 170950010

### CONTACT INFORMATION

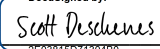
Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@desmoinespool.org

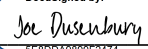
### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<small>DocuSigned by:</small>  <small>2E03815D71304B0...</small>	<u>11/7/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

<small>DocuSigned by:</small>  <small>5E8DDA9899F2474...</small>	<u>11/8/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

#### SUBMIT SIGNED DOCUMENT TO:

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

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

#### KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221107151117.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1095	11/02/2022	\$195.00	575 OCT. BILLING 2022
ABS			18315	11/01/2022	\$90.00	ABS NOVEMBER BILLING 2022
CENTRAL WELDING SUPPLY			RN10222542	10/31/2022	\$73.57	CENTRAL WELDING CHEMICALS OCT. 2022
CHLOE SOTHERON			20221025CS_108	10/31/2022	\$80.88	CHLOE S. PAYROLL PE 10/25/2022
DATAQUEST, LLC			19727	10/31/2022	\$116.00	DATAQUEST OCT BILLING 2022
JOE DUSENBURY			20221025JD_08	10/31/2022	\$352.68	JOE D. PAYROLL PE 10/25/2022
JOHN QUENTIN KNOX			20221107_QK	11/07/2022	\$2,593.41	QUENTIN TRAVEL REIMBURSEMENT 2022
LINDA RAY			220211-01	11/02/2022	\$75.00	LINDA OCT.BILLING 2022
MIDWAY SEWER DISTRICT			20221128_MSD	10/25/2022	\$469.26	MSD OCT BILLING 2022
SNURE LAW OFFICE			20221101_SLO	11/01/2022	\$302.50	SLO OCT. BILLING 2022



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/23/2022

Total Amount: \$13,847.35

Control Total: 12

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221121185008.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@desmoinespool.org

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschene</u> 2E03815D71304B0	<u>11/22/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA9899F2474	<u>11/22/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221121185008.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG 119967	11/04/2022	\$217.57	CHEMICALS CENTRAL WELDING NOV 2022
CMIT SOLUTIONS EASTSIDE			11088	10/31/2022	\$227.35	TELCO CMIT OCT BILLING
CMIT SOLUTIONS EASTSIDE			11012	10/31/2022	\$1,416.00	CMIT OCT BILLING 2022
COPIERS NORTHWEST			INV2555884	11/08/2022	\$24.63	COPIERS NW NOV 2022 BILLING
DEPARTMENT OF RETIREMENT SYSTEMS			20221201_DRS	12/01/2022	\$2,046.12	DRS DEC Q1 2022
DEPARTMENT OF RETIREMENT SYSTEMS			20221101_DRS	11/01/2022	\$2,046.12	DRS NOV Q1 2022
DEPARTMENT OF RETIREMENT SYSTEMS			20221115_DRS	11/15/2022	\$2,046.12	DRS NOV Q2 2022
MOUNTAIN MIST			005063705	11/08/2022	\$90.67	MM NOVE BILLING 2022
RECOLOGY			0004116816	10/31/2022	\$1,219.22	RECOLOGY OCT-NOV 2022
SOUND CLEANING RESOURCES INC.			27030	11/10/2022	\$1,932.26	SOUND CLEANING HIGH DUSTING NOV 2022
US BANK			20221110_USB	11/10/2022	\$1,863.79	US BANK NOV BILLING 2022
ZEN 22015, LLC			20221201ZEN	11/21/2022	\$717.50	ZEN DEC 2022 RENT

## ELECTRONIC PAYMENT RECEIPT FORM



King County

Department of Executive Services  
 Finance & Business Operations Division  
 Treasury Operations  
 201 S Jackson Street, Ste 710  
 Seattle, WA 98104

Payment Date 11/15/2022

RESET

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

## 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

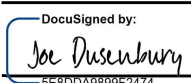
	Explanation / Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	BARS (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 11/10/2022	170950010			24219			\$ 24,059.45
2								
3								
4								
5								
6								
7								
8								
9								
10								

## BANK INFORMATION FOR WIRE PAYMENTS (for non-repetitive wires only)

Total \$ 24,059.45

Payee \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Bank Name \_\_\_\_\_ Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_  
 Reference \_\_\_\_\_

## CONTACT &amp; AUTHORIZATION (Certification of Payment - RCW 42.24.080)

Contact Name Lauryne Thurmond Organization DMPMPD  
 Email lauryne.thurmond@desmoinespool.org Phone # \_\_\_\_\_ Ext. \_\_\_\_\_ Fax # \_\_\_\_\_  
 \* Signature  Title Clerk of the Board Date 11/15/2022  
 Authorized By Joe Dusenbury Phone # \_\_\_\_\_ Email \_\_\_\_\_

\* 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.

08012022



## ELECTRONIC PAYMENT RECEIPT FORM



King County

Department of Executive Services  
Finance & Business Operations Division  
Treasury Operations

201 S Jackson Street, Ste 710  
Seattle, WA 98104

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

Payment Date 11/30/2022

RESET

## 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 Payroll PE 11-25-2022	170950010			24219			DS \$ 24,174.25
2								SD
3								
4								
5								
6								
7								
8								
9								
10								

## BANK INFORMATION FOR WIRE PAYMENTS (for non-repetitive wires only)

Total

\$ 24,174.25

Payee \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Bank Name \_\_\_\_\_ Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_  
 Reference \_\_\_\_\_

## CONTACT &amp; AUTHORIZATION (Certification of Payment - RCW 42.24.080)

Contact Name Scott Deschenes Organization DMPMPD  
 Email Scott.Deschenes@desmoinespool.org Phone # \_\_\_\_\_ Ext. \_\_\_\_\_ Fax # \_\_\_\_\_  
 \* Signature Joe Dusenbury Title Clerk of the Board Date 11/23/2022  
 Authorized By Joe Dusenbury Phone # \_\_\_\_\_ Email \_\_\_\_\_

\* 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.

08012022

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: Legal Meeting Date: 12/20/22

Under: Executive Session Business

Attachment: None

Subject: HSD Lease Extension

#### Background/Summary:

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

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

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

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

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

Fiscal Impact: N/A

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

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

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

#### Two Touch Rule:

<u>8/03/22</u>	Committee Review
<u>3/15/22</u>	First Board Meeting (Informational)
<u>To be determined</u>	Second Board Meeting (Action)

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

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

#### Notes:

- No attachments.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8a      **Assigned to:** Aquatics Manager      **Meeting Date:** 12/20/22

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

**Subject:** Staffing Update

**Background/Summary:**

The Aquatics Manager will be present to give an update on staffing for operations.

**Fiscal Impact:** N/A

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

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

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

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

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

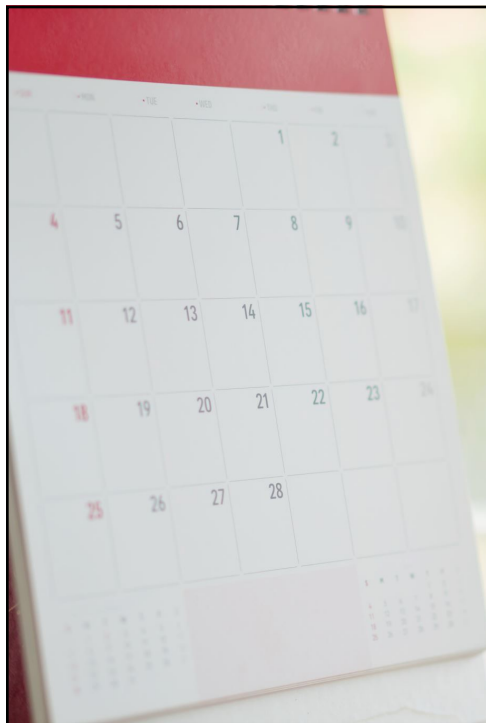
**Notes:**

Attachments:

- Staffing Update Presentation (ppt)



1



## Staffing Update (Starting in January)

- Lead Lifeguard – Emmitt (40 hours/week)
  - Leading Lifeguard Training Courses (Help build capacity!)
  - Schedule – guarding/managing depending on schedule above
- PPT Lifeguard #1 – Max (30 hours/week)
  - 2pm-Close, Monday-Friday
  - Help teach lessons
- PPT Lifeguard #2 – Searely (30 hours/week)
  - 2pm-Close, Monday-Friday
  - Help teach lessons
- PPT Lifeguard #3 – Kyle (30 hours/week)
  - Mon/Wed/Fri – Prefers early, but we need additional support staff and not long-term
  - Temporary – Ends late February

**GOAL – To develop consistent schedule that staffing can support long-term**

2

## Future Schedules (All Tentative)

### January 1 – February 29

- Mon-Fri: 9:30am-1pm & 4-8pm
- Sat: 8am-2:30pm
- Sun: Closed

### March 1 – To Be Determined

- Mon/Wed/Fri: 6:30am – 1pm
- Tue/Thu – 9:30am-1pm
- Mon-Fri – 4-8pm
- Sat – 8am-2:30pm
- Sun – 11am-1pm

*For morning hours might have to cut back on swim lessons.*

3

## Why No Additional Hours?

- Focus on Swim Lessons & Evening Hours
- Swim Teams take up majority of evening hours in Deep End
  - Swim season ends late February
- Running Start Students still have in-school requirements
  - Usually first period, 8-9am
  - Use MRHS transportation
- Availability and need of PPT staff – best fits evenings at this time
- Also recommend hiring a dedicated cashier/front desk worker
  - Consistency of information

4



## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8b **Assigned to:** District GM **Meeting Date:** December 20, 2022

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

**Subject:** *Amendment to 2022 Budget (Capital Reserve Transfer)*

#### **Background/Summary:**

The District has two main funds: its General (Operating) Fund and Capital Reserve Fund.

In 2017, the District had built the Capital Reserve Fund to cover the closure project plus contingency. Once the pool liner was removed it was discovered that the drainpipes were not up to Virginia Graeme Baker Act code.

The project costs more than doubled from the original project bid. The District was forced to obtain an Interfund Loan from King County to finish the project and more importantly keep the pool open. The Interfund Loan was paid off in less than half of the agreed loan time (two years). With the critical project repairs and the repayment of the Interfund Loan, the District did not allocate any monies toward the Capital Reserve Fund in 2018.

In 2020, the District allocated \$122,500 to the Capital Reserve Fund.

In 2021, the District allocated \$175,000 to the Capital Reserve Fund.

In 2022, the District GM is recommending that the district allocate an additional \$30,000 from the Maintenance Services plus the previously budgeted \$75,000 for capital reserve transfer for a total of \$105,000.

Currently there is \$420,000 in the Capital Reserve Fund. With this transfer, the total will be \$525,000. There will be around \$20,000 leftover in Maintenance Services for a land survey that may need to be performed for the facility that was unknown until the fourth quarter of 2022.

Finally, there will be no Outstanding Warrants to pass this month, as there are no warrants that are older than 60 days.

**Fiscal Impact:** See attached documents.

**Proposed Motion:** I move to approve Resolution 2022-08 transferring \$105,000 from the General Fund to the Capital Reserve Fund.

Reviewed by District Legal Counsel: Yes X No        **Date:** Send to BS

Print 11/30/2022



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

**RESOLUTION NUMBER 2022 – 08**

**AMENDMENT TO FISCAL YEAR 2022 OPERATING BUDGET**

**WHEREAS**, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) is the District's governing body and as such is responsible for adopting a Budget for Operations during any given Fiscal Year and;

**WHEREAS**, modifying the 2022 Fiscal Year Budget is in the overall interest of the District and;

**WHEREAS**, the Board has historically contributed \$70,000 of its Operating Fund into a Capital Reserve Fund before 2018;

**WHEREAS**, the Board's adopted budget allocated \$75,000 of its Operating Fund into a Capital Reserve Fund for Fiscal year 2022;

**WHEREAS**, as a result of expenditures for critical repairs, the reserve fund requires additional funds;

**WHEREAS**, an additional \$30,000 shall be transferred from the Des Moines Pool Metropolitan Park Department General Fund for unused Maintenance and Repairs into the Capital Reserve Fund and a corresponding adjustment to the District budget reflecting a total allocation to the Capital Reserve fund for 2019 in the amount to \$105,000 shall be made, now:

**WHEREAS**, at the end of the Fiscal Year 2022, the Capital Reserve Fund will be \$525,000.

**NOW THEREFORE BE IT RESOLVED** that the amount to be transferred from the Des Moines Pool Metropolitan Park District General Fund into the Des Moines Pool Metropolitan Park District Capital Reserve Fund be increased by \$105,000 and direct that the District Clerk be directed to effect the total transfer prior to December 31, 2022.

**Adoption:** ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open meeting of such Board on the 20<sup>th</sup> of December 2022, the following Commissioner being present and voting.

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Commissioner

---

Commissioner

---

Commissioner

---

Commissioner

---

Commissioner

---

District Clerk

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District GM

Meeting Date: 12/20/22

Under: Old Business

Attachment: Yes

**Subject:** Scholarship Process Updates

**Background/Summary:**

Scholarship program and policy 340 were due for an update in 2020, but Covid-19 made us focus on other items. Also, as part of the recovery from Covid-19, all students now receive free lunches. This last year patrons were able to utilize the SEEK grant and KCYAS Grant programs.

The free lunch program provided an easy method to filter scholarships. The new process will be much more detailed and required documentation.

The new process will make it more difficult to apply due to the steps needed to ensure the district is not public gifting. I have also added that it is for residents only. The intricacy of the steps for residents may already be confusing but adding a layer of resident versus non-resident will increase the complexity. We also should focus on residents until we increase our capacity.

UPDATE: The board requested the District GM simplify the process for scholarships at the November 15 board meeting. Attached is the simplified form.

The District GM is putting this to the board as a first touch to the board. The District GM will send an editable version of the document out to the board tomorrow, Wednesday, December 21 and asks for all edits by Tuesday, January 2 at 10:00am. If there are sufficient changes, the District GM will schedule a Policy and Procedure Committee (Campbell and Young) to discuss potential changes. (Note-the reasoning for two weeks early is for sufficient time to send information to legal, review with Policy and Procedure Committee, and send out in agenda packet the Thursday before the meeting.)

**Fiscal Impact:** N/A

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

Reviewed by District Legal Counsel: Yes X No \_\_\_\_\_ Date: 11/9/22 & 11/16/21

**Two Touch Rule:** \_\_\_\_\_ N/A \_\_\_\_\_ Committee Review  
\_\_\_\_\_ 11/15/2022 & 12/20/2022 \_\_\_\_\_ First Board Meeting (Info.)  
\_\_\_\_\_ N/A \_\_\_\_\_ Second Board Meeting (Action)

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

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

**Notes:**

Attachments:

- Proposed Scholarship Form DRAFT



## 2022-2023 Scholarship Information Packet

22722 19<sup>th</sup> Avenue South

Des Moines, WA 98198

(206) 824-4722

### GOAL OF PROGRAM

The goal of this program is to remove financial barriers of members of our community. We value community and inclusiveness for **ALL** residents of Des Moines and Normandy Park. Our mission is to enhance our community's quality of life through aquatics. Scholarships helps us ensure everyone has access to our programs.

### REQUEST PROCESS

Important! Please request scholarships before you register for swim lessons! This can be done any time after February 1, 2023. Scholarships do not guarantee you a spot in lessons or any other program. These programs will follow the [swim lesson registration process](#).

We have created a two-step process to ensure tax money and donations are being allocated correctly. Complete the Scholarship Request Form and supply the required documentation.

### ALL SCHOLARSHIPS ARE NOW 90%. RECIPIENTS WILL PAY 10% AT THE TIME OF REGISTRATION.

Please complete the two steps of the application process to be eligible:

- Step 1: Proof of Residency (*Scholarships are now resident only.*)
- Step 2: Proof of Need of Assistance (See options below)

**Step 1. Registration Information:** Please include your main contact information and registrant information for each scholarship. Please refer to the attached scholarship breakdown sheet for your request. **All scholarship recipients must reside in either Des Moines or Normandy Park.** Proof of Residency could be required at time of application.

- Proof of Residency – Please provide a copy of identification or a utility bill or other form of documentation that shows you reside in Des Moines or Normandy Park.

**Step 2. Proof of Need of Assistance:** Please provide one of the types of options below for proof of need.

- **Option #A: Utility Discount Program Qualification:** For 50% assistance, attach a copy of discount utility program verification.
- **Option #B: Social Security Benefits Documentation:** Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
- **Option #C: Public Assistance Programs:** Please provide documentation of one of the forms below.
  - *Temporary Assistance for Needy Families (TANF)*
  - *Social Security Income for Disability (SSI)*
  - *Developmental Disability Administration (DDA)*
  - *Foster Child Applicant* – DSHS services approval letter.

### ADDITIONAL INFORMATION

- **Account Setup:** Please help us by setting up an account on our registration software (CivicRec). [Please click here to setup an account](#). This will help speed up the registration process and ensure your contact information is correct for communications including waitlists.
- **Availability:** Scholarships are only available to residents of Des Moines and Normandy Park at this time.
- **Programs:** At this time scholarships are available for swim lessons; facility use passes and water exercise classes. Lifeguarding and Swim Lesson Instructor certifications may also be covered by the District dependent on work commitment. Please contact us at [info@mtrainierpool.com](mailto:info@mtrainierpool.com) if you are interested in these programs that do not require a scholarship application.
- **Funding Limits:** Scholarships are dependent on funding availability, and awarded on a first come, first serve basis.
- **Scholarship Cycle:** Approvals will be good for programming from September 1 to August 31 of each year.
- **Policy and Procedure:** Additional information on policy and procedures in section below.

## **POLICY & PROCEDURES**

- Scholarships are only available for residents of Des Moines and Normandy Park at this time.
- All matching fees (patron's responsibility) are due at the time of registration. (No class spots will be held.)
- Incomplete forms or forms without required documentation will not be accepted. Process will start once form with required documentation is received.
- A new form must be submitted each year start on September 1<sup>st</sup> to qualify for financial aid. Groups and organizations are not eligible for scholarship but may qualify for a group discount, and starting in 2023, no money will be carried over.
- Scholarships are only for programs at the Mount Rainier Pool, and only cover swim lessons, facility use passes and water exercise. If you are interested in another program, please call us at (206) 824-4722.
- Swim lesson and water aerobics classes must have space available, and applicants must follow normal registration process.
- Scholarship request forms that are mailed or dropped off at the Mount Rainier Pool and may take up to five (5) business days to process. Once approved a scholarship balance will be applied to your account.
- All swim lesson registrants may be required to perform a free swim evaluation. Please call the pool to make an appointment.

## **PENALTIES**

- Participants must have all absences excused by pool management staff. Call (206) 824-4722 to excuse your absence.
- Participants will be given one courtesy unexcused absence, but any additional unexcused absences could result in forfeiture of your scholarship award and will be factored into future scholarship applications.
- Participants will forfeit any portion of their fees that were paid towards the class to hold your spot. This includes any cancellation within one full week of a class.

## **APPEALS/REQUESTS**

- The District General Manager reserves the right to award up to 100% on swim scholarships.
- The District General Manager will mediate any disputes over Scholarship Awards.

## **APPLICATION PROCESS**

1. Setup an account on our registration software at [CivicRec](#). (See below for more information.)
2. Complete form and provide required documentation. Make sure to bring identification and proof of residency.
3. If you need assistance, please contact the Mt. Rainier Pool to setup an appointment with the District General Manager. You can call us at (206) 429-3852 or email [info@mtrainierpool.com](mailto:info@mtrainierpool.com). (Please allow three business days to setup appointment)..
4. Please allow five (5 business days) to process the application.

## **SETTING UP A CIVICREC ACCOUNT**

1. [Click here](#) to setup a new account at CivicRec.com
2. Click login/create account button in upper right corner and follow directions.
3. Please make sure that you list a good contact phone number and email to ensure we are able to contact you.
4. Once complete, you should receive a confirmation email. Please use this email to double-check your account to make sure the contact information is correct.
5. If you have any questions or concerns, please contact us at (206) 824-4722.

## **GRANTS/UPDATES**

Grants become available time to time that may waive up to 100% of the programs. We will announce these opportunities through our email notification system. If you would like to receive program updates, please [click here](#) to sign up for our email notification system. (Also do not forget to follow-up and opt-in when you receive a confirmation email.)

## **SWIM LESSON PAGE**

For more detailed information on specific swim lessons, visit our swim lesson page at [mtrainierpool.com/swimlessons](http://mtrainierpool.com/swimlessons).

## **QUESTIONS**

For any questions, please call the Mt. Rainier Pool at (206) 824-4722 or email us at [info@mtrainierpool.com](mailto:info@mtrainierpool.com).

# SCHOLARSHIP REQUEST FORM

MOUNT RAINIER POOL – 22722 19<sup>TH</sup> AVENUE SOUTH  
(206) 824-4722 – INFO@MTRAINIERPOOL.COM



## STEP 1: REGISTRATION INFORMATION (PROOF OF RESIDENCY)

Please provide a copy of identification or a utility bill or other form of documentation that shows you reside in Des Moines or Normandy Park.

Main Household Contact (Parent/Guardian):

Address:

City:

Zip Code:

Contact Phone #:

Contact Email:

## PARTICIPANT REGISTRATION INFORMATION

For registration information on swim lessons visit the swim lesson page at [mtrainierpool.com](http://mtrainierpool.com).

1. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

2. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

3. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

4. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

5. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

## STEP 2: PROOF OF NEEDS ASSISTANCE

Please provide proof of need for financial assistance. Complete below and provide copies of all documentation. All scholarship applications will not be accepted or will be on hold until all documentation is provided. Click below and include documentation with application (*copies can be made at the Mount Rainier Pool, 22722 19<sup>th</sup> Ave S*).

- ☐ **Option #A: Utility Discount Program Qualification:** For 50% assistance, attach a copy of discount utility program verification to receive 50% scholarship level.
- ☐ **Option #B: Social Security Benefits Documentation:** Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
- ☐ **Option #C: Public Assistance Programs:** See options below.
  - ☐ *Temporary Assistance for Needy Families (TANF)*
  - ☐ *Social Security Income for Disability (SSI)*
  - ☐ *Developmental Disability Administration (DDA)*
  - ☐ *Foster Child Applicant – DSHS Services Approval Letter.*

\_\_\_\_ (Initial) Are you willing to be photographed or interviewed in support of the Mount Rainier Pool Scholarship Program.

Swim Lessons Only: I have completed a swim evaluation. \* (required) at Mount Rainier Pool. ☐ Yes ☐ No

\*Swim Evaluations are administered during Family Swims by staff. Visit [www.mtrainierpool.com/schedule](http://www.mtrainierpool.com/schedule) to view current schedule or call us at (206) 824-4722 to schedule an evaluation.

I hereby agree to release, save and hold harmless the Mount Rainier Pool and the Des Moines Pool Metropolitan Park District and its respective officials, administrators, staff and volunteers from any and all liability and claims of any damage of injury brought on by me, my family, estate, heirs or assigns arising out of my enrollment or participation in this program except as may arise solely from gross negligence of the Mount Rainier Pool or the Des Moines Pool Metropolitan Park District or from the acts of third parties. My signature below signifies that I voluntarily agree to all of the terms and conditions.

I certify that all of the information provided on this form is true and correct and that all income is reported. I understand that this information is being given for the receipt of a Swimming Scholarship assistance; that District officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable laws.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MORE INFORMATION

For more information, please contact the Mt. Rainier Pool at (206) 824-4722 or email [info@mtrainierpool.com](mailto:info@mtrainierpool.com).

Mount Rainier Pool  
22722 19<sup>th</sup> Avenue South  
Des Moines, WA 98198  
(206) 824-4722  
[www.mtrainierpool.com](http://www.mtrainierpool.com)



## STAFF USE ONLY

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

*All forms must be returned to the Mt. Rainier Pool., Please allow five (5) days for processing from the date the application is received at the Mt. Rainier Pool. Submittal of forms does not guarantee placement in classes or receipt of scholarship. Attach sheet with staff comments and notes (if needed).*

☐ Approved ☐ Denied Amount Granted: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**THE INFORMATION ON THIS FORM IS CONFIDENTIAL AND WILL ONLY BE USED TO DETERMINE SCHOLARSHIP ELIGIBILITY.**

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d Assigned to: District GM

Meeting Date: 12/20/22

Under: Old Business

Attachment: Yes

Subject: Refund Process Updates

#### Background/Summary:

Over the last three (3) years there has been a number of people that have utilized our refund process due to Covid-19, schedule conflicts, medical issues, and other reasoning.

Each time they request a refund, there is a financial impact on the organization, and information gained on how to improve processes.

Changing the refund process, not only includes the public information, but also the policy and procedures that support it: Policy 320, Admissions and Refunds. Attached are copies of the public policy and policy and procedure.

The District GM is putting this to the board as a first touch to the board. The District GM will send an editable version of the document out to the board this Friday, November 18 as part of the weekly report and asks for all edits by Tuesday, December 6 at 10:00am. If there are sufficient changes, the District GM will schedule a Policy and Procedure Committee (Campbell and Young) to discuss potential changes. *(Note-the reasoning for two weeks early is for sufficient time to send information to legal, review with Policy and Procedure Committee, and send out in agenda packet the Thursday before the meeting.)*

No edits were received. I added an online refund form to attachments.

Fiscal Impact: N/A

Proposed Motion: No motion. First-touch.

Reviewed by District Legal Counsel: Yes X No \_\_\_\_\_ Date: 11/8/15

Two Touch Rule: \_\_\_\_\_ N/A \_\_\_\_\_ Committee Review  
\_\_\_\_\_ 11/15/2022 \_\_\_\_\_ First Board Meeting (Informational)  
\_\_\_\_\_ N/A \_\_\_\_\_ Second Board Meeting (Action)

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

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

#### Notes:

Attachments:  
- Public Version of Refund Language





## 320 -- Admissions and Refunds

### 1.0 PURPOSE

Admission to the Des Moines Pool Metropolitan Park District (DMPMPD) is by membership (Annual, Semi-annual or monthly), punch pass, general admission, class registration, or complimentary “be our guest” pass. Passes are sold to individuals, families, and corporate entities.

### 2.0 POLICY

Memberships and pass holders will be provided with an identification card. Members and pass holders are required to present this card or their ID number to the cashier for inspection in order to gain admission to the facility. The cashier should examine the id card and the computer to determine if the holder is the appropriate person, that the card has not expired. A new pass may be completed at no charge if card does not depict the individual. If pass holder card has been lost, there is a \$5.00 fee to complete a new one. All fees, discounts and charges are subject to change by the Board at any time.

Patrons may also download the CivicRec App to their phone and use the barcode for access.

Lockers are provided free of charge for all members, but locks and all items must be removed at the end of the day.

### 3.0 ADMISSIONS

#### 3.1 General Single Use Admission

Admission by cash is available on a per visit basis. Patrons who desire to come back the same day must prove that they paid general admission by signing the sign out sheet before exiting earlier that day. If it is uncertain whether or not general admission was paid, the patron must re-pay to enter the facility. The fee varies according to the patron's age.

#### 3.2 Memberships. Membership packages include:

- a. **Family Membership:** includes any two adults 18 years of age and older residing in the same household and three children under the age of 18. Youth that turn 18 during the current year of a pass remain on the family pass until the expiration of the pass at which time the youth must then purchase his/her own adult pass. Exchange students may be added to a family pass, additional charges may apply. Fees for additional family members above five members.
- b. **Senior Memberships:** includes anyone 62 or older.
- c. **Disabled Memberships:** includes anyone who is considered disabled in accordance with Washington State and Federal guidelines. Acceptable proof is Social Security documentation, disabled vehicle registration, VA documentation, or doctor's documentation.
- d. **Adult Membership:** includes anyone 18 years or age or older.
- e. **Youth Memberships:** includes anyone under the age of 18 years of age.

#### 3.3 Use Passes

Use passes are for a specific number of visits and are available in each of the above age groupings. The passes can be used for either admission and/or exercise classes. Punch cards are not refundable and expire one year from the date of purchase. No time will be added for maintenance closure. A youth may use an adult punch card but an adult may not use the youth punch card.

### 3.4 Annual Pass Paid Monthly

Annual members can only pay annually and all payments must be made at the time of registration.

### 3.5 Contracted Use

Corporate passes are available for government, companies and schools. A monthly minimum and maximum charge will be determined at the time of sign-up. Names of approved swimmers should be supplied to the Pool Office. DMPMPD will bill the company/school/military on a monthly basis. Passes can also be issued to specific individuals as well. The corporate passes are not eligible for refunds and passes are non-transferable. Please check current schedule for pass prices and discounts. Rates are subject to change with the approval of the majority of the Board. No additional discounts may apply. No extensions shall be added for time closed for maintenance. Corporate passes are issued at a discounted rate depending on amount and frequency of use.

## 4.0 REFUNDS

**4.1 Annual maintenance.** There are no extensions for annual maintenance closure except if greater than 3 weeks.

**4.2 Reduced services.** The District GM (DGM) or designee can extend passes or issue refunds, if services have been reduced due to staffing shortages or other factors that reduce opportunities for usage. The DGM will look at the history of usage and/or other factors that may influence usage.

### 4.3 Refund Exceptions

Fees are non-refundable except under the following circumstances:

- a. Memberships will be refunded only on the basis that the individual moves away from the community or is permanently prohibited from use of the facility by circumstances beyond their control. The District defines this as 45 miles or more away from the facility. Memberships are not transferable and may not be extended or transferred for any reason.
- b. Upon completion of a Refund Request Form (**Appendix A or B**), the DMPMPD District General Manager will consider amendment or alteration of the terms of unexpired memberships or passes, based upon proof of exceptional medical conditions or proof of exceptional circumstances. Decisions concerning such requests will be made by the District General Manager with a right of appeal to the Board of Commissioners. Please allow five (5) business days for the refunds to be processed.

### 4.4 Service Fees

The District reserves the right to charge service fees to cover costs associated with processing refunds and lost revenue from people not being able to attend classes. Below are the programs and the associated service fees.

- Swim Lessons (Includes Parent and Child, Preschool, Levels and Adult Lessons) - \$10
- Passes (Include 10-visit, Memberships and Water Exercise) - \$10
- Certification and Training Courses (Include Lifeguarding and Swim Instructor) - \$25

### 4.5 Pro-Rated Refunds

Refunds will be pro-rated or not accepted after the following dates.

- Swim Lessons – No Refunds after first class and will be pro-rated \$10+Cost of One Class
- Passes – Pro-rated \$10 + remaining balance of pass
- Certification and Training Courses – Will not be Pro-Rated
- Daily Fee – Will not be refunded once enter water, unless the following affects majority of available time (Staff onsite will make the decision to refund or issue complimentary swim

passes):

- Fecal Contamination
- Safety Issue (Equipment Breakdown, Weather or Issue that Forces Closure of Pool)

#### 4.6 Use Passes

Use Passes are non-refundable.

#### 4.7 Complimentary Swim Pass

A complimentary swim pass may be given out in lieu of refunds. This pass may also be issued when guests come to tour our facility with the purpose of considering membership. Complimentary swim passes will be valid for no longer than one year and may be handed out by individuals authorized by the Aquatics Manager, District General Manager, and/or the Board of Commissioners. District staff will track the distribution of passes, to track the allocation of free services.

#### 4.6 Insurance Passes

The District now accepts insurance supported passes from the following companies ASH Link, Optum/United Healthcare and Tivity Health. These programs are reimbursed anywhere between \$2.50/\$3.00 per visit with a maximum of 10 visits per year. If a person does not maintain their availability to be covered by these programs, the District GM or designee reserves the right to place their passes on hold until the District is able to receive confirmation from the insurance program that the person is covered.

### 5.0 PERSONAL CHECKS

Personal checks will be accepted for Admissions and retail purchases for the amount of purchase only. There will be a **\$35.00 service charge** for all returned checks. No two-party checks will be accepted, and no payroll checks will be cashed.

### 6.0 REFUND PROCESS

Staff may take five (5) business days to make a decision and up to an additional 21 days to process and mail a check. Credit card refunds will be issued back to the card the charges were made upon, and no transfers are available to other cards or addresses that are not listed on their account.

### 6.0 ANNUAL RATE EVALUATION

Each year the board will review market factors such as minimum wage, cost of living, consumer price index and other factors to adjust fees and rates. Annual rate changes will be announced by April 30.

New rates will go into effect on services purchased after June 1<sup>st</sup> of each year.

## Appendix A

Des Moines Pool  
Metropolitan Park DistrictRefund Request Form  
Mount Rainier Pool

Date of Request: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Requester Name (If Other Than Participant): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Program Registered for: \_\_\_\_\_

Cost: \_\_\_\_\_ Amount Requesting Refund for: \_\_\_\_\_

Reason for request:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note- Refunds can take up to four weeks to be processed.*

## -----For Office Use Only-----

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Check Box) Approved \_\_\_\_\_ Denied \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Refund Processed Date: \_\_\_\_\_

If Denied Reasoning:

\_\_\_\_\_

## Appendix B

### Refund Request Form (DRAFT)

1. Please enter the following information

Name	<input type="text"/>
Address	<input type="text"/>
City/Town	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

2. Please provide the participant's information to help us locate the program you are requesting a refund?

Participant Name	<input type="text"/>
Program	<input type="text"/>
Dates Held	<input type="text"/>
Times Held	<input type="text"/>
Refund Amount Requested	<input type="text"/>

3. What is your reasoning for receiving the request?

4. I have read Policy 320 Administration and Refunds

☐ Yes

☐ No

(If not, please view Policy 220 Admissions and Refunds on the Mount Rainier Pool website ([mtrainierpool.com](https://mtrainierpool.com)) or click this link to view the policy <https://mtrainierpool.com/wp-content/uploads/FINAL-DMPMPD-320-Admissions-and-Refunds.pdf>)

REFUND PROCESS: Staff may take five (5) business days to make a decision and up to an additional 21 days to process and mail a check. Credit card refunds will be issued back to the card the charges were made upon, and no transfers are available to other cards or addresses that are not listed on their account.

Thank you for taking the time to complete this survey and we hope to be in touch soon.

District Management

Done

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e Assigned to: District GM

Meeting Date: 12/20/22

Under: Old Business

Attachment: Yes

**Subject:** Aquatic Feasibility Study Update

**Background/Summary:**

The District GM will make an update about the aquatics feasibility study including latest testing and land survey update.

(Message from architect #1) Attached please find a DRAFT of the schedule for the Mount Rainier Pool work. Please review and let me know if there are any questions/concerns as soon as possible.

To Note: this is loosely scheduled around the DMPMPD Board of Trustee Meetings. Additionally, jurisdictional coordination may require extra efforts for this project. This project schedule, to an extent, will be a living document and adjusted for any impacts by jurisdiction and/or Board of Trustee meeting dates.

(Message from architect #2) Scott – please emphasize that this schedule will likely change. A couple of our consultants have asked for more time, one based on the fact that they do not have enough as-built record information.

**Fiscal Impact:** Up to \$20k not covered by grants for potential land survey.

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

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

**Two Touch Rule:**        N/A        Committee Review  
       Various        First Board Meeting (Informational)  
       To Be Determined        Second Board Meeting

(Action)

**Action Taken:** Adopted        Rejected        Postponed       

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

**Notes:**

- Working Draft

[illegible]



## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8f Assigned to: District GM

Meeting Date: 12/20/22

Under: Old Business

Attachment: Yes

**Subject:** District Clerk Job Search

**Background/Summary:**

The District Clerk announced they were leaving the organization at the November 15 board meeting.

The District GM will announce where the district is in recruitment and continuity of operations.

**Fiscal Impact:** N/A

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

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

**Two Touch Rule:** \_\_\_\_\_ N/A \_\_\_\_\_ Committee Review  
\_\_\_\_\_ Various \_\_\_\_\_ First Board Meeting (Informational)  
\_\_\_\_\_ To Be Determined \_\_\_\_\_ Second Board Meeting

(Action)

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

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

**Notes:**

- District Clerk Job Description

## Job Description

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

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**Job Title:** District Clerk  
**Reports to:** District General Manager  
**Classification:** Part-time of approximately 25 hours per week  
**Type of Work:** 90% remote, 10% in-person for filing  
**Rate:** \$31.95-\$38.88/hour (plus additional 16% for benefits)  
**Open Until:** This position will remain open until position is filled.  
First review of applications on December 21, 2022.

### Background:

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

### Essential Functions:

#### Clerical (20%):

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

- Assist Board of Commissioners to ensure they have tools to do their jobs as needed.

#### Administration (60%):

- Process bi-monthly payroll for Mt. Rainier Pool employees, District GM, and District Clerk. Process payments and benefit payments, monthly commissioner compensation payments and quarterly excise payments.
- Prepare weekly accounts payable voucher and transmit to King County Treasurer in a timely manner to assure vendors are paid on time
- Assist District General Manager in performing non-complex data collection & research at request by the Board of Commissioners.
- Serve as liaison between The District, Financial Analyst, Vendors, King County Elections Office and King County Finance/Accounts Payable to ensure that all parties are receiving information in the manner that best helps them perform their tasks to ensure all district financial obligations are met in a concise and timely manner.
- As directed by the District General Manager, document standard work processes & maintain organized files for The District.
- Assist District General Manager in providing official District information to the public and other agencies upon request.
- Ensure accurate and timely verification by the receiver of goods and/or services received and execution of the invoice audit verification and payment process
- Provide detail to Board of Commissioners on monthly expenses as direct by the District GM.
- Maintain, and enter invoices and receivables into the Vision MS database.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Other Duties as Assigned.

#### Public Records (20%):

- Act as District's Public Records Officer to meet RCW 42.56.580
- Process, track and coordinate responses to public records requests to ensure timely and permissible responses and the dissemination of records consistent with city policies, the state's Public Records Act and other applicable regulations;
- Manage The District's public records and archives system.
- Develop and manage the process to respond to the public's request for documents per WA Access to Public Records requirements.
- Certifies official and legal documents of The District and attests to signatures as needed on minutes, payment voucher, resolutions and other documents.

## **Qualifications:**

### Knowledge of:

- Advanced skills in word processing, spreadsheets and database management and associated software;
- Legal requirements pertaining to the recording and preservation of all municipal actions;
- The Public Records Act and best practices pertaining to public disclosure laws, policies and procedures;
- State and other regulations relating to the management of public records, including retention requirements;
- Filing methods and systems, indexing and cross-indexing principles and techniques;
- Legal requirements pertaining to the issuance of municipal licenses and permits;
- Generally accepted office procedures and practices;
- Record keeping and filing systems and practices; and
- Local government functions and practices.

### Ability to:

- Maintain effective record keeping systems, following established policies and procedures;
- Interpret and apply federal, state and local regulations affecting areas of responsibility;
- Prepare minutes of meetings using word processing equipment;
- Understand and follow oral and written instructions of a complex nature;
- Use resourcefulness and tact in public contacts in explaining difficult procedures and regulations;
- Prepare detailed financial and statistical reports;
- Operate standard office machines such as computers and copy machines;
- Comprehend organization structure and personnel as relating to District or departmental policies or functions;
- Deal with the public tactfully and courteously in person and on the telephone; and
- Establish and maintain harmonious working relationships with other employees and the public.

### Education and Experience:

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

### Other Considerations:

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

**To Apply:**

To apply for the position, please complete a Cover Letter with Salary Expectations, Resume, Work History and three Professional References. Position open until filled. First review will be on December 21, 2022.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a Assigned to: District GM

Meeting Date: 12/20/22

Under: New Business

Attachment: Yes

Subject: 2023 Meeting Dates (Calendar)

#### Background/Summary:

The District schedules its meeting each year for communications, scheduling offsite and better transparency.

The District GM is recommending moving meetings to the fourth Tuesday of each month. This will help district staff provide more timely reports including financials from the previous month and being able to schedule quarterly staff reports earlier.

This is information only and the motion will be passed at the January 17, 2023 (Third Tuesday) meeting as a resolution to memorialize the schedule.

Other notes: I added budget hearing on November 14 that will be a separate meeting\*, and moved the meeting in December up to December 19, since the 26 is a state/federal holiday.

\* Public hearings are sent out to local publications.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only.

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

#### 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:

- Proposed 2023 Board Meeting Business Calendar

# BUSINESS CALENDAR

## DES MOINES POOL METROPOLITAN PARK DISTRICT

REGULAR BOARD MEETINGS - FOURTH TUESDAY OF EACH MONTH – 7:00PM

\*LOCATION: MOUNT RAINIER HIGH SCHOOL LIBRARY (2<sup>ND</sup> FLOOR, 22450 19 AVE S)

*\*Any changes of location will be listed on Mount Rainier Pool's Governance page and meeting's agenda.*

### REGULAR BOARD MEETINGS

January	17	7:00pm	Regular Board Meeting <ul style="list-style-type: none"><li>• District Business Calendar (A)</li><li>• District Bylaws Review (A)</li><li>• Board and Administration (A)</li><li>• Elect Officials (A)</li><li>• Designation of Auditing Officer (A)</li><li>• Appoint Committees (A)</li><li>• Approve Meeting Schedule (A)</li></ul>
February	28	7:00pm	Regular Board Meeting <ul style="list-style-type: none"><li>• 2022 Q4/EOY Aquatics Manager Report</li><li>• 2022 Q4/EOY Financial Report</li><li>• Policy and Procedural Review (I)</li><li>• WCIA Contract Review/Audit-OSHA Check (I)</li></ul>
March	28	7:00pm	Regular Board Meeting <ul style="list-style-type: none"><li>• Policy and Procedural Review (A)</li></ul>
April	25	7:00pm	Regular Board Meeting <ul style="list-style-type: none"><li>• 2023 Q1 Aquatics Manager Report</li><li>• 2023 Q1 Financial Report</li><li>• 2022 Financial Report to State (I)</li><li>• Proposed June Closure (I)</li><li>• 2023 Rate Increases (I)</li><li>• WCIA Contract Review/Audit-OSHA Check (A)</li></ul>
May	23	7:00pm	Regular Board Meeting <ul style="list-style-type: none"><li>• 2022 Financial Report to State (A)</li><li>• Proposed June Closure (A)</li><li>• 2023 Rate Increases (A)</li></ul>
June	27	7:00pm	Regular Board Meeting <ul style="list-style-type: none"><li>• WCIA Contract Review/Audit-OSHA Check (A)</li></ul>

July	25	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• Start of Budget Process/Hand Out Workbooks (I)</li> <li>• 2023 Q2 Aquatics Manager Report</li> <li>• 2023 Q2 Financial Report</li> </ul>
August	22	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• 5-Year Capital and Equipment Replacement (I)</li> <li>• Pool Operator Review Announced (I)</li> </ul>
September	26	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• No items at time of creating this calendar</li> </ul>
October	24	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• 2023 Q3 Aquatics Manager Report</li> <li>• 2023 Q3 Financial Report</li> <li>• Public Hearing: Budget and</li> <li>• Preview Preliminary Budget (I)</li> <li>• 5-Year Budget and Levy Certification Estimate</li> </ul>
November	14	7:00pm	Budget Public Hearing (Special Meeting) <ul style="list-style-type: none"> <li>• Levy Certification</li> <li>• Adopt 2023 Budget (A)</li> <li>• 2023 Levy Certification (A)</li> <li>• Substantial Need Ordinance (if needed)</li> </ul>
November	28	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• Budget Amendments (I)</li> <li>• Budget/Levy Adjustments (if needed)</li> </ul>
December	19*	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• Budget Amendments (A)</li> <li>• Proposed 2024 Meeting Calendar (I)</li> <li>• Bylaws (I)</li> <li>• Officers and Committees (I)</li> </ul>

*\*December meeting – Third Tuesday due to December 26 being a public/state holiday.*



## RETREATS

All will be scheduled at the meeting before the retreat. This is to best coordinate board and key individuals' availability to reduce rescheduled meetings. Meetings will be published with advance notice and will meet all OPMA/PRA requirements.

		T.B.D.	Q1 Board Retreat (Special Meeting) <ul style="list-style-type: none"><li>• Goal Review</li><li>• Goal Setting</li><li>• Review Mission, Vision, and Values</li><li>• Unsettled Business</li></ul>
		T.B.D.	Q2 Board Retreat (Special Meeting) <ul style="list-style-type: none"><li>• Budget Introduction/Calendar/Planning</li></ul>
		T.B.D.	Q3 Board Retreat (Special Meeting) <ul style="list-style-type: none"><li>• Budget Planning and Discussion</li></ul>
		T.B.D.	Q4 Board Retreat (Special Meeting) <ul style="list-style-type: none"><li>• Planning for 2024 (if needed)</li></ul>

### Notes:

All decisions made by District will be two touch rule:

1. (I) Informational: Information will be given to Board of Commissioners to develop viewpoints and questions. All questions will be referred to Committees.
2. (A) Action: The District will take action on items after the first two steps have properly helped vet the decision. In case of emergency, the District may elect to process a decision to help safeguard the District and its constituents.

If there is not a (I) or (A) next to the item, this means that there is no decision to be made, and no action required. These items are not subject to the two-touch rule and are usually information for the board and public. Committee meetings may be scheduled by the direction of the board or the District GM.

Board meetings moved to the Third Thursday of each month to better financials, move reports up to being the month before and overall better process management from District.

The items listed on the calendar are estimated, but business may change depending on priorities and urgency of other items that may pop-up throughout the year.

Finally, the District Board of Commissioners and Staff will do their best to plan ahead, but items may come up that cannot be adequately planned for. The District will take action, and properly try to take these items into account for future business calendars. The District will ensure that all notifications meet all legal and best practice requirements.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b

Assigned to: District GM

Meeting Date: 12/20/22

Under: New Business

Attachment: Yes

Subject: Bylaws Update

#### Background/Summary:

Each year the Des Moines Pool Metropolitan Park District's Board of Commissioners updates their Bylaws to ensure they match the operations of the district. Attached is a working copy that will be sent out to all board members.

The District GM requests that all edits are sent into them by January 3 at 10:00am. An editable draft will be sent out on Wednesday, December 21.

Any nongrammatical changes will be reviewed with the Policy and Procedure Committee and presented at the January 17 regular board meeting.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. First touch item.

Reviewed by District Legal Counsel: Yes        No        Date:       

#### Two Touch Rule:

<u>N/A</u>	Committee Review
<u>12/20/22</u>	First Board Meeting (Informational)
<u>1/17/23</u>	Second Board Meeting (Action)

Action Taken: Adopted        Rejected        Postponed       

Follow-up Needed: Yes        No        Report back date:       

#### Notes:

- DRAFT Bylaws 2023 Working Draft 12202022

# DES MOINES POOL METROPOLITAN PARK DISTRICT BYLAWS

## ARTICLE 1 NAMES

The name of this Metropolitan Park District is the Des Moines Pool Metropolitan Park District ("District" or "DMPMPD"). The name of the governing Board is the Des Moines Pool Metropolitan Park District Board of Commissioners ("Board"). All actions of the DMPMPD may be performed using the name "DMPMPD".

## ARTICLE 2 ROLE AND PURPOSE

The Role and Purpose of the DMPMPD is to discharge its responsibilities for providing pool facilities as a public service to the residents of the geographic areas included within the City of Des Moines.

## ARTICLE 3 ORGANIZATION

The DMPMPD is organized as a Special Purpose District under and in conformity with the constitution and laws of the State of Washington, specifically Chapter 35.61 RCW (Metropolitan Park Districts) as now enacted or as it may hereafter be amended.

## ARTICLE 4 GOVERNING BODY

- 4.1 Board Membership.** The Board shall consist of FIVE (5) voting members who shall be elected per RCW 35.61.050 (2). The DMPMPD Board positions shall be determined by the election laws governing Metropolitan Park districts
- 4.2 Vacancies.** In the event of a vacancy, the Board shall fill the vacancy in the manner provided by statute (RCW 35.61.050).
- 4.3 Compensation.** Commissioners shall receive compensation pursuant to RCW 35.61.150 for each day or portion of a day in actual attendance at official Board meetings or in performance of their official services or duties on behalf of the District (Resolution No. 2009-04)
  - 4.3.1 Stipend Waiver.** Board members can elect to waive their stipend in writing in advance of the meeting at which the stipend would be earned.
  - 4.3b Stipend Donations.** If a board member elects to donate their stipend, they must receive the stipend and donate it to the scholarship fund.

**4.4 Open Government Trainings Act.** The Open Government Trainings Act requires all elected officials to complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and RCW 40.14 related to records retention.

4.4.1 Each local elected official appointed to fill a vacancy in a local or statewide office, must complete a training course regarding the provisions as indicated above.

4.4.2 Officials required to complete training under this section may complete their training before assuming office but must:

- Complete training no later than ninety (90) calendar days after the date the official:
  - Takes the oath of office, if the official is required to take an oath to assume his or her duties; or
  - Otherwise assumes his or her duties as a public official.
- Complete refresher training at intervals of no more than four years for as long as he or she holds office.
- Training must be consistent with the Attorney General's model rules for compliance with the Public Records Act.
- Training may be completed remotely with technology including but not limited to internet-based training.

## **ARTICLE 5 ELECTED OFFICERS**

**5.1 Officers.** During the first regular meeting in January, the Board shall accept nominations and elect from its members a President and Clerk of the Board, which will fulfill the role of President and Clerk in accordance with RCW 35.61.120, and other officers as it may determine it requires who shall hold office until their successors have been duly elected.

**5.2 President.** The President shall be the presiding officer at meetings of the Board and will assure that an agenda is provided for each meeting and that the meeting will be conducted in accordance with the agenda. The President shall act as a spokesperson for the Board, and can sign all resolutions, contracts, and other instruments on behalf of the Board and as authorized by the Board. The President may make or second motions and may vote on any issue that comes before the Board.

**5.3 Clerk of the Board.** The Clerk of the Board shall assume the responsibilities and duties of the President in the absence or disability of the President. In accordance with RCW 42.24.180(3), the Clerk of the Board shall also oversee the approval of all checks or warrants issued in payment of claims.

## **ARTICLE 6 APPOINTED OFFICERS**

- 6.1 Attorney.** The Board shall appoint, at a regular meeting, an attorney who shall advise the Board and its appointed officers on legal matters and represent the District in all such matters.
- 6.2 Treasurer.** The King County Treasurer shall serve as the ex-officio Treasurer of the Board pursuant to RCW 35.61.180. The Board may appoint, at a regular meeting, a District Treasurer who shall advise the Board and its appointed officers on financial matters including investing the financial assets of the District with the County Treasurer's approval per RCW 35.61.18.

## **ARTICLE 7 POWERS AND DUTIES OF THE BOARD**

- 7.1 POWERS AND DUTIES.** The Board shall have all the powers and duties as authorized by the Washington State Constitution and the laws of the State of Washington including, but not limited to chapter 35.61 RCW.
- 7.2 DISTRICT GOALS AND OBJECTIVES.** The Board shall establish Goals and Objectives which will establish a long-range plan in relation to the District's facility needs. In addition to the facility, the plan/goals and objectives should consider programs and the financing necessary to achieve these goals. The Goals and Objectives shall be reviewed annually and modified by the Board to reflect changes in the District and community's environment and needs. Goals and objectives will be presented to the board at the first retreat of each year.
- 7.3 DISTRICT POLICIES AND RULES.** The Board shall adopt policies and rules as necessary for the operation of the District and its facilities. These policies may include the following:
- a. Rules of conduct for patrons of the District's facilities.
  - b. The relationship of the District General Manager ("DGM") to the Board and the responsibilities of the DGM and District operation.
  - c. Policies concerning the administration of District personnel.
  - d. Programs offered to the district's patrons' hours of operation, maintenance and closures.
  - e. The financial policy of the District, an annual budget, tax levies and rates for the use of District facilities.

## **ARTICLE 8 COMMITTEES**

**GENERAL PROVISIONS.** Generally, the Board acts as a committee of the whole. The President may recommend the creation of *ad hoc* committees to facilitate the conduct of the Board's affairs. Members of *ad hoc* committees will be nominated by the President and appointed by the Board.

## **ARTICLE 9 MEETINGS OF THE BOARD OF COMMISSIONERS**

- 9.1 GENERAL PROVISIONS.** The DMPMPD is a Washington Municipal Corporation, and is subject to RCW Chapter 42.30, The Open Public Meetings Act, RCW Chapter 42.23, the Code of Ethics for Municipal Officers, and RCW Chapter 42.56, the Public Record Act. as each is now enacted or as it may hereafter be amended.

**9.2 REGULAR MEETINGS.** Regular business meetings of the Board will be held on the fourth Tuesday of each month at 7:00 PM at the Mount Rainier High School Library (22450 19<sup>th</sup> Avenue So.).

**9.2.1 Holidays.** If a regular Council meeting falls upon a legal (state/federal) holiday, the meeting will be held the subsequent business day. See [RCW 1.16.050](#) for more information.

**9.2.2 Hybrid Meetings.** All District meetings are currently being held where patrons and members of the community can attend virtually. This allows members of the community, staff and board members to attend all meetings by phone or virtually (computer) link for members of the community to view or participate in the meeting. For efficiency the board will request public members to email their remote questions or comments by noon on the day of the meeting, if they cannot attend in-person.

**9.2.2.a In-Person.** Members of the community and board members should notify the District General Manager (DGM) if they wish to attend the meeting in-person. Please notify the DGM by noon of the day of the meeting. This notification is due to the Mount Rainier High School (meeting location) being a secure building after hours. This allows staff to be prepared to grant access to the building. A sign with a contact phone number will be posted at the front door.

**9.2.3 Consent Agenda.** Each regular board meeting will include a consent agenda. The consent agenda will include routine/"housekeeping" items including minutes from previous meetings, vouchers and district reports. Commissioners have the ability to modify the consent agenda during the Adoption/Modification phase of the meeting. A majority of the board must vote to modify the consent agenda, Voting consists of accepting the consent agenda and voting on the vouchers.

**9.2.4 Reports.** A financial report and aquatics manager report will be presented quarterly. Below is a list of tentative dates reports will be produced. A month of preparation time is included for reports to be properly produced.

- Quarter 1 (January-March) – April board meeting
- Quarter 2 (April-June) – July board meeting
- Quarter 3 (July-September) – October board meeting
- Quarter 4 (October-December) – January board meeting

**9.2.5 Public Hearing.** A budget and levy certification hearing will be held the second Tuesday of November at 7:00pm. This is to allow ample time to send in signed levy and budget certification documents to King County.

**9.2.6 Minutes.** Minutes will be sent to board members for their review as soon as they are completed by the District Clerk. Minutes will be voted on at the next month's regular board meeting.

**9.3. PROHIBITED CONDUCT-** Commissioners Shall Not:

**9.3.1.** Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity or incur an obligation of any nature that is in conflict with the proper discharge of the District's duties.

**9.3.2.** Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the the comissioner, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person

beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.

- 9.3.3.** Use the commissioner's position to secure special privileges or exemptions for the commissioner, or others.
- 9.3.4.** Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the District, for a matter connected with or related to the commissioner's services unless provided for by law.
- 9.3.5.** Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the commissioner, or be considered as part of a reward for action or inaction.
- 9.3.6.** Accept employment or engage in business or professional activity that the commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- 9.3.7.** Neither disclose confidential information gained by reason of the commissioner's position, nor may the commissioner otherwise use such information for the commissioner's personal gain or benefit.
- 9.3.8.** Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the District, where such assistance is, or to a reasonable person would appear to be, enhanced or affected by the commissioner's position.
- 9.3.9.** Employ or use any District employee or other person, District funds or money, or District property under the commissioner's official control or direction, or in the commissioner's official custody, for the private benefit or gain of the commissioner, an employee of the District, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of District functions or the commissioner's duties, or otherwise allowed by law.
- 9.3.10.** Use the facilities, personnel or resources of the District to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17A.555.
- 9.3.11.** Participate, by voting or otherwise, in any issue that comes before the Board of commissioners, when the commissioner has any direct or indirect personal or financial stake in the outcome of the matter.
- 9.3.12.** Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of the District, if concurrently serving on the Board.

**9.4. RECOMMENDED CONDUCT** - At All times a commissioner Should:

- 9.4.1.** Respect and comply with the law.
- 9.4.2.** Act at all times in a manner that promotes public confidence in District.



- 9.4.3. Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
- 9.4.4. Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- 9.4.5. Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- 9.4.6. Have the courage to do what is right and stand up for those without power or authority.
- 9.4.7. Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- 9.4.8. Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- 9.4.9. Lead by example.
- 9.4.10. Never forget that public office requires public trust and confidence.

## 9.5. EXCEPTIONS.

- 9.5.1. A commissioner is allowed by state statute to be financially involved in a contract with the District, so long as payment to the commissioner or his/her business does not exceed \$1,500.00 in any calendar month, provided that such commissioner shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the governing body and noted in the minutes before formation of the contract.
- 9.5.2. A commissioner may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).
- 9.5.3. A commissioner is not deemed to have an interest in a contract, as those terms are used herein, if the commissioner has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a nonsalaried officer of a nonprofit corporation, the interest of a mere employee of a contracting party, where the compensation of that employee or commissioner consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a commissioner who attempts to influence, or does influence other district officers with respect to entering into the contract.

## 9.6 ABSENCES. Board members will inform the District Clerk if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Board member as having an excused absence unless the Board approves a motion declaring the absence to be unexcused.

9.6.1 Remote Participation. Remote includes virtual (online) or by phone. A commissioner that participates remotely is no longer considered an excused absence. The District Clerk will note in the meeting minutes the remote participation of a commissioner.

- 9.7 SPECIAL MEETINGS.** Special meetings may be called according to the provisions of RCW 42.30.080 as now enacted or as it may hereafter be amended.
- 9.7.1 Public hearings. Public hearings will be posted to local media, two business days before the meeting.
- 9.8 EXECUTIVE SESSIONS.** The Board may hold Executive Sessions for all purposes authorized by RCW 42.30.110 as now enacted or as it may hereafter be amended.
- 9.9 QUORUM.** A majority of the members of the Board will constitute a quorum.
- 9.10 TWO TOUCH RULE.** In order to allow the Board adequate time to consider issues prior to final decisions, the District Board and Staff should abide by the “Two Touch Rule”.
- a. First meeting informational
  - b. Second meeting for approval/denial
- 9.11 PARLIAMENTARY PROCEDURE.** Deliberations of the Board shall be guided by the rules of procedure for small boards established in the latest edition of *Roberts Rules of Order, Newly Revised* where those rules are not inconsistent with State law or these Bylaws.
- 9.12 AGENDA PACKETS. Commissioners will be emailed a copy of their packets, the Thursday before each meeting. If staff needs additional time, they will notify the board by email. The agenda packet will be posted online, while paper copies of the agenda will be posted at the Mount Rainier Pool and District Offices. Board members may personally retrieve their agenda packets from the Mount Rainier Pool front desk. Board members should alert the District General Manager at least 2-business days before they pick up their packet.

## **ARTICLE 10 AMENDMENTS**

These Bylaws may be amended by resolution of the Board at a regular meeting. Bylaws will be reviewed at the final regular board meeting at the end of each year in order for the Board to review processes and adopt new ones if needed.

Adopted this \_\_\_\_17\_\_\_\_ day of \_\_\_\_January\_\_\_\_ 2023.

DES MOINES POOL METROPOLITAN PARK DISTRICT COMMISSIONERS

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Shane Young  
President and Commissioner

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Joe Dusenbury  
Clerk and Commissioner

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Gene Achziger  
Commissioner

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Holly Campbell  
Commissioner

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Shane Stender  
Commissioner

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9c Assigned to: District GM Meeting Date: December 20, 2022

Under: New Business

Attachment: No

**Subject:** Board Officers and Committees

#### Background/Summary:

The first meeting of the year, the board votes to name the President and the Clerk of the Board.

Per [RCW 35.61.120\(1\)](#) and [District Policy and Procedure 220-3.1.5](#), the Des Moines Pool Metropolitan Park District (District) will hold elections for its President of the Board and Clerk of the Board for 2023.

The President of the Board will preside at each Board Meeting and ensure the meeting is conducted in accordance to the published agenda. The President may sign on behalf of the Board any contract, resolutions and other instruments that were approved by the Board. In the President's absence, the Clerk of the Board will preside at the Board Meeting.

Clerk of the Board, preside at Board Meetings in the President's absence. Approve vouchers for payment, oversee compliance with public records disclosures.

This is informational only with a formal vote and a Resolution 2023-01 Appointing Board Officers to memorialize the decision to meet the RCW's, District Policy and Procedure, and District Bylaws.

**Fiscal Impact:** N/A

#### Proposed Motion: (*Motion for 1/17/23*)

I move to approve Resolution 2023-01 Appointing Board Officers to formalize the appointment of \_\_\_\_\_ to the office of President and \_\_\_\_\_ to the office of Clerk of the Board.

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

<b>Three Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>12/20/2022</u>	<b>First Board Meeting (Informational)</b>
	<u>01/17/2023</u>	<b>Second Board Meeting (Action)</b>

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

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

#### Notes:

No attachments.