



## Des Moines Pool Metropolitan Park District

January 17, 2023

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: 829 0996 4099 Passcode: 548940 Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org). Public comments will be due by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by noon on the day of each meeting. This is due to the hybrid format of the meetings.*

### AGENDA

7:00 1. CALL TO ORDER ROLL CALL

7:03 2. PLEDGE OF ALLEGIANCE

7:06 3. ADOPTION/MODIFICATIONS OF AGENDA

4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

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

*Hybrid Meeting: If you are unable to physically attend and wish to make public comment, please submit in writing via email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by Noon on Tuesday, January 17th. Please include your name, address, and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting. (Note-MRHS has strict security, please call (206) 429-3852, if you need physical access to the meeting.)*

7:15 6. CONSENT AGENDA

a. EXPENDITURE/REVENUE SUMMARY NOVEMBER

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

December 20, 2022

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$9,119.45 was processed in December for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$46,571.85 was processed in December for payroll

7. EXECUTIVE SESSION

a. HSD Lease Update

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

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's 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. Board Officers (Resolution 2023-01)
- 7:30           b. Board Committees (Resolution 2023-02)
- 7:35           c. Meeting Times & Locations (Resolution 2023-03)
- 7:40           d. Policy 101, Bylaws
- 7:45           e. Policy 320, Admissions & Refunds
- 7:50           f. Policy 340, Financial Aid/Scholarship
- 7:55           g. Aquatic Feasibility Study Update
- 8:05           h. District Clerk Update

## **9. NEW BUSINESS**

- 8:10           a. Insurance Policy
- 8:20           b. Lead Head Lifeguard (Recommended Change)

## **UPCOMING MEETINGS (Dependent on Item 8c)**

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

## **ADJOURNMENT**

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

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# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g Assigned to: District Clerk/GM Meeting Date: January 17, 2023

Under: Consent Agenda Attachment: Yes

Subject: Consent Agenda

### Background/Summary:

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

Item 6a: Financial Summary

**Expenditures** November 2022: Total **\$78,626.26**

Admin Expenditures = \$26,612.14 Ops Expenditures = \$52,014.12 Capital Expenditures = \$0.00

**Revenue** November 2022: Total **\$116,186.43**

Property Tax & Int = \$111,338.13 Misc Revenue = \$00.00 MRP Revenue = \$3,239.00 Transfer to Cap = \$00.00

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- December 20, 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 **\$9,119.45** were approved for payment

- \$4,482.73 was processed on December 5, 2022
- \$4,636.72 was processed on December 28, 2022

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$46,571.85** were processed for payment

- \$22,475.35 was approved for payroll on December 11, 2022
- \$24,096.50 was approved for payroll on December 30, 2022

A total of **\$55,691.30** was processed in December 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 December 2022 totaling **\$55,691.30**.

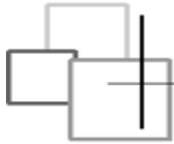
**Reviewed by District Legal Counsel:** Yes ☐ No ☒ Date: \_\_\_\_\_

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

**Action Taken:** Adopted Rejected Postponed

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

**Notes:**



# 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 - November

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Fund</b>						
001-000-000-334-05-10-01	SEEK Grant	\$0.00	\$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	\$822.97	\$11,480.92	\$21,000.00	54.67 %	\$9,519.08
001-000-000-576-20-10-01	District Manager - Wage	\$6,271.21	\$66,336.82	\$95,500.00	69.46 %	\$29,163.18
001-000-000-576-20-10-02	District Clerk -Wage	\$3,940.52	\$32,337.46	\$32,168.14	100.53 %	(\$169.32)
001-000-000-576-20-21-19	Payroll Taxes (Admin)	\$2,533.13	\$30,187.43	\$41,995.79	71.88 %	\$11,808.36
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS) & Taxes (Admin)	\$6,138.36	\$29,610.54	\$12,799.13	231.35 %	(\$16,811.41)
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,464.00	\$2,000.00	73.20 %	\$536.00
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	\$75.00	\$75.00	\$5,000.00	1.50 %	\$4,925.00
001-000-000-576-20-41-02	Web Design & Maintenance (BTown)	\$195.00	\$4,680.00	\$2,000.00	234.00 %	(\$2,680.00)
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$302.50	\$9,133.75	\$14,000.00	65.24 %	\$4,866.25
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	\$0.00	\$6,688.81	\$10,000.00	66.89 %	\$3,311.19
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,643.35	\$16,216.69	\$22,000.00	73.71 %	\$5,783.31
001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$900.00	\$0.00		(\$900.00)
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	\$7,892.50	\$2,500.00	315.70 %	(\$5,392.50)
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	\$3,215.50	\$3,944.27	\$4,000.00	98.61 %	\$55.73
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$360.03	\$1,422.62	\$2,000.00	71.13 %	\$577.38
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)	\$56.07	\$810.27	\$460.00	176.15 %	(\$350.27)
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	\$1,580.00	\$2,000.00	79.00 %	\$420.00
<b>Pool Facility</b>						
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$7,806.40	\$61,706.75	\$84,000.00	73.46 %	\$22,293.25
001-000-000-576-21-21-19	Payroll taxes (Ops)	\$8,480.48	\$104,537.26	\$140,794.61	74.25 %	\$36,257.35
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS) & Taxes (Ops)	\$0.00	\$19,927.05	\$42,849.25	46.51 %	\$22,922.20
001-000-000-576-21-25-01	Aquatic Coordinator	\$4,345.29	\$62,491.06	\$126,000.00	49.60 %	\$63,508.94
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	\$6,892.63	\$120,248.42	\$217,360.00	55.32 %	\$97,111.58
001-000-000-576-21-30-02	Instructors	\$11,847.07	\$72,087.34	\$95,000.00	75.88 %	\$22,912.66
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)	\$1,932.26	\$11,139.92	\$3,500.00	318.28 %	(\$7,639.92)
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$291.14	\$2,682.17	\$5,000.00	53.64 %	\$2,317.83
001-000-000-576-21-32-02	Head Lifeguards	\$617.89	\$31,143.91	\$38,601.76	80.68 %	\$7,457.85
001-000-000-576-21-33-00	Sick Pay	\$778.28	\$5,947.96	\$1,622.40	366.61 %	(\$4,325.56)
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	\$6,252.26	\$7,200.00	86.84 %	\$947.74
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	\$6,068.96	\$7,700.00	78.82 %	\$1,631.04
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)	\$90.67	\$1,128.61	\$1,750.00	64.49 %	\$621.39
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	\$0.00	\$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)	\$2,703.42	\$96,295.53	\$99,000.00	97.27 %	\$2,704.47
001-000-000-576-21-47-02	Water (Highline)	\$540.34	\$6,148.61	\$9,000.00	68.32 %	\$2,851.39
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$1,932.26	\$5,960.29	\$2,500.00	238.41 %	(\$3,460.29)
001-000-000-576-21-47-04	Sewer (Midway)	\$771.76	\$3,313.88	\$4,000.00	82.85 %	\$686.12
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)	\$1,481.67	\$50,279.91	\$100,000.00	50.28 %	\$49,720.09
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)	\$369.52	\$10,202.85	\$6,000.00	170.05 %	(\$4,202.85)
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)	\$31.44	\$440.16	\$1,540.00	28.58 %	\$1,099.84
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>\$52,014.12</b>	<b>\$729,214.56</b>	<b>\$1,179,526.89</b>	<b>61.82 %</b>	<b>\$450,312.33</b>
<b>Total Administration</b>		<b>\$78,626.26</b>	<b>\$1,058,121.52</b>	<b>\$1,566,072.46</b>	<b>67.57 %</b>	<b>\$507,950.94</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>\$78,626.26</b>	<b>\$1,134,327.97</b>	<b>\$1,732,572.46</b>	<b>65.47 %</b>	<b>\$598,244.49</b>
<b>Grand Totals</b>		<b>\$78,626.26</b>	<b>\$1,134,327.97</b>	<b>\$1,732,572.46</b>	<b>65.47 %</b>	<b>\$598,244.49</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 - November

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	\$109,269.47	\$1,070,179.86	\$0.00		(\$1,070,179.86)
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	\$1,409.30	\$6,026.61	\$0.00		(\$6,026.61)
<b>Total Taxes</b>		<b>\$110,678.77</b>	<b>\$1,076,206.47</b>	<b>\$0.00</b>		<b>(\$1,076,206.47)</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	\$2,068.66	\$12,650.63	\$0.00		(\$12,650.63)
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	\$532.00	\$51,292.35	\$0.00		(\$51,292.35)
001-000-000-369-81-00-04	MRP Credit Card Deposits	\$2,707.00	\$46,916.85	\$0.00		(\$46,916.85)
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$200.00	\$1,462.00	\$0.00		(\$1,462.00)
<b>Total Miscellaneous Revenues</b>		<b>\$5,507.66</b>	<b>\$151,739.14</b>	<b>\$0.00</b>		<b>(\$151,739.14)</b>
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$19.49	\$0.00		(\$19.49)
<b>Total General Fund</b>		<b>\$116,186.43</b>	<b>\$1,252,965.10</b>	<b>\$0.00</b>		<b>(\$1,252,965.10)</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>\$116,186.43</b>	<b>\$1,252,965.10</b>	<b>\$75,000.00</b>	<b>1,670.62 %</b>	<b>(\$1,177,965.10)</b>



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

**To: District Board Commissioners**

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

**Subject: December 23, 2022-January 6, 2023, District General Manager Reports**

### **WEEK OF DECEMBER 23, 2022:**

#### **INCLEMENT WEATHER**

As you all know, this week was a challenging weather week, especially with the holidays.

- Tuesday, December 20: SMAC cancelled their practice on Tuesday night, so I approved Jared closing the pool at 7pm. The roads were starting to get slick and there would have been minimal lap swimmers from 7-8pm
- Wednesday, December 21: All three aquatic exercise certified instructors were unable to come in, and we had minimal staff that could cover the facility, so we cancelled water exercise that morning. Due to the lateness of receiving notification, we had to make the announcement around 9am and offered people the opportunity to water walk instead.
- Friday, December 23 (CLOSED): Due to forecasted frozen rain and high winds on Friday, we decided to close the building for the entire day. Below is a link to the message that was sent out. Quentin is also working to contact our rental groups.
  - <https://createsend.com/t/d-92365AC45CDA22AF2540EF23F30FEDED>
- Power Outage Checks: We will have staff check on the building over the weekend, as power outages can affect the pool equipment. We are only asking staff to do this if the conditions are safe.

#### **BOARD MEETING FOLLOW-UP**

Below are items from last night's meeting.

- Minutes – I sent out edits for the meeting. Please have them back by 1pm on Monday, January 2<sup>nd</sup> at 10am.
- AIS 9d KCYAS – I sent out the updated AIS and supporting attachment on Wednesday morning.
- Edits – I also sent edits out for the Bylaws, Refunds and Scholarships on Wednesday afternoon. After sending them, I did notice that I posted the edits to section 9.3.7 in the Bylaws section accidentally. With all the documents being sent out, I decided to wait until after edits were received to fix this.
- Insurance – I contacted Enduris and they said they may not be able to get a quote in time, but are going to check. They will let me know. This is still a good process to start for when our insurance expires.
- January 17 Board Meeting – Just a reminder that our January 17 board meeting will be the regular scheduled third Tuesday at 7pm at the MRHS library. We will make decisions at that meeting about future dates, times and locations.
- Signatures – I will wait until after the holidays and send out signatures for this meeting, which will include the November 18 meeting minutes and resolution 2022-08 budget amendment. It is important to get signatures in a timely manner to post on the website. If you are having trouble receiving these emails, let me know.

#### **SWIM LESSON PARENT EMAIL**

We received the following email from a parent. We are going to spread out registration a little later in the evenings to help accommodate this. Below is the exchange.

#### **EMAIL FROM PARENT:**

Hi!

I hope you have a happy holiday season. I just want to point out some things that should be addressed with the availability of swim lessons enrollment. I am a taxpayer of Des Moines. I work full time and cannot hold a phone line or wait in line for hours in person just to be told that you do not have a space for my children to be accommodated and that we are waitlisted ( again for nth time). I am happy to know you have more

opportunity for kids to learn but I think you need to open opportunities for parents who work and be able to schedule our children or enrolled again when our schedule permits us or where our schedule permit us. I feel as though my children are not given equal opportunity because of my work and schedule. They have been waitlisted and we are called when we have scrambled for another activity for them to participate in. I truly hope you consider this. I have been a resident here since 2017 and this has not changed. For small families without adequate extended family or social support, it has really been a challenge for me to have my children participate in your pool lessons.

FROM DISTRICT GM:

Dear <NAME REDACTED>

Thank you for your feedback and I understand how it can be frustrating to get into our lessons as we have limited spaces.

We are working to make swim lessons more accessible for residents and would like to take your feedback to continue to improve the process. For weekday lessons, we normally offer registration on evenings during lessons so parents can re-enroll their children. This is usually 4-6pm, but we are looking at moving this back to 5-7pm on weekdays starting in March. We will also have Saturday registration between 8:30-11am. Do both of the new times work for you? If not, what do you recommend? (Please be aware that some of our staff that assist patrons cannot work past 7pm due to minor work regulations.)

Again, we are working to focus more on residents of Des Moines and Normandy Park, and apologize that you were unable to get into lessons. We are also working to see if we can get additional staff trained and to teach.

Can you also provide what levels you were waitlisted, the name of the waitlist participant, and when you made the request?

Finally, we will do what we can to get you into lessons, and will take your feedback to improve the process. Thanks again for your feedback,

RESPONSE FROM PARENT:

Thank you so much for replying to my email, Mr. Deschenes. I really appreciate that you acknowledged my concerns. My children stopped swimming there when the pandemic started. Since then, it has been a challenge for me to get them back. When lessons reopened, we waited in line but did not make it to the list. I cannot wait for the staff to call me and so we utilized and paid for membership and lessons. We tried again last summer but by the time I received a call back, we had already made plans to keep our boys active or planned a vacation.

I believe 5-7 pm is achievable. I think that adding staff to accommodate more kids and rotating opportunities for families so we do not have to be in waitlist because we cannot be there and get a number near 10 to get a slot for our children.

I am open to suggestions . I just want to hear about equal opportunities for the families to have a good chance in swimming. My kids love to swim. It's something they really enjoy. If it will be their way to keep healthy, fit , gain friends and sportsmanship, I would like for them to have the chance to learn there because I think we deserve to be there.

Again, thank you so much for hearing me out. I look forward to more chances for all our kids in this community.

## **LIFEGUARD TRAININGS**

Jared led two trainings over the break. First, we hosted a lifeguard recertification course that had six participants and we had a blended lifeguard class that hosted six. Both classes were well-attended and should help us grow our capacity.

## **STAFF IN-SERVICE**

Staff held their in-service on Saturday, December 17. In-services are held once a month to ensure staff are adequately prepared for emergency situations. Jared shared the an outline of the December 17 in-service to show what the staff works on those trainings.

4:00 PM: Introduction and 200-yard swim w/ brick test

4:20 PM: Spinal Turns & Checking for breathing

- Spinal turn X's and O's
- SAMPLE acronym during rescue
- How to determine when to speed board (breathing, not consciousness)
- Deep and Shallow water practice

5:15 PM: Checking for breathing on real person (Adult, Child, Infant)

- Have individuals find pulse on multiple people, not same partner (find the pulse while laying down w/ airway closed)
- Where to find the pulse on the neck and wrist
- Where the rescuers ear should be in relation to victim's mouth during vitals check

5:30 PM: Pop Dives and rescue urgency lecture

5:40 PM: Discussion

- Need to complete skills check before returning to work from any break
- Manners w/ Jared and Quentin's Desk and Chair
- How evaluations work 2023/ how to get a raise:
  - o 520 hours/ year (avg. 10 hrs per week)
  - o Good/ Passing Evaluation
  - o 6+ months of working here
- Inservice starting 2023: If you work anytime during the month, you are required to show up for in-service that month. If you miss in-service: must complete an additional "make up" skills check and return memo signed
- Employee of the month: Hugh Lyon – hard working, always does as asked
- Sub Hours: 1: Searely Camarillo 2: Ethan Sotheron 3: Peter Johnson

5:50 PM: Clean Up pool and closing tasks

## **ONSITE STAFF INGENUITY**

On Saturday, December 17, we almost had to cancel the Wibit swim due to the locks being frozen. As you know we have had unusually cold weather. Luckily the staff was able to get it open, although behind schedule, they found a way to get the inflatable setup for the Open Swim.

## **HOLIDAY HOURS**

Just a reminder that the pool will be closed on Saturday and Sunday, December 24 & 25. Full-time staff will have Monday, December 26 off, but the pool will be open regular hours. For the following weekend, we will have special hours from 11am-1pm on Saturday, December 31 and be closed Sunday, January 1. (Normally closed on Sundays). Full-time staff will have Monday, January 2 off, but the pool will be open regular hours.

## **RESEARCH**

- Corrosion prompts new repair work at Federal Way Community Center (Federal Way Mirror) - <https://www.federalwaymirror.com/news/corrosion-prompts-new-repair-work-at-federal-way-community-center-pool/>
- A big-picture year in public finance (Governing) - <https://www.governing.com/finance/a-big-picture-year-in-public-finance>
- Pool Pizzazz (Recreation Management) - [https://recmanagement.com/feature\\_print.php?fid=202211FE02](https://recmanagement.com/feature_print.php?fid=202211FE02)
- Light installations in cities are more than just a holiday attraction (MRSC/SmartCitiesDive) - <https://www.smartcitiesdive.com/news/lights-installations-cities-public-art-placemaking/639021/>
- The promise and politics of pickleball (Governing) - <https://www.governing.com/community/the-promise-and-politics-of-pickleball>

## **WEEK OF DECEMBER 30, 2022:**

### **NEW YEAR'S EVE HOURS**

We will be open on Saturday, December 31 from 11am-1pm for public swims and closed on Sunday, January 1 (although we are not usually open on Sundays at this time). We will be open regular hours for all other days.

### **WINTER SCHEDULE**

As discussed at the December 20<sup>th</sup> board meeting, we have extended our schedule through February 28, but needed to publish a schedule of hours before swim lessons start on January 21. The only change will be making minor adjustments to accommodate swim lessons. All other major changes are pushed until March 1. See link to schedule update. <https://mtrainierpool.com/upcoming-events/schedule-update-january-2-20/>

### **SWIM MEETS**

We will be hosting swim meets on January 10, 17 and 19. This will mark the end of meets until Fall of 2023, besides private lessons.

### **SWIM LESSON UPDATE**

We will be combining two Level 4 classes and replacing it with a Level 1 class. Quentin is also working next week to see if he can get any other staff to commit to teach lessons as we do not want to offer services that we cannot consistently accommodate. We will update you next week.

### **MECHANICAL ISSUES**

The mechanical issues I emailed this week are resolved, but we are going to see what the root cause is. It usually occurs after power surges, but we want to see what preventative actions we can take. We will let you know more, when we have more concrete information.

### **WEATHER**

As you know we decided to be proactive and close on Friday, December 23 due to the forecasted ice storm. It turned out to be the right decision. On Tuesday, December 27, we put out an advisory to call ahead before visiting due to forecasted high winds, as power outages can affect the pool equipment, and our pool has no emergency lights if a power outage occurs during public swims (although we do have an EAP for these situations).

### **BANNERS**

Staff is going to start putting up the banners. They will be putting them up over the next couple of days. If you see some gaps, it is due to banners that will be raised at future events.

### **OFFICE MOVE**

Staff is taking the first batch of items to storage. We had our first load of boxes that were transferred this week. We will also be going through storage to see what can be removed to clear up more space.

## KCYAS GRANT

I completed the paperwork for the grant before the December 31 deadline for \$5,000. We had already been awarded it, but needed to get the paperwork in. This was discussed at the December 20 board meeting.

## OFF

I am technically off today and tomorrow. I hope you have a Happy New Year 🌸

## RESEARCH

- Lifeguard Training: Getting in the Mix (Aquatics International)  
- [https://www.aquaticsintl.com/lifeguards/lifeguard-training-getting-in-the-mix\\_o](https://www.aquaticsintl.com/lifeguards/lifeguard-training-getting-in-the-mix_o)
- Top Trends in Parks and Recreation in 2023 – See Community Anchors (NRPA Magazine)  
- <https://ezine.nrpa.org/nrpa/ParksRecreationMagazine/january-2023/index.php#/p/40>
- Prairie Village takes step toward community center survey <w/ video> (Shawnee Mission Post)  
- <https://shawneemissionpost.com/2022/12/20/prairie-village-community-center-2-189758/>

## WEEK OF JANUARY 6, 2023:

## BOARD STIPENDS

I forgot to mention this in last week's report, but we missed entering the stipends into the last payroll. They will be rolled over to the next payroll. All payroll activities beyond this are on schedule for staff.

## MEETING TIME AND LOCATION UPDATES

I have gone through the first list of potential meeting sites with no luck. I am going to reach out to additional locations. I also spoke with Commissioner Campbell and she had no objections to moving meetings to the fourth Tuesday in February. We will discuss this more at our next meeting on Tuesday, January 17 at 7pm at MRHS's Library/Online.

## NEW STAFF

The District has hired Emmitt Sevores as the Lead Head Lifeguard. He will be handling lifeguard trainings and swim lessons among other duties. He joins our other new lead staff including Max Weir and Searly Camarillo, who have taken on some of the permanent, part-time positions.

## DISTRICT CLERK SEARCH

I have shortened the list from 85 to 7 preliminary online interviews. The seven have strong financial backgrounds that are needed for this position. I also have a secondary list of people in case the preliminary list do not work out that have administrative assistant and record keeping backgrounds. I hope to have these interviews sometime next week depending on availability.

## DISTRICT CLERK PROCESSES

We are playing catchup on the processes. Linda is doing a great job of getting the financials back, but this will probably not be completed until the end of January. We want to get things back to normal as much as possible before hiring the next District Clerk.

## ECAC

Evergreen's closure was extended until February, so we will be hosting all of the swim teams for additional time. We are working with the school district to open some early morning practices. They are trying to finalize buy-in on their teams end to see if it is possible. These practices do not include early morning public usage, as we still are on pace for a March early morning hours schedule adjustment. They have not approached us about hosting any additional meets at this time.

## **SWIM LESSON UPDATE**

Quentin merged two level four classes together and will be able to fill that class with waitlist participants. We only have a few upper level classes with one spot available, and have around 186 of the 190 spots filled. With HSD requesting early morning hours, it will be difficult to add any classes.

## **MAINTENANCE UPDATE**

- Water Bottle Issue - We have a water bottle that was sucked down into the strainer area that gets sucked back into the pipes when we turn off the flow. Jared is working with Aquatic Specialties to have it removed.
- Shower Temperature Concerns - We received a couple of complaints from patrons about the shower temperatures. We reached out to MacMiller and they tested the system. There were no changes. We do get complaints when the air temperature changes outside as it can affect people's perceptions.
- Air in System/Power Outages - We are also reaching out to Aquatic Specialties about issues with air in the system and power outages that cause us to shutdown every once in a while.

## **FIRE INSPECTION**

The fire department came out and had us make two changes. First, someone had taken down our capacity signage, which has been updated. Second, we had surplused additional chlorine tablets due to chlorine storage. We needed to post chemical signage. The signage has been ordered and should be posted early next week when they arrive. We will send a formal response to the fire district once resolved.

## **SCHOLARSHIP/REFUND/BYLAW CHANGES**

I have not received any changes on the Bylaws, Refund or Scholarship information. I will extend the deadline for changes until Monday, January 9 at 10am.

## **LANDSCAPING COMPLAINT**

We received a complaint from a customer that someone stacked landscaping debris on their fence. I looked at it, and it appears that either the mowing crew or landscaping crew pushed debris against one of the wooden fences. I tried to contact the landscaping company, but they have not responded. It could have been the mowing crew. Either way, we will send staff to pull the debris off of the fence.

## **BANNERS**

Staff are finalizing putting up the banners this week. I will send a picture in the future.

## **OFFICE MOVE**

Staff took another load of items to storage. We are getting full at the seams at storage, so we will need to reorganize that space to move the remaining items. In the office, all that is left is both staff desks, kitchen items and files.

## **RESEARCH**

- Incorporating Equity into Cost-Recovery (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2023/january/incorporating-equity-into-cost-recovery/>

- Devising Layers of Safety at Your Aquatic Facility (Aquatics International)  
- [https://www.aquaticsintl.com/lifeguards/devising-layers-of-safety-at-aquatics-facilities\\_o](https://www.aquaticsintl.com/lifeguards/devising-layers-of-safety-at-aquatics-facilities_o)

**WEEK OF JANUARY 6, 2023 (AMENDMENT):**

Sent email showers needed to be fixed on Tuesday, January 9. Discovered after email was mailed.

**Shower Update:** I discovered in my daily check-in that the shower issue is still being worked on. There was an issue discovered with the set point in the women's locker room. The showers have a minimum set point of 90 degrees that goes up to 106 degrees with usage. We do not set it any higher due to safety. The minimum set point is not working, so temperatures are much colder at this time. We have contacted MacMiller, but they cannot get the part to install until Tuesday to repair the problem.

The set points in the men's locker room are fine.

Thank you,





# Des Moines Pool Metropolitan Park District

December 20, 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, and Achziger; District General Manager Deschenes; Aquatics Coordinator, Jared Wold.

Aquatics Coordinator, Jared Wold was dismissed at 7:01pm from being onsite due to no one being present and poor weather conditions.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – District GM (DGM) requested King County Youth Amateur Sports Grant be added as item 9d. A copy of the AIS and attachment are on file at the District Offices. Commissioner Achziger moved to approve the Agenda. Commissioner Dusenbury 2<sup>nd</sup>. The Motion Passed 4-0.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – The DGM made three announcements: First was that the pool was closed this evening (December 20) at 7:00pm for safety due to inclement weather. Second, was the Washington Cities Insurance Authority invoice came in significantly higher than anticipated and similar districts. The District GM is exploring options. Third, the DGM announced that he updated all of the commissioner's information for the Public Disclosure Commission's jurisdictional survey.

**PUBLIC COMMENT** - None

### CONSENT AGENDA

October financial report, included (pushed from November 15 agenda) and November financial report, not included (pushed to January 17, 2023, agenda). This is due to short turnaround from end-of-month data coming from King County Finance just before packets to be sent out, and turnover in staff.

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in September totaling \$74,372.90. Commissioner Stender 2<sup>nd</sup>. The motion passed 4-0.

### Executive Session Business

#### 7a. Executive Session

Not updates at this time.

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

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

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

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

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 12/20/2022**

**OLD BUSINESS**

**8a. Staffing Update**

The DGM reported that the district has hired three of the four new positions, including the lead lifeguard. The problem currently is we are still one potential staff member short for early morning hours and that current staff are helping with providing swim lessons including one permanent, part-time lifeguard that is needed due to being bilingual. The District GM stated that he estimates the current fall schedule being extended through the end of February. The only potential change is for additional evening hours for lap swimmers, if enough staff availability. In March, the district is looking at reinstituting early morning hours on Monday, Wednesday, and Friday mornings. The DGM also informed the board that they were exploring hiring a staff member dedicated to covering the front desk. Commissioner Achziger asked if this would free up a lifeguard position. The DGM affirmed that it would and that those hours would usually be during lessons, which could free up coverage for a swim instructor to offer more lessons. There was no motion as this was an informational presentation.

**8b. Amendment to Budget**

The District GM presented Resolution 2022-08, Amendment to Fiscal Year 2022 Operating Budget. He stated he suggested transferring the budgeted \$75,000, plus an additional \$30,000 from the miscellaneous maintenance fund for a total transfer of \$105,000 to the capital reserve fund. He suggested withholding an additional \$20,000 as a contingency for a land survey that may or may not be needed for the aquatic feasibility study. He explained this would be discussed more in detail during item 8e Aquatic Feasibility Study. Commissioner Dusenbury stated that you are basically creating a \$20,000 contingency fund for the architect. The DGM affirmed yes, and that he would discuss this more during item 8e Aquatic Feasibility Study. Commissioner Achziger added that there might be funding the district may apply for to cover any additional fees. Commissioner Achziger moved to approve the resolution (2022-08). Commissioner Stender 2<sup>nd</sup>. The Motion Passed 4-0.

**8c. Scholarships**

The District GM stated that he took feedback from the November 18 board meeting and simplified the scholarship form by reducing the policy to a two-step process: providing (1) residency and (2) financial need documentation. He also made all scholarships a 90/10 split as requested by the board. Commissioner Campbell, who had the most feedback was not present, and the policy was not time-sensitive due to the current grants covering most swim lesson costs. The District GM suggested to push the item to the January 17 board meeting. The DGM said he was going to send the scholarship paperwork out for comment on Wednesday, December 21, and requested board members have all of their comments and edits in by Tuesday, January 2 at 10:00 a.m. Commissioner Stender asked if the scholarship can be completed online and suggested that the future website include this form and other similar forms.

**8d. Refund Process**

The District GM stated that he did not receive any comments or edits after the November 18 board meeting. The only change is that he added an online refund process form (Appendix B) that notifies him of when a refund has been requested. He suggested since Commissioner Campbell was not present that the board push this item to the January 17 board meeting. The item will be put out for edits with the scholarship paperwork (8c). Commissioner Dusenbury commented about the contingency for a refund for people moving 45-miles outside the district section for refund

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

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

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

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 12/20/2022**

processes (Section 4.3.a of Policy 320 Admissions and Refunds). After discussion, a preliminary contingency was verbally agreed at 10-miles (but not voted upon). The board will make all additional edits for the January 17 meeting.

**8e. Aquatic Feasibility Study Update**

The District GM updated the board on the aquatic feasibility study. He stated the consultant along with their consultants performed testing on Monday, November 21. Although, the pool was shut down for eight hours, the consultant reported the testing only took two hours due to the facility being in better than estimated condition. The District GM also reported the project was waiting for a land survey public records request to the school district. The preliminary public records request is supposed to be honored by January 13, 2023. If the land survey is insufficient the pool district will need to perform a land survey to complete the aquatic feasibility study. The study calls for \$8,500 for the land survey, but the DGM recommends withholding \$20,000 as a contingency if the study is more expensive than estimated.

A timeline was provided by the architect that could change depending on future deliverables. The DGM stated that this should be completed sometime this summer, that could lead to actionable information. Commissioner Dusenbury asked what the next steps would be. The DGM stated that it was based on the data. In response, Commissioner Dusenbury stated there would be a decision point, and asked if funds would be available. The DGM responded that he believes King County's aquatic facilities grant is offered annually and there should be future funding opportunities, but he needed to look into it. Commissioner Achziger suggested that we could request for overages to King County due to the economy. The DGM stated that he would look into it too.

**8f. District Clerk Job Search**

The District GM reported that they have around 74 applicants for the District Clerk position and thinks the remote work opportunity has helped with almost all being from the Seattle area. He stated that previous Clerk Linda Ray is helping the district keep up until a replacement is filled and helping fix some things. The DGM stated that he estimates the hiring process starting in early 2023, and that all applicants will be noticed of the delay. Commissioner Dusenbury asked about the remoteness of the work, and the DGM stated that the person will need to live within the Seattle area. Commissioner Achziger asked about skills of the applicants and the DGM responded that he has only briefly looked at skills.

**NEW BUSINESS**

**9a. 2023 Meeting Dates (and Locations)**

The District GM stated that this is a two-step issue. First, the district needs to find a new location for meetings. The high school does not offer adequate access for meetings. A discussion ensued about possible locations in Des Moines with commissioners giving recommendations. Commissioner Dusenbury asked about feasibility of using the lobby of the pool. The DGM responded that we may have swim lesson registration during the time of meetings. Commissioner Achziger responded that the district tried using the lobby, but it was too loud. Second, the DGM suggested moving meetings to the fourth Tuesday of each month (currently held on third Tuesday), except around holiday weeks and other potential conflicts. He stated that this gives the District Clerk position ample time to complete financials from the previous month. No commissioners on hand had conflicts with moving the meeting dates. President Young stated that he would like to get Commissioner Campbell's input before making a decision. The DGM responded that he would reach out to Commissioner Campbell and message the board with her input. The board will have their first meeting of the year at the Mount Rainier High School Library on the Third Tuesday at 7:00 p.m. (January 17, 2023),

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 12/20/2022**

but the DGM will bring options for new meeting locations and resolutions for a new meeting time and location will be passed that night. A preliminary DRAFT calendar was provided in the packet.

**9b. Bylaws Update**

The District GM presented the current Bylaws for the district, as they are a summarization of the rules the board follows for transparency to the public. The DGM asked the board to review the Bylaws and provide any edits by January 2<sup>nd</sup> at 10:00 a.m.

**9c. Officers and Committees**

The District GM informed the board of the process for appointing board officers (president and clerk of the board) and committees. He stated this will be the first motions of the board meeting on January 17 and be memorialized by resolution. No discussion was made as Commissioner Campbell was not present. Commissioner Achziger stated section 9.3.7 will need to be changed to “Shall not disclose confidential information or otherwise use such information for the commissioner’s personal gain or benefit.” The DGM stated this document would also be put out for edits on the same timeline as the scholarship and refund policies.

**9d. King County Youth and Amateurs Sports Grant - \$5,000**

The District GM notified the board that the district had received an additional \$5,000 of grants from King County Parks that was allocated by Councilmember Upthegrove’s office. King County has given him a deadline of December 31 to complete the paperwork, so he chose to add it to this meeting agenda. He stated that the \$5,000 would be allocated to Spring Swim Lessons for Pre and Level classes, ages 4-14, that would cover about half the cost of lessons. He also gave an update on the current Winter Lessons where 181 of the 190 spots are filled at the time of the meeting but estimates that all spots should be filled by the start of lessons in January. He also stated that he estimates \$12,078.00 of the \$14,999.99. Commissioner Achziger commented that he is working to have the remainder of the balance patrons would pay be covered by additional grants. President Young asked how the waitlists were. The DGM responded that it was much better than before with only one person being added to waitlists on the resident registration day, which is dramatically better than before. President Young also suggested reaching out to the Des Moines Legacy Foundation to discuss the potential grants in more detail and to thank them for their support. Commissioner Stender moved to approve the resolution. Commissioner Dusenbury 2<sup>nd</sup>. The Motion Passed 4-0.

**GOOD OF THE ORDER**

President Young asked if any commissioner had anything for the Good of the Order. Commissioner Achziger stated over the last year he believes we have made great headway by towards serving as many kids, and hitting our marks on diversity and equity. President Young stated this is the first year the pool has been open an entire year without any issues. Commissioner Achziger also added that he has a source for a potential artist for the broken stained-glass windows and will work with staff on it.

**ADJOURNMENT**

With no further business the meeting was adjourned at 7:50pm.

**UPCOMING MEETINGS**

- January 17, 2023, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 12/20/2022**

Des Moines Pool Metropolitan Park District Board of Commissioners

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Commissioner Young

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Commissioner Dusenbury

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Commissioner Campbell

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Commissioner Stender

---

Commissioner Achziger

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Lauryne Thurmond, District Clerk

**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)**

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# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 11/28/2022

Total Amount: \$4,482.73

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221123123523.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 Deschenes</u> 2E03815D71304B0...	<u>11/28/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA9B99F2474...	<u>11/30/2022</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\_20221123123523.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CHLOE SOTHERON			20221130CS_108	11/25/2022	\$402.56	CLOE S. PE 11/25/2022
COLIBRI NORTHWEST, LLC			194DM	11/22/2022	\$595.00	AD WINTER CITY CURRENTS 2022
HIGHLINE WATER DISTRICT			20221121_HWD	11/21/2022	\$546.63	HIGHLINE WATER BILL NOV 2022
JOE DUSENBURY			20221130JD_08	11/25/2022	\$117.56	JOE D. OCT COM SUB 2022
PUGET SOUND ENERGY			20221109_PSE	11/09/2022	\$2,703.42	PSE NOV BILLING 2022
SHANE STENDER			20221130SS_77	11/25/2022	\$117.56	SHANE S. OCT. COM SUB 2022





# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/28/2022

Total Amount: \$4,636.73

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20221227105248.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

## PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u>	<u>12/27/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u>	<u>12/27/2022</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\_20221227105248.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			23447	12/09/2022	\$706.84	SODIUM BISULFATE 50LB BAG
CHLOE SOTHERON			20221231CS108	12/27/2022	\$73.53	PAYROLL PE 12/10/2022
DEPARTMENT OF RETIREMENT SYSTEMS			DRS 11_2022_1	12/22/2022	\$2,046.16	DRS - KNOX, DESCHENES, WOLD, THURMOND
HIGHLINE WATER DISTRICT			20221222-HWD	12/22/2022	\$605.20	WATER UTILITY - 11/21 TO 12/19/2022
VISION MUNICIPAL SOLUTIONS, LLC			09-12026	12/22/2022	\$1,205.00	ANNUAL SOFTWARE TECH SUPPORT & UPDATES - 2023

## ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 12/11/2022

**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_
 ☐ ACH Debt Pay Code (COLXX) \_\_\_\_\_
 ☒ Automatic Withdrawal

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 11/25/2022	170950010			24219			22,475.35
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 22,475.35

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_  
 Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reference \_\_\_\_\_

**CONTACT INFORMATION** Typed or Printed

Contact Name Scott Deschenes Organization Des Moines Pool Metro Pool Dist  
 Email scott.deschenes@desmoinespool.org Phone # \_\_\_\_\_ Ext \_\_\_\_\_ Fax # \_\_\_\_\_

**AUTHORIZATION** Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Joe Dusenbury Title Clerk of the Board Date 12/9/2022  
 Print Name Joe Dusenbury Phone # joe dusenbury Email mypeggysue@me.com

## ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 12/30/2022

**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_
 ☐ ACH Debt Pay Code (COLXX) \_\_\_\_\_
 ☒ Automatic Withdrawal

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 12/25/2022	170950010			24219			24,096.50
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 24,096.50

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_  
 Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reference \_\_\_\_\_

**CONTACT INFORMATION** Typed or Printed

Contact Name Scott Deschenes Organization Des Moines Pool Metropolitan District  
 Email scott.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext \_\_\_\_\_ Fax # \_\_\_\_\_

**AUTHORIZATION** Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Joe Dusenbury Title Clerk of the Board Date 12/27/2022  
 Print Name Joe Dusenbury Phone # (206) 429-3852 Email mypeggysue@me.com

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: Legal Meeting Date: 1/17/23

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 Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: Board President Meeting Date: January 17, 2023

Under: Old Business

Attachment: Yes

Subject: Resolution 2020-01 Appointing Board Officers

#### Background/Summary:

At this meeting, the board informally names the President and the Clerk of the Board for the year.

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 2020.

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.

Since the meeting was held at a Special Meeting, we are following it up with Resolution 2023-01 Appointing Board Officers to memorialize the decision.

Fiscal Impact: N/A

#### Proposed Motion:

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 X No \_\_\_\_\_ Date: N/A

#### Three Touch Rule:

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

Action Taken: Adopted Rejected Postponed

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

#### Notes:

See attached Resolution 2023-01 Appointing Board Officers.

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

**RESOLUTION NO. 2023-01**

**APPOINTING OFFICERS**

**WHEREAS**, RCW 35.61.10 requires the Board of Commissioners to annually elect a President and Clerk of the Board of Commissioners.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT hereby appoints:

\_\_\_\_\_ as President of the Board to serve until a successor is appointed in January 2023.

\_\_\_\_\_ as Clerk of the Board to serve until a successor is appointed in January 2023.

**Adoption:** ADOPTED by the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT at an open public meeting of such Board on the 17th day of January 2023, the following Commissioners being present and voting:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
District GM



## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District G.M. Meeting Date: January 17, 2023

Under: Old Business Attachment: Yes

Subject: Board Committees (2023-02)

#### Background/Summary:

Each year, the board of commissioners nominates up to two board members to serve on committees that help serve as advisory boards outside of regular meetings to ensure efficient processes between regular board meetings.

#### COMMITTEES

The use of committees may provide advantages, such as providing an in-depth examination of issues or a communication channel between elected officials and the community, bringing a broad range of ideas and expertise to public decision-making, assisting in the resolution of conflicts, and providing training for new leaders. Formal decisions from committee meetings will be presented as recommendations to the full board at board meetings.

The District currently has four committees:

Capital and Contracts	Achziger	Dusenbury
Finance	Dusenbury	Young
Policy and Procedure	Campbell	Young
Public Outreach	Achziger	Stender

This agenda item will utilize Resolution 2023-02 Board Committees to formally memorialize the decision.

Fiscal Impact: N/A

#### Proposed Motion:

I move to approve Resolution 2023-02 (amended?) Board Committees.

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

#### Three Touch Rule:

	Committee Review
<u>12/20/2022</u>	First Board Meeting (Informational)
<u>1/17/2023</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

#### Notes:

- Resolution 2023-02 Board Committees

**DES MOINES POOL METROPOLITAN PARK DISTRICT**

**RESOLUTION NO. 2023-02**

**BOARD COMMITTEES**

**WHEREAS**, Article 8 of the District’s Bylaws states “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.”; and

**WHEREAS**, at the January 17<sup>th</sup> Regular Board Meeting, the Board President took nominations for the following committees: Capital and Contracts, Finance, Policies and Procedures, and Public Outreach Committees; and

**NOW THEREFORE, BE IT RESOLVED**, that BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT hereby adopts appointments to the following committees.

- **Capital and Contracts Committee:**

---

- **Finance Committee:**

---

- **Policy and Procedures:**

---

- **Public Outreach:**

---

**Adoption.** ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 17<sup>th</sup> day of January 2023 the following Commissioners being present and voting:

---

Commissioner

---

Commissioner

---

Commissioner

---

Commissioner

---

Commissioner

---

District General Manager

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District G.M. Meeting Date: January 17, 2023

Under: Old Business Attachment: Yes

Subject: Meeting Locations and Times (Resolution 2023-03)

#### Background/Summary:

The District GM has been looking for alternative meeting sites to consistently hold board meetings.

**Meeting Location** - After research and looking at organizational objectives, the District GM is recommending the district offices be converted from offices to a training/meeting space. This will be tested for the remainder of the year or until a long-term meeting space. Why?

- Meeting Space: The District GM has called to different agencies at this time there are no long-term spaces that meet the needs of the district.

- Training Space: The District is lacking in space for staff to be trained in a classroom environment. The District has removed all office spaces and transferred the space into a space to train lifeguards, swim instructors and other staff.

- Financial Implications: The District would need to spend money to host the server, get additional storage space and rent space for meetings and potential trainings. There would still be a financial loss, but when factored in, this would only be around \$400/month or \$4,800/year.

**Meeting Times** – The District General Manager is recommending moving board meetings to the fourth Tuesday of each month. This would ensure more time for financial records to be completed from the previous month and allow the District to provide quarterly reports more expediently. The only exception would be November and December. Board meetings are recommended to be held the second Tuesday of both months to avoid the holidays. This is reflected in the motion.

**Re-evaluation** – The District will re-evaluate this process during the summer months when we are past staff changeover, have a consistent place to meet and have more staff to make a move.

Fiscal Impact: N/A

#### Proposed Motion:

I move to approve Resolution 2023-03 Meeting Times and Locations.

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

#### Three Touch Rule:

_____	Committee Review
<u>12/20/2022</u>	First Board Meeting (Informational)
<u>1/17/2023</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

**Notes:**

- Resolution 2023-03 Meeting Location and Times
- 2023 Meeting Calendar

**DES MOINES POOL METROPOLITAN PARK DISTRICT**

**RESOLUTION NO. 2023-03**

**RESOLUTION CHANGING REGULAR MEETING DATE**

**WHEREAS,** The regular monthly meetings of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT are held at Mount Rainier High School Library (22450 19<sup>th</sup> Avenue So.) on the third Tuesday of each month at 7:00 p.m., and

First, in order to make the meetings more accessible to community members, the Board has determined that the meetings should be moved to begin at 7:00 p.m. on the Fourth Tuesday from here forward. For November and December meetings will be held the second Tuesday of each month at 7:00pm. Please visit the District's governance page to view our annual schedule including special meetings that may be added ([mtrainierpool.com/governance](http://mtrainierpool.com/governance)).

Second, the District is also moving board meetings to the Des Moines Pool Metropolitan Park District at 22015 Marine View Drive South in Des Moines, Washington.

Third, all board meetings will be a hybrid format to ensure better access to the community and board. Instructions for online and phone access will be available at the District's governance page ([www.mtrainierpool.com/governance](http://www.mtrainierpool.com/governance)).

All changes will take effect in February 2023.

**NOW THEREFORE, BE IT RESOLVED,** that BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT hereby adopts the following schedule change for all future regular monthly meetings.

Meetings will be held at the Des Moines Pool Metropolitan Park District Offices (22015 Marine View Dr S.), Des Moines, WA on the fourth Tuesday of each month at 7:00 p.m. between January and October, and the second Tuesday of each month at 7:00 p.m. for November and December.

**Adoption.** ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 17<sup>th</sup> day of January 2023 the following Commissioners being present and voting:

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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District General Manager

# BUSINESS CALENDAR

## DES MOINES POOL METROPOLITAN PARK DISTRICT

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

\*LOCATION: DES MOINES POOL MPD ADMIN OFFICE (22015 Marine View Drive So.)

*\*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 (@MRHS Library) <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> <i>Night board meeting dates and locations being voted on for change.</i>
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	Regular Board Meeting/ Budget Public Hearing <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	Special Meeting (TENTATIVE, If needed) <ul style="list-style-type: none"> <li>• Budget Amendments (I)</li> <li>• Budget/Levy Adjustments (if needed)</li> </ul>
December	12*	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>

*\*November and December meeting – Second Tuesday due to 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:

Most decisions made by District will be two touch rule (unless emergency):

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 #: 8d

Assigned to: District GM

Meeting Date: 1/17/23

Under: Old 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.

January 12 Update: There were no edits made beyond the edit that was suggested by Commissioner Achziger at the December 20, 2022 meeting

Fiscal Impact: N/A

Proposed Motion: I move to approve the update Bylaws.

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:

- Bylaws 01172023

# 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 commissioner, 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.** Shall not disclose confidential information or 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 Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e Assigned to: District GM

Meeting Date: 1/17/23

Under: Old Business

Attachment: Yes

**Subject:** Policy 320 Admissions and Refunds

#### 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.)*

**January 12, 2023, Update:** No additional edits were received after the December and January edits were sent out.

**Fiscal Impact:** N/A

**Proposed Motion:** I move to approve the updated Policy 320 Admissions and Refunds.

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

<b><u>Two Touch Rule:</u></b>	<u>N/A</u>	<b>Committee Review</b>
	<u>11/15/2022</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 \_\_\_\_\_ Report back date: \_\_\_\_\_

#### Notes:

Attachments:

- Policy 320, Admissions and Refunds

## 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 #: 8f

Assigned to: District GM

Meeting Date: 1/17/23

Under: Old Business

Attachment: Yes

**Subject:** Policy 340 Financial Aid/Scholarship

**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.)

**January 12 Update:** There were no changes/edits recommended by the board.

**Fiscal Impact:** N/A

**Proposed Motion:** I move to approve the updated policy 340 Financial Aid/Scholarship.

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
- Policy 340 Financial Aid/Scholarship



## 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.**

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## 340 – Financial Aid/Scholarship Policy

### 1.0 PURPOSE

The Des Moines Pool Metropolitan Park District (District) understands that families and individuals due to circumstances beyond their control can experience severe financial problems. For this reason, the Financial Aid/Scholarship Program was created enabling residents to have access to the pool and programs at a reduced fee.

The District's Financial Aid/Scholarship program exists for the purpose of helping residents through periods of financial hardship. Assistance is provided for residents living within the boundaries of Des Moines, WA. The amount of financial aid awarded is done through discounts of 90% for admission passes and swim lessons. Eligibility is not automatic as there is limited financial aid available. Families that apply will have to comply with the requirements set forth below. Failure to do so can lead to the termination or lack of eligibility for aid. Any resident interested in this program may stop by the Mount Rainier Pool and pick up an application or download from the Mount Rainier Pool website (<https://mtrainierpool.com>). If you have any questions, please call (206) 429-3852.

The District's goal in the Scholarship Policy is to administer a Financial Aid/Scholarship program in which access to the Mount Rainier Pool and programs are available to the entire community regardless of race, color, religion, sex, national origin, age, or disability.

### 2.0 ELIGIBILITY

To be eligible to receive financial assistance, the applicant must meet the following criteria.

- Must be a resident of Des Moines or Normandy Park, WA.
- Must apply for assistance in writing using the financial aid form (see attachment A) provided by the District.
- Must provide all documentation requested by the District.

### 3.0 SCOPE OF FINANCIAL AID

The financial aid program is intended to benefit residents in temporary financial need. Financial aid may not be available for all programs or for some direct cost as determined by the District Board of Commissioners. These would include contractual programs, special events and ticket type events. The district offers two types of Financial Aid/Scholarships.

1. Facility admission pass scholarship (90% of pass cost)
2. Swim lesson scholarship (90% of lesson cost, maximum of one lesson per child per year).

#### OTHER:

1. All information on the application must be true and accurate. **Financial aid provided is legally recoverable if awarded on the basis of false information.** Any applicant who receives financial aid based upon false information, shall pay the entire amount back to the District upon demand, and shall also be responsible for the payment of all costs of collection, including attorney's fees and costs. Future usage of the pool may be placed on hold until the money is recovered.
2. All information received will remain confidential and secure.
3. All financial aid shall be awarded solely based upon the individual need of the applicant without regard to race, color, gender, religion or sex.

### 4.0 APPLICATION PROCEDURES

1. Complete the financial aid application form which is available on the Mount Rainier Pool website. Return the completed form along with all required documentation to:

Mount Rainier Pool  
22722 19<sup>th</sup> Avenue South  
Des Moines, WA 98198

2. Upon receipt, the Pool Management and/or District General Manager will review the application and make a decision of approval/disapproval.
3. Applications for financial aid will be notified within 10 business days of receipt of completed application, including all necessary documents, as to the grant status.
4. The awarded amount will be placed on the applicant's CivicRec account and will be available for the approved function through August 31 of each year. (This credit is not refundable).
5. Upon approval, applicants may register for programs through regular District registration procedures.

Financial aid is valid for one calendar year (September 1 through August 31) and a new application must be submitted each year. New information will be available in mid-August of each year.



## Attachment A



## 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).

<h1>SCHOLARSHIP REQUEST FORM</h1> <p>MOUNT RAINIER POOL – 22722 19<sup>TH</sup> AVENUE SOUTH (206) 824-4722 – INFO@MTRAINIERPOOL.COM</p>		
<p><b>STEP 1: REGISTRATION INFORMATION (PROOF OF RESIDENCY)</b> 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.</p>		
Main Household Contact (Parent/Guardian):		
Address:		
City:	Zip Code:	
Contact Phone #:	Contact Email:	
<p><b>PARTICIPANT REGISTRATION INFORMATION</b> <i>For registration information on swim lessons visit the swim lesson page at <a href="http://mtrainierpool.com">mtrainierpool.com</a>.</i></p>		
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 #: 8g Assigned to: District GM

Meeting Date: 1/17/23

Under: Old Business

Attachment: No

**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.

**January 12 Update:** We are awaiting a public records request to the Highline School District and an update will be made at the meeting.

**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

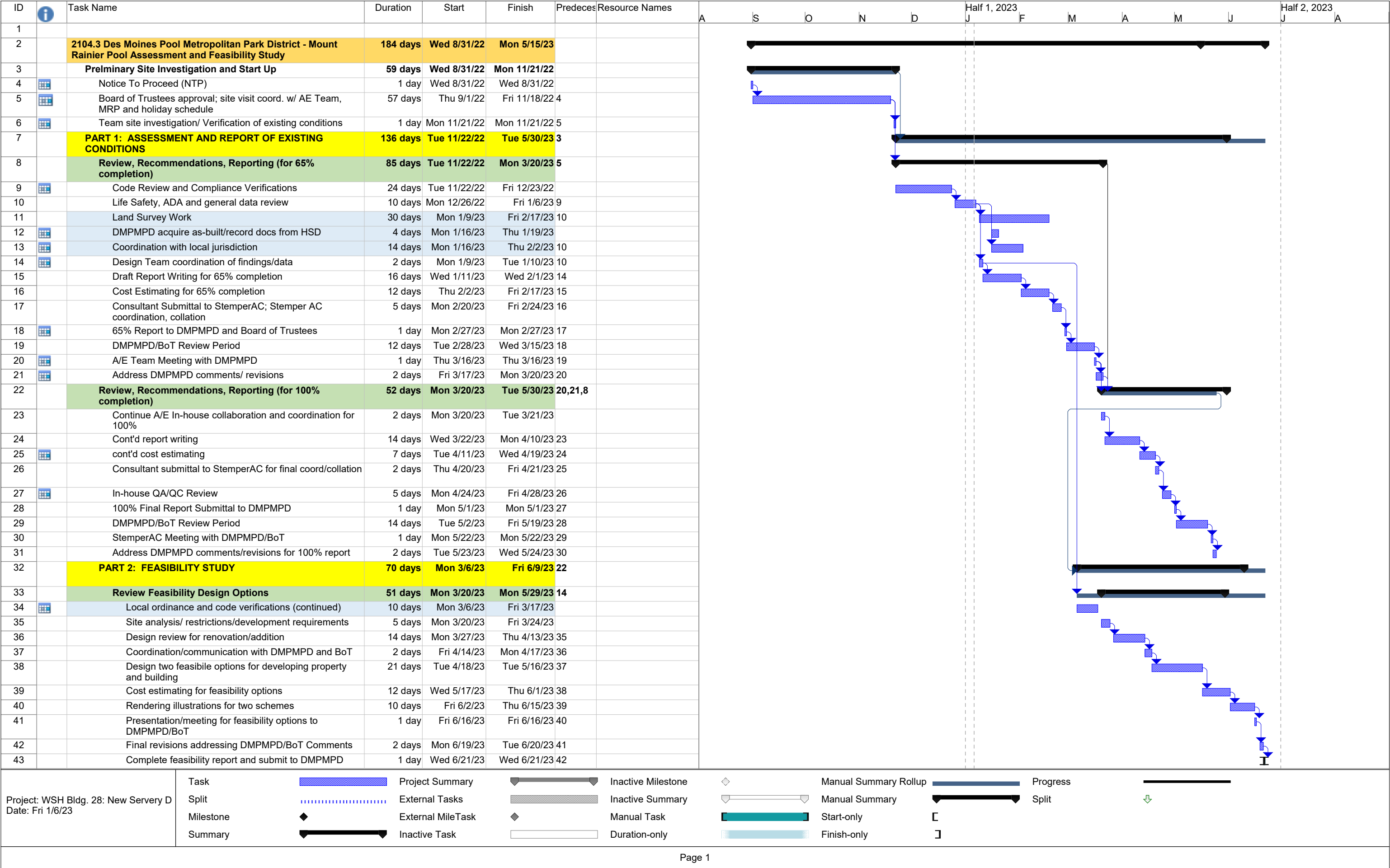
(Action)

**Action Taken:** Adopted        Rejected        Postponed       

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

#### **Notes:**

- No attachments.



## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8h Assigned to: District GM

Meeting Date: 1/17/23

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: 1/17/23

Under: New Business

Attachment: Yes

Subject: Insurance Policy

#### Background/Summary:

The District General Manager would like to pursue bids from other organizations on their insurance rates and services.

Attached is a presentation to support the research. A motion will be brought to the board at a future meeting.

This presentation is informational only.

Since there is not enough time, the District GM has begun processing the 2023 payment.

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

N/A

First Board Meeting (Informational)

N/A

Second Board Meeting (Action)

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

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

#### Notes:

Attachments:

- 2023 WCIA Invoice for Insurance Services
- PowerPoint Presentation on Services



**Washington Cities Insurance Authority**  
**PO Box 88030**  
**Tukwila, WA 98138**

**Bill To**

Des Moines Pool Metro Park District  
22722 19th Ave. S  
Des Moines, WA 98198

# Invoice

Date	Invoice #
1/1/2023	15669-2

Due Date
1/31/2023

Liability and/or Program Assessment(s) for 2023

Coverage/Program	Assessment						
Auto Physical Damage	0.00						
Equipment Breakdown	346.00						
Crime/Fidelity	35.00						
Liability	26,892.00						
Property	10,961.00						
<div>If \$0 is shown above, the member has no coverage for that particular program with WCIA.</div> <div>Payments must be received by January 30, 2023. Payments received after January 30, 2023, will be assessed a penalty of 2.5% of the member's liability assessment with a minimum of \$1,000.</div>							
<table><tr><td><b>Total</b></td><td>\$38,234.00</td></tr><tr><td><b>Payments/Credits</b></td><td>\$0.00</td></tr><tr><td><b>Balance Due</b></td><td>\$38,234.00</td></tr></table>		<b>Total</b>	\$38,234.00	<b>Payments/Credits</b>	\$0.00	<b>Balance Due</b>	\$38,234.00
<b>Total</b>	\$38,234.00						
<b>Payments/Credits</b>	\$0.00						
<b>Balance Due</b>	\$38,234.00						

Phone #	Fax #
206-575-6046	206-575-7426

# 2023 Insurance Rates

January 17, 2023, Regular Board  
Meeting



# Situation (Overview)

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Des Moines Pool MPD's Insurance Rates have dramatically increased over the last five years and insurance company has dropped some services



Des Moines Pool MPD's liability portion is being charged disproportionately to other similar districts with similar staffing levels (almost twice as much)



Questions over last couple of years have not been researched and low interest to resolve

# Situation (Disproportionate)

## DMPMPD - \$38,234

Liability and/or Program Assessment(s) for 2023	
Coverage/Program	Assessment
Auto Physical Damage	0.00
Equipment Breakdown	346.00
Crime/Fidelity	35.00
Liability	26,892.00
Property	10,961.00
If \$0 is shown above, the member has no coverage for that particular program with WCIA.	
Payments must be received by January 30, 2023. Payments received after January 30, 2023, will be assessed a penalty of 2.5% of the member's liability assessment with a minimum of \$1,000.	
Total	\$38,234.00
Payments/Credits	\$0.00
Balance Due	\$38,234.00

## TPMPD - \$22,443

Liability and/or Program Assessment(s) for 2023	
Coverage/Program	Assessment
Auto Physical Damage	0.00
Equipment Breakdown	366.00
Crime/Fidelity	185.00
Liability	13,296.00
Property	8,596.00
If \$0 is shown above, the member has no coverage for that particular program with WCIA.	
Payments must be received by January 30, 2023. Payments received after January 30, 2023, will be assessed a penalty of 2.5% of the member's liability assessment with a minimum of \$1,000.	
Total	\$22,443.00
Payments/Credits	\$0.00
Balance Due	\$22,443.00



# Situation - 70% Higher Rates

## Response:

Rob says, *“The assessment is calculated by the actuary that takes multiple factors into consideration including their worker hours, loss history, credibility, the actuarial groups losses and WCIA’s overall financial needs to pay for claims and reinsurance.”* He says Des Moines Pool’s assessment is correct. He also indicated that Tukwila Pool’s assessment has a larger percentage increase than Des Moines Pool for 2023

The assessment appeal process was stated in the July assessment estimate letter. It said, ***“The 2023 assessments will be on the October agenda for Full Board approval. This letter serves as your official notice in accordance with the WCIA Bylaws, Article VI, Section 2, Assessment Appeal Process. Your entity has 30 days to file an assessment appeal pursuant to the terms and conditions of the Bylaws.”*** Once the Board approves the assessments in October, there is no additional appeal process.

## Data

- Worker hours should be same as Tukwila (See slide #6)
- Loss History – No large losses
  - Both had issues before districts formed
- Credibility – ???
  - (Investopedia) Credibility theory helps actuaries understand the risks associated with providing coverage, and it **allows insurance companies to limit its exposure to claims and losses.**
- Group Losses – We take additional steps for safety, but unfortunately will not be factored in.

# Situation– 2021 Staff Actuals from Budgets

## Des Moines Pool MPD

Exec Dir	\$ 44,558.80
Bookkeeper	\$ 16,256.12
Lifeguard	\$ 103,393.35
Instructor	\$ 41,780.48
Water Exercise	\$ 22,303.38
Director of Ops	\$ 78,059.48
Asst Dir	\$ 136,120.35
Front Desk	\$ 12,767.33
<b>TOTAL</b>	<b>\$ 455,239.29</b>

## Tukwila Pool MPD

District GM	\$ 74,242.63
District Clerk	\$ 22,558.53
Lifeguard	\$ 134,184.70
Aquatics Mgr	\$ 44,917.67
Aquatics Coor	\$ 53,582.71
Asst Aqtcs Coor	\$ 1,333.38
Instructor	\$ 85,781.38
Head Lifeguard	\$ 46,119.19
Error (DGM +?)	\$ 31,196.10
<b>TOTAL</b>	<b>\$ 493,916.29</b>

MRP Staff pay expense actuals are 8.9% higher than Tukwila, but the District is charged over twice as much.  
*Note- DMPMPD pays higher rates, so TMP and DMPMPD staffing hours may be the same.*

## Resolve Insurance Rate Issue to Be More Fair

### WCIA

- Besides overcharging and non-responsiveness does not offer the training reimbursement levels that made it advantageous before
- Location down street and our representative our plusses, but overall organization changes do not benefit the district anymore

Work with Policy and Procedure Committee and legal through all steps and report milestone progress at board meetings

# Proposal (Tasks)

- Switch to potential new insurance company in 2024
- Contact other service providers (Enduris)
- Formal complaint option at November 2023 board meeting (if chosen)
  - See if any issues on our end
- Work with Enduris and/or others to develop alternatives
- Work with legal on out language of contract and timelines
- Ensure any quotes meet legal needs of school district
- Potentially transfer to new insurance company



# Questions

January 17, 2023

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b Assigned to: District GM

Meeting Date: 1/17/23

Under: New Business

Attachment: Yes

**Subject:** Lead Head Lifeguard Change

**Background/Summary:**

The District General Manager (DGM) is recommending changing the Lead Head Lifeguard position from a ¾ position to a full-time position (non-exempt). The position was changed from the aquatics coordinator position that was full-time to the lower position to help recruit someone to grow into the position internally.

The district has had the good fortune of hiring someone that has the skills to fill the position full-time that can help grow the organization through training and helping manage swim lessons. The person that we have hired has good experience in aquatics, adequate skills and certifications in trainings, and has proven to be a good team member with their experience at Mount Rainier Pool.

The DGM is recommending changing the position immediately to keep the momentum going of reinstituting services to the pre-pandemic level.

**Fiscal Impact:** Position would be an additional \$14,186 in salary and an additional \$2,270 in benefits. *(This does not factor in to shifts this person would fill that would cut into these fees or the additional revenue this position could help with staff growth and increased capacity of services.)*

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

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

**Two Touch Rule:** N/A Committee Review  
10/25/22 First Board Meeting (Informational)  
01/17/23 Second Board Meeting (Action)

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

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

**Notes:**

Attachments:

- Updated Lead Head Lifeguard Position



## JOB DESCRIPTION

Mount Rainier Pool  
22722 19<sup>th</sup> Avenue S.  
Des Moines, WA

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**Job Title:** Lead Head Lifeguard

**Classification:** Full-time, non-exempt

**Compensation:** \$22.78 to \$27.72 per hour, depending on experience, 16% matching for health benefits or retirement

### Definition

The full-time Lead Head Lifeguard is responsible for monitoring aquatic programs at the Mount Rainier Pool during the shift they are assigned as the lead and to help aquatics management with special projects and programs.

### Supervision

This position receives direct supervision from the aquatics management team and exercises functional supervision over other part-time employees.

### Positions/Estimated Schedules

There are three positions, the District will be hiring. Schedules are at organization's discretion, but estimated schedules in 2023 will be:

- Tue-Fri, 1-9:30pm
- Sat, 7am-3:30pm

### Essential Job Functions

- Assures that chemistry reading are completed by assigned schedule and communicate concerns to aquatics management team.
- Conducts opening and closing procedures, including facility inspections, as required for assigned shift.
- Assists in duties as assigned in accident prevention, crowd control, and emergency procedures
- Ensures that lifeguards perform in accordance with established safety regulations and guidelines.
- Provides lifeguarding services. Responds to emergencies and, if necessary, administers CPR/First Aid. Prepares and submits accident/incident reports.
- Assigns duties to part-time staff and provides evaluation for assigned personnel.
- Provides an atmosphere that promotes and encourages inclusion and satisfaction of all participants.
- Assists and participates in conducting in-service training, skills checks, orientations, and staff meetings, as requested.
- Guards and instructs all age levels and activities as assigned, including water exercise classes.
- Ensures that aquatic programs are occurring as desired and assist with the overall management of swimming events.
- Responsible for daily cash receipts, petty cash, and refunds. Maintains daily facility records as assigned.
- Assists at the front desk as needed. Greets the public; provides information and assistance regarding schedules, registration, program descriptions, and other general information over the phone and in person.
- Assigns and properly trains staff to perform general housekeeping duties around the swim center, i.e., hosing, cleaning, organizing, and other needed maintenance tasks.
- Provides excellent internal and external customer service. Creates a positive experience for patrons through professional and courteous behavior.

- Practices safe work habits and contribute to the safety of self, co-workers, and the general public.
- Respects diversity in the workplace.
- Attends staff meetings, as required.
- Lead special projects and programs including trainings, events and other projects.
- Performs other job-related duties as assigned.

## **Qualifications**

### *Knowledge of:*

- Safe aquatic practices.
- Tools, materials, and equipment needed to maintain swimming pools.
- Principles of group dynamics and group interaction.
- Emergency procedures and accident site management.
- Basic office procedures, practices, and equipment.
- Basic arithmetic, spelling, English, and grammar.

### *Ability to:*

- Instruct the fundamentals involved in the area of assignment.
- Perform general clerical work, including maintenance of appropriate records and compiling information for reports under minimal supervision.
- To operate a cash register, computer, calculator, telephone system, fax machine, and other related office equipment
- Identify and prevent hazards, implement solutions, maintain safe environments.
- Follow written and oral instructions; speak clearly and concisely
- Interpret, explain, follow, and apply District policies and written instructions.
- Communicate courteously and cooperatively with other staff and the general public, on the telephone or in-person, including handling difficult or irate people.
- Establish and maintain effective working relationships with supervisors, other staff members, program participants, and the general public.
- Assume a schedule of flexible working hours, including weekends and evenings.
- Work in a group or individual situation, with minimum supervision.
- Maintain a neat, professional appearance.

## **Licenses, Certificates, and Other Requirements**

- Maintain current CPR, First Aid, and ARC Lifeguarding, NPWL Lifeguarding certifications\* or recognized equivalent.
- Must wear the required uniform while on duty.
- Must be 18 years of age or older.
- Current American Red Cross Water Safety Instructor certification, preferred.

## **Working Conditions**

Mostly working indoors in a pool environment and during hours of operation in an environment that is quite busy and noisy. The flow of the work and character of duties involve extreme care and concentration. Manual dexterity and coordination are required, making up more than 50% of the work period. Incumbents may be in the water for long periods of time and exposed to a variety of environmental elements, including dust, noise, pool chemicals, and other irritants. Physical exertion required, including lifting, climbing, bending, squatting, reaching, and safely walking on wet deck surfaces in a hot, humid environment. Requires repetitive foot, arm,



shoulder, hand, and back movements while performing swimming instruction. Occasional dealing with distraught or difficult people.

### **Education and Experience**

Any combination of experience and training that would provide the required knowledge and ability to perform the duties as outlined is qualifying.

### **Growth Opportunity**

We are a learning organization. Additional certifications and trainings are encouraged and financially supported by the district. These trainings include (but are not limited to) Lifeguard Instructor (LGI), Water Safety Instructor (WSI) and Aquatic Facility Operator (AFO). These certifications are sought after by other aquatic agencies.

### **Learning Organization**

The Mount Rainier Pool strives to support its staff. We are a learning organization that stresses leadership-at-all-levels. We offer support on free trainings and will work when a win-win situation for flexible schedules. We are looking for people with a growth mindset.

### **Benefits Match**

The district offers a 16% benefits match for Association of Washington Cities health, dental and vision and/or Department of Retirement Services Deferred Compensation program.

### **How to Apply**

To be considered for a position or learn more about trainings and certifications, please visit us at [www.mtrainierpool.com/employment](http://www.mtrainierpool.com/employment) and complete a [job interest card](#). You may also contact us at [info@mtrainierpool.com](mailto:info@mtrainierpool.com), call Quentin Knox, Aquatics Manager, at (206) 824-4722 or stop by the Mount Rainier Pool (22722 19<sup>th</sup> Avenue South).