



Des Moines Pool Metropolitan Park District

January 18th, 2022

7:00 p.m.

Regular Meeting

District meetings are also held remotely. If you wish to listen in, please do so at 1-866-899-4679, access code 389-133-005. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Lauryne Thurmond at Lauryne.thurmond@desmoinespool.org or call us at (206) 429-3852.

AGENDA

7:00 1. CALL TO ORDER ROLL CALL

7:03 2. PLEDGE OF ALLEGIANCE

7:06 3. ADOPTION/MODIFICATIONS OF AGENDA

4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

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

Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, January 18th. Please include your name, address and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting.

7:15 6. CONSENT AGENDA

a. EXPENDITURE/REVENUE SUMMARY

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

Board Committees

District General Manager Administration Report

c. ADOPTION OF MINUTES

December, 21, 2021

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

\$6,381.00 was received in the month of December

f. VOUCHER APPROVAL

\$31,008.58 was processed in December for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$38,157.36 was processed in December for payroll

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 Lauryne Thurmond, District Clerk, 206.824.4722.

7. Executive Session

- 7:20 a. Executive Session – Legal Decision

8. OLD BUSINESS

- 7:45 a. Election of Board Officers – Resolution 2022-01 Appointing Officers
- 7:50 b. Designation of Auditing Officers – Resolution 2022-02 Auditing Officers
- 7:55 c. Designation of Board Committees – Resolution 2022-03 Board Committees
- 8:00 d. Change in Meeting Location – Resolution 2022-04 Change in Meeting Location
- 8:05 e. Policy 101, District Bylaws – Policy 101, District Bylaws
- 8:15 f. Policy 220, Board and Administration – Policy 220, Board and Administration

9. NEW BUSINESS

- 8:25 a. Aquatics Manager Q&A – PowerPoint on Operations
- 8:40 b. Mount Rainier Pool Future – Discussion on approaching Highline school District about future of the pool.

UPCOMING MEETINGS

- February 15th Regular Board Meeting ,7:00pm, Location T.B.D.
- March 15, Regular Board Meeting ,7:00pm, Location T.B.D.

ADJOURNMENT

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

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** Clerk of the Board **Meeting Date:** January 18, 2021

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 December 2021: Total **\$71,425.66**

Admin Expenditures = \$20,426.76 Ops Expenditures = \$50,998.90 Capital Expenditures = \$0.00

Revenue December 2021: Total **\$133,696.94**

Property Tax & Int = \$4,665.86 Misc Revenue = \$0.00 MRP Revenue = \$6,381.00 Transfer to Cap = 122,500.00

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- December 21, 2021, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$31,008.58** were approved for payment

- \$10,782.80 was processed on December 8, 2021
- \$7,601.15 was processed on December 15, 2021
- \$9,661.96 was processed on December 22, 2021
- \$2,962.67 was processed on December 29, 2021

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$38,157.36** were processed for payment

- \$17,646.90 was approved for payroll on December 8, 2021
- \$22,689.77 was approved for payroll on December 21, 2021

A total of **\$69,165.94** was processed in December 2021 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 2021 totaling **\$69,165.94**.

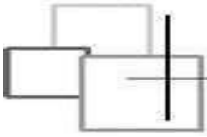
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:



2021 DECEMBER EXPENDITURES

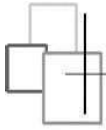
Beginning Monthly Balance = \$1,634,489.48

Ending Monthly Balance = \$1,574,389.85

Category/ Acct #	Reference	Dec 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,178.10	\$16,054.61	\$12,800.00	(3,254.61)	125%
001-000-000-576-20-10-01	District Manager - Wage	\$6,243.73	\$74,242.63	\$98,365.00	24,122.37	75%
001-000-000-576-20-10-02	District Clerk - Wage	\$1,615.43	\$22,558.83	\$28,119.00	5,560.17	80%
001-000-000-576-21-10-01	Aquatics Mgr - Wage	\$1,209.26	\$44,917.69	\$74,876.88	29,959.19	60%
001-000-000-576-21-25-02	Aquatic Coordinator	\$4,447.90	\$53,582.71	\$57,500.00	3,917.29	93%
001-000-000-576-21-25-04	Assistant Aquatic Coordinator	\$0.00	\$1,333.38	\$47,500.00	46,166.62	3%
001-000-000-576-21-30-01	Lifeguards	\$7,971.44	\$134,184.70	\$197,600.00	63,415.30	68%
001-000-000-576-21-30-02	Instructors	\$3,950.87	\$85,781.53	\$41,600.00	(44,181.53)	206%
001-000-000-576-21-32-02	Head Lifeguards	\$4,173.00	\$46,119.19	\$35,092.51	(11,026.68)	131%
001-000-000-576-20-21-19	Payroll Taxes	\$2,153.26	\$31,196.10	\$40,424.80	9,228.70	43%
001-000-000-576-21-42-05		\$7,218.80	\$103,512.68	\$135,335.20	31,822.52	76%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$980.78	\$1,560.00	579.22	63%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,257.98	1,257.98	0%
001-000-000-576-21-33-00	Sick Pay	\$1,242.93	\$3,606.34	\$13,461.13	9,854.79	27%
	Total Salaries & Wages	\$41,404.72	\$618,071.17	\$785,492.50	\$167,421.33	79%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,507.63	\$17,873.72	\$10,239.30	(7,634.42)	175%
001-000-000-576-21-22-30		\$875.06	\$15,264.73	\$34,279.40	19,014.67	45%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,606.50	\$2,000.00	393.50	80%
	Total Personal Benefits	\$2,517.69	\$34,744.95	\$46,518.70	\$11,773.75	75%
Grants						
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)		\$0.00	\$3,910.20	3,910.20	0%
001-000-000-337-20-00-01	King County Youth Athletic Sports	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
	Total Grants	\$0.00	\$0.00	\$13,910.20	\$13,910.20	\$0.00
Office Supplies						
001-000-000-576-20-31-00	Office Supplies	\$0.00	\$312.49	\$575.00	262.51	54%
001-000-000-576-21-35-03		\$1.97	\$1,616.59	\$1,925.00	308.41	84%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$1,774.78	\$2,000.00	225.22	89%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$1,275.74	\$4,000.00	2,724.26	32%
	Total Office Supplies	\$1.97	\$4,979.60	\$8,500.00	3,520.40	59%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$24.93	\$726.90	\$3,120.00	2,393.10	23%
001-000-000-576-21-35-02	Janitorial Supplies	\$399.07	\$4,688.70	\$5,200.00	511.30	90%
	Total Maintenance & Repair Supplies	\$424.00	\$5,415.60	\$8,320.00	2,904.40	65%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$90.00	\$528.86	\$500.00	(28.86)	106%
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$3,972.94	\$25,000.00	21,027.06	16%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$893.83	\$1,000.00	106.17	89%
001-000-000-576-21-42-06	Uniforms & Clothing	\$0.00	\$0.00	\$300.00	300.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)	\$0.00	\$965.36	\$1,000.00	34.64	97%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$390.77	\$3,000.00	2,609.23	13%
	Total Pool Supplies	\$90.00	\$6,751.76	\$30,800.00	24,048.24	22%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PProbes (ER&R)	\$0.00	\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$186.50	\$1,501.95	\$5,000.00	3,498.05	30%
001-000-000-576-21-35-16	Suit Spinners (ER&R)	\$0.00	\$0.00	\$4,000.00	4,000.00	0%
001-000-000-576-21-35-17	BecSys Remote System	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-35-18	Pulsar System	\$0.00	\$2,277.00	\$5,000.00	2,723.00	46%

Category/ Acct #	Reference	Dec 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Total Pool Equipment		\$186.50	\$3,778.95	\$17,100.00	13,321.05	0%
Professional Svcs - Front Offc						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$325.00	\$11,805.00	\$14,000.00	2,195.00	84%
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$1,100.00	\$1,100.00	\$7,700.00	6,600.00	14%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$3,476.05	\$25,653.15	\$22,500.00	(3,153.15)	114%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$31.44	\$1,119.66	\$2,625.00	1,505.34	43%
001-000-000-576-21-49-10		\$69.20	\$840.37	\$2,625.00	1,784.63	32%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$4,954.50	\$5,445.00	490.50	91%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$38.60	\$690.16	\$1,500.00	809.84	46%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$774.21	\$16,984.05	\$7,700.00	(9,284.05)	221%
001-000-000-576-21-42-09	Timekeeping (SubitUp)	\$0.00	\$2,400.00	\$3,000.00	600.00	80%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$25.27	\$748.70	\$2,000.00	1,251.30	37%
Total Prof Services-Front Offc		\$5,814.50	\$66,295.59	\$79,095.00	12,799.41	84%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$1,080.00	\$1,500.00	420.00	72%
001-000-000-576-21-31-01	Custodial	\$0.00	\$2,350.64	\$3,500.00	1,149.36	67%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$278.51	\$3,581.64	\$2,000.00	(1,581.64)	179%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$687.50	\$3,432.00	2,744.50	20%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$142.57	\$500.00	357.43	29%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$549.41	\$6,593.42	\$7,069.92	476.50	93%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$23,913.70	\$20,924.30	(2,989.40)	114%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,200.11	\$6,549.65	\$3,120.00	(3,429.65)	210%
001-000-000-576-21-47-05	Sewer Contingency		\$0.00	\$4,092.00	4,092.00	0%
Total Prof Services-Maintenance		\$0.00	\$44,899.12	\$46,138.22	1,239.10	12%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$7,930.51	\$51,494.49	\$150,000.00	98,505.51	34%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$64.94	\$2,000.00	1,935.06	3%
Total Repairs & Maintenance		\$7,930.51	\$51,559.43	\$152,000.00	\$100,440.57	34%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$243.75	\$3,280.25	\$3,000.00	(280.25)	109%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$33.03	\$828.61	\$2,000.00	1,171.39	41%
001-000-000-576-21-42-01		\$220.20	\$2,268.89	\$2,000.00	(268.89)	113%
001-000-000-576-20-42-00	Postage & Mailing	\$0.00	\$284.05	\$500.00	215.95	57%
001-000-000-576-21-42-07		\$0.00	\$229.05	\$500.00	270.95	46%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$0.00	\$2,363.01	\$3,750.00	1,386.99	63%
001-000-000-576-21-42-20		\$423.54	\$3,268.43	\$3,750.00	481.57	87%
001-000-000-576-21-42-21	Cell Phone (Google Fi)	\$0.00	\$131.07	\$750.00	618.93	17%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$23.12	\$215.71	\$260.00	44.29	83%
001-000-000-576-21-42-30		\$23.12	\$314.27	\$260.00	(54.27)	121%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$826.00	\$873.60	47.60	95%
Total Communications		\$1,025.76	\$14,009.34	\$17,643.60	3,634.26	79%
Training & Travel						
001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$0.00	\$1,560.00	1,560.00	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$1,040.00	1,040.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$105.00	\$3,311.00	\$2,600.00	(711.00)	127%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,120.00	3,120.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$193.26	\$2,000.00	1,806.74	10%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$1,140.00	\$1,560.00	420.00	73%
001-000-000-576-21-43-07		\$135.00	\$135.00	\$2,000.00	1,865.00	7%
001-000-000-576-20-43-07	Management Staff Training	\$0.00	\$295.00	\$2,000.00	1,705.00	15%
Total Training & Travel		\$240.00	\$4,779.26	\$15,880.00	10,805.74	30%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$1,050.25	\$11,386.04	\$16,000.00	4,613.96	71%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,284.80	4,284.80	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,356.64	2,356.64	0%
001-000-000-576-20-41-40	Ad Design	\$54.49	\$525.72	\$500.00	(25.72)	105%
Total Advertising		\$1,104.74	\$11,911.76	\$23,141.44	11,229.68	51%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$9,327.50	\$13,000.00	3,672.50	72%

Category/ Acct #	Reference	Dec 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$3,850.00	\$3,600.00	(250.00)	107%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$1,762.41	\$2,600.00	837.59	68%
	Total Rentals & Leases	\$992.50	\$14,939.91	\$19,200.00	4,260.09	78%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$6,361.93	\$69,041.02	\$78,000.00	8,958.98	89%
001-000-000-576-21-47-02	Water (Highline)	\$645.19	\$6,445.47	\$9,360.00	2,914.53	69%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$379.37	\$3,838.30	\$5,000.00	1,161.70	77%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$2,655.75	\$4,092.00	1,436.25	65%
	Total Utilities	\$7,386.49	\$81,980.54	\$96,452.00	14,471.46	85%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
	Total Insurance	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships	\$48.00	\$3,593.35	\$19,661.00	16,067.65	18%
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$42.50	\$500.00	457.50	9%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$39.98	\$6,796.55	\$1,040.00	(5,756.55)	654%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$1,967.79	\$1,560.00	(407.79)	126%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$2,149.42	\$4,000.00	1,850.58	54%
001-000-000-576-20-51-50	Background checks	\$0.00	\$630.50	\$1,820.00	1,189.50	35%
	Total Miscellaneous	\$39.98	\$15,180.11	\$28,581.00	(2,666.76)	53%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$291.77	\$1,000.00	708.23	29%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$6,456.72	\$1,000.00	(5,456.72)	646%
001-000-000-576-20-51-10	Services Contract- City of Des Moines	\$75.00	\$75.00	\$5,000.00	4,925.00	2%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$1,042.00	\$1,000.00	(42.00)	104%
	Total Intergov Services	\$75.00	\$7,865.49	\$8,000.00	134.51	98%
COVID-19						
001-000-000-576-20-31-00	Office Supplies		\$26.41		(26.41)	0%
001-000-000-576-20-43-00	Training/Conferences		\$0.00		0.00	0%
001-000-000-576-21-31-01	Custodial		\$0.00		0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies		\$2,646.14		(2,646.14)	0%
001-000-000-576-21-43-06	First Aid Supplies		\$2,073.73		(2,073.73)	0%
001-000-000-576-21-49-01	Lifeguard Supplies		\$32.92		(32.92)	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies		\$241.01		(241.01)	0%
	Total COVID-19	\$0.00	\$5,020.21	\$0.00	(4,993.80)	0%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$10,106.25	\$25,000.00	14,893.75	40%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$0.00	\$10,106.25	\$102,000.00	\$91,893.75	
*Reserve starting balance \$214,079.00						
	TOTAL ADMINISTRATION	\$20,426.76	\$284,781.51	\$340,493.14	55,711.63	84%
	TOTAL OPERATIONS	\$50,998.90	\$730,526.88	\$1,057,369.32	326,842.44	69%
	TOTAL CAPITAL	\$0.00	\$10,106.25	\$102,000.00	91,893.75	10%
		\$71,425.66	\$1,025,414.64	\$1,499,862.46	\$474,447.82	162.64%



2021 DECEMBER REVENUE

Account #	Reference	Dec 2021	YTD Balance	2021 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$3,960.39	\$1,028,867.19	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.06	\$0.14	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$150.02	\$6,065.64	\$0.00	\$0.00
	Total General Fund	\$4,110.47	\$1,034,932.97	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$50,000.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$50,000.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$705.47	\$9,508.17	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$1,072.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue *	\$0.00	\$57,305.74	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$504.25	\$13,519.42	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$5,876.75	\$73,677.97	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$548.00	\$0.00	\$0.00
	Total Revenue	\$7,086.47	\$155,631.30	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$122,500.00	\$122,500.00	\$175,000.00	\$122,500.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$122,500.00	\$122,500.00	\$175,000.00	\$122,500.00
	Grand Total Revenue	\$133,696.94	\$1,363,064.27	\$200,000.00	\$52,500.00

* Misc Revenue= Voided check

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, January 13, 2022

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: December 16, 2021 to January 7, 2022 District General Manager Report

WEEK ENDING JANUARY 7:

BOARD MEETING FOLLOW-UP

- Meeting Calendar Invite-Linda sent out the meeting invite on Wednesday, January 5th. If you did not receive it or have issues, please give me a call.
- Executive Session – Legal will be at the next board meeting. Also, to be able to have a breakout room for the meeting, we will be beta testing a new version of Gotomeeting. It should make things interesting.

NEXT BOARD MEETING

Just a reminder that our next board meeting will be Tuesday, January 18 at 7:00pm. Linda sent out a meeting invite earlier this week.

CAPITAL AND CONTRACTS MEETING

On Wednesday, January 5, Joe, Gene and I met with Melody of Stemper Architects. We developed a consensus to bring back to the board on moving forward. This will be added to the agenda on Tuesday, January 18th.

GRANT UPDATE

- KCYAS Aquatic Facilities Grant – I spoke with King County and the delay will probably be until around March.
- KCYAS Get Active, Stay Active Grant – We were awarded a \$5,000 Get Active, Stay Active Grant last year. I received a link from KCYAS this week and am working to update the application. We will apply this scholarship to the MRP Swim Club for the summer.
- SEEK Grant Update – We were notified that the grant awarding was delayed a couple of weeks.

WEBINAR

- Growing People and Growing Organizations in the Aquatics Field – I watched this NRPA webinar that had ideas from around the country on what people are doing around the country to recruit and retain employees. I got a good idea on a partnership with the high school. They also discussed what social media has worked for other agencies.

Growing People, Growing Organizations in the Aquatics Field

Growing People

- What is your Priority?
What are your restrictions?
- Ideas to solve it
Where to look for staff
Can you change policies?
- Create plan that includes cost
and time associated with it.

- A New Look at Hiring Aquatics Professionals – This webinar discussed building culture from the process of orienting employees through processes to develop culture and experience. It also gave ideas on how to advertise and brand for new generation of workers. I got some good ideas for how I want to build the next website's employment page to be more current.

The Job Hunt Process

Onica Davis • 2nd Office Manager
1w • 496

Follow my mentor [Brigitte](https://lnkd.in/eTzHVBV) here on YouTube <https://lnkd.in/eTzHVBV> for great career advice!

What's your 2022 career plan?
The author can see how you vote. [Learn more](#)

Get a job (or get a new job)	54%
Stay at my current job	28%
Start my own company	15%
Other- Please comment below	4%

17,980 votes • Poll closed • [Remove vote](#)

212 comments

Parks & Recreation

- Job Descriptions
Is Standard Enough...
Quarterly, Lunches, Gamification, Break Experiences, technology
- Advertising - Now Hiring, Help Wanted, IS NOT ENOUGH
- Posting - Indeed, Ziprecruiter, URPA, Monster, Utah.gov, Glassdoor
- Compensation - monetary, mental, social
- Text that excites and engages
- Tag Lines
- Testimonials
- Workplace environment
- Create a connection to people
- Create the bond between HR and Parks & Recreation
- Remote work conditions, can we adjust.....
- The most dangerous phrase in the language is "we've always done it this way." Rear Admiral Grace Hopper

Hiring Parks & Recreation Professionals

KN95 MASKS

After watching Jay Inslee's new conference on Wednesday, January 5th, I had staff order a couple of boxes of disposable KN95 masks. The masks are supposed to be more effective than the cloth and paper masks, we are currently using.

OMICRON VARIANT

We have been discussing potential changes to provide a safer environment during omicron. We are also keeping an eye out on guidance from King County and the Washington State Department of Health.

<https://www.healthline.com/health-news/heres-what-experts-are-seeing-in-kids-during-the-omicron-wave>

IN-SERVICE

Quentin canceled our next in-service due to the Omicron variant. In-services are all-staff trainings. Instead, Quentin is going to have skills checks with smaller groups. It is important for staff to keep up their skills for safety. In-services usually cover a portion (usually 1/12 of the lifeguard requirements) with monthly trainings.

STAFFING UPDATE

- New Hires - The aquatics staff has added another two staff members. They will be oriented next week.
- Transitions – Lauryne will be training all next week with Linda. We are finalizing agreements and should have everything in place next week.

MAINTENANCE UPDATES

- JACE CONTROLS – Sunbelt is scheduled to come out the week of January 18th to complete the updates to the air handler controls.
- CHEMICAL SYSTEM – Quentin has contacted Aquatics Specialties to setup more training for the chemical and pump systems. Aquatic Specialties is busy, so we expect something later this month or early next month.
- ELECTRICAL FOR SCOREBOARD AREA- Jared is working with MacMiller to get the wiring updated for the scoreboard area that requires an extension cord for some systems.

NRPA EQUITY LANGUAGE GUIDE

Just a heads up that NRPA has an Equity Language Guide. See below to view the guide.

<https://www.nrpa.org/our-work/Three-Pillars/equity/equity-language-guide/>

LATEST COLIBRI MAGAZINES

Our latest ads for Des Moines and Normandy Park. Our next ad is due on March 18 for Normandy Park. Gene is working on an ad that we will share in a future report.

- Des Moines City Currents
- <https://publications.colibrinw.com/DesMoinesCityCurrents/flipbook/?page=1>
- Normandy Park City Scene
- <https://www.colibrinw.com/publications/NormandyParkCityScene/flipbook/index.html?page=1>

COOL NEW EQUIPMENT

I just wanted to share information about this equipment. It is a system that you can use to attract non-traditional swimmers. It hangs in the rafters and can be lowered with the touch of a button. It is much easier to utilize than the Wubit system.

https://ninjacrosssystems.com/?fbclid=IwAR0_tU5lidYeeqX0ZBmF5POgmMMZcWwHvBFhZueYwKxqAqrJyMyBHoiQg

RESEARCH

- Boulder is using city racial equity plan to guide decisions but there is still work to be done (Colorado Daily/MRSC) - <https://www.coloradodaily.com/2021/12/07/boulder-is-using-citys-racial-equity-plan-to-guide-decisions-but-theres-still-work-to-be-done/>
- Mayors and the need to develop community spirit de corps (Governing) - <https://www.governing.com/now/mayors-and-the-need-to-develop-community-esprit-de-corps>
- Parks and recreation brings health and wellness into the New Year (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/january/parks-and-recreation-brings-health-and-wellness-into-the-new-year/>
- Ontario shuts down schools, indoor dining and gyms because of Covid-19 (King 5) - <https://www.king5.com/article/news/nation-world/ontario-shuts-down-because-of-covid/507-ed6d2604-0f24-40de-8b4c-7c4f95c74165>
- The outlook of public finance in 2022 with 6 themes (Governing) - <https://www.governing.com/finance/the-outlook-for-public-finance-in-2022-in-6-themes>

WEEK ENDING DECEMBER 31:

RETREAT

Just a reminder that our retreat will be Tuesday, January 4th at 7pm. Linda sent out packet and meeting info. Email or call me if you need the information.

MECHANICAL CLOSURES

I sent everyone an email. Our alert system came on December 24. We had received an update that there was no flow. Quentin went in and checked it out and there was no flow. Our contractor was not able to come out until Monday, December 27. They were able to reestablish the flow and the pool was reheated on Monday, December 27. (Note-with the inclement weather and holidays, we would have been forced to be closed these days.) Quentin is working to learn what we can do internally if this happens again.

On Wednesday, when staff arrived chlorine level was at 10ppm, which can cause skin, eye, and lung irritation. Staff tried working remotely with Aquatic Specialty to resolve the problem, but the levels would not come down, so we ended up closing the remainder of the day. Aquatic Specialty is selling us some chemicals that will help us lower the levels faster if this happens again.

Both situations were exacerbated by the weather and holiday, and the inability to get technicians to the pool.

INCLEMENT WEATHER

We ended up also be closed on Tuesday and Thursday due to inclement weather. On both days staff was not able to make it to the pool due to road conditions. With the late start on Thursday, we waited until we saw the road conditions, which were reported to be poor. Email notifications, social media and website posts were made for all updates.

WINTER SCHEDULE

With the inclement weather and mechanical issues this week, we had to push updating the schedule out until December 31. It actually worked out in we got a request for additional time from SMAC requested. We could not get it confirmed at the publishing of the schedule, but we felt it was important to get the schedule out.

<https://createsend.com/t/d-F537249B31624D8A2540EF23F30FEDED>

SMAC

SMAC has requested usage for Monday through Saturday. We have adjusted the schedule and cut back on some hours to accommodate this. Also, we had to start them later on Monday and Wednesday until February, as Highline School District's dive team is using the pool until 6pm due to a large turnout.

LIFEGUARD CLASS

Due to inclement weather, staff had to adjust the start of the class to be online learning. Staff is working on getting some in the water time once the weather relents. We had five people in the class.

MAINTENANCE

- VFD Pump Issue (December 24) - There is a power switch for the VFD pump controls that is in the basement of the pump room. When Quentin was being walked through the steps to restart it and later directed from Aquatic Specialties, the power switch was not working. Aquatic Specialty came out on Monday and resolved the problem, which was that you have to hold the box in a certain position to reopen it, as it has become detached. We are getting a quote from Aquatic Specialties to fix this and possibly move it upstairs from any water that might affect it if the backflow ever becomes plugged. This is a good thing to do for safety. Quentin is also setting up a time with him, Jared and I to meet with Aquatic Specialties to go over this and other related processes.
- Chlorine Level Issue (December 28) – On December 28, we had to close early due to chlorine levels being too high. Quentin is working with Aquatic Specialty to fix the problem and we are also getting some chemicals to better adjust this issue if it happens again. On Thursday, Quentin made a trip (even with bad weather) to get de-chloritization agents to reopen the pool. With the holidays and weather, it has been difficult to get support out for this issue, but we are exploring how to better adjust the system, so this does not happen.
- Shower Repair – MacMiller will be at the pool on Wednesday, December 29 to repair a shower motor that would not turn off and was wasting water and energy. Quentin had them come out to perform maintenance work during our August closure, but older plumbing breaks down.
- Shallow End Lane Lines – Jared completed the lane separators with buoys to help with swim lessons and other programming in the shallow end. This should help better separate swim lesson groups and allow for alternative programming in shallow end during slower times.
- Locksmith – Jared had a locksmith come out last week and get locks for the file cabinets that were donated by REI and new locks for the hallway restrooms. With eliminating the district offices, we will need a safe place for personnel and other records. See information on the hallway restrooms below.

HALLWAY RESTROOMS

The hallway restrooms have not had stall doors since at least 2016. We have gotten locks for these doors that will be able to be checked out at the front desk. We are also exploring the opportunity of maxing these into two unisex restrooms/potential family changing rooms. We are exploring retractable benches/chairs and hooks for people to hang their clothing when they change. We will also look at new signage and rules for key checkout.

RATE CHANGES

The updated rate changes take effect January 2, 2022. We are working during our closure to get the website updated and the rates changed in the registration system. I met with 575 to changeover the fees page. The new page will be active after we close on December 31 and before we reopen on January 1. Below is a screen capture of the site. Here is the link to the new page.

<https://mtrainierpool.com/pool-rates/>

MRHS SWIM TEAM

The MRHS Swim Team cancelled their practices for the week of December 27.

PTSA AGREEMENTS

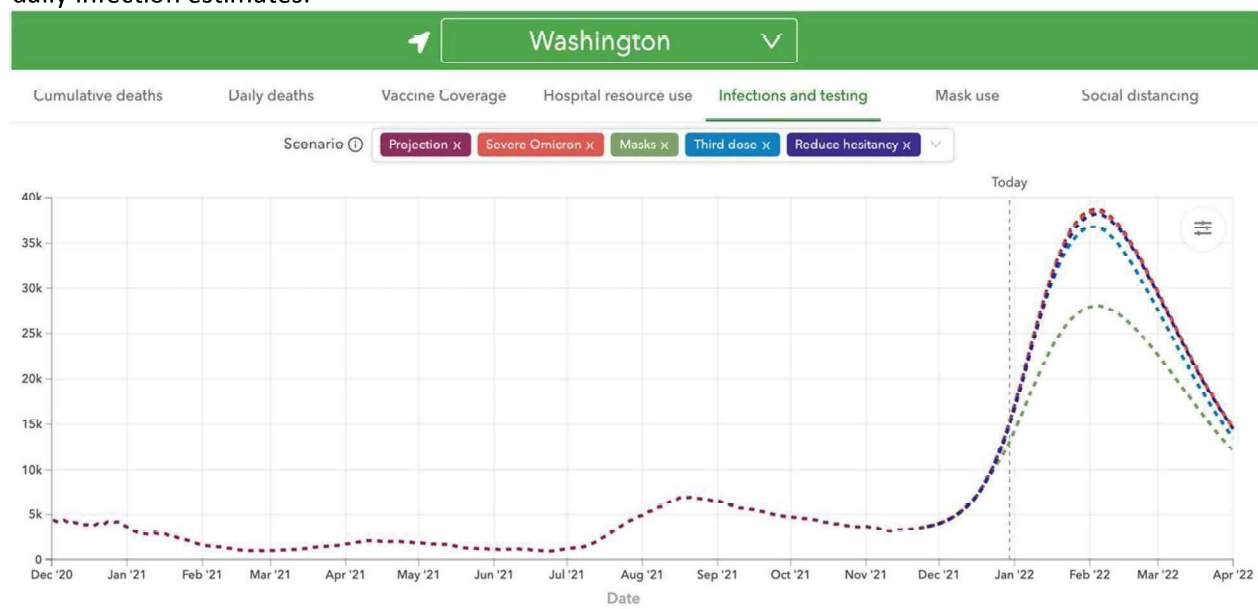
We are putting together the PTSA Agreements and hope to have something to them in January.

SAFETY PLAN UPDATE

With the CDC lowering the quarantine days from 10 to 5 days, we will update this when the information is updated at the State and/or County level. This will probably occur next week to receive and incorporate the changes.

IHME DAILY INFECTION ESTIMATES

University of Washington's IHME put's out updates on Covid-19 related data. Below is the data from the daily infection estimates.



<https://covid19.healthdata.org/united-states-of-america/washington?view=cumulative-deaths&tab=trend>

GOVERNANCE PAGE

All meetings for 2022 have been posted. I will update the site information, once we pass the resolution in January to meet at MRHS.

RESEARCH

- Public Health Leaders Urge Public to Prepare for Rapid Surge in Local Omicron Cases (KC Public Health Insider) - <https://publichealthinsider.com/2021/12/17/public-health-leaders-urge-public-to-prepare-now-for-rapid-surge-in-local-covid-19-omicron-cases/>
- Iowa city parks and recreation named a best of aquatics honoree (Aquatics Intl) - https://www.aquaticsintl.com/awards/iowa-city-parks-and-rec-named-a-best-of-aquatics-honoree_o
- Omicron could burn through US and hasten end to pandemic says expert (MSNBC) - <https://www.cnbc.com/2021/12/22/omicron-could-potentially-hasten-the-covid-pandemics-end-says-expert.html>
- Seattle Public Schools to Close Monday to Test Staff and Students (King 5) - <https://www.king5.com/article/news/local/seattle/seattle-public-schools-no-school-monday-covid-test-staff-students/281-9415f770-ba35-4b54-b36f-06a2b2fbd19e>

WEEK ENDING DECEMBER 24:

BOARD MEETING WRAP-UP

- Retreat– Holly has confirmed that she is also available on Tuesday, January 4th at 7pm. We will send information for the meeting next week. Linda will send meeting invite out next week.
- Bylaws and Policy 220 – I have attached copies of the policies for your review. We will set a deadline at the board retreat for turning edits in.
- Employment Agreements – I am meeting with employees on succession plans next week and will work on updating their employment agreements to fit their new positions.

SWIMMING LESSONS

Registration was Saturday and Tuesday for Saturday swim lessons that will start on January 15th. Quentin is working on adding weekday lessons back in February. We are working to promote these in early to mid-January. We will use email notifications, peach jar, and social media to promote these classes.

JUDSON PARK PRESENTATION

Brian wrote a good agreement that I have sent to Judson Park. We hope to have a new class negotiated sometime in January.

LEVY CERTIFICATION

We received a confirmation letter on our levy certifications. I have attached the letter.

LIFEGUARD TRAINING

Jared and Quentin will be having a lifeguard training December 27-29.

ACTIVE SHOOTER EAP

Jared has put together an updated Emergency Action Plan (EAP) for an active shooter. We have reached out to the school district to be contacted during emergency situations. Staff will also be executing this and other EAP drills in January.

2022 RATES

2022 rates will be updated to the website after closing on December 31.

WINTER SCHEDULE

We are working on the schedule for after Winter Break. We are keeping an eye on Covid-19 updates and exploring how to add online reservations for some underused hours.

CLOSED

Just a reminder that the pool will be closed on December 24 & 25.

HAPPY HOLIDAYS

I hope you all have a Happy Holidays.

RESEARCH

- Top trends in parks and recreation in 2022 (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/january/top-trends-in-parks-and-recreation-for-2022/>
- Next practices for the post-pandemic 2020's (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/january/next-practices-for-the-post-pandemic-2020s/>
- Public Health urges public to prepare for rapid surge of Covid-19 Omicron cases (Waterland Blog) - <https://waterlandblog.com/2021/12/17/public-health-urges-public-to-prepare-for-rapid-surge-in-local-covid-19-omicron-cases/>
- Parks and Recreation Feels Impact of Labor Shortage (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2022/january/parks-and-recreation-feels-impact-of-labor-shortage/>
- \$33M Pasco water facility vote delayed (Tri-City Herald) - <https://www.tri-cityherald.com/news/politics-government/article255919956.html>
 - *Note- I will put some more research on this in next week's report.*



Des Moines Pool Metropolitan Park District

December 21, 2021

7:00 p.m.

Remote Online

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Present were Commissioners Dusenbury, Stender, and Achziger; Acting Aquatics Manager, Quentin Knox; District General Manager Deschenes and District Clerk Linda Ray.

Commissioner Campbell was absent.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – District General Manager Deschenes stated that an updated copy of Policy 220 will be sent to Board Members after the meeting. With no further discussion the agenda was adopted unanimously.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None

PUBLIC COMMENT -- None

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in November 2021 totaling \$68,163.86. Commissioner Stender 2nd. The motion passed 4-0.

OLD BUSINESS

7a. Budget Amendment – Resolution 2021-07, Capital Reserve Transfer

District General Manager introduced Resolution 2021-07 for the budgeted transfer of \$75K to the Capital Reserve, plus an additional \$100K from the general fund. This will be a transfer of \$175K for the year ending 2021. This transfer will bring the total amount in the Capital Reserve to \$420K.

Commissioner Dusenbury moved to approve Resolution 2021-07 transferring \$175,000 from the General Fund to the Capital Reserve Fund. Commissioner Stender 2nd. Passed 4-0.

NEW BUSINESS

8a. Bylaws and Policy 220 Board Administration

District General Manager Deschenes reported that the bylaws had not been revised in a couple of years. In addition, Policy 220, Board and Administration, needs to be updated to reflect the changes in the bylaws. Both documents were sent to Legal Counsel, Brian Snure, who in turn added his edits. The copies are included in the packet for Board

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

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meetings are being held 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.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 12/21/2021**

Member's review and comments. The District GM will also send editable copies to the Board. The bylaws and Policy 220 will be on the January 18, 2022, agenda for approval.

8b. Retreat Scheduling

It is customary at the start of each year to hold a Retreat meeting to establish goals, set strategies and priorities, vote on Board officers, and discuss committees.

Based on availability, the Board decided on a meeting set for January 4, 2022, at 7:00p.m. An invitation will be sent to all Board Members.

8c. Succession Planning

In January 2022, District Clerk Linda Ray will be retiring, and Aquatic Manager Lauryne Thurmond plans to step down from her position at Mt. Rainier Pool to assume the District Clerk role. Lauryne will be returning from leave on January 10th and will train with the current District Clerk. She will also cover the Coordinator role at the pool 2 days a week and will work from home in the capacity of District Clerk 3 days a week. Her primary responsibilities will be payroll, vouchers, public records, preparing for meetings and meeting minutes.

The current Aquatic Coordinator and acting Aquatic Manager, Quentin Knox will assume the Manager position permanently; and Jared Wold who is acting Aquatic Coordinator will step into that position permanently, as well.

The recruitment process for a second Coordinator is planned for early 2022. The DGM and acting Aquatic Manager have developed a new hiring process which includes the use of interest cards to give individuals a better opportunity to be trained to fill roles at the pool.

ADJOURNMENT

With no further business the meeting was adjourned at 7:35 pm.

UPCOMING MEETINGS

- January 4, 2022, Retreat Meeting, 7:00 p.m., Virtual
- January 18, 2022, Regular Meeting, 7:00 p.m., Virtual

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Campbell

Commissioner Stender

Commissioner Achziger

Linda Ray, District Clerk

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

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

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

The Des Moines Pool Metropolitan Park District is following COVID-19 guidelines and Proclamation 20-28 and will hold meetings remotely until further notice. The public may join meetings through the GoToMeeting app. Login information is published in each Meeting Agenda. Contact Linda Ray, District Clerk at linda.ray@desmoinespool.org if you have questions.



Special District Voucher Approval Document

KC v2.0

16

Scheduled Payment Date: 12/08/2021

District Name: Des Moines Pool Metropolitan Park District

Total Amount: \$10,782.80

File Name: AP_DMPOLPRK_APSUPINV_20211202114655.csv

Control Total: 11

Fund #: 170950010

Payment Method: WARRANT

CONTACT INFORMATION	
Preparer's Name: _____	Email Address: <u>linda.ray@desmoinespool.org</u>
Linda Ray	

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>	12/2/2021	Date
Authorized District Signature	12/2/2021	Date
Authorized District Signature	12/2/2021	Date
Authorized District Signature	12/2/2021	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

17

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20211202114655.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1062	12/02/2021	\$243.75	WEBSITE SUPPORT - OCT AND NOV 2021
AQUATIC SPECIALTY SERVICES			21598	11/29/2021	\$1,200.11	MONTHLY CONTRACT - NOV 2021
CENTRAL WELDING SUPPLY			CG105020	11/23/2021	\$204.94	UN2187, CARB DIOX
CENTRAL WELDING SUPPLY			RN11212492	11/30/2021	\$73.57	750LB BEV CARB LIQUID
DEPARTMENT OF RETIREMENT SYSTEMS			DRS2_1021	12/01/2021	\$1,153.63	DEF COMP - Q KNOX, S DESCHENES
HIGHLINE WATER DISTRICT			20211119HWD	11/19/2021	\$645.19	WATER UTILITY - 10/20 TO 11/19/2021
MOUNTAIN MIST			004459775	11/29/2021	\$16.46	COFFEE EQUIP RENTAL/MRP
MOUNTAIN MIST			004459776	11/29/2021	\$8.81	WATER DELIVERY/MRP
NORTHWEST LANDSCAPING SERVICES			CD50188507	12/01/2021	\$549.41	LANDSCAPE SERVICE/MRP
PUGET SOUND ENERGY			20211119PSE	11/19/2021	\$6,361.93	ELECTRIC UTILITY - 10/20 TO 11/19/2021
SNURE LAW OFFICE			20211201BS	12/01/2021	\$325.00	PROFESSIONAL SERVICES - NOV 2021



Special District Voucher Approval Document

KC v2.0

18

Scheduled Payment Date: 12/15/2021

Total Amount: \$7,601.15

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20211208122332.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

Scott Deschenes
Authorized District Signature

12/8/2021

Date

DocuSigned by:

Mr. Deschenes
Authorized District Signature

12/8/2021

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

19

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20211208122332.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			17537	12/01/2021	\$90.00	DISTRICT JANITORIAL - DEC 2021
BREE CASWELL			20211208BC55	12/08/2021	\$15.37	PAYROLL PE 11/25/2021
BROCK BECKER			20211208BB84	12/08/2021	\$67.92	PAYROLL PE 11/25/2021
COPIERS NORTHWEST			2394195	12/07/2021	\$37.76	COPIERS OVERAGE CHG - 11/6 TO 12/5/2021
FERNANDO CORTEZ			20211208FC89	12/08/2021	\$322.62	PAYROLL PE 11/25/2021
GRAINGER			9140327967	12/06/2021	\$235.73	MRP JANITORIAL SUPPLIES
GRAINGER			9135790659	11/30/2021	\$42.95	MRP JANITORIAL SUPPLIES
GRAINGER			9123494438	11/17/2021	\$100.61	MRP JANITORIAL SUPPLIES
MACDONALD-MILLER FACILITY SOLUTIONS			SVC218172	11/30/2021	\$335.81	ELECTRICAL REPAIR
SEARELY CAMARILLO-GONZALEZ			20211208SC88	12/08/2021	\$717.46	PAYROLL PE 11/25/2021
SUNBELT CONTROLS			5047350	11/29/2021	\$5,634.92	HVAC CONTROLS SYS UPGRADE



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 12/22/2021
Total Amount: \$9,661.96
Control Total: 11
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20211216122014.csv
Fund #: 170950010

CONTACT INFORMATION	
Preparer's Name:	Linda Ray
Email Address:	linda.ray@desmoinespool.org

PAYMENT CERTIFICATION		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):		
DocuSigned by: <i>Scott Deschene</i> Authorized District Member Signature	12/16/2021	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	KING COUNTY FINANCE USE ONLY: Batch Processed By: _____ Date Processed: _____
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Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20211216122014.csv

21

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			21641	12/08/2021	\$1,959.78	INSTALL ADA LADDER
CANON FINANCIAL SERVICES, INC.			27807311	12/12/2021	\$62.88	COPIERS CONTRACT CHG - DEC 2021
CMIT SOLUTIONS EASTSIDE			10017	11/30/2021	\$226.97	IT SUPPORT - MANAGED SERVICES, HOSTING PHONES
CMIT SOLUTIONS EASTSIDE			9947	11/30/2021	\$1,511.11	IT SUPPORT - NOV 2021
CMIT SOLUTIONS EASTSIDE			9903	10/31/2021	\$226.97	IT SUPPORT - MANAGED SERVICES, HOSTING PHONES
CMIT SOLUTIONS EASTSIDE			9856	10/31/2021	\$1,511.00	IT SUPPORT - OCT 2021
COMCAST			20211212CB_MRP	12/12/2021	\$263.28	TELEPHONE/INTERNET - 12/22/21 TO 1/21/22
COMCAST			20211208CB_DMP	12/08/2021	\$160.26	TELEPHONE/INTERNET - 12/18/21 TO 1/17/22
DEPARTMENT OF RETIREMENT SYSTEMS			DRS1_112021	12/16/2021	\$980.37	DEF COMP - S DESCHENES, Q KNOX
RECOLOGY			3724860	11/30/2021	\$379.37	GARBAGE/RECYCLE UTILITY - NOV 2021
US BANK			20211210USB	12/10/2021	\$2,379.97	US BANKCARDS - 11/10 TO 12/9/2021



Special District Voucher Approval Document

KC v2.0

22

Scheduled Payment Date: 12/29/2021**Total Amount:** \$2,962.67**Control Total:** 9**Payment Method:** WARRANT**District Name:** Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20211221120030.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:

Scott Deschene

Authorized District Signature

12/21/2021

Date

DocuSigned by:

Bar Rosenberg

Authorized District Signature

12/21/2021

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

23

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20211221120030.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BREE CASWELL			20211220BC55	12/20/2021	\$15.37	PAYROLL PE 12/10/2021
BROCK BECKER			20211220BB84	12/20/2021	\$47.14	PAYROLL PE 12/10/2021
CITY OF DES MOINES			7318_2022	12/31/2021	\$75.00	CITY BUSINESS LICENSE RENEWAL FOR 2022
FERNANDO CORTEZ			20211220FC89	12/20/2021	\$300.80	PAYROLL PE 12/10/2021
JOE DUSENBURY			20211220JD08	12/20/2021	\$235.62	COMMISSIONER SUBSIDY - NOV 2021
SHANE STENDER			20211220SS77	12/20/2021	\$235.62	COMMISSIONER SUBSIDY - NOV 2021
SHANE YOUNG			20211220SY10	12/20/2021	\$235.62	COMMISSIONER SUBSIDY - NOV 2021
VISION MUNICIPAL SOLUTIONS, LLC			09-9893	12/15/2021	\$1,100.00	FINANCIAL SOFTWARE SUPPORT - 2022
ZEN 22015, LLC			20220101ZEN	12/20/2021	\$717.50	DISTRICT RENT - JAN 2022


King County

Department of Executive Services
Finance & Business Operations Division
 ADM-ES-0600
 500 4th Ave
 Seattle, WA 98104
 Email: cash.management@kingcounty.gov
 Tel: 206-263-2818 or 206-263-2737

ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date Dec 14, 2021

PAYMENT INFORMATION

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____ ☐ ACH Debit Pay Code (COLXX) _____ ☒ Automatic Withdrawal
☐ Book Transfers (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 12/10/2021	170950010			24219		00000	17,646.90
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$17,646.90

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____

CONTACT INFORMATION

Contact Name _____ Organization _____ Des Moines Pool Metropolitan Park District
 Email _____ linda.ray@desmoinespool.org Phone # 206-429-3852 Ext _____ Fax # N/A

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.

DocuSigned by:

Signature

Title Clerk of the Board

Date 12/8/2021

5E8DDA9899F2474...

Print Name Joe Dusenbury

Phone # 206-429-3852

Email mypeggyusue@me.com


King County

Department of Executive Services
Finance & Business Operations Division
 ADM-ES-0600
 500 4th Ave
 Seattle, WA 98104
 Email: cash.management@kingcounty.gov
 Tel: 206-263-2818 or 206-263-2737

ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date 12/30/2021

PAYMENT INFORMATION

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) ☐ ACH Debit Pay Code (COLXX) ☒ Automatic Withdrawal
☐ Book Transfers (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 12/25/2021	170950010			24219		00000	22,689.77
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$22,689.77

PAYEE INFORMATION

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name _____ Name on Bank Account _____
 Bank Routing # _____ Bank Account # _____ City _____ State _____

CONTACT INFORMATION

Contact Name _____ Organization _____
 Email _____ Phone # 206-429-3852 Ext _____ Fax # N/A

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.

DocuSigned by:

Signature _____ Title Clerk of the Board Date 12/21/2021

Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggyusue@me.com

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District G.M./Legal **Meeting Date:** 01/18/22

Under: Executive Session **Attachment:** Yes

Subject: Executive Session "Overpayment Agreement"

Background/Summary:

The Board of Commissioners will go into an Executive Session pursuant to RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation.

This will require the board to utilize a breakout room outside of the normal meeting.

Any formal decisions made will be announced during the regular board meeting.

Fiscal Impact: N/A

<p>Proposed Motion: I move to go into Executive Session pursuant to RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation.</p>
--

The executive session will be for _____ minutes until ____:____.

Any direction given by the board will be made in open session and noted in the minutes.

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

<u>Two Touch Rule:</u>	<u>N/A</u>	Committee Review
	<u>10/20/20</u>	First Board Meeting (Informational)
	<u>01/18/22</u>	Second Board Meeting (Action)

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

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

Notes:

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** January 18, 2022

Under: Old Business **Attachment:** Yes

Subject: Election of Board Officers (Appointing Officers)
--

Background/Summary:

At the Board Retreat on January 4, 2022, the Board of Commissioners discussed the positions of President of the Board and Clerk of the Board.

Per RCW 35.61.120(1) and District Policy and Procedure 220-3.1.5, the Des Moines Pool Metropolitan Park District (District) will hold elections for its President of the Board and Clerk of the Board for 2022.

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.

At the retreat, Shane Young was elected President of the Board and Joe Dusenbury was elected Clerk of the Board.

For more information on the President of the Board and Clerk of the Board roles and responsibilities, please see attached Policy 101, District Bylaws and Policy 220, Board and Administration.

Fiscal Impact: N/A

Proposed Motion:

I move to approve Resolution 2022-01, Appointing Officers.
--

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

Three Touch Rule:	<u>N/A</u>	Committee Review
	<u>1/4/22</u>	First Board Meeting (Informational)
	<u>1/18/22</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

See²⁸ attached Resolution 2022-01, Appointing Officers.

DES MOINES POOL METROPOLITAN PARK DISTRICT
RESOLUTION NO. 2022-01

**APPOINTING OFFICERS
(RCW 36561.120)**

WHEREAS, RCW 35.61.120 requires the Board of Commissioners annually elect a President and Clerk of the Board of Commissioners.

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

SHANE YOUNG as President of the Board of Commissioners to serve until a successor is appointed in January 2022.

JOE DUSENBURY as Clerk of the Board of Commissioners to serve until a successor is appointed in January 2022.

Adoption: ADOPTED by the Board of Commissioners of DES MOINES POOL METROPOLITAN PARK DISTRICT at an open public meeting of such BOARD on the 18 day of January, 2022, the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** January 18, 2022

Under: Old Business **Attachment:** Yes

Subject: Auditing Officer Delegation

Background/Summary:

With a new elected officer added to the board of commissioners, the District is needing to update the auditing officers for the purpose of authorizing the issuance of warrants and electronic transactions prior to the board of commissioners' approval in accordance with RCW 42.24.180. The Clerk of the Board and Board President will ask for a third (backup) officer to be designated if they are unable to tend to the vouchers to ensure creditors are being paid in a timely manner.

Fiscal Impact: N/A

Proposed Motion: I moved approval of Resolution No. 2022-02 Auditing Officer Delegation.

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

Three Touch Rule:	<u> </u>	Committee Review
	<u> N/A </u>	First Board Meeting (Informational)
	<u> 1/18/2022 </u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

Attachments:

- Resolution 2022-02 Auditing Officer Delegation
- Auditing Officer Form(s)

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

RESOLUTION NO. 2022-02

AUDITING OFFICER DELEGATION

**APPOINTING OF AUDITING OFFICER(S) FOR THE PURPOSE OF AUTHORIZING
THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO
BOARD OF COMMISSIONERS APPROVAL**

WHEREAS, the Des Moines Pool Metropolitan Park District (District) Board of Commissioners (Board) is the District's governing body and as such is responsible for making all District Policy and delegating all persons responsible for carrying out such Policy and;

WHEREAS, The monthly payment of the District's vouchers often requires the issuance and approval of the vouchers prior to The Board of Commissioner's regular monthly meetings insure timely processing by King County and;

WHEREAS, Under normal procedure vouchers are approved by the Board of Commissioners at its regular scheduled monthly meeting and;

WHEREAS, The District Board has determined that a more frequent payment schedule is in the District's best interests by taking early payment discounts, avoiding late payment fees, adhering to vendors invoicing schedules and building relationships with vendors and;

WHEREAS, The schedule of the meetings of the Board of Commissioners and the time required for issuance of warrants, occasionally restricts the ability of the Board to approve qualifying vouchers at its regular meeting and still pay the underlying invoices in a prompt and timely manner and;

WHEREAS, RCW 42.24.180 authorizes a procedure where the existing problem could be resolved;

NOW THEREFORE, BE IT RESOLVED, to accomplish the purposes expressed above and to comply with RCW 42.24.180, it is resolved by the BOARD OF COMMISSIONERS OF THE DES MOINES POOL METROPOLITAN PARK DISTRICT as follows:

1 The procedure for payment of claims prior to approval by the Board of Commissioners shall apply to any claims against the District under \$50,000.00 that the District Financial Officer determines need to be approved prior to the Board's regular meeting "qualifying vouchers".

2 The District General Manager, President of the Board Shane Young, Clerk of the Board Joe Dusenbury, Commissioner, Holly Campbell and Commissioner Shane Stender are designated as Auditing Officers and, as such, are further designated as officers to sign qualifying vouchers.

3 Each Commissioner authorized to sign the qualifying vouchers shall obtain, at District expense, an official bond in the amount of no less than \$50,000 to secure the faithful discharge of their respective duties under this resolution.

4 In preparation of the qualifying vouchers, the District shall follow the District's Administrative Directive on Purchasing Limits and its Administrative Directive on Voucher Processing.

5 The District Clerk shall prepare the voucher schedule and the District General Manager shall audit and sign the qualifying vouchers. In the absence the District General Manager, President of the Board Shane Young, Clerk of the Board Joe Dusenbury, Commissioner Holly Campbell and Commissioner Shane Stender may sign the qualifying vouchers. The District Clerk shall submit the preapproved vouchers to King County.

6 The District Clerk shall submit to the Board, at its regular monthly meeting, a full and complete report of all claims paid on vouchers approved and signed pursuant to this resolution.

7 In any event that a warrant is issued on an erroneous voucher, the District Clerk and the District General Manager shall cause the disapproved payment to be recognized as a receivable and shall diligently pursue collection of the erroneous payment or take such other actions as may be directed by the Board of Commissioners.

Adoption: ADOPTED by the BOARD OF COMMISSIONERS OF THE DES MOINES POOL METROPOLITAN PARK DISTRICT at an open meeting of such Board on the 18th day of January 2022, the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

Accounts Payable Authorized Signature Form

(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 1 – GENERAL INFORMATION

Please complete each field below. For the "Number" field, enter the first 5 digits of your Fund Numbers. Typed/ electronic entries are preferred for readability.

District/Organization Name: Des Moines Pool Metropolitan Park District Number: 17095

Street Address: 22722 19th Avenue South

City/ State/ Zip: Des Moines, WA 98198

General Telephone #: 206-429-3852 Fax #: _____

Primary Contacts

Name: Scott Deschenes Title: District General Manager

Telephone #: 206-429-3852 Email: scott.deschenes@desmoinespool.org

Name: Lauryne Thurmond Title: District Clerk

Telephone #: 206-429-3852 Email: lauryne.thurmond@desmoinespool.org

SECTION 2 –AUDITING OFFICER(S) DELEGATED WITH PAYMENT APPROVAL AUTHORITY (If Applicable)

Complete the fields below for each Auditing Officer that has been delegated signatory authority in accordance with RCW 42.24.180. This RCW is intended to expedite the issuance of warrants by authorizing one or more persons signatory authority to approve warrant issuance before the board has acted to approve the claims. A copy of the resolution delegating this authority is required to accompany this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

Number of Required Auditing Officer Signatures for Payment of Claims: 1

Auditing Officer Signatures

	Name	Telephone	Email
Sign: _____			
Print: <u>Joe Dusenbury</u>	<u>206-429-3852</u>	<u>mypeggysue@me.com</u>	
Sign: _____			
Print: <u>Shane Young</u>	<u>206-429-3852</u>	<u>shaneyoung44@yahoo.com</u>	
Sign: _____			
Print: <u>Scott Deschenes</u>	<u>206-429-3852</u>	<u>scott.deschenes@desmoinespool.org</u>	
Sign: _____			
Print: <u>Shane Stender</u>	<u>206-429-3852</u>	<u>shanestender@gmail.com</u>	

Accounts Payable Authorized Signature Form

(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 3 – BOARD MEMBERS – APPROVALS AND PAYMENT CERTIFICATION AUTHORIZATION

If an Auditing Officer with signing authority, per RCW 42.24.180, has not been delegated or, if such an Auditing Officer is delegated and any designated restriction is exceeded, board action is required for warrant issuance. As members of the board, the following persons are also authorized to sign for Approval and Payment Certification as per RCW 42.24.080 and other respective agency RCWs.

Number of Required Board Member Signatures for Payment of Claims: 2

Board Member Signatures

	Name	Telephone	Email
Sign: _____	_____	_____	_____
Print: _____	Shane Young	206-429-3852	shaneyoung44@yahoo.com
Sign: _____	_____	_____	_____
Print: _____	Joe Dusenbury	206-429-3852	mypeggysue@me.com
Sign: _____	_____	_____	_____
Print: _____	Gene Achziger	206-429-3852	gachziger@yahoo.com
Sign: _____	_____	_____	_____
Print: _____	Holly Campbel	206-429-3852	holly@desmoines.wa.gmail.com
Sign: _____	_____	_____	_____
Print: _____	Shane Stender	206-429-3852	shanestender@gmail.co
Sign: _____	_____	_____	_____
Print: _____	_____	_____	_____

I attest the above information is true and accurate and the signatures herein are authorized as described. Our district will execute a new form with King County Accounts Payable as information or signatories change:

Signature: _____	Date: _____
Print Name: Shane Young	Title: President of the Board
	Chairperson/ President

District/Organization Name: Des Moines Pool Metropolitan Park District

Please send King County Accounts Payable this original completed form and, if applicable, a copy of a resolution delegating signatory authority (*sample attached*). Incomplete forms will be returned. Please send documents to:

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

If you require assistance completing this form, please contact (206) 263-9284 or SpecialDist.AP@kingcounty.gov.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District G.M. **Meeting Date:** January 18, 2022

Under: Old Business **Attachment:** Yes

Subject: Board Committees

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 (NEW)	Campbell	Young
Public Outreach	Achziger	Stender

The Board of Commissioners discussed Board Committees during their January 4th Retreat and the committees above were informally appointed including a new policy and procedure committee. This agenda item is to formally approve the processes discussed at the retreat.

WCIA REPRESENTATIVE

In past years the district had appointed a board member to be the WCIA insurance representative. After discovering that most agencies appoint a staff member, the board appointed the District GM and Aquatics Manager to serve this position in 2021.

Fiscal Impact: N/A

Proposed Motion:

I move to approve Resolution 2022-03 Board Committees.

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

Three Touch Rule:

	<u>Committee Review</u>
<u>1/4/2022</u>	First Board Meeting (Informational)
<u>1/18/2022</u>	Second Board Meeting (Action)

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

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

Notes:

- Resolution 2022-03 Board Committees

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2022-03

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 18th 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:** Commissioner Joe Dusenbury and Commissioner Gene Achziger
- **Finance Committee:** Commissioner Shane Young and Commissioner Joe Dusenbury
- **Policy and Procedures:** Commissioner Holly Campbell and Commissioner Shane Young
- **Public Outreach:** Commissioner Gene Achziger and Commisioner Shane Stender

Adoption. ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 18th day of January 2022 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District GM **Meeting Date:** 1/18/22

Under: Old Business **Attachment:** Yes

Subject: Change in Board Meetings Location

Background/Summary:

The District is moving its board meetings following returning from online meetings to a new location for its board meetings.

The Highline School District has allowed for the Des Moines Pool Metropolitan Park District to meet at the Mount Rainier High School's Library (22450 19th Ave S, Des Moines, WA 98198). This space serves the district better for public meetings due to two main factors. First it is ADA accessible to reduce barriers for people to attend. Second it is larger to allow for more people to attend. (The old space would only allow for up to 15 including board and staff.)

The board also discussed at its January 4th Retreat that future in-person meetings will be hybrid with members of the community to also be able to call-in and for board members to remote in when needed.

Note-this process is dependent on OPMA guidance in accordance with Covid-19 directives.

Fiscal Impact: Not available at this time.

Proposed Motion: I move to approve Resolution 2022-04 to move the board meeting location to the Mount Rainier High School Library.

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

Two Touch Rule:	N/A 1/4/22 N/A	Committee Review First Board Meeting (Informational) Second Board Meeting (Action)
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Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes/Attachments:

- Resolution 2022-04 Change in Meeting Location

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2022-04

RESOLUTION CHANGING REGULAR MEETING LOCATION

Background. The regular monthly meetings of the Board of Commissioners of the District are scheduled to be held at 22015 Marine View Drive South, Des Moines, WA on the third Tuesday of each month at 7:00 p.m.

In an attempt to make the meetings more accessible the District has decided to move the meeting to the Mount Rainier High School Library.

Resolution. NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Des Moines Pool Metropolitan Park District hereby adopts the following meeting location change for all future regular monthly meetings of the Board of Commissioners of the District.

Meetings will be held at Mount Rainier High School Library located at 22450 19th Ave S, Des Moines, WA 98198WA on the third Tuesday of each month at 7:00 p.m.

Adoption. ADOPTED at an open public meeting of Des Moines Pool Metropolitan Park District Board of Commissioners on the 18 day of January 2022 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Secretary

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e **Assigned to:** District GM **Meeting Date:** 1/18/22

Under: Old Business **Attachment:** Yes

Subject: Policy 101, District Bylaws

Background/Summary:

The District is updating its Bylaws to reflect changes over the past couple of years including meeting location, times and processes. The changes were presented at the December 21 meeting and was discussed at the January 4 retreat, where it was delegated to the Policy and Procedure Committee. The Committee was sent editable documents to send back to the District GM.

The attached documents are the most recent versions.

Fiscal Impact: Not available at this time.

Proposed Motion:

- **(No Amendments)** I move to approve the updated version of Policy 101, District Bylaws to replace the old version.
- **(Amendments)** I move to approve the updated version of Policy 101 AS AMENDED, District Bylaws to replace the old version.

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

Two Touch Rule:	N/A	Committee Review
	12/21/21	First Board Meeting (Informational)
	1/18/22	Second Board Meeting (Action)

Action Taken: Adopted ☐ Rejected ☐ Postponed ☐

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

Notes/Attachments:

- Policy 101, District Bylaws

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:
- Rules of conduct for patrons of the District's facilities.
 - The relationship of the District General Manager ("DGM") to the Board and the responsibilities of the DGM and District operation.
 - Policies concerning the administration of District personnel.
 - Programs offered to the district's patrons' hours of operation, maintenance and closures.
 - 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 third Tuesday of each month at 7:00 PM ~~in a designated location which will be announced no later than one week prior to the meeting~~ at the Mount Rainier High School Library (22450 19th Avenue So.).

9.2.1 Holidays. If a regular Council meeting falls upon a legal holiday, the meeting will be held the subsequent business day.

9.2.2 Hybrid Meetings. Due to Covid-19 mandates, all District meetings are currently held virtually. When the mandates are lifted and the board of commissioners resume in-person meetings, all meetings will have a phone or virtual (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.

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) – May board meeting
- Quarter 2 (April-June) – August board meeting
- Quarter 3 (July-September) – November board meeting
- Quarter 4 (October-December) – February board meeting

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

9.3. PROHIBITED CONDUCT- Commissioners Shall Not:

- 9.3.1.** Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity or incur an obligation of any nature that is in conflict with the proper discharge of the District's duties.
- 9.3.2.** Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the the comissioner, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.
- 9.3.3.** Use the comissioner'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 comissioner's services unless provided for by law.

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- 9.3.5.** Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the commissioner, or be considered as part of a reward for action or inaction.
 - 9.3.6.** Accept employment or engage in business or professional activity that the commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
 - 9.3.7.** Neither disclose confidential information gained by reason of the commissioner's position, nor may the commissioner otherwise use such information for the commissioner's personal gain or benefit.
 - 9.3.8.** Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the District, where such assistance is, or to a reasonable person would appear to be, enhanced or affected by the commissioner's position.
 - 9.3.9.** Employ or use any District employee or other person, District funds or money, or District property under the commissioner's official control or direction, or in the commissioner's official custody, for the private benefit or gain of the commissioner, an employee of the District, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of District functions or the commissioner's duties, or otherwise allowed by law.
 - 9.3.10.** Use the facilities, personnel or resources of the District to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17A.555.
 - 9.3.11.** Participate, by voting or otherwise, in any issue that comes before the Board of commissioners, when the commissioner has any direct or indirect personal or financial stake in the outcome of the matter.
 - 9.3.12.** Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of the District, if concurrently serving on the Board.
- 9.4. RECOMMENDED CONDUCT - At All times a commissioner Should:**
- 9.4.1.** Respect and comply with the law.
 - 9.4.2.** Act at all times in a manner that promotes public confidence in District.
 - 9.4.3.** Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
 - 9.4.4.** Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
 - 9.4.5.** Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
 - 9.4.6.** Have the courage to do what is right and stand up for those without power or authority.

- 9.4.7. Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- 9.4.8. Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- 9.4.9. Lead by example.
- 9.4.10. Never forget that public office requires public trust and confidence.

9.5. EXCEPTIONS.

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

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

9.6.1 Remote Participation. Remote includes virtual (online) or by phone. If a commissioner wishes to participate remotely to an in-person Board Meeting, the commissioner must request accommodation to attend via telephone or other electronic communications by contacting the District General Manager no later than 24 hours prior to the meeting. The commissioner who is using remote participation must be able to hear the entire proceedings including comments by all participants, and all participants at the meeting must be able to hear the commissioner(s) attending by telephone or other electronic means. The District Clerk must 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 _____ day of _____ 2022.

DES MOINES POOL METROPOLITAN PARK DISTRICT COMMISSIONERS

Shane Young
President and Commissioner

Joe Dusenbury
Clerk and Commissioner

Gene Achziger
Commissioner

Holly Campbell
Commissioner

Shane Stender
Commissioner

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8f **Assigned to:** District GM **Meeting Date:** 1/18/22
Under: Old Business **Attachment:** Yes
Subject: Policy 220, Board and Administration

Background/Summary:

The District is updating its Bylaws to reflect changes over the past couple of years including meeting location, times and processes. Policy 220, Board and Administration has information that needs to reflect the Bylaws. Attached are those changes.

The changes were presented at the December 21 meeting and was discussed at the January 4 retreat, where it was delegated to the Policy and Procedure Committee. The Committee was sent editable documents to send back to the District GM.

The attached documents are the most recent versions.

Fiscal Impact: Not available at this time.

Proposed Motion:

- **(No Amendments)** I move to approve the updated version of Policy 220, Board and Administration to replace the old version.
- **(Amendments)** I move to approve the updated version of Policy 220 AS AMENDED, Board and Administration to replace the old version.

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

Two Touch Rule:	N/A 12/21/21 1/18/22	Committee Review First Board Meeting (Informational) Second Board Meeting (Action)
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Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes/Attachments:

- Policy 220, Board and Administration

220 – Board and Administration

1.0 PURPOSE

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

2.0 SCOPE

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

3.0 POLICY

3.1 Organization of Board of Commissioners

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

3.2 Primary Functions of Board of Commissioners

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

3.3 Meetings of the Board of Commissioners

- 3.3.1 **Time and Place:** The Board will meet monthly on the third Tuesday of the month at the Mount Rainier High School Library (22450 19th Avenue South) at 7:00 p.m.
- 3.3.2 **Quorum:** A quorum shall constitute a minimum of three District board of commissioners.
- 3.3.3 **Teleconference Attendance:** The Commissioners may attend the Board of Commissioners meetings by telephone or online if necessary.

4.0 VOTING

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

220 – Board and Administration

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

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

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

5.0 ABSENCES

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

6.0 REMOVAL OF BOARD MEMBER

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

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a **Assigned to:** District GM **Meeting Date:** 1/18/22

Under: New Business **Attachment:** Yes

Subject: Aquatics Manager Q&A

Background/Summary:

The Aquatics Manager will be present to discuss the current schedule, operations and other relevant issues. A small presentation is attached to better utilize the time.

Note-This is not a quarterly report, but just an update due to the pandemic and upcoming changes of services.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only.
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Reviewed by Legal Counsel: Yes X No _____ **Date:** _____

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

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

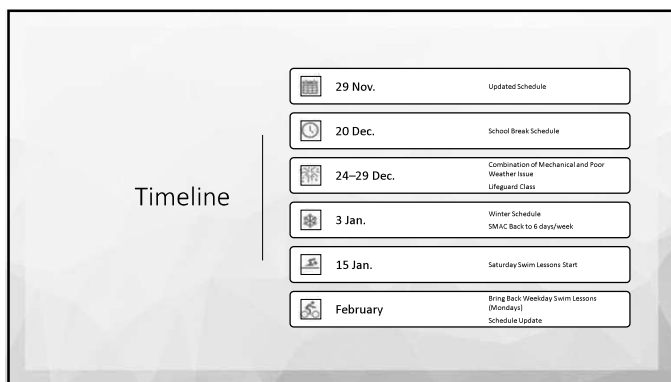
Follow-up Needed: **Yes** _____ **No** _____ **Reporting Back Date:** _____

Notes/Attachments:

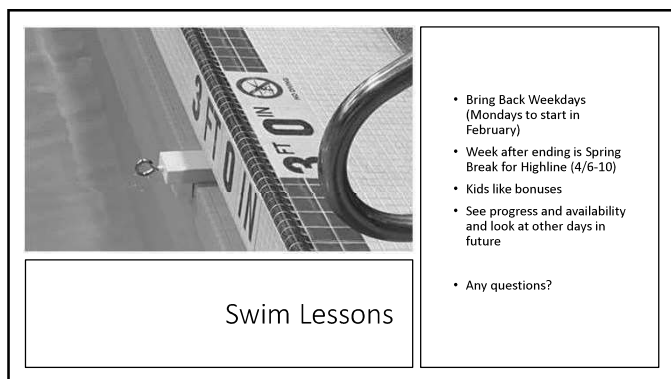
- Aquatics Manager Presentation



1



2



3

Staffing

- Adding four new staff
- Lifeguard Class
 - Next class Spring Break ? (April 6-10)
- Parents worried
- Working on new processes
 - Job Interest Cards
 - Parent Orientation Letter
 - School Partnerships/Reach Out
- Multi-pronged recruitment
 - First responders
 - New approach – belonging and fun
- Gene did photoshoot

Any Questions?



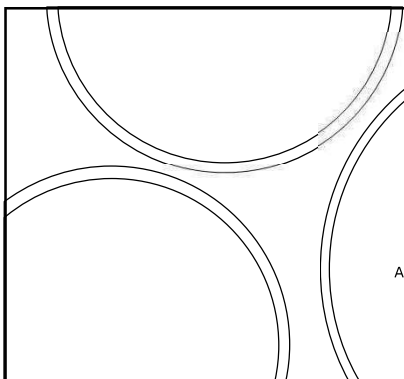
4



Next Steps

- Grow staff
 - Spring Break
 - New Processes
- Summer Planning
 - MRP Swim Club
 - Lifeguard Prep Reformat
 - SMAC
 - Camp KHAOS?
- Grow back schedule

5



Questions

Aquatics Manager Q&A, January 22
Board Meeting

6

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b **Assigned to:** District GM **Meeting Date:** 1/18/22

Under: New Business **Attachment:** Yes

Subject: Future of Mount Rainier Pool

Background/Summary:

The Capital and Contracts Committee had a meeting on Wednesday, January 5, 2022. In this meeting, it was decided to discuss moving forward with strategic planning for the Mount Rainier Pool.

Fiscal Impact: N/A

Proposed Motion: No motion at this time. If a direction comes out of the discussion. A motion may be made on the floor.

Reviewed by Legal Counsel: Yes _____ No X **Date:** _____

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

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

Notes/Attachments:

- No attachments.