



Des Moines Pool Metropolitan Park District

November 15, 2022

7:00 p.m.

Regular "Hybrid" Meeting

Public Budget Hearing

**Meetings are being held remotely using Zoom and in-person at the Mount Rainier High School Library (22450 19th Avenue So. – Second floor). If you wish to listen in, please do so at 1-253-215-8782 Meeting ID: 899 8609 1088 Passcode: 285840. Any questions or comments should be directed to Lauryne Thurmond, District Clerk at (206) 429-3852 or by email at lauryne.thurmond@desmoinespool.org. Public comments will be due by email to info@mtrainierpool.com by noon on the day of each meeting. This is due to the hybrid format of the meetings.*

AGENDA

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

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

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

4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

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

See Budget Hearing (#10c) on second page

Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, November 15th. 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 JULY**

b. **STAFF/CONTRACTOR/COMMITTEE REPORTS**

District General Manager Report

c. **ADOPTION OF MINUTES**

October 25, 2022

d. **CORRESPONDENCE**

None

e. **BANK TRANSFERS (MRP REVENUE)**

f. **VOUCHER APPROVAL**

\$19,491.17 was processed in October for warrant requests

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

\$46,941.17 was processed in October 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 Linda Ray, District Clerk, 206.429.3852.

7. EXECUTIVE SESSION

- a. HSD Lease Update

8. OLD BUSINESS

- 7:25 a. Q3 Financial Report
- 7:30 b. Benefits Update
- 7:35 c. Budget Update
- 7:40 d. Aquatic Feasibility Study Update

9. NEW BUSINESS

- 7:45 a. Scholarship Program and Policy Changes
- 7:50 b. Refund Policy Changes (first touch)

10. PUBLIC "BUDGET AND LEVY" HEARING

- 8:10 a. 2023 Budget
- 8:15 b. 2023 Levy Certification
 - Resolution 2022-06, Levy and Budget Certification
 - Resolution 2022-07, Increase/Decrease Ordinance for Levy
- 8:30 c. Public Hearing Comments and Questions:
Members of the public may comment on items relating to the Public Hearing. Comments are limited to three (3) minutes per person. Exceptions may be made to the time restrictions of persons speaking at the discretion of the Chair, when warranted.
- 8:40 d. Budget and Levy Motions

UPCOMING MEETINGS

- December 20,2022, Regular Board Meeting, 7:00 p.m., Location MRHS Library
- January 2023 Retreat, Location and Time: To Be Determined

ADJOURNMENT

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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:** November 15, 2022

Under: Consent Agenda **Attachment:** Yes

Subject: Consent Agenda

Background/Summary:

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

Item 6a: Financial Summary

Expenditures September 2022: Total **\$86,762.45**

Admin Expenditures = \$18,824.94 Ops Expenditures = \$67,937.51 Capital Expenditures = \$0.00

Revenue September 2022: Total **\$32,311.37**

Property Tax & Int = \$24,105.82 Misc Revenue = \$1,538.55 MRP Revenue = \$6,667.00 Transfer to Cap = \$0.00

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- October 25, 2022 Regular Board Meeting

Item 6d: Correspondence – None

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$19,491.47** were approved for payment

- \$4,446.63 was processed on October 5, 2022
- \$8,403.70 was processed on October 12, 2022
- \$6,641.14 was processed on October 19, 2022

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$46,941.17** were processed for payment

- \$23,665.35 was approved for payroll on October 15, 2022
- \$23,275.82 was approved for payroll on October 30, 2022

A total of **\$66,432.64** was processed in October 2022 under the oversight of the Clerk of the Board.

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

Fiscal Impact: Detailed above

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in October 2022 totaling **\$66,432.64**.

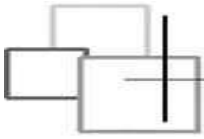
Reviewed by District Legal Counsel: Yes ☐ No ☒ Date: _____

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

Action Taken: Adopted Rejected Postponed

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

Notes: -September Financial Report, Included (pushed from October agenda)
-October Financial Report, Not Included (pushed to December agenda)



2022 EXPENDITURES September

Beginning Monthly Balance = \$1,502,891.56

Ending Monthly Balance = \$1,414,176.04

Category/ Acct #	Reference	Sep 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$585.46	\$9,482.35	\$21,000.00	11,517.65	45%
001-000-000-576-20-10-01	District Manager - Wage	\$6,191.68	\$58,071.96	\$95,500.00	37,428.04	61%
001-000-000-576-20-10-02	District Clerk -Wage	\$3,577.39	\$22,134.19	\$32,168.14	10,033.95	69%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$5,219.38	\$48,684.18	\$84,000.00	35,315.82	58%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$7,331.89	\$53,797.10	\$126,000.00	72,202.90	43%
001-000-000-576-21-30-01	Lifeguards	\$15,187.38	\$102,540.14	\$217,360.00	114,819.86	47%
001-000-000-576-21-30-02	Instructors	\$9,066.49	\$57,738.28	\$95,000.00	37,261.72	61%
001-000-000-576-21-32-02	Head Lifeguards	\$4,385.40	\$29,240.72	\$38,601.76	9,361.04	76%
001-000-000-576-21-25-05	Incentive Pay			\$7,500.00	7,500.00	0%
001-000-000-576-20-21-19	Payroll Taxes	\$3,171.07	\$25,286.74	\$41,995.79	16,709.05	60%
001-000-000-576-21-42-05		\$12,684.28	\$87,410.73	\$140,794.61	53,383.88	62%
001-000-000-576-21-33-04	Overtime (OT)		\$387.17	\$13,999.57	13,612.40	3%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)		\$0.00	\$1,308.30	1,308.30	0%
001-000-000-576-21-33-00	Sick Pay	\$542.07	\$2,314.81	\$1,622.40	(692.41)	143%
	Total Salaries & Wages	\$67,942.49	\$497,088.37	\$916,850.57	\$419,762.20	54%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,064.33	\$20,635.57	\$12,799.13	(7,836.44)	161%
001-000-000-576-21-22-30		\$981.79	\$16,625.30	\$42,849.25	26,223.95	39%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,194.00	\$2,000.00	806.00	60%
	Total Personal Benefits	\$2,181.12	\$38,454.87	\$57,648.38	\$19,193.51	67%
Grants						
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)		\$0.00		0.00	#DIV/0!
001-000-000-337-20-00-01	King County Youth Athletic Sports		\$0.00		0.00	#DIV/0!
	Total Grants	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Office Supplies						
001-000-000-576-20-31-00	Office Supplies		\$756.71	\$230.00	(526.71)	329%
001-000-000-576-21-35-03			\$312.49	\$770.00	457.51	41%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)		\$16.46	\$2,000.00	1,983.54	1%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)		\$2,351.41	\$4,000.00	1,648.59	59%
	Total Office Supplies	\$0.00	\$3,437.07	\$7,000.00	3,562.93	49%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools		\$1,330.93	\$3,000.00	1,669.07	44%
001-000-000-576-21-35-02	Janitorial Supplies & Services	\$1,382.26	\$4,532.06	\$7,000.00	2,467.94	65%
	Total Maintenance & Repair Supplies	\$1,382.26	\$5,862.99	\$10,000.00	4,137.01	59%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition		\$959.81	\$1,000.00	40.19	96%
001-000-000-576-21-35-01	Pool Chemicals		\$0.00	\$12,500.00	12,500.00	0%
001-000-000-576-21-35-15	Special Pool Events		\$4,227.71	\$2,000.00	(2,227.71)	211%
001-000-000-576-21-42-06	Uniforms &Clothing		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)		\$1,016.84	\$2,000.00	983.16	51%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip		\$4,597.02	\$3,500.00	(1,097.02)	131%
	Total Pool Supplies	\$0.00	\$10,801.38	\$26,000.00	15,198.62	42%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)		\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)		\$938.86	\$5,000.00	4,061.14	19%
	Total Pool Equipment	\$0.00	\$938.86	\$6,100.00	5,161.14	0%

Professional Svcs - Front Offc

Category/ Acct #	Reference	Sep 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
001-000-000-576-20-41-01	Consulting Contracts		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$508.75	\$7,676.25	\$14,000.00	6,323.75	55%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)		\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,416.00	\$13,157.34	\$22,000.00	8,842.66	60%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$49.01	\$734.75	\$460.00	(274.75)	160%
001-000-000-576-21-49-10		\$62.88	\$408.72	\$1,540.00	1,131.28	27%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)		\$4,954.50	\$5,500.00	545.50	90%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)		\$449.90	\$1,500.00	1,050.10	30%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$598.06	\$5,074.44	\$7,700.00	2,625.56	66%
001-000-000-576-21-42-09	Timekeeping		\$2,113.92	\$2,500.00	386.08	85%
	Total Prof Services-Front Offc	\$2,634.70	\$34,569.82	\$62,700.00	\$28,130.18	55%

Professional Svcs - Maintenance

001-000-000-576-20-41-09	District Janitorial Services	\$90.00	\$720.00	\$0.00	(720.00)	#DIV/0!
001-000-000-576-21-31-01	Custodial Qlty Deep Clean (See COVID)		\$9,207.66	\$3,500.00	(5,707.66)	263%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$73.57	\$2,050.81	\$5,000.00	2,949.19	41%
001-000-000-576-21-41-20	Gutter and Roof Management		\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)		\$945.96	\$500.00	(445.96)	189%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)		\$5,043.58	\$7,200.00	2,156.42	70%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$75.81	\$962.13	\$1,750.00	787.87	55%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)		\$4,782.74	\$22,000.00	17,217.26	22%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$287.36	\$9,118.71	\$6,000.00	(3,118.71)	152%
	Total Prof Services-Maintenance	\$526.74	\$32,831.59	\$49,450.00	17,338.41	14%

Repairs & Maintenance

001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$5,777.81	\$44,015.50	\$100,000.00	55,984.50	44%
001-000-000-576-21-48-01	Office/IT Equipment Repairs		\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-48-03	Budget Contingency (Backup to Maint Svcs)		\$6,963.83	\$34,700.00	27,736.17	20%
	Total Repairs & Maintenance	\$5,777.81	\$50,979.33	\$136,700.00	\$85,720.67	37%

Communications

001-000-000-576-20-41-02	Web Design & Maintenance	\$48.75	\$4,387.50	\$2,000.00	(2,387.50)	219%
001-000-000-576-20-41-10	MS Suscription MS Office 365		\$836.79	\$920.00	83.21	91%
001-000-000-576-21-42-01			\$2,023.64	\$3,080.00	1,056.36	66%
001-000-000-576-21-42-07	Postage and Mailing		\$265.66	\$1,000.00	734.34	27%
001-000-000-576-21-42-13	Scheduling (Omnify)		\$0.00	\$1,300.00	1,300.00	0%
001-000-000-576-21-42-20	Telephone/Internet (Comcast)		\$3,434.47	\$3,500.00	65.53	98%
001-000-000-576-21-42-14	Elevate Phone System	\$223.97	\$1,801.16	\$4,600.00	2,798.84	39%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)		\$300.55	\$69.00	(231.55)	436%
001-000-000-576-21-42-30			\$115.60	\$231.00	115.40	50%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg.Zoom)		\$432.84	\$400.00	(32.84)	108%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)		\$590.00	\$800.00	210.00	74%
	Total Communications	\$272.72	\$14,188.21	\$17,900.00	3,711.79	79%

Training & Travel

001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)		\$0.75	\$750.00	749.25	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)		\$1,309.73	\$750.00	(559.73)	175%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)		\$1,876.00	\$3,000.00	1,124.00	63%
001-000-000-576-21-43-03	Certifications (non WSI)		\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)		\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)		\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-07	Management Staff Training		\$799.00	\$3,120.00	2,321.00	26%
001-000-000-576-20-43-07			\$0.00	\$880.00	880.00	0%
	Total Training & Travel	\$0.00	\$3,985.48	\$15,000.00	11,014.52	27%

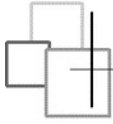
Advertising

001-000-000-576-20-41-07	District Advertising	\$595.00	\$5,342.06	\$10,000.00	4,657.94	53%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard		\$0.00	\$4,499.04	4,499.04	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard		\$0.00	\$2,474.47	2,474.47	0%
001-000-000-576-20-41-40	Ad Design		\$285.72	\$500.00	214.28	57%
	Total Advertising	\$595.00	\$5,627.78	\$17,473.51	11,845.73	32%

Rentals & Leases

001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$6,457.50	\$2,500.00	(3,957.50)	258%
001-000-000-576-20-45-01	Storage Rental (AAAA)		\$3,025.00	\$4,000.00	975.00	76%
001-000-000-576-20-45-02	Miscellaneous Rentals		\$180.00	\$5,000.00	4,820.00	4%
001-000-00-576-20-45-05	Meeting Room Rental (HSD)		\$0.00	\$6,000.00	6,000.00	0%

Category/ Acct #	Reference	Sep 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
	Total Rentals & Leases	\$717.50	\$9,662.50	\$17,500.00	1,837.50	55%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)		\$93,592.11	\$99,000.00	5,407.89	95%
001-000-000-576-21-47-02	Water (Highline)	\$581.11	\$5,608.27	\$9,000.00	3,391.73	62%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)		\$3,217.97	\$2,500.00	(717.97)	129%
001-000-000-576-21-47-04	Sewer (Midway)		\$2,542.12	\$4,000.00	1,457.88	64%
	Total Utilities	\$581.11	\$104,960.47	\$114,500.00	9,539.53	92%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC		\$21,614.00	\$23,000.00	1,386.00	94%
	Total Insurance	\$0.00	\$21,614.00	\$23,000.00	1,386.00	94%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships		\$1,732.70	\$18,000.00	16,267.30	10%
001-000-000-576-20-41-12	AMG Liabilities		\$0.00	\$250.00	250.00	0%
001-000-000-576-20-49-00	Miscellaneous		\$1,258.17		(1,258.17)	
001-000-000-576-20-49-07	Misc. Services/Discrepancies		\$728.77	\$4,000.00	3,271.23	18%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)		\$1,062.59	\$2,000.00	937.41	53%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$675.00	\$7,804.69	\$4,000.00	(3,804.69)	195%
001-000-000-334-05-10-01	SEEK Grant	\$3,476.00	\$64,022.45	\$80,000.00	15,977.55	80%
001-000-000-576-20-51-50	Background checks		\$1,348.00	\$2,000.00	652.00	67%
	Total Miscellaneous	\$4,151.00	\$77,957.37	\$110,250.00	16,025.33	71%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)		\$167.35	\$1,000.00	832.65	17%
001-000-000-576-20-41-11	SAO Audit		\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-51-00	King Cty Election costs		\$59,659.52	\$45,000.00	(14,659.52)	133%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)		\$3,218.70	\$2,000.00	(1,218.70)	161%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)		\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)		\$759.60	\$2,000.00	1,240.40	38%
	Total Intergov Services	\$0.00	\$63,805.17	\$58,000.00	(5,805.17)	110%
COVID-19						
001-000-000-576-20-31-00	Office Supplies				0.00	0%
001-000-000-576-20-43-00	Training/Conferences				0.00	0%
001-000-000-576-21-31-01	Custodial				0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies				0.00	0%
001-000-000-576-21-43-06	First Aid Supplies				0.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies				0.00	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies				0.00	0%
	Total COVID-19	\$0.00	\$0.00	\$0.00	0.00	0%
Capital *						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections		\$0.00	\$1,000.00	1,000.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices		\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers		\$11,826.25	\$75,000.00	63,173.75	16%
001-000-000-594-76-41-06	Plumbing Upgrade (Aquatic Spec)		\$0.00	\$10,000.00	10,000.00	0%
301-000-000-397-00-00-00	Transfer From General Fund to Capital		\$0.00		0.00	#DIV/0!
	Total Capitals	\$0.00	\$11,826.25	\$86,500.00	\$74,673.75	
*Reserve balance \$214,079.00						
	TOTAL ADMINISTRATION	\$18,824.94	\$280,484.64	\$466,545.57	\$122,548.48	60%
	TOTAL OPERATIONS	\$67,937.51	\$696,280.62	\$1,179,526.89	\$547,268.72	59%
	TOTAL CAPITAL	\$0.00	\$11,826.25	\$86,500.00	74,673.75	14%
GRAND TOTALS						
		\$86,762.45	\$988,591.51	\$1,732,572.46	\$744,490.95	57%



2022 REVENUE September

Account #	Reference	Sep 2022	YTD Balance	2022 Budget	Budget Balance	Balance %
General Fund Taxes						
001-000000-311-11-00-00	Property Taxes	\$24,105.82	\$607,872.90	\$1,077,573.00	\$469,700.10	
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$4,617.31	\$0.00	-\$4,617.31	
	Total General Fund	\$24,105.82	\$612,490.21	\$0.00	\$612,490.21	
Charges for Goods and Services						
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00	\$25,000.00	\$0.00	100%
	Total Charges for Goods and Services	\$0.00	\$25,000.00	\$25,000.00	\$0.00	100%
Miscellaneous Revenues						
001-000-000-361-11-00-00	Investment Interest	\$1,538.55	\$8,966.95	\$20,000.00	\$11,033.05	45%
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships/Grants)	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0%
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$39,397.82	\$0.00	-\$39,397.82	
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$19.49	\$0.00	-\$19.49	
001-000-000-369-81-00-03	MRP Cash Deposits	\$954.00	\$50,081.60	\$90,000.00	\$39,918.40	56%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$5,713.00	\$40,410.35	\$90,000.00	\$49,589.65	45%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$587.00	\$0.00	-\$587.00	
	Total Revenue	\$8,205.55	\$139,463.21	\$300,000.00	\$160,536.79	46%
Capital Projects/Reserve						
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$175,000.00	0%
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$175,000.00	\$175,000.00	0%
	Grand Total Revenue	\$32,311.37	\$776,953.42	\$500,000.00	\$175,000.00	155%

Date: Tuesday, November 15, 2022

To: District Board Commissioners

From: Scott Deschenes, District General Manager

Subject: Oct 15 – November 10, 2022, District General Manager Reports

RESCUE

The staff had to make a training at a corporate training that required an ambulance call for a pre-existing condition. Staff reportedly did a great job. I will let Quentin report the details at our Tuesday board meeting. Below is a response from the corporate trainer.

Good afternoon Quentin,

We had our pool drill yesterday. Most of our students did well, but there were a few that struggled. Some were having trouble swimming or keeping their heads above water and others started to panic. Your lifeguards were EXCELLENT and went above and beyond to help our students get safely back onto our raft and out of the pool, as well as to help calm down the ones who were in a middle of a panic attack. They acted with such professionalism, and we want to show our gratitude. We were thinking of throwing them a pizza party if that is okay. Thank you and your lifeguards.

OCTOBER 25 BOARD MEETING

Just a reminder that this Tuesday, October 25, the rescheduled board meeting. We had posted the linked below information. We have not received any complaints or inquiries about the reschedule.

<https://mtrainierpool.com/wp-content/uploads/October-18-Agenda-Rescheduled-10142022.pdf>

Here is the October 25 board meeting agenda packet link.

<https://mtrainierpool.com/wp-content/uploads/10-25-22-Agenda-Packet-SVD.pdf>

AFS GRANT/STUDY

President Young has signed the agreement and we are moving forward. I met with Stemper on Thursday morning and we are working with Stemper to setup their visits. We will present more information at our October 25 board meeting. We also have reached out to the school district on the last land survey. They are looking into it.

SEEK GRANT REPORT

I am working on the final report and invoices. The deadline is October 31. I will report on this at the board meeting. Holly Campbell put together some great information that we will share at Tuesday, October 25's board meeting.

SCHEDULE UPDATE

We will be sending a schedule update out next week to take effect on Monday, October 31. Below is an image of a DRAFT of the updated schedule. We have added practice swim team for swim lesson participants on Fridays and evening lap swim hours on Tuesday and Thursday evenings.

MT RAINIER POOL SCHEDULE

Oct. 31, 2022 – To Be Determined

Average Pool Temperature – 83-85° F

(See Program Descriptions on 2nd Page)

Shallow End						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Water Exercise: 9:30-10:30am	Water Walking: 9:30am-1pm	Water Exercise: 9:30-10:30am	Water Walking: 9:30am-1pm	Water Exercise: 9:30-10:30am	Swim Lessons: 8- 11:15am	Not Available.
Water Walking: 10:30am-1pm		Water Walking: 10:30am-1pm		Water Walking: 10:30am-1pm	Family Swim: 11:15am- 12:15pm	
Cleaning: 1-5pm	Cleaning: 1-5pm	Cleaning: 1-5pm	Cleaning: 1-5pm	Cleaning: 1-5pm	Open Swim: 1-2:30pm	
Family Swim: 5-7pm	Family Swim: 5-6pm Water Exercise: 6-7pm	Family Swim: 5-7pm	Family Swim: 5-6pm Water Exercise: 6-7pm	Family Swim/Practice Time****: 5-7pm		

Deep End						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Lap Swimming: 9:30am-1pm	Lap Swimming: 9:30am-1pm	Lap Swimming: 9:30am-1pm	Lap Swimming: 9:30am-1pm	Lap Swimming: 9:30am-1pm	Adult Swim Lesson: 7:30-8am SMAC (5) **: 8-10:30am Lap Swimming***: 11:15am-12:30pm	
Cleaning: 1-3pm	Cleaning: 1-3pm	Cleaning: 1-3pm	Cleaning: 1-3pm	Cleaning: 1-3pm	Open Swim: 1-2:30pm	
MRHS Teams: 3-5pm	MRHS Teams: 3-5pm	MRHS Teams: 3-5pm	MRHS Teams: 3-5pm	MRHS Teams: 3-5pm		
Dive/SMAC* 5-6pm	Dive/SMAC*: 5-6pm	Dive/SMAC*: 5-6pm	Dive/SMAC*: 5-6pm	Dive/SMAC*: 5-6pm		
SMAC: 6-8pm	SMAC: 6-8pm 7-8pm Lap Swim (2)	SMAC: 6-8pm	SMAC: 6-8pm 7-8pm Lap Swim (2)	SMAC: 6-8pm		

Pool Access: ADA stairs available for shallow end and chair lift available for either end of pool.

4 Lanes available for SMAC 5-6pm (weekdays) and 6-7pm on T/TH. **1 Lane available for upper-level swim lessons. *Only 4 lanes available on the Third Saturday for Wibit Setup for Open Swim ****Practice time for Fall 2023 swim lesson participants (free).*

WIBIT SWIM

We had a staffing issue last Saturday morning and had to move the Wibit Swim to this Saturday. Patrons were either allowed to enter for \$1 that day or they could pay full price and come back for the Wibit Swim on October 22.

HALLOWEEN EVENT

We are going to have a Halloween Swim on October 29. I will let Quentin discuss this at this presentation on October 25. We are going to keep it simple for our first event since before Covid-19.

Our goal with our new staff is to train them to handle the newer swimmers to build towards other more-detailed future events.

TRICK OR TREAT PATH

We are going to be at Marks and Marks CPA on Monday, October 31, as we participate with the Des Moines Legacy Foundation. We will have three lifeguards participate to hand out candy. We are working to procure 2,500 pieces of candy, develop flyers and Gene has made a banner for the event that we will also use at the Halloween event. Lauryne also did a good job with the past Zombie Fest where she got Zombie make-up for Lifeguards to wear. We are going to make this available for any staff that would like to use it.

IN-SERVICE

Quentin and Jared hosted our monthly in-service on Saturday, October 18. They setup the Wibit that afternoon to get staff used to setting it up and use it to better be able to guard it.

PTSA NIGHTS

I was trying to contact each PTSA group in order that they contacted us. The first group has not responded yet. If they do not respond by Monday, I am going to contact the other two groups. Once those three groups have been contacted, I will contact the remaining schools.

UPDATED MAIN PAGE

The staff picture was about three to four years old, so I updated the website's picture to a more recent picture of staff. We will also be updating the banner ad to the new schedule next week.

<https://mtrainierpool.com/>

MAINTENANCE

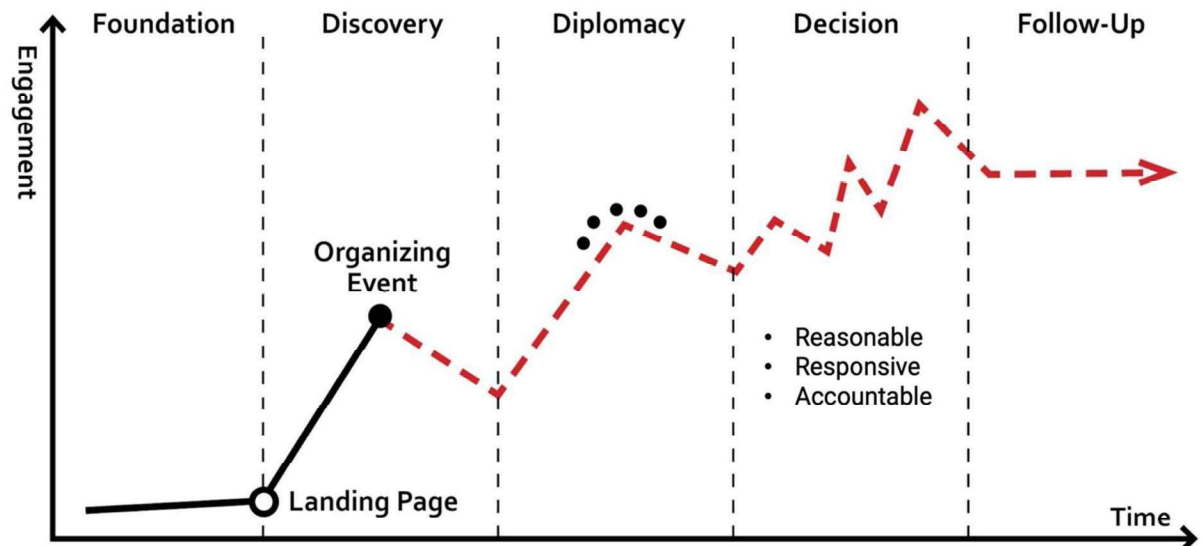
- Gutter Cleaning – Sound Cleaning is coming out to look at the gutters, downspouts and roof for leaf removal on Monday at 10am. We hope to have the job completed after most leaves have fallen and before the rainy season. We had issues years ago when this service was not completed where water would get into the facility.
- Plumbing Repair – We have some leaks in the pump room that have developed over the months. They are not big now, but if left unchecked could create larger issues. We are looking at a four plus hour closure. We are trying to see if we can get the repair completed the Friday or Saturday after Thanksgiving.
- Door Repair – The door to the mechanical room by the men's locker room entrance is off its hinges. Quentin is working to get the door hinges replaced, which will require removing the broken bolts and potentially redrilling the hinges into the frame.
- Indoor Air Quality – We had some smoke smell in the facility on Wednesday morning. Luckily it dissipated before we opened. As this looks like something that will become an annual issue, we are looking at an indoor air quality monitor. We feel this will help with patrons and staff's confidence even if there is a smell. The air handler's filters, which were just replaced should filter all harmful air.
- Sidewalk Crack Repairs – Jared is working on filling gaps in the concrete in the sidewalk. He is concentrating on three areas: the walkway from the handicap parking, the main path to the parking lot, and the sidewalk ramp from the circular drive. These cracks are mostly from gaps developing from widening spaces. There are some roots that are pushing the concrete up that will not be fixed, but would require some larger repouring of concrete or shaving of areas, which both will be costly.

WRPA LOBBYIST RETIRING

Doug Levy is officially saying goodbye to his lobbyist position at WRPA at the conclusion of 2023. For over a decade and a half, WRPA's lobbyist, Doug Levy has represented WRPA's interests and has had a major impact on the success of WRPA. He's done so much for local parks and recreation and has been involved in many projects that have contributed to the growth of WRPA. Some of these projects have included the re-establishment of the Youth Athletic Facilities (YAF) program, record high levels of funding for the WWRP and the Aquatic Lands Enhancement Account (ALEA) and he also had tremendous involvement with the [SEEK Funding Program](#). We are excited for Doug to spend more time with his family, create new memories, and experience some fun adventures. As Doug said himself, "This is a tale about profound gratitude, mixed emotions, evolving toward new journeys, and excitement over what lies ahead." We want to thank Doug for everything he has done for WRPA and wish him nothing but the best in his new chapter in life.

WEBINARS

- Community Engagement Strategies that Build Public Trust – This webinar focused on the process of framing and getting information from the public and how to best include them to grow capacity of public input. From this training, I think it would be good to have a landing page for the study to inform and educate the public.



Transportation Benefit District

Last updated October 5, 2022

City Council seeks to accelerate investments that will give students, families and workers safe bicycle and pedestrian routes for getting to school, stores and offices



Lakeview Elementary School students celebrate in fall 2019 the completion of the Sixth Street corridor improvements with Lakeview Elementary School teachers, parents and members of Kirkland's City Council and staff. Community members have repeatedly asked City leaders in a variety of forums for more choice over how they navigate their communities.

To pay for Safer Routes to School and Active Transportation investments, Kirkland's leaders are evaluating a \$20 vehicle licensing fee



The Kirkland City Council is seeking to accelerate crucial investments that will enhance Kirkland as one of the nation's most walkable, vibrant and green small cities.

The investment would come from a \$20 annual vehicle licensing fee (car tab) that would be approved by the City Council, which governs Kirkland's existing transportation benefit district.

This investment would pay for 45 projects that would make walking and bicycling around Kirkland's 15 elementary schools and its business districts a safer and more feasible transportation choice for students, families and workers. It would also pay for a dedicated tree and median maintenance crew, as Council seeks a renewed focus on the maintenance of medians and sidewalks throughout the City, and particularly downtown.

[See the Project List](#)

As more people choose new safe routes to walk, bicycle or ride transit to their destinations, traffic flow at those destinations will improve, as will air quality and public health.

The 45 projects that will catalyze these improvements derive from the [Safer Routes to School](#) and [Active Transportation](#) plans.

Timeline

- City begins outreach for Transportation Benefit District
Aug. 30
- Kirkland hosts community forum
Oct. 3
- City hosts small group meetings
Oct. 9 - Oct. 21
- Staff presents community feedback to City Council
November
- Stakeholder presentations
November
- City Council votes on Transportation Benefit District
November/December

[Register for the Community Forum](#)

[Contact Us](#)

Updates & Information

Update (Oct. 4, 2022) – Community members' next chances to provide feedback to the City on this funding plan for 45 walking and bicycling-related safety projects and a trees & medians team will be on Oct. 12 and Oct. 20.

The City Council is using this feedback to inform its decision on whether to enact a \$20 car tab that will generate the revenue necessary to pay for the improvements.

Dozens of community members attended the City Council's first listening session Oct. 3. Several of them offered their perspectives.

To register for the Oct. 12 listening session, [click here](#).

To register for the Oct. 20 listening

Landing Page

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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- Racial Caucus Training** – I participated in WRPA's Racial Caucus Training on Wednesday, October 19. It was a good training to talk about how we can help push things forward.

Why do we Caucus?

Anti-Racist White Caucus

- **Strength:** Building resiliency by learning in public with one another and admitting imperfections
- **Knowledge:** Seeking information and erasure of blind spots with each other to decrease burden on BIPOC friends, neighbors, and colleagues
- **Action:** Making decisions and action plans to dismantle racist practices and policies
- **Accountability:** Being in relationship with another BIPOC caucus and seeking input on these action plans to ensure harm is minimized



WCIA MEETING

I had to go to the doctor on Friday and missed the meeting. We had already attended all of our COMPACT requirements, so it should not be a problem. I did let our WCIA rep know ahead of time.

RESEARCH

- Recognizing Our Vital Role in Community Health and Well-Being (NRPA)
- <https://ezine.nrpa.org/nrpa/ParksRecreationMagazine/november-2022/index.php#/p/8>
- This Lacey high school offers a class on sports officing, hopes it will help with shortage (King 5)
- <https://www.king5.com/article/news/education/lacey-high-school-sports-officiating-class-students-offset-shortage/281-a7265c2c-5198-40c3-9eef-af4c58f2d953>
- Lifeguard charged in swimmers 2020 drowning death (Athletic Business)
- https://www.athleticbusiness.com/facilities/aquatics/article/15301255/lifeguard-charged-in-swimmers-drowning-death?fbclid=IwAR3HNEeRLSHTI_yNr2_xatrkPiC1LOXMTw8jUCZmskiQp1SWpFI_EADw#:~:text=The%20CTV%20National%20News%20reported,of%20criminal%20negligence%20causing%20death
- If you don't live in a sponge city, you soon will (Wired) - <https://www.wired.com/story/if-you-dont-already-live-in-a-sponge-city-you-will-soon/>
- City Finances Are Strong But Uncertainty Lies Ahead (Governing)
- <https://www.governing.com/finance/city-finances-are-stronger-but-uncertainty-lies-ahead>
- Great Oak High School Under Fire: Pool, Equity for Girls' Aquatics (Patch)
- <https://patch.com/california/temecula/great-oak-high-school-under-fire-pool-equity-girls-aquatics>

BOARD MEETING FOLLOW-UP

- Door/security message for November meeting – I talked to Brian about language for the agenda for people to notify us if they are attending. We have to find a way to let people through the front door of the building. We are putting language on the agenda and governance page to

please let us know ahead of time, and we will also post a sign on the door (laminated) to call us to let them in. For security purposes the high school is locked 24/7 and afterhours there is no one in the main office. Hopefully people do not call us too much for other access issues.

- New Positions – Quentin is checking in with some people about our current positions that were added on Tuesday. We will also be posting the positions on the website's employment page next week and start moving forward with job postings.
- Car Allowance/Insurance – I reached out to WCIA and legal. There were no issues with using staff vehicles, but IRS mileage was recommended over car allowances. I will make the adjustment and bring it up at the November 15 board meeting.

MAINTENANCE

- Gutter Cleaning and Leaf/Debris Removal – We received a quote for about \$2,000. We have approved the quote and scheduling the work.
- Door Replacement – The door replacement came in under \$1,000, so I am approving it and having it fixed as soon as possible.
- Bolt – Jared is working to replace a bolt from one of the larger pipes. It fell off over the weekend, but was not leaking as the other bolts held tight.
- LED Light Issues – We have two LED lights that seem to be on the same circuit that are working at diminished capacity. Since both of these lights would require scaffolding to be setup inside the water, we will probably let them go out until our next large closure. Even with the two lights out, we have plenty of foot candles to exceed minimum requirements and there should be no effect on the natatorium.

NO SWIM LESSONS SATURDAY

We sent the following message out to swim lessons on Thursday to announce that we had no swim lessons this Saturday. The break was part of the class's schedule to give instructors a mid-session break to help schedule more staff.

Dear Swim Lesson Parent/Participant,

This is just a reminder that there are no swim lessons scheduled for this Saturday, October 29. Lessons will resume on Saturday, November 5th. This was a break in lessons that was previously scheduled

We will have a Halloween Swim that afternoon from 1-2:30pm with candy, coloring, music and more. For information on daily rates or passes, click link below.

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

If you have any questions, please the front desk at 206.824.4722.

Thank you,

PS-Below is a link to our most recent schedule that will update on October 31.

<https://mtrainierpool.com/upcoming-events/october-31-schedule-update/>

SCHEDULE UPDATE

We updated the schedule taking effect October 31 and updated the schedule page. We took out the interactive schedule too. Below is a link to the email notification that went out on Thursday.

<https://createsend.com/t/d-BA766D8829669AE72540EF23F30FEDED>

HSD POOL USAGE

HSD plans to have all teams use the Mount Rainier Pool between November 28 and January 9, including Mt. Rainier High School's team and the combined Tyee, Highline and Evergreen Team. Technically there will be three teams including the district-wide dive team. The other pool they use will be closed during that time. We were trying to open additional times, but after discussion, we would have needed to displace SMAC, who had already given up some time in November to better accommodate lap swimmers. We also looked at seeing if we could onboard staff more quickly to accommodate more evening hours, but decided it was not feasible at this time to commit to.

SWIM MEETS

We have updated the schedule page to reflect the MRHS Swim Meets. We are still awaiting confirmation, but here is what is posted on their website.

(<https://gomrramsathletics.com/teams/3440484/boys/swim-&-dive/varsity/schedule>)

- Away: 12/6, 12/8 & 1/12
- Home: 1/10, 1/17 & 1/19

HALLOWEEN EVENT

We will have a Halloween Event this Saturday, October 29 from 1-2:30pm. Activities will include games, coloring, candy and music. We wanted to make sure we had adequate staff, so we were a little late getting information out. One of our past staff Henson made the flyer over the summer.



TRICK OR TREAT PATH

Gene announced that we will be in the B&E Parking lot (Marks and Marks offices) for the Trick or Treat path on Monday, October 31 from 3-6pm. Quentin is allocating two to three guards and we should have about 3,000 pieces of candy plus flyer and schedules.

<https://www.destinationdesmoines.org/trick-or-treat-path>

Also, below is the table banner that Gene made for the event.



PTSA MEETING

We are meeting with Midway PTO this morning at 11:00am on their PTSA swim for November. They were the first to contact us, and we will next contact Des Moines Elementary and then Woodmont. After these organizations have been set, we will contact the remaining schools.

SEEK GRANT REPORT AND INVOICING

I am wrapping up SEEK invoicing and reporting hopefully today. The deadline is Monday, October 31.

KCYAS ACTIVE GRANT

We received the check for the MRP Swim Club for \$5,000. It should appear in the October financials. We still have another grant for equipment that I will try to get processed next month.

HEALTH BENEFITS

Lauryne sent an updated letter to Association of Washington Cities (AWC) asking for a waiver since our participation is lower than 50%. This is due to 16% of other users allocating their monies towards retirement. AWC is a great opportunity to attract employees with great access to benefits.

EMPLOYEE VOUCHERS

Lauryne is working with Quentin and Jared on digital paycheck vouchers for employees that opt-in. We are hoping this will save some

DES MOINES CITY CURRENTS AD

Gene contacted me about the November 4th ads for the Des Moines City Currents. He will be working on a full and half page ad. We will report more information next week.

RESEARCH

- NP City Manager's Weekly Report (NP Blog) - <https://normandyparkwa.gov/city-news/city-manager/weekly-report-october-21-2022/>

- Ever evolving, some thoughts about this year's designs (Aquatics International)
- https://www.aquaticsintl.com/awards/ever-evolving-some-thoughts-about-this-years-dream-designs_o
- Cities and states bristle over proposal to change how they report finances (MRSC/Route Fifty)
- <https://www.route-fifty.com/finance/2022/10/cities-and-states-bristle-over-proposal-change-how-they-report-finances/378531/>
- Advocating for consistent funding is a two-pronged approach (NRPA Magazine)
- <https://www.nrpa.org/parks-recreation-magazine/2022/november/advocating-for-consistent-funding-a-two-pronged-approach/>
- Hierarchy Anarchy (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/november/hierarchy-anarchy/>
- Millions of Californians are struggling to pay for water (Governing)
- <https://www.governing.com/finance/millions-of-californians-are-struggling-to-pay-for-water>
- Community center planning is overdue (Somerville Times)
- <https://www.thesomervilletimes.com/archives/120132>

BOARD MEETING UPDATE

We have our board meeting on Tuesday, November 15 that will include our budget public hearing. The meeting will be a long one with up to ten items on the agenda. We are working on putting the packet together. Quentin will be there to let people in the first floor if needed and I am working on a sign for the door. I have sent Brian the public hearing notice and hearing notification and resolutions. We normally do the same thing each year but with the new location and hybrid format, I wanted to make sure we have everything covered. Finally, I am reaching out again to Owl Labs to make sure the 360 camera/microphone works as it is supposed to. Just a heads up that the larger screen with the directional microphones might take some getting used to.

FINANCE COMMITTEE

I am meeting with the Finance Committee on Monday or Tuesday on a couple of small changes to the budget that will be presented at the board meeting, and recommendation for changes to the refund and scholarship policy and procedures. I am still trying to get a hold of one of the committee members to schedule the meeting.

TRICK OR TREAT PATH

We participated in the Trunk or Treat Path as the Des Moines Legacy Foundation gave us a spot in front of one of their members businesses. We gave out about 2k plus pieces of candy, added a number of people to the email list, handed out schedules and Mason gave updates on swim lessons.



HALLOWEEN CARNIVAL

We waited until the last minute to advertise for the Halloween Carnival and had lower than estimated turnout. It was probably good to have an event with new staff to work on the processes for safety. Our next special event will be April Pool's Day and we will market through the schools to push the water safety benefits of that program for the community. Quentin has some pictures that I will share next week.

PTSA EVENTS.

We have confirmed two schools. Midway will meet on Saturday, November 19 and Des Moines Elementary will meet on Saturday, January 21. We will meet with Woodmont K-8 on Monday.

We are trying to schedule In-Services after the event to have more hands on deck to help with Wibit and better utilize the limited staff available.

JOB INTEREST CARDS

Last week, we had a four day stretch with four job interest cards. Jared is following up with each of them.

PERMANENT PART-TIME POSITIONS

We have discussed the positions with two current staff members. We are getting ready to post the positions in the next couple of weeks.

FEEDBACK PROCESS IMPROVEMENT

Now that we are moving out of Covid-19, I am thinking about using QR code postings for a customer feedback/suggestions and program surveys for the facility. Below is an article from NRPA magazine. <https://www.nrpa.org/parks-recreation-magazine/2022/november/using-technology-to-engage-your-community/>

DES MOINES MAGAZINE ADS

We sent content for a full-page ad on open positions and a half-page ad on joining the email notification list. Today is the deadline. Gene is putting together the ads. I will attach the ads in next week's report.

WCIA

- COMPACT – We have completed all of our requirements for 2022.
- Auto Insurance Policy Survey – We are completing an auto insurance survey for WCIA. Even though we do not have any district automobiles, we are required to have one with our lease to govern/manage the Mount Rainier Pool. The deadline is due November 16, 2022.

WRPA AQUATICS

- Monthly Meeting – Quentin and Jared will be attending the November 10 meeting. I will include any feedback they receive in next week's report.
- Survey – Quentin is completing a survey to other local pools. This will cover what services they currently are offering.
- Job Posting – Once we work out internal candidates for the new positions, we will be posting through WRPA and their aquatics group. Quentin will make an announcement at the meeting first.

MAINTENANCE UPDATE

- Roof and Gutters: Sound Cleaning will be out the morning of November 10 to complete the gutter and roof cleaning. With the recent weather most leaves have fallen.
- Leaves: Staff will be cleaning leaves off the main walkways. We are still awaiting the landscape company to remove them, but we just need them to be removed before icy weather.
- Snow and Ice Removal: Staff went and picked up the deicer from storage. It will be placed in the hall. Staff will clear a path to the main parking lot, along the sidewalk to the handicap spots, and a path to the wheelchair ramp on the circular lot. We do not have a contracted company to take care of the rest.

AV WEEKLY UPDATE

The assessed value was back up this week.

DATE RECEIVED	ASSESSED VALUE
10/6 (PRELIMINARY)	6,428,597,376
10/13/22 (AGENDA PACKET)	6,434,310,327
10/20/22	6,432,622,470
10/27/22	6,434,133,095

2023 ELECTION INFORMATION AND DEADLINES

We will have only one seat up in 2023, but I thought I would share the email and attached deadline form from King County Elections.

Dear Jurisdiction Administrator,

Good afternoon! With 2023 fast approaching, we wanted to send you some important election updates for next year:

- We are now required to produce a local voters' pamphlet for all elections ([RCW 29A.32.210](#)). This is a change from past years where districts had to request we publish a local voters' pamphlet for a special election in February or April. Now, a local voters' pamphlet will be published for all districts in an election automatically for the February, April, August, and November elections.
- Attached is a PDF with key dates and deadlines for 2023.
- We have updated the following on our website for 2023:
 - [Jurisdiction Manual](#): provides you with information you'll need as a jurisdiction administrator including key election dates and deadlines, requirements for filing ballot measures, and instructions regarding your role.
 - [Ballot Measure Coversheet](#): should be completed and submitted to our office with any ballot measure resolutions.
 - [Local Voters' Pamphlet Packet](#): contains key dates and information for both jurisdiction administrators and pro/con committees for submitting voters' pamphlet information.
- Following the certification of the November 8, 2022, General Election, we will update the validation summary for next year. We will send you an email notification when it has been updated.

To assist with the election planning process, please respond to this message or email election.services@kingcounty.gov by Thursday, November 10th if your district will be and/or could be submitting a resolution to appear on the February 2023 special election ballot.

As a reminder, resolutions calling for an election must be submitted to our office by December 16 to appear in the February 2023 special election.

OTHER LOCAL POOL CONSTRUCTION PROJECTS

With the aging pools, there are a number of pools that are closing for projects and updates. KCAC just re-opened after modernization earlier this summer/fall.

- Hazen Pool Closed Until December 2023 - <https://www.rentonschools.us/locations/pool-hazen>
- Federal Way Leisure Pool Closed Until December 17, 2022
- <https://itallhappenshere.org/recreation/aquatics-pools/>

Note- I know another pool has an upcoming project, but they have not announced it.

RESEARCH

- Creating a recreation center that your community genuinely wants (NRPA Magazine)
- <https://www.nrpa.org/parks-recreation-magazine/2022/november/creating-a-recreation-center-that-your-community-genuinely-wants/>
- Changes in future government jobs is inevitable (Route Fifty/NRPA Smart Brief) <https://www.route-fifty.com/management/2022/10/future-government-jobs-change-inevitable/379145/>
- New Ninth Circuit Ruling on Anti-Camping (MRSC) - <https://mrsc.org/getdoc/26f1b84f-1f82-4ce1-a9a0-c76fe2458232/New-9th-Circuit-Ruling-on-Anti-Camping-Ordinances.aspx>
 - Kent city council unanimously approves camping ban (Kent Reporter)
- <https://www.kentreporter.com/news/kent-city-council-unanimously-passes-public-camping-ban/>
- Parks and recreation provides important inclusive programs (NRPA Magazine)
- <https://mrsc.org/getdoc/26f1b84f-1f82-4ce1-a9a0-c76fe2458232/New-9th-Circuit-Ruling-on-Anti-Camping-Ordinances.aspx>
- Maine kids lack basic swimming skills to become lifeguards (News Center Maine) <https://www.newscentermaine.com/article/news/local/hold-for-524-many-maine-kids-lack-basic-swimming-skills-lifeguards-observe-ymca-lessons-lifeguard/97-090662ee-bffe-4913-8493-8acdc36b75c>
- How gen Z teens blew up the myth of the lazy Millennial (Washington Post) <https://www.washingtonpost.com/business/2022/07/22/millennials-genz-teen-jobs/>



Des Moines Pool Metropolitan Park District

October 25, 2022

7:00 p.m.

Hybrid (MRHS Library and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

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

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None

PUBLIC COMMENT - None

CONSENT AGENDA

August financial report, included (pushed from September 20 agenda) and September financial report, not included (pushed to November 15th agenda). This is due to short turnaround from end-of-month data coming just before packets to be sent out.

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in September totaling \$83,287.45. Commissioner Dusenbury 2nd. The motion passed 5-0.

Executive Session Business

7a. Executive Session

Pushed to the November 15 meeting.

OLD BUSINESS

8a. Aquatics Manager Q3 Report

The Aquatics Manager presented a quarterly report about the operations of the pool and upcoming programming. This report is the third quarter of 2022, which is July 1 through September 30. The report, including a power point, can be found in the October 25 agenda packet online. No Motion necessary Informational only.

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 Lauryne Thurmond, District Clerk, 206.429.3852.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 10/25/2022**

8b. Proposed Employee Pay & Bonuses

District GM and Aquatics Manager presented the proposed wages, bonuses, and benefits for 2023. Although the district has grown its overall number of employees, there are areas that still need improvement. The District GM hopes the attached suggestions made in the presentation will help the district build capacity towards increased hours and reinstatement of key community programming after COVID-19. Among these suggested are to hire one Lead Head Lifeguard, and three Permanent Part-Time Lifeguard positions. The current lifeguard positions would be changed to Temporary Part-Time Lifeguard. The presentation and details can be found in the October 25 agenda packet online. District GM recommended approving all new employees as staff can begin improvements as soon as possible to immediately help build back operational capacity. Commissioner Dusenbury moved to approve the Lead Head Lifeguard, Permanent Part-Time Lifeguard, and the Temporary Part-Time Lifeguard Positions. Commissioner Campbell 2nd. The motion passed 5-0.

8C. Proposed 2023 Rates & Fees

District GM presented the suggested 2023 Rates and Fees including comparisons to other service providers. The District GM suggested to keep rates and fees as they are due to lowered operational hours due to lifeguard shortage in the Fall and to revisit at the June 2023 regular board meeting to adjust as needed. No Motion needed at this time, informational only.

8D. Proposed Finance and Administration Changes

The District GM presented suggested changes for Administration (including Information Technology) and Finance. The focus is to make changes that will streamline processes. Examples include replacing Heartland Payroll with Vision MS payroll, reconfiguring reports within vision, and moving the District Server to CMIT server site. While no major changes will happen at this time, the information was gathered to help make changes in the future. No motion needed at this time, informational only.

8E. 2023 Proposed Budget and Estimated Levy (Working Draft)

District GM presented the 2023 budget including changes in expenditures and revenues. The preliminary working draft of the budget as well as the 2023 levy worksheet for the week of October 11, can be found in the October 25 Regular Board meeting packet online. This is a working draft that will not be adopted until the November 15 public hearing. There was discussion about having a budget retreat, but the board declined at this time unless there were major changes. No motion needed at this time, informational only.

NEW BUSINESS

9a. SEEK Grant Report

The District applied for and received a Summer Education and Enrichment for Kids (SEEK) grant for \$79,575 from the Office of the Superintendent of Public Instructions (OSPI). The district requested AWC/OSPI have the grant deadline extended until October 31 to offer more free swim lessons. The District started swim lesson registration September 21 for classes that will be covered by the grant in October. The District GM presented the estimated final numbers for the SEEK grant before final billing is sent into AWC/OSPI for the SEEK Grant. The presentation and more information can be found in the October 25 regular board meeting packet online. No motion needed at this time, informational only.

9b. End of State of Emergency

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 10/25/2022**

District GM discussed the recommended steps for ending the state of emergency and future public meetings. Both the Resolution 2020-03 Declaration of Emergency, COVID-19 and Resolutions 2020-04 Declaration of Emergency, Waiver of Bidding will be waived by Lifting the Declaration of Emergency. While there were good processes created during the pandemic including hybrid meetings and digital signatures that should help the district in the future with efficiency and accessibility, there are processes that are no longer needed. While the board will still have the power to require employees to be vaccinated the staff did not recommend this, as it would make it more difficult to offer services. More information can be found in the October 25 regular board meeting packet online. Commissioner Stender moved to approve Resolution 2022-05 Lifting of the Declaration of Emergency for Covid-19. Commissioner Achziger 2nd. Motion Passed 5-0.

9c. Aquatic Feasibility Study Update

The District has a two-touch rule for informing then approving items to ensure all board members have adequate time to approve items. At the July 20, 2021, board meeting, the commissioners were presented with a proposal for a feasibility study from Stemper Architects for \$95,000. For the second touch at the August 17, 2021, meeting, it was determined that the proposal would be pushed until the aquatic facilities grant was awarded. Due to Covid-19, funding was delayed until 2022 and the agreement has still not been signed by this meeting. The economy has also had unprecedented inflation from 2021 to 2022. Stemper has provided an updated estimate that is \$137,842, which includes an NTE to ensure all costs are covered. The KCYAS grant will cover \$100,000 of these fees but there will still be money that will need to be paid or transferred out of the capital fund to cover the additional funds. At the District GM's recommendation at the August 16 Regular Board Meeting, Commissioners approved the estimate to move forward with the facility as it should give the board of commissioners' executable information on the facility that is in its 47th year of operations.

Both the Feasibility/Project Grant Agreement with King County and Task Order 03/Comprehensive Assessment and Feasibility Study with Stemper were fully signed on Wednesday, Oct 19, 2022. Both agreements can be found in the October 25 regular board meeting packet online. The next steps are to have preliminary testing and a land survey complete, due to the delays with the grant coming out later than scheduled the study is estimated to be complete in Spring of 2023, with no other delays. No Motion needed at this time, informational only.

ADJOURNMENT

With no further business the meeting was adjourned at 8:42pm.

UPCOMING MEETINGS

- November 15, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)
- December 20, 2022, Regular Board Meeting, 7:00pm, Location: Hybrid (MRHS Library and Online)

Respectfully submitted by Lauryne Thurmond, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 10/25/2022**

Commissioner Campbell

Commissioner Stender

Commissioner Achziger

Lauryne Thurmond, District Clerk

DRAFT

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/05/2022

Total Amount: \$4,446.63

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20220930181022.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschene</u> 3E03846D7430480	<u>10/11/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u> 3E6BDA9689F2474	<u>10/4/2022</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20220930181022.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG118170	09/26/2022	\$266.65	POOL CHEMS - CENTRAL WELDING SEPT 2022
CHLOE SOTHERON			20220925CS_108	09/30/2022	\$100.64	PAYROLL PE 9-25-2022 CHLOE S.
COLIBRI NORTHWEST, LLC			179DM	09/13/2022	\$896.75	FALL AD DES MOINES CITY CURRENTS 2022
DEPARTMENT OF RETIREMENT SYSTEMS			20220930_DRSQ2	09/30/2022	\$2,046.12	DRS Q2 SEPT. 2022
FERNANDO CORTEZ			20220925FC_89	09/30/2022	\$179.45	PAYROLL PE 9-25-2022 FERNANDO C.
JOE DUSENBURY			20220925JD_08	09/30/2022	\$352.68	COM SUB AUGUST 2022
NORTHWEST LANDSCAPING SERVICES			CD50242954	10/01/2022	\$604.34	OCT NW LANDSCAPING BILLING 2022



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/12/2022

Total Amount: \$8,403.70

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20221011123118.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03815D7130480...	<u>10/11/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA9899F2474	<u>10/11/2022</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

SUBMIT SIGNED DOCUMENT TO:

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Attn: Special Districts
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Seattle, WA 98104

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

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20221011123118.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1091	10/03/2022	\$97.50	WEBSITE BANNER 575 OCT. BILLING
ABS			18239	10/01/2022	\$90.00	OCT. JANITORIAL SERVICES DIS OFFICE 2022
AQUATIC SPECIALTY SERVICES			23100	09/15/2022	\$714.62	AQUATICS SPECIALTIES - CHEMS SEPT. 2022
CENTRAL WELDING SUPPLY			RNO9222519	09/30/2022	\$73.57	CENTRAL WELDING CHEMS SEPT. 2022
CHLOE SOTHERON			20221010CS_108	10/15/2022	\$161.77	CHLOE S. PE 10-10-2022
COLIBRI NORTHWEST, LLC			100NP	10/04/2022	\$450.00	AD IN FALL 2022 MAG. 2022
DATAQUEST, LLC			19483	09/30/2022	\$116.00	DATAQUEST BILLING SEPT 2022
LINDA RAY			220210-01	10/05/2022	\$45.00	LINDA SEPTEMBER BILLING 2022
MACDONALD-MILLER FACILITY SOLUTIONS			PM124176	10/01/2022	\$4,782.74	MACMILLER PLUMBING 10/1/2022 BILLING
SNURE LAW OFFICE			20221001_SLO	10/01/2022	\$1,155.00	SNURE LAW SEPT BILLING 2022
ZEN 22015, LLC			20221101ZEN	10/10/2022	\$717.50	ZEN MONTHLY RENT NOV. 2022



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/19/2022

Total Amount: \$6,641.14

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20221014213539.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<small>DocuSigned by:</small> <small>2E03815D71304B0...</small>	10/15/2022
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

<small>DocuSigned by:</small> <small>5E8DDA9899F2474...</small>	10/16/2022
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

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Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District**File Name:** AP_DMPOLPRK_APSUPINV_20221014213539.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CMIT SOLUTIONS EASTSIDE			10959	09/30/2022	\$227.58	CMIT - ELEVATE PHONE BILL SEPT. BILLING 2022
CMIT SOLUTIONS EASTSIDE			10908	09/30/2022	\$1,416.00	CMIT SEPTEMBER BILLING 2022
COPIERS NORTHWEST			INV2540309	10/07/2022	\$19.45	COPIERS NW OCT. BILLING 2022
DEPARTMENT OF RETIREMENT SYSTEMS			20221015_DRS_Q1	10/15/2022	\$2,046.12	DRS Q1 OCT 2022
DEPARTMENT OF RETIREMENT SYSTEMS			20221030_DRS_Q2	10/30/2022	\$2,046.12	DRS Q2 OCT 2022
MOUNTAIN MIST			005014748	10/12/2022	\$75.81	MOUNTAIN MIST OCT. BILLING 2022
RECOLOGY			0004077006	09/30/2022	\$810.06	SEPT/OCT RECOLOGY BILLING 2022

ELECTRONIC PAYMENT RECEIPT FORM



King County

Department of Executive Services
Finance & Business Operations Division
Treasury Operations

201 S Jackson Street, Ste 710
Seattle, WA 98104

cash.management@kingcounty.gov

Payment Date 10/15/2022

RESET

PAYMENT INFORMATION

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

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

DISTRIBUTION INFORMATION

	Explanation / Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	BARS (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 10/10/2022	170950010			17205			DS \$ 23,665.35
2								SV
3								
4								
5								
6								
7								
8								
9								
10								

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

Total \$ 23,665.35

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

CONTACT & AUTHORIZATION (Certification of Payment - RCW 42.24.080)

Contact Name Lauryne Thurmond Organization DMPMPD
 Email lauryne.thurmond@desmoinespool.org Phone # (907) 521-8490 Ext. _____ Fax # _____
 * Signature Joe Dusenbury Title Clerk of the Board Date 10/12/2022
 Authorized By Joe Dusenbury Phone # _____ Email _____

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

08012022

ELECTRONIC PAYMENT RECEIPT FORM



King County

Department of Executive Services
 Finance & Business Operations Division
 Treasury Operations
 201 S Jackson Street, Ste 710
 Seattle, WA 98104
cash.management@kingcounty.gov

Payment Date 10/31/2022

RESET

PAYMENT INFORMATION

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

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

DISTRIBUTION INFORMATION

	Explanation / Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	BARS (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 10/25/2022	170950010			24219			\$ 23,275.82
2								
3								
4								
5								
6								
7								
8								
9								
10								

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

Total \$ 23,275.82

Payee Heartland Address _____ City _____ State _____ Zip Code _____
 Bank Name _____ Bank Routing # _____ Bank Account # _____
 Reference _____

CONTACT & AUTHORIZATION (Certification of Payment - RCW 42.24.080)

Contact Name Lauryne Thurmond Organization DMPMPD
 Email lauryne.thurmond@desmoinespool.org Phone # _____ Ext. _____ Fax # _____
 * Signature Joe Dusenbury Title Clerk of the Board Date 11/1/2022
 Authorized By Joe Dusenbury Phone # _____ Email _____

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

08012022

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: Legal/District GM Meeting Date: 11/15/22

Under: Executive Session Business Attachment: None

Subject: HSD Lease Extension

Background/Summary:

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

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

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

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

We received preliminary edits back from HSD and legal counsel will be present to discuss. A confidential copy will be sent to board members directly by the District GM.

UPDATE (10/11/2022): The District GM and legal have sent the updated version of the proposed lease after the September 20 board meeting. The agreement is being reviewed and at the time of sending out the agenda, there are no updates.

UPDATE (11/10/2022): There are no updates.

Fiscal Impact: N/A

Chair Announcement:

(If no update) No motion. (This is a placeholder as district business may change between the time the agenda packet is sent out and when the meeting occurs.)

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

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

Reviewed by District Legal Counsel: Yes X No _____ Date: Various

Two Touch Rule:

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

- No attachments.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** Aquatics Manager **Meeting Date:** 11/15/22

Under: Old Business **Attachment:** None

Subject: Q3 Financial Report (July through September)

Background/Summary:

The District GM will report the Q3 financial performance of the district from budgeted to actual amounts. A PowerPoint summary will accompany quarterly revenue and expense reports, and a written report.

If you have any questions for the District GM, please email him before the meeting. Some questions may need research and may need to be addressed at a future meeting.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only.

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

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

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

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

Notes:

Attachments:

- Q3 PowerPoint Summary Report
- Q3 Revenue Report
- Q3 Expense Report
- Q3 Physical Report



Q3 Financial Report

November 15, 2022,
Regular Board Meeting

1

Summary of Discrepancies

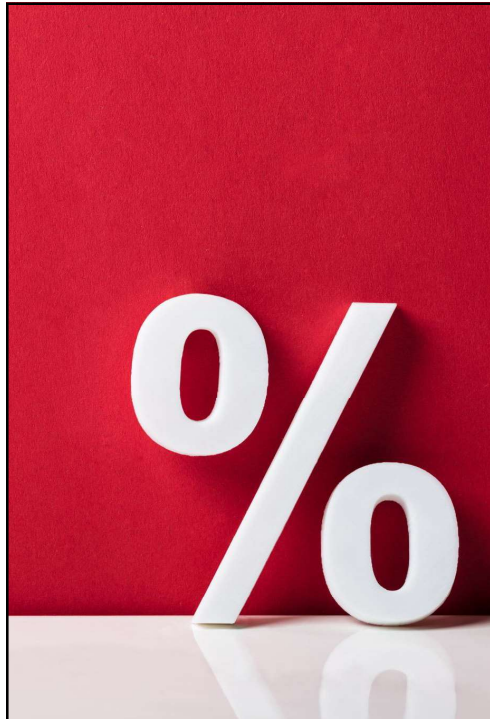
Revenue

- MRP Deposits low:
 - Q4 catchup include SEEK Grant, KCYAS Grants + Q3 Swim Team Usage
- Still 57% of total estimated – Q4 Second half of receipts

Expenses

- Fixed District Clerk/AC Breakdown
- Breakdowns of Admin/Ops need to be adjusted
- Aquatic Spec/Pool Chems
- Special Events (Duck Fees)
- Utilities - Gas/Electric and Trash
- Budgeted better for 2023

2



Expense Position (*75% Target thru 9/30*)

- Administration: **60%**
- Operations: **59%**
- Capital: **14%**

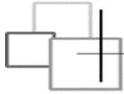
- Total: **57%**

3

Questions

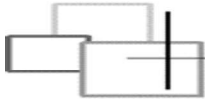
November 15, 2022, Regular Board Meeting

4



2022 REVENUE QIII

Account #	Reference	Jul 2022	Aug 2022	Sep 2022	YTD Balance	2022 Budget	Budget Balance	Balance %
General Fund Taxes								
001-000000-311-11-00-00	Property Taxes	\$3,155.01	\$8,392.45	\$24,105.82	\$607,872.90	\$1,077,573.00	\$469,700.10	56%
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$1,471.10	\$0.00	\$4,617.31	\$0.00	-\$4,617.31	N/A
	Total General Fund	\$3,155.01	\$9,863.55	\$24,105.82	\$612,490.21	\$1,077,573.00	\$465,082.79	57%
Charges for Goods and Services								
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	100%
	Total Charges for Goods and Services	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	100%
Miscellaneous Revenues								
001-000-000-361-11-00-00	Investment Interest	\$1,413.50	\$1,479.53	\$1,538.55	\$8,966.95	\$20,000.00	\$11,033.05	45%
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships/Grants)	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0%
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$39,397.82	\$0.00	-\$39,397.82	N/A
001-000-000-369-81-00-02	Misc Revenue	\$19.49	\$0.00	\$0.00	\$19.49	\$0.00	-\$19.49	N/A
001-000-000-369-81-00-03	MRP Cash Deposits	\$42,998.14	\$1,326.25	\$954.00	\$50,081.60	\$90,000.00	\$39,918.40	56%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$4,985.75	\$5,227.25	\$5,713.00	\$40,410.35	\$90,000.00	\$49,589.65	45%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$33.00	\$549.00	\$0.00	\$587.00	\$0.00	-\$587.00	N/A
	Total Revenue	\$49,449.88	\$8,582.03	\$8,205.55	\$139,463.21	\$300,000.00	\$160,536.79	46%
Capital Projects/Reserve								
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$175,000.00	\$175,000.00	0%
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$175,000.00	\$175,000.00	0%
	Grand Total Revenue	\$52,604.89	\$43,445.58	\$32,311.37	\$776,953.42	\$1,577,573.00	\$175,000.00	49%



2022 EXPENDITURES QIII

Beginning Quarter Balance = \$1,628,262.43

Ending Quarter Balance = \$1,414,176.04

Category/ Acct #	Reference	Jul 2022	Aug 2022	Sep 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
Salaries & Wages								
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,395.58	\$1,865.88	\$585.46	\$9,482.35	\$21,000.00	11,517.65	45%
001-000-000-576-20-10-01	District Manager - Wage	\$6,234.28	\$5,721.19	\$6,191.68	\$58,071.96	\$95,500.00	37,428.04	61%
001-000-000-576-20-10-02	District Clerk -Wage	\$2,442.40	\$2,387.76	\$3,577.39	\$22,134.19	\$32,168.14	10,033.95	69%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$5,051.35	\$6,280.65	\$5,219.38	\$48,684.18	\$84,000.00	35,315.82	58%
001-000-000-576-21-25-02	Aquatic Coordinators (2)	\$7,205.17	\$5,759.45	\$7,331.89	\$53,797.10	\$126,000.00	72,202.90	43%
001-000-000-576-21-30-01	Lifeguards	\$12,642.97	\$14,312.36	\$15,187.38	\$102,540.14	\$217,360.00	114,819.86	47%
001-000-000-576-21-30-02	Instructors	\$4,812.04	\$15,979.23	\$9,066.49	\$57,738.28	\$95,000.00	37,261.72	61%
001-000-000-576-21-32-02	Head Lifeguards	\$6,055.76	\$5,001.30	\$4,385.40	\$29,240.72	\$38,601.76	9,361.04	76%
001-000-000-576-21-25-05	Incentive Pay					\$7,500.00	7,500.00	0%
001-000-000-576-20-21-19	Payroll Taxes	\$3,005.81	\$3,476.64	\$3,171.07	\$25,286.74	\$41,995.79	16,709.05	60%
001-000-000-576-21-42-05		\$10,062.90	\$12,326.31	\$12,684.28	\$87,410.73	\$140,794.61	53,383.88	62%
001-000-000-576-21-33-04	Overtime (OT)				\$387.17	\$13,999.57	13,612.40	3%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)				\$0.00	\$1,308.30	1,308.30	0%
001-000-000-576-21-33-00	Sick Pay	\$755.15	\$761.98	\$542.07	\$2,314.81	\$1,622.40	(692.41)	143%
	Total Salaries & Wages	\$59,663.41	\$73,872.75	\$67,942.49	\$497,088.37	\$916,850.57	\$419,762.20	54%
Personal Benefits								
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)		\$3,192.99	\$1,064.33	\$20,635.57	\$12,799.13	(7,836.44)	161%
001-000-000-576-21-22-30			\$2,396.02	\$981.79	\$16,625.30	\$42,849.25	26,223.95	39%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$132.00	\$135.00	\$135.00	\$1,194.00	\$2,000.00	806.00	60%
	Total Personal Benefits	\$132.00	\$5,724.01	\$2,181.12	\$38,454.87	\$57,648.38	\$19,193.51	67%
Grants								
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)				\$0.00		0.00	Not Budgeted
001-000-000-337-20-00-01	King County Youth Athletic Sports				\$0.00		0.00	Not Budgeted
	Total Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies								
001-000-000-576-20-31-00	Office Supplies		\$177.96		\$756.71	\$230.00	(526.71)	329%
001-000-000-576-21-35-03			\$157.32		\$312.49	\$770.00	457.51	41%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)				\$16.46	\$2,000.00	1,983.54	1%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)		\$208.07		\$2,351.41	\$4,000.00	1,648.59	59%
	Total Office Supplies	\$0.00	\$543.35	\$0.00	\$3,437.07	\$7,000.00	3,562.93	49%
Maintenance & Repair Supplies								
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools		\$284.73		\$1,330.93	\$3,000.00	1,669.07	44%
001-000-000-576-21-35-02	Janitorial Supplies & Services	\$187.45	\$1,729.17	\$1,382.26	\$4,532.06	\$7,000.00	2,467.94	65%
	Total Maintenance & Repair Supplies	\$187.45	\$2,013.90	\$1,382.26	\$5,862.99	\$10,000.00	4,137.01	59%
Pool Supplies								
001-000-000-576-21-40-00	Employee Recognition		\$459.09		\$959.81	\$1,000.00	40.19	96%
001-000-000-576-21-35-01	Pool Chemicals				\$0.00	\$12,500.00	12,500.00	0%
001-000-000-576-21-35-15	Special Pool Events				\$4,227.71	\$2,000.00	(2,227.71)	211%
001-000-000-576-21-42-06	Uniforms & Clothing				\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)		\$539.06		\$1,016.84	\$2,000.00	983.16	51%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip		\$637.39		\$4,597.02	\$3,500.00	(1,097.02)	131%
	Total Pool Supplies	\$0.00	\$1,635.54	\$0.00	\$10,801.38	\$26,000.00	15,198.62	42%
Pool Equipment								
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)				\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)				\$938.86	\$5,000.00	4,061.14	19%
	Total Pool Equipment	\$0.00	\$0.00	\$0.00	\$938.86	\$6,100.00	5,161.14	19%
Professional Svcs - Front Offc								
001-000-000-576-20-41-01	Consulting Contracts				\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,746.25	\$646.25	\$508.75	\$7,676.25	\$14,000.00	6,323.75	55%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)				\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,416.00	\$1,416.00	\$1,416.00	\$13,157.34	\$22,000.00	8,842.66	60%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$125.76	\$254.52	\$49.01	\$734.75	\$460.00	(274.75)	160%
001-000-000-576-21-49-10		\$251.52	\$31.44	\$62.88	\$408.72	\$1,540.00	1,131.28	27%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)				\$4,954.50	\$5,500.00	545.50	90%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)		\$206.00		\$449.90	\$1,500.00	1,050.10	30%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$648.46	\$603.66	\$598.06	\$5,074.44	\$7,700.00	2,625.56	66%
001-000-000-576-21-42-09	Timekeeping		\$1,056.96		\$2,113.92	\$2,500.00	386.08	85%
	Total Prof Services-Front Offc	\$4,187.99	\$4,214.83	\$2,634.70	\$34,569.82	\$62,700.00	\$28,130.18	55%
Professional Svcs - Maintenance								
001-000-000-576-20-41-09	District Janitorial Services	\$90.00	\$90.00	\$90.00	\$720.00	\$0.00	(720.00)	Not Budgeted
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (See COVID)	\$9,207.66			\$9,207.66	\$3,500.00	(5,707.66)	263%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$315.22	\$287.90	\$73.57	\$2,050.81	\$5,000.00	2,949.19	41%
001-000-000-576-21-41-20	Gutter and Roof Management				\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)				\$945.96	\$500.00	(445.96)	189%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$560.40	\$1,164.74		\$5,043.58	\$7,200.00	2,156.42	70%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)		\$239.33	\$75.81	\$962.13	\$1,750.00	787.87	55%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)				\$4,782.74	\$22,000.00	17,217.26	22%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)		\$2,645.42	\$287.36	\$9,118.71	\$6,000.00	(3,118.71)	152%
	Total Prof Services-Maintenance	\$10,173.28	\$4,427.39	\$526.74	\$32,831.59	\$49,450.00	17,338.41	14%
Repairs & Maintenance								
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$5,537.20	\$16,498.12	\$5,777.81	\$44,015.50	\$100,000.00	55,984.50	44%

Category/ Acct #	Reference	Jul 2022	Aug 2022	Sep 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
001-000-000-576-21-48-01	Office/IT Equipment Repairs				\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-48-03	Budget Contingency (Backup to Maint Svcs)		\$6,963.83		\$6,963.83	\$34,700.00	27,736.17	20%
	Total Repairs & Maintenance	\$5,537.20	\$23,461.95	\$5,777.81	\$50,979.33	\$136,700.00	\$85,720.67	37%
Communications								
001-000-000-576-20-41-02	Web Design & Maintenance	\$48.75		\$48.75	\$4,387.50	\$2,000.00	(2,387.50)	219%
001-000-000-576-20-41-10	MS Subscription MS Office 365		\$209.20		\$836.79	\$920.00	83.21	91%
001-000-000-576-21-42-01			\$1,101.00		\$2,023.64	\$3,080.00	1,056.36	66%
001-000-000-576-21-42-07	Postage and Mailing		\$175.80		\$265.66	\$1,000.00	734.34	27%
001-000-000-576-21-42-13	Scheduling (Omnify)				\$0.00	\$1,300.00	1,300.00	0%
001-000-000-576-21-42-20	Telephone/Internet (Comcast)	\$151.91	\$709.64		\$3,434.47	\$3,500.00	65.53	98%
001-000-000-576-21-42-14	Elevate Phone System	\$223.45	\$223.97	\$223.97	\$1,801.16	\$4,600.00	2,798.84	39%
001-000-000-576-20-42-03			\$184.95		\$300.55	\$69.00	(231.55)	436%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)				\$115.60	\$231.00	115.40	50%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)		\$133.90		\$432.84	\$400.00	(32.84)	108%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)		\$236.00		\$590.00	\$800.00	210.00	74%
	Total Communications	\$424.11	\$2,974.46	\$272.72	\$14,188.21	\$17,900.00	3,711.79	79%
Training & Travel								
001-000-000-576-21-43-10	Travel Expenses (Mileage, Tolls)				\$0.75	\$750.00	749.25	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)		\$882.53		\$1,309.73	\$750.00	(559.73)	175%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)		\$1,507.00		\$1,876.00	\$3,000.00	1,124.00	63%
001-000-000-576-21-43-03	Certifications (non WSI)				\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)				\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)				\$0.00	\$2,500.00	2,500.00	0%
001-000-000-576-21-43-07					\$799.00	\$3,120.00	2,321.00	26%
001-000-000-576-20-43-07	Management Staff Training				\$0.00	\$880.00	880.00	0%
	Total Training & Travel	\$0.00	\$2,389.53	\$0.00	\$3,985.48	\$15,000.00	11,014.52	27%
Advertising								
001-000-000-576-20-41-07	District Advertising	\$450.00	\$804.00	\$595.00	\$5,342.06	\$10,000.00	4,657.94	53%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard				\$0.00	\$4,499.04	4,499.04	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard				\$0.00	\$2,474.47	2,474.47	0%
001-000-000-576-20-41-40	Ad Design				\$285.72	\$500.00	214.28	57%
	Total Advertising	\$450.00	\$804.00	\$595.00	\$5,627.78	\$17,473.51	11,845.73	32%
Rentals & Leases								
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$717.50	\$717.50	\$6,457.50	\$2,500.00	(3,957.50)	258%
001-000-000-576-20-45-01	Storage Rental (AAAA)		\$1,375.00		\$3,025.00	\$4,000.00	975.00	76%
001-000-000-576-20-45-02	Miscellaneous Rentals				\$180.00	\$5,000.00	4,820.00	4%
001-000-000-576-20-45-05	Meeting Room Rental (HSD)				\$0.00	\$6,000.00	6,000.00	0%
	Total Rentals & Leases	\$717.50	\$2,092.50	\$717.50	\$9,662.50	\$17,500.00	1,837.50	55%
Utilities								
001-000-000-576-21-47-00	Electricity (PSE)	\$16,808.84	\$5,969.34		\$93,592.11	\$99,000.00	5,407.89	95%
001-000-000-576-21-47-02	Water (Highline)	\$540.79	\$1,281.52	\$581.11	\$5,608.27	\$9,000.00	3,391.73	62%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)		\$401.54		\$3,217.97	\$2,500.00	(717.97)	129%
001-000-000-576-21-47-04	Sewer (Midway)	\$451.72	\$587.67		\$2,542.12	\$4,000.00	1,457.88	64%
	Total Utilities	\$17,801.35	\$8,240.07	\$581.11	\$104,960.47	\$114,500.00	9,539.53	92%
Insurance								
001-000-000-576-20-46-00	Insurance - WCIA, AWC				\$21,614.00	\$23,000.00	1,386.00	94%
	Total Insurance	\$0.00	\$0.00	\$0.00	\$21,614.00	\$23,000.00	1,386.00	94%
Miscellaneous								
001-000-000-576-21-40-20	Scholarships				\$1,732.70	\$18,000.00	16,267.30	10%
001-000-000-576-20-41-12	AMG Liabilities				\$0.00	\$250.00	250.00	0%
001-000-000-576-20-49-00	Miscellaneous		\$1,071.91		\$1,258.17		(1,258.17)	Not Budgeted
001-000-000-576-20-49-07	Misc. Services/Discrepancies		\$245.14		\$728.77	\$4,000.00	3,271.23	18%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$677.24			\$1,062.59	\$2,000.00	937.41	53%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions		\$1,788.15	\$675.00	\$7,804.69	\$4,000.00	(3,804.69)	195%
001-000-000-334-05-10-01	SEEK Grant	\$13,374.50	\$21,227.33	\$3,476.00	\$64,022.45	\$80,000.00	15,977.55	80%
001-000-000-576-20-51-50	Background checks	\$522.00	\$116.00		\$1,348.00	\$2,000.00	652.00	67%
	Total Miscellaneous	\$14,573.74	\$24,448.53	\$4,151.00	\$77,957.37	\$110,250.00	16,025.33	71%
Intergovernmental Services								
001-000-000-576-20-51-02	Inspections (Fire Ext)		\$167.35		\$167.35	\$1,000.00	832.65	17%
001-000-000-576-20-41-11	SAO Audit				\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-20-51-00	King City Election costs				\$59,659.52	\$45,000.00	(14,659.52)	133%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)		\$917.72		\$3,218.70	\$2,000.00	(1,218.70)	161%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)				\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)		\$759.60		\$759.60	\$2,000.00	1,240.40	38%
	Total Intergov Services	\$0.00	\$1,844.67	\$0.00	\$63,805.17	\$58,000.00	(5,805.17)	110%
COVID-19								
001-000-000-576-20-31-00	Office Supplies						0.00	0%
001-000-000-576-20-43-00	Training/Conferences						0.00	0%
001-000-000-576-21-31-01	Custodial						0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies						0.00	0%
001-000-000-576-21-43-06	First Aid Supplies						0.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies						0.00	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies						0.00	0%
	Total COVID-19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0%
Capital *								
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections				\$0.00	\$1,000.00	1,000.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices				\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers		\$5,637.50		\$11,826.25	\$75,000.00	63,173.75	16%
001-000-000-594-76-41-06	Plumbing Upgrade (Aquatic Spec)				\$0.00	\$10,000.00	10,000.00	0%
301-000-000-397-00-00-00	Transfer From General Fund to Capital				\$0.00		0.00	0%
	Total Capitals	\$0.00	\$5,637.50	\$0.00	\$11,826.25	\$86,500.00	\$74,673.75	14%
*Reserve balance \$214,079.00								
	TOTAL ADMINISTRATION	\$19,003.57	\$27,405.18	\$18,824.94	\$280,484.64	\$466,545.57	\$122,548.48	60%

Category/ Acct #	Reference	Jul 2022	Aug 2022	Sep 2022	YTD Expense	2022 Budget	Budget Balance	% of Budget
	TOTAL OPERATIONS	\$94,844.46	\$131,282.30	\$67,937.51	\$696,280.62	\$1,179,526.89	\$547,268.72	59%
	TOTAL CAPITAL	\$0.00	\$5,637.50	\$0.00	\$11,826.25	\$86,500.00	74,673.75	14%
GRAND TOTALS		\$113,848.03	\$164,324.98	\$86,762.45	\$988,591.51	\$1,732,572.46	\$744,490.95	57%

Third Quarter (Q3) 2022 Financial Status Report
DES MOINES POOL M.P.D./ MOUNT RAINIER POOL
November 15, 2022

July through September Financial Activity reports –have been reviewed, reconciled, and adjusted to reflect all activity of the district that has flowed through the King County Treasurer’s office. The report represents the 3rd quarter results for fiscal year 2022.

The General Fund records all of the activities of the district and the district has a separate capital reserve fund. All of the financial transactions of the district are recorded within General Fund and the balance will fluctuate from month to month, while the reserve account receives its funds on an annual basis in keeping with the districts goal to build up the fund balance for future capital projects.

The balances in each of these funds on September 30, 2022, are:

- General Fund – \$ 994,176.04
 - Capital Reserve - \$ 420,000.00
- Total Available Funds \$1,414,176.04

The cash flow chart and associated data has been developed to focus on the activity of the “General Fund”, but the combined cash balance reflects the total of both the general fund and the (Capital) Reserve Fund.

The third quarter review of financial transactions and their cumulative totals typically do not represent much financial activity for the district. The third quarter analysis is an affirmation of expenditures being on target to meet projections and a verification of ending fund balances for the previous fiscal period.

REVENUES

Revenues of the district fall within five categories as reflected in the following chart:

	Budget	YTD	%
Beginning Balance	\$1,000,000.00	\$994,176.04	99%
Taxes	\$1,077,572.00	\$465,082.79	43%
Charges for Service*	\$25,000.00	\$25,000.00	100%
Misc./Interest	\$20,000.00	\$8,966.65	45%
Over the Counter**	\$180,000.00	\$130,477.02.66	72%
Transfer from Reserves***	\$75,000.00	\$0.00	0%

**Normandy Park Payment Made in July 2022 (after this quarter).*

***Does not include revenues from swim team rentals and SEEK and KCYAS Grants that will be collected in the fourth quarter.*

****Transfer to reserves will be performed at the December meeting in fourth quarter.*

The primary revenue source for the District is the collection of property taxes. Property tax is primarily collected in April/May and then again in Oct/November. The 3rd quarter results reflect this cash flow cycle with the exception of the beginning fund balance. The ending fund balance from 2022 was greater than forecasted which provides the district with a surplus to start the year of \$176,767.

The Expenditure report for September 30 reflects the activities of the district, which have been segregated into departments &/or categories. I have summarized the budget appropriations for each function to allow you to analyze the activities separate from one another.

	Budget	YTD	%
Administration*	\$466,546.00	\$280,484.64	60%
Operations	\$1,179,527.00	\$696,280.62	59%
Capital Reserve	\$86,500.00	\$11,826.25	14%
Transfer to Reserves	\$75,000.00	\$0.00	0%
Totals	\$ 1,732,572.00	\$988,591.51	57%

**There was an adjustment to the District Clerk/Aquatics Coordinator split and an adjustment to the election overcharge fees that was adjusted during Q3. Both better reflect the true position of administration versus the Q2 report.*

Each of these departments has individual line-item allocations via the annual budget process. The monthly expenditure reports reflect the line-item detail. The year-to-date totals for administration and pool facility operations are within the budget expectation of 75% for the thir quarter. Variances include continued usage of the district offices past budgeted amount, the effects of inflation on utilities and other services, and increased programming to meet grant generated revenue needs. We are working to adjust these totals in future reports.

The total expenditures for the District as of September 30, 2022, are at 57% of budget. This is well under the anticipated level of 75%. The 4th quarter for the district will see more activity in the area of revenues from tax, grant and contracted usage.

As previously stated, the 1st quarter activities of the district were minimal due to Covid-19 and building up our operations. 2nd & 3rd quarter activities were effected by limitations due to limited recruitment opportunities during Covid-19, which staff has worked hard to overcome. The next quarterly/end of year report will be presented to the board at its February regular meeting and will provide good insight into the cash position of the district and some of the impacts of grant reimbursements, set to occur during the fourth quarter fiscal.

MORE INFORMATION

As always, please do not hesitate to ask any questions or let me know if you need additional information.

Scott Deschenes, District General Manager

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** Aquatics Manager **Meeting Date:** 11/15/22

Under: Old Business **Attachment:** No

Subject: Benefits Update

Background/Summary:

The District GM (DGM) made a mistake and did not add the budget estimate for the District Clerk. This position is budgeted at a Grade 11, Step C and will be 25 hours a week or \$6,000 rounded off.

This position has received benefits in the past and should continue to receive benefits. This is not only for the incumbent staff member, but to attract future employees.

Fiscal Impact: This \$6,000 will be added to benefits and will affect the overall budget by increasing staff benefits from \$70,000 to \$76,000.

Proposed Motion: I move to add benefits to the District Clerk position to the budget in the amount of \$6,000.

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

Two Touch Rule: 11/8/2022 **Committee Review**
 10/18/2022 **First Board Meeting (Informational)**
 11/15/2022. **Second Board Meeting (Action)**

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

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

Notes:

-No attachments.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** Aquatics Manager **Meeting Date:** 11/15/22

Under: Old Business **Attachment:** Yes

Subject: 2023 Budget Adjustments

Background/Summary:

The District GM (DGM) presented a draft of the preliminary budget on 10/18/22. The DGM mentioned there might be some minor changes, but no major changes. He also mentioned that there might be some minor changes, and that he would meet with the Finance Committee before presenting the 2023 budget. He met with the Finance Committee and attached are the changes and justification for the changes.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only. Budget will be presented in public hearing later in the meeting.

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

<u>Two Touch Rule:</u>	<u>11/8/2022</u>	Committee Review
	<u>10/18/2022</u>	First Board Meeting (Informational)
	<u>11/15/2022.</u>	Second Board Meeting (Action)

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

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

Notes:

- PowerPoint Summary
- 2023 Updated Budget

Budget Changes Summary

- Personal Benefits – Suggest Adding \$6,000 for Clerk position
- Fringe Benefits Auto – Insurance/Legal Recommendation
 - Moved \$1,500 from Fringe Benefits to Mileage
- Financial Services – VisionMS change too expensive
 - Lowered VisionMS from \$11,000 to \$3,000 (Not paying for setup to new)
 - Added Heartland Budget back in from \$0 to \$6,000

2023 BUDGET ACCOUNTS SUGGESTION (PROPOSED BY STAFF)

Account	% used as of August 31 (Target 66%)	% Change from 2022 to 2023	2022 Budgeted	2023	Notes
SALARIES & WAGES					
Commissioner Salaries (5)	42.37%	14.29%	\$ 21,000.00	\$ 24,000.00	
District GM Salary (1)	51.85%	9.95%	\$ 95,500.00	\$ 105,000.00	
District Clerk Salary (1)	65.02%	16.19%	\$ 32,168.14	\$ 37,377.60	
Aquatics Manager Salary (1)	51.74%	9.03%	\$ 84,000.00	\$ 91,582.40	
Aquatics Coordinator Salary (2 ot 1)	36.88%	-40.67%	\$ 126,000.00	\$ 74,755.20	
Lead Lifeguard Salary (1) - NEW	N/A	NEW	N/A	\$ 51,251.20	New Positions. Reviewed at October 18 Board Meeting.
PPT Lifeguards (3) - NEW	N/A	NEW	N/A	\$ 100,713.60	New Positions. Reviewed at October 18 Board Meeting.
Head Lifeguards (Up to 8)	51.23%	-9.33%	\$ 38,601.76	\$ 35,000.00	Lead HG and PPT will reduce capacity.
TPT Lifeguards (Various)	40.19%	-10.29%	\$ 217,360.00	\$ 195,000.00	
Instructors (Swim Lesson)	51.23%	-5.26%	\$ 95,000.00	\$ 90,000.00	Break down part with water exercise instructor.
Water Exercise Instructor - NEW	N/A	NEW	N/A	\$ 12,500.00	
TAXES & MISC.					
Sick Pay	109.27%	115.73%	\$ 1,622.40	\$ 3,500.00	
Overtime (OT)	2.77%	-64.28%	\$ 13,999.57	\$ 5,000.00	Kept OT down by better tracking of hours.
Payroll Taxes	53.00%	9.41%	\$ 182,790.40	\$ 200,000.00	Trending toward this amount with inflation.
Family Medical Leave	0.00%	-61.78%	\$ 1,308.30	\$ 500.00	
PERSONNEL BENEFITS					
Benefits, Fringe (Auto)	52.95%	0.00%	\$ 2,000.00	\$ 2,000.00	
Incentive Pay	0.00%	0.00%	\$ 7,500.00	\$ 7,500.00	Match program from 2022. Most coming in at end of Fall.
Personal Benefits (AWC/DRS)	63.28%	36.57%	\$ 55,648.38	\$ 76,000.00	Presented at October 25 Board Meeting.
OFFICE SUPPLIES - CLERICAL					
Office Supplies (Amazon/Staples)	106.92%	100.00%	\$ 1,000.00	\$ 2,000.00	New and growing services and staff equal more supplies.
Office Equipment	0.82%	25.00%	\$ 2,000.00	\$ 2,500.00	
Computer & Supplies	58.79%	50.00%	\$ 4,000.00	\$ 6,000.00	Will need another computer for staff (3rd Back Office Computer).
MAINTENANCE & REPAIR SUPPLIES					
Cleaning and Janitorial Supplies	45.00%	10.00%	\$ 7,000.00	\$ 7,700.00	
Maintenance Supplies and Small Tools	44.36%	16.67%	\$ 3,000.00	\$ 3,500.00	
POOL SUPPLIES					
Uniforms & Clothing**	0.00%	0.00%	\$ 5,000.00	\$ 5,000.00	Uniforms getting older. Might need to replace.
Employee Recognition	95.98%	100.00%	\$ 1,000.00	\$ 2,000.00	Doing better job of acknowledging employee contributions.
Lifeguard Supplies and Equipment	131.34%	42.86%	\$ 3,500.00	\$ 5,000.00	Hiring more new staff. Will need equipment to help cover.
Pool Chemicals	0.00%	-100.00%	\$ 12,500.00	\$ -	Added to Aquatic Specialties due to chemicals in same invoice.
Special Events	211.39%	150.00%	\$ 2,000.00	\$ 5,000.00	Getting back to normal, which means more events.
First Aid Supplies	50.84%	25.00%	\$ 2,000.00	\$ 2,500.00	
POOL EQUIPMENT					
Miscellaneous Pool Equipment (ER&R)	18.78%	20.00%	\$ 5,000.00	\$ 6,000.00	
PROFESSIONAL SERVICES - CLERICAL					
IT/Computer Services (CMIT)	53.37%	13.64%	\$ 22,000.00	\$ 25,000.00	
IT Server Hosting Costs - NEW	N/A	NEW	-	\$ 4,000.00	
Registration Software (Rec1/CivicRec)	90.08%	9.09%	\$ 5,500.00	\$ 6,000.00	
Credit Card Transactions (Authorize.net)	29.99%	33.33%	\$ 1,500.00	\$ 2,000.00	More revenue equals more transactions. Most by credit card.
Legal Services (Snure)	51.20%	0.00%	\$ 14,000.00	\$ 14,000.00	
Financial Services (VisionMS)	0.00%	20.00%	\$ 2,500.00	\$ 3,000.00	Incorporate payroll and setup new reporting/tracking.
Printing/Copying (Canon)	51.58%	0.00%	\$ 2,000.00	\$ 2,000.00	Getting rid of second printer at office.
Timekeeping (WhenWork)	84.56%	0.00%	\$ 2,500.00	\$ 2,500.00	One time charge.
Payroll/HR (Heartland)	58.13%	-22.08%	\$ 7,700.00	\$ 6,000.00	Combine HR into Vision. Streamline service. Save staff hours.
Website (RFQ in 2023) - NEW	N/A	NEW	-	\$ 15,000.00	RFQ in 2023 to build. Reduced service fee in 2024.
Consultant (TBD)	0.00%	0.00%	\$ 5,000.00	\$ 5,000.00	
PROFESSIONAL SERVICES - MAINTENANCE					
Financial Services - Bookkeeping Contingent	N/A	NEW	\$ -	\$ 10,000.00	
Maintenance Services Contract (MacMiller)	21.74%	10.00%	\$ 25,000.00	\$ 27,500.00	Error. Should be higher. May be late billing.
CO2 Services (Central Welding Services)	39.54%	0.00%	\$ 5,000.00	\$ 5,000.00	
Water Quality (Aqtc Spec.)	147.19%	166.67%	\$ 6,000.00	\$ 16,000.00	Includes Pool Chemicals.
Roof and Gutter Maintenance (Sound)	0.00%	14.29%	\$ 3,500.00	\$ 4,000.00	Not yet performed. Scheduled late fall.
Landscaping (NLS)	70.05%	11.11%	\$ 7,200.00	\$ 8,000.00	New addendum effective September 2022.
Custodial - MRP Qtrly Deep Clean (TBD)	263.08%	71.43%	\$ 3,500.00	\$ 6,000.00	I think this is an error. Need to go back and check.
Rekey Services (Bill's Locksmith)	189.29%	20.00%	\$ 2,500.00	\$ 3,000.00	
Coffee and Water Services (Mountain Mist)	50.65%	14.29%	\$ 1,750.00	\$ 2,000.00	
Cleaning & Janitorial (Office)			\$ -		
REPAIRS & MAINTENANCE					
Maintenance Services Non-Contracted (Var)	38.24%	-25.00%	\$ 100,000.00	\$ 75,000.00	
Budget Contingency (Backup for Maintenance)	20.07%	-100.00%	\$ 34,700.00	\$ -	Added for 2022 to bring it up to \$.20/1,000 level.
Office/IT Equipment Repairs	0.00%	25.00%	\$ 2,000.00	\$ 2,500.00	
COMMUNICATIONS					
Telephone/Internet (Comcast)	98.12%	0.00%	\$ 3,500.00	\$ 3,500.00	Reducing to one office. Also switched to Elevate Phone. Should be fine.
Scheduling (Omnify)		-100.00%	\$ 1,300.00	\$ -	Never used omnify, but had it in case it was needed.
Elevate Phone System (Cellular (Line2))	34.29%	8.70%	\$ 4,600.00	\$ 5,000.00	Phone system.
Desktop Licenses (Msoft + Misc Desktop)	71.51%	20.00%	\$ 4,000.00	\$ 4,800.00	Working to cleanup old licenses.
Work Email Accounts (Google Suite)	138.72%	166.67%	\$ 300.00	\$ 800.00	Eliminating some emails.
Remote Meeting Software (Zoom)	108.21%	150.00%	\$ 400.00	\$ 1,000.00	
Website Maintenance	216.94%	50.00%	\$ 2,000.00	\$ 3,000.00	Annual maintenance & change orders for website. Should be better with RFQ.

Postage & Mailing	26.57%	-25.00%	\$ 1,000.00	\$ 750.00	
Email Notification System (CampMon)	73.75%	25.00%	\$ 800.00	\$ 1,000.00	
TRAINING & TRAVEL					
In-Service Supplies (Internal Training)	0.00%	0.00%	\$ 2,500.00	\$ 2,500.00	Focus on more trainings = quality.
Certifications (nonWSI)	62.53%	16.67%	\$ 3,000.00	\$ 3,500.00	
Swim Lesson Licensing (Amrcn Red Cross)	0.00%	0.00%	\$ 2,500.00	\$ 2,500.00	
Management Staff Training	19.98%	25.00%	\$ 4,000.00	\$ 5,000.00	Send staff to conferences.
Travel for Business (Mileage,Tolls)	0.10%	300.00%	\$ 750.00	\$ 3,000.00	Added mileage for in-city business trips.
Misc. Travel (Lodging, Per Diem)	174.63%	300.00%	\$ 750.00	\$ 3,000.00	Send staff to conferences.
ADVERTISING					
District Advertising	47.47%	0.00%	\$ 10,000.00	\$ 10,000.00	Lowered print advertising in 2021.
Bulk Printing - District Postcard	0.00%	1.03%	\$ 2,474.47	\$ 2,500.00	
Bulk Mailing - District Postcard	0.00%	0.02%	\$ 4,499.04	\$ 4,500.00	
Ad Design	57.14%	0.00%	\$ 500.00	\$ 500.00	
Sponsorship Supported	0.00%	-	\$ -	\$ -	
RENTALS & LEASES					
Storage Rental (AAAA)	75.63%	25.00%	\$ 4,000.00	\$ 5,000.00	
Misc. Rentals	3.60%	0.00%	\$ 5,000.00	\$ 5,000.00	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Meeting Rentals	0.00%	-83.33%	\$ 6,000.00	\$ 1,000.00	Free with contract, but may need emergency rental space when not available.
UTILITIES					
Gas/Electricity (PSE)	94.54%	31.31%	\$ 99,000.00	\$ 130,000.00	Trending higher. Turned up water temperature.
Water (Highline WD))	55.86%	10.00%	\$ 9,000.00	\$ 9,900.00	
Sewer (Midway)	63.55%	25.00%	\$ 4,000.00	\$ 5,000.00	Sewer + contingency.
Trash/Recycling (Recology)	128.72%	140.00%	\$ 2,500.00	\$ 6,000.00	
INSURANCE					
Insurance, Liability (WCIA)	93.97%	34.78%	\$ 23,000.00	\$ 31,000.00	Insurance through WCIA. (40% Increase). Already charged.
MISCELLANEOUS					
Printing & Copying Outside (Various)	53.13%	0.00%	\$ 2,000.00	\$ 2,000.00	
Memberships, Dues & Subscriptions	178.24%	50.00%	\$ 4,000.00	\$ 6,000.00	Part of WRPA and NRPA as organizations.
Misc. Services/Discrepancies	18.22%	-50.00%	\$ 4,000.00	\$ 2,000.00	Better job in tracking in 2022.
AMG Liabilities	0.00%	0.00%	\$ 250.00	\$ 250.00	
Background Checks/Formely Fingerprinting	67.40%	25.00%	\$ 2,000.00	\$ 2,500.00	
Scholarships	9.60%	-16.67%	\$ 18,000.00	\$ 15,000.00	Grants have covered this money.
INTERGOVERNMENTAL SERVICES					
Elections (King County)	132.58%	-100.00%	\$ 45,000.00	\$ -	No positions in 2022 or 2023. Error in Q2. Will be adjusted in Q3.
Audits (SAO)	0.00%	10.00%	\$ 5,000.00	\$ 5,500.00	
City Services (City of DM)	0.00%	25.00%	\$ 4,000.00	\$ 5,000.00	Parking lot gate. (Think this is error, or they have not billed us lately).
King County Management Fees	0.00%	-	\$ -	\$ -	
Permits (KCHD, CoDM)	37.98%	0.00%	\$ 2,000.00	\$ 2,000.00	Parking lot gate permit will need to be renewed.
Inspections (Fire Extinguisher)	16.74%	-16.67%	\$ 1,200.00	\$ 1,000.00	
B&O Tax/Agency (DOR)	160.94%	50.00%	\$ 5,000.00	\$ 7,500.00	Trending towards this number, plus pay CoDM percentage.
TOTAL FOR ADMINISTRATION & OPERATIONS		3.33%	\$ 1,646,072.46	\$ 1,700,880.00	
CAPITAL/PROJECTS					
Miscellaneous					
Architect/Design/Inspections	15.77%	83.33%	\$ 75,000.00	\$ 137,500.00	Potential matching for feasibility study.
Advertising	0.00%	0.00%	\$ 500.00	\$ 500.00	
Project Permits	0.00%	0.00%	\$ 1,500.00	\$ 1,500.00	
Projects					
Gate Installation	N/A	N/A	\$ -	\$ 20,000.00	Trenching, Concrete and Gate-Base Installation.
Transfers					
Transfer to Capital Account	0.00%	0.00%	\$ 75,000.00	\$ 75,000.00	
TOTALS		171.10%	\$ 86,500.00	\$ 234,500.00	
		11.71%	\$ 1,732,576.46	\$ 1,935,380.00	

BUDGET LEVY AFFECTS (2023 A.V.)

LEVY REQUEST BREAKDOWN

EXPENSES	\$ 1,935,380.00
BEG CASH BALANCE	\$ 900,000.00
EST. REVENUE MRP	\$ 200,000.00
OTHER REVENUE (NP)	\$ 25,000.00
MISC REVENUE (INTEREST)	\$ 15,000.00
GRANTS	\$ 100,000.00
ENDING CASH	\$ 600,000.00
TOTAL TAX NEEDED	\$ 1,295,380.00

Est. Levy Rate 2023 (10/31/22)

\$ 0.20133 Estimated same percentage as 2022.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d

Assigned to: Aquatics Manager

Meeting Date: 11/15/22

Under: Old Business

Attachment: None

Subject: Aquatic Feasibility Study Update

Background/Summary:

The Aquatic Feasibility Study and KCYAS grant both have been approved.

Stemper will be coming out Monday, November 21 starting at 11am. We will put a notice out to patrons and are contacting swim teams. We are offering swim practice time on Friday, November 25 between 11am and 1pm. We will be open that Friday for the first time in a couple of years.

Stemper will be performing testing, and we will be renting a lift for the work. This work will help the study be performed before the weather changes.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only. Approved at previous meeting as part of study.

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

Two Touch Rule:

<u>N/A</u>	Committee Review
<u>10/18/2022</u>	First Board Meeting (Informational)
<u>N/A</u>	Second Board Meeting (Action)

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

Follow-up Needed: **Yes** X **No** **Report back date:** 12/20/22 (Est.)

Notes:

No attachments.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a **Assigned to:** District GM

Meeting Date: 11/15/22

Under: New Business

Attachment: Yes

Subject: Scholarship Process Updates

Background/Summary:

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

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

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

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

Fiscal Impact: N/A

Proposed Motion: No motion. First-touch.

Reviewed by District Legal Counsel: **Yes** X **No** _____ **Date:** 11/9/22

Two Touch Rule:

_____ N/A _____ **Committee Review**
_____ 11/15/2022 _____ **First Board Meeting (Informational)**
_____ N/A _____ **Second Board Meeting (Action)**

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

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

Notes:

Attachments:

- Proposed Scholarship Form DRAFT
- Policy 340 Financial Aid/Scholarship DRAFT



2022-2023 Scholarship Information Packet

Mount Rainier Pool

22722 19th Avenue South
Des Moines, WA 98198
(206) 824-4722

GOAL OF PROGRAM

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

REQUEST PROCESS

Important! Please request scholarships before you register for swim lessons! This can be done any time after December 1, 2022. Scholarships do not guarantee you a spot in lessons or any other program. These programs will follow the [swim lesson registration process](#). All scholarships will be available until August 31, 2023.

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

PLEASE READ THE ENTIRE PACKET BEFORE TURNING IT IN!

Pages 1-4 are for your records and pages 5-6 will be submitted for the scholarship.

Complete all three steps of the application process including:

- Step 1: Proof of Residency (*Scholarships are now resident only.*)
- Step 2: Copy of Birth Certificates for all household members.
- Step 3: Proof of Need of Assistance (See options below)
- Step 4: Scholarship Program Request

Step 1. Proof of Residency: All participants must reside in the cities of Des Moines or Normandy Park. Proof of Residency required at time of application.

- Resident Award – Residents, who reside in the borders of Des Moines and Normandy Park will receive a higher award level (50-90%) due to both communities' financial support of the Mount Rainier Pool.
- Documents Needed – Please provide a copy of identification or a utility bill or other form of documentation that is less than six months old that shows the residency of the main household member.

Step 2. Proof of Relationship (Birth Certificates): Birth certificates must be provided for all members of the same family/household. Please provide information on the registration form.

Step 3. Proof of Need of Assistance: See documentation options below:

- **Option #1: Utility Discount Program Qualification:** For 50% assistance, attach a copy of discount utility program verification to receive 50% scholarship level.
- **Option #2: Full-time Student Verification:** Class schedule, financial aid paperwork and documents for any other income should be attached to reflect the income status of the adult listed on the application.
- **Option #3: Social Security Benefits Documentation:** Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
- **Option #4: One-Month Paycheck Stubs (Family members, 18 & Older):** Please submit most recent paycheck stubs for all household/family members, 18 years and older.
- **Option #5: Public Assistance Programs:** See below.

- *Temporary Assistance for Needy Families (TANF)* – See family member birth certificate information below.
- *Social Security Income for Disability (SSI)*
- *Developmental Disability Administration (DDA)*
- *Foster Child Applicant* – DSHS services approval letter.

Step 4. Scholarship Program Request: Complete this section with each person that you are requesting a scholarship, the program you are requesting a scholarship for and what percentage you are applying for. Please use the Scholarship Income Eligibility Form on Page 4 to make sure your request matches your eligibility.

ADDITIONAL INFORMATION

- **Account:** Please help us by setting up an account on our registration software (CivicRec). [Please click here to setup an account.](#) This will help speed up the registration process.
- **Availability:** Scholarships are prioritized to be available to residents of Des Moines and Normandy Park first, and remaining funds to others (if funds are available).
- **Programs:** At this time scholarships are available for swim lessons, passes and water exercise. Lifeguarding and Swim Lesson Instructor certifications may also be covered by the District. Please call for details.
- **Income Eligibility Guidelines:** Please read the attached (page 4) Income Eligibility for Residents and Non-Residents. All decisions are based on documentation provided, so please ensure all documentation is complete and factual.
- **Funding Limits:** Scholarships are dependent on funding availability, and awarded on a first come, first serve basis subject to the rotation policy set forth below. See policy section for individual and family funding limits. Funding is allocated annually and distributed seasonally as follows:

Season	% of Funds Available
Winter/Spring (January – May)	25%
Summer (June – August)	50%
Fall (September – December)	25%

- **Scholarship Cycle:** Approvals will be good for programming from September 1 to August 31 of each year.
- **Additional Funds:** If you need additional funds for other lessons for different sessions, you do not need reapply. Please click here to fill out an Additional Funding Form (Coming Soon).
- **Policy and Procedure:** Additional information on policy and procedures in section below.

POLICY & PROCEDURES

- Scholarships are only available for residents of Des Moines and Normandy Park at this time.
- All adults (18 & over) of household must provide proof of residency (driver's license, utility bill).
- All matching fees (patron's responsibility) are due at the time of registration. (No class spots will be held.)
- Incomplete forms or forms without required documentation will not be accepted. Process will start once form with required documentation is received.
- A new form must be submitted each year start on September 1st to qualify for financial aid. Groups and organizations are not eligible for scholarship but may qualify for a group discount, and starting in 2023, no money will be carried over.
- Scholarships are only for programs at the Mount Rainier Pool, and only cover swim lessons, swim passes and water exercise.
- Swim lesson and water aerobics classes must have space available, and applicants must follow normal registration process.
- Scholarship request forms that are mailed or dropped off at the Mount Rainier Pool and may take up to ten (10) business days to process.
- All swim lesson registrants are required to perform a free swim test. Please call the pool to setup a swim lesson test.

PENALTIES

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

APPEALS/REQUESTS

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

APPLICATION PROCESS

1. Please contact the Mt. Rainier Pool for an appointment at (206) 824-4722 or email info@mtrainierpool.com. (Please allow three business days to setup appointment).
2. Setup an account on our registration software at [CivicRec](#).
3. Complete form and provide required documentation. Make sure to bring identification and proof of residency.
4. If appointment is missed without notification, it could be factored into future scholarship requests.
5. Please allow ten (10 business days) to process the application.

SETTING UP A CIVICREC ACCOUNT

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

GRANTS

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

QUESTIONS

For any questions, please call the Mt. Rainier Pool at (206) 824-4722.



**Mount Rainier Pool
Des Moines Pool MPD**

**Scholarship Income Eligibility Guidelines
January 1 - August 31, 2023
Part of Scholarship Packet**

Number in household:		1		2		3	
Eligibility %		Income Range		Income Range		Income Range	
90%	monthly	\$ -	\$ 2,593.67	\$ -	\$ 3,522.50	\$ -	\$ 4,445.00
	yearly	-	\$ 31,124.00	\$ -	\$ 42,270.00	\$ -	\$ 53,340.00
80%	monthly	\$ 2,593.75	\$ 2,917.83	\$ 3,522.58	\$ 3,962.83	\$ 4,445.08	\$ 5,000.67
	yearly	\$ 31,125.00	\$ 35,014.00	\$ 42,271.00	\$ 47,554.00	\$ 53,341.00	\$ 60,008.00
70%	monthly	\$ 2,917.92	\$ 3,282.58	\$ 3,962.92	\$ 4,458.17	\$ 5,000.75	\$ 5,625.67
	yearly	\$ 35,015.00	\$ 39,391.00	\$ 47,555.00	\$ 53,498.00	\$ 60,009.00	\$ 67,508.00
60%	monthly	\$ 3,282.67	\$ 3,692.92	\$ 4,458.17	\$ 5,015.42	\$ 5,625.75	\$ 6,328.92
	yearly	\$ 39,392.00	\$ 44,315.00	\$ 53,499.00	\$ 60,185.00	\$ 67,509.00	\$ 75,947.00
50%	monthly	\$ 3,693.00	\$ 4,154.58	\$ 5,015.50	\$ 5,642.33	\$ 6,329.00	\$ 7,120.00
	yearly	\$ 44,316.00	\$ 49,855.00	\$ 60,186.00	\$ 67,078.00	\$ 75,948.00	\$ 85,440.00

Number in household:		4		5		6	
Eligibility %		Income Range		Income Range		Income Range	
90%	monthly	\$ -	\$ 5,365.00	\$ -	\$ 6,285.00	\$ -	\$ 7,207.50
	yearly	\$ -	\$ 64,380.00	\$ -	\$ 75,420.00	\$ -	\$ 86,490.00
80%	monthly	\$ 5,365.08	\$ 6,035.67	\$ 6,285.08	\$ 7,070.67	\$ 7,207.58	\$ 8,108.42
	yearly	\$ 64,381.00	\$ 72,428.00	\$ 75,421.00	\$ 84,848.00	\$ 86,491.00	\$ 97,301.00
70%	monthly	\$ 6,035.75	\$ 6,790.08	\$ 7,070.75	\$ 7,954.42	\$ 8,108.50	\$ 9,122.00
	yearly	\$ 72,429.00	\$ 81,481.00	\$ 84,849.00	\$ 95,453.00	\$ 97,302.00	\$ 109,464.00
60%	monthly	\$ 6,790.17	\$ 7,638.83	\$ 7,954.50	\$ 8,948.75	\$ 9,122.08	\$ 10,262.25
	yearly	\$ 81,482.00	\$ 91,666.00	\$ 95,454.00	\$ 107,385.00	\$ 109,465.00	\$ 123,147.00
50%	monthly	\$ 7,638.92	\$ 8,593.67	\$ 8,948.83	\$ 10,067.33	\$ 10,262.33	\$ 11,545.00
	yearly	\$ 91,667.00	\$ 103,124.00	\$ 107,386.00	\$ 120,808.00	\$ 123,148.00	\$ 138,540.00

Number in household:		7		8		9	
Eligibility %		Income Range		Income Range		Income Range	
90%	monthly	\$ -	\$ 8,127.50	\$ -	\$ 9,047.50	\$ -	\$ 9,970.00
	yearly	\$ -	\$ 97,530.00	\$ -	\$ 108,570.00	\$ -	\$ 119,640.00
80%	monthly	\$ 8,127.58	\$ 9,143.42	\$ 9,047.58	\$ 10,178.42	\$ 9,970.08	\$ 11,216.25
	yearly	\$ 97,531.00	\$ 109,721.00	\$ 108,571.00	\$ 122,141.00	\$ 119,641.00	\$ 134,595.00
70%	monthly	\$ 9,143.50	\$ 10,286.33	\$ 10,178.50	\$ 11,450.75	\$ 11,216.33	\$ 12,618.25
	yearly	\$ 109,722.00	\$ 123,436.00	\$ 122,142.00	\$ 137,409.00	\$ 134,596.00	\$ 151,419.00
60%	monthly	\$ 10,286.42	\$ 11,572.17	\$ 11,450.83	\$ 12,882.08	\$ 12,618.33	\$ 14,195.58
	yearly	\$ 123,437.00	\$ 138,866.00	\$ 137,410.00	\$ 154,585.00	\$ 151,240.00	\$ 170,347.00
50%	monthly	\$ 11,572.25	\$ 13,018.67	\$ 12,882.17	\$ 14,492.33	\$ 14,195.67	\$ 15,970.00
	yearly	\$ 138,867.00	\$ 156,224.00	\$ 156,224.00	\$ 173,908.00	\$ 170,348.00	\$ 191,640.00

Number in household:		10	
Eligibility %		Income Range	
90%	monthly	\$ -	\$ 10,890.00
	yearly	\$ -	\$ 130,680.00
80%	monthly	\$ 10,890.08	\$ 12,251.25
	yearly	\$ 130,681.00	\$ 147,015.00
70%	monthly	\$ 12,251.33	\$ 13,782.67
	yearly	\$ 147,016.00	\$ 165,392.00
60%	monthly	\$ 13,782.75	\$ 15,505.50
	yearly	\$ 165,393.00	\$ 186,066.00
50%	monthly	\$ 15,505.58	\$ 17,443.67
	yearly	\$ 186,067.00	\$ 209,324.00

All documentation must be provided to prove economic level for scholarship.

Guidelines developed by the US Poverty Level Threshold and based on 200% threshold.

If you have unusual circumstances outside of these levels, please contact the District GM.

SCHOLARSHIP REQUEST FORM

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



STEP 1: PROOF OF RESIDENCY

(4) Main Household Contact (Parent/Guardian): _____

Address: _____

City: _____

Zip Code: _____

Contact Phone #: _____

Contact Email: _____

STAFF: RESIDENCY CHECK (Use Google to Check): ☐ Des Moines/Normandy Park ☐ Highline ☐ Other

STEP 2: PROOF OF FAMILY RELATIONS

OTHER HOUSEHOLD/FAMILY MEMBERS

(2) Name: _____

Date of Birth: _____

Birth Certificate Copy ☐ Y ☐ N

(3) Name: _____

Date of Birth: _____

Birth Certificate Copy ☐ Y ☐ N

(4) Name: _____

Date of Birth: _____

Birth Certificate Copy ☐ Y ☐ N

(5) Name: _____

Date of Birth: _____

Birth Certificate Copy ☐ Y ☐ N

(6) Name: _____

Date of Birth: _____

Birth Certificate Copy ☐ Y ☐ N

(7) Name: _____

Date of Birth: _____

Birth Certificate Copy ☐ Y ☐ N

(8) Name: _____

Date of Birth: _____

Birth Certificate Copy ☐ Y ☐ N

(9) Name: _____

Date of Birth: _____

Birth Certificate Copy ☐ Y ☐ N

(10) Name: _____

Date of Birth: _____

Birth Certificate Copy ☐ Y ☐ N

STAFF: TOTAL NUMBER OF PEOPLE IN HOUSEHOLD: _____ STAFF INITIALS _____

STEP 3: PROOF OF NEEDS ASSISTANCE

Please provide proof of need for financial assistance. Complete below and provide copies of all documentation. All scholarship applications will not be accepted or will be on hold until all documentation is provided. Click below on documentation that is provided.

- ☐ **Option #1: Utility Discount Program Qualification:** For 50% assistance, attach a copy of discount utility program verification to receive 50% scholarship level.
- ☐ **Option #2: Full-time Student Verification:** Class schedule, financial aid paperwork and documents for any other income should be attached to reflect the income status of the adult listed on the application.
- ☐ **Option #3: Social Security Benefits Documentation:** Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
- ☐ **Option #4: One-Month Paycheck Stubs (Family members, 18 & Older):** Please submit most recent paycheck stubs for all household/family members, 18 years and older.
- ☐ **Option #5: Public Assistance Programs:** See below.
 - ☐ *Temporary Assistance for Needy Families (TANF)* – See family member birth certificate information below.
 - ☐ *Social Security Income for Disability (SSI)*
 - ☐ *Developmental Disability Administration (DDA)*
 - ☐ *Foster Child Applicant* – DSHS services approval letter.

STEP 4: SCHOLARSHIP PROGRAM REQUEST

Please provide names of children, programs requested and requested percentage of scholarship. All scholarship percentages must meet the Income Guidelines.

PARTICIPANT INFORMATION

(A) Name: _____

Birth Certificate Copy ☐ Y ☐ N

Date of Birth: _____

Program Requesting: _____

Requested Percentage (See Income Guidelines): _____

(B) Name: _____

Birth Certificate Copy ☐ Y ☐ N

Date of Birth: _____

Program Requesting: _____

Requested Percentage (See Income Guidelines): _____

(C) Name: _____

Birth Certificate Copy ☐ Y ☐ N

Date of Birth: _____

Program Requesting: _____

Requested Percentage (See Income Guidelines): _____

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

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

*Swim Tests are administered during Family Swims by staff. Visit www.mtrainierpool.com/schedule to view current schedule.

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

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

Parent/Guardian Signature: _____ Date: _____

NEXT STEP (APPOINTMENT):

Please schedule an appointment by contacting the Mt. Rainier Pool at (206) 824-4722 or email info@mtrainierpool.com

Mount Rainier Pool
22722 19th Avenue South
Des Moines, WA 98198
(206) 824-4722
www.mtrainierpool.com

**STAFF USE ONLY**

Date Received: _____

Received By: _____

All forms must be returned to the Mt. Rainier Pool., Please allow 10 days for processing from the date the application is received at the Mt. Rainier Pool. Submittal of forms does not guarantee placement in classes or receipt of scholarship. Attach sheet with staff comments and notes (if needed).

☐ Approved ☐ Denied

Amount Granted: _____ Staff Initials: _____

340 – Financial Aid/Scholarship Policy

1.0 PURPOSE

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

The District's Financial Aid/Scholarship program exists for the purpose of helping residents through periods of financial hardship. Assistance is provided for residents living within the boundaries of Des Moines, and Normandy Park WA. The amount of financial aid awarded is done through discounts of 50-90% for admission passes and 50%-90% for swim lessons. Once qualified, you and/or your child will be allowed to enroll in one swim lesson session per quarter. Eligibility is not automatic as there is limited financial aid available. Families that apply will have to comply with the requirements set forth below. Failure to do so can lead to the termination or lack of eligibility for aid. Any resident interested in this program may stop by the Mount Rainier Pool and pick up an application or download from the Mount Rainier Pool website (<https://mtrainierpool.com>). If you have any questions, please call (206) 429-3852.

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

2.0 ELIGIBILITY

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

- Must be a resident of Des Moines or Normandy Park, WA.
- Must apply for assistance in writing using the financial aid form (see attachment A) provided by the District.
- Must provide all documentation requested by the District.
- If requested, residents must submit a copy of their most recent federal income tax return (Form 1040) and any additional income verification information required.

3.0 SCOPE OF FINANCIAL AID

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

1. Facility admission pass scholarship (50 - 90% of pass cost)
2. Swim lesson scholarship (50 - 90% of lesson cost, maximum of one lesson per child per year).
3. Scholarships will match income eligibility guidelines that will be posted in August of each year and will take effect September 1 and run until August 31 of each year. See Attachment 2.
4. *The District General Manager of the Des Moines Pool Metropolitan Park District reserves the right to award up to 100% on swim scholarships.*

The amount of aid may vary, depending on financial need, number of aid applications and money available; however, except as noted above, in no case shall the amount of aid to an individual exceed 90% of the pass fee or 90% of the swim lesson fee. Financial aid is awarded on a first come, first served

340 – Financial Aid/Scholarship Policy

basis and approval is dependent on space being available. The maximum amount of financial aid is \$1,000 per family, regardless of family size and \$10,000 in total District assistance per calendar year.

4.0 OTHER

1. All information on the application must be true and accurate. **Financial aid provided is legally recoverable if awarded on the basis of false information.** Any applicant who receives financial aid based upon false information, shall pay the entire amount back to the District upon demand, and shall also be responsible for the payment of all costs of collection, including attorney's fees and costs. Future usage of the pool may be placed on hold until the money is recovered.
2. All information received will remain confidential and secure.
3. All financial aid shall be awarded solely based upon the individual need of the applicant without regard to race, color, gender, religion or sexual orientation.
4. *All fees are due at the time of registration. (No class spots will be held).*
5. *Incomplete forms will not be accepted. Process will start once form is completed.*
6. *A new form must be submitted each year to qualify for financial aid (starting on September 1). Groups and organizations are not eligible for scholarship but may qualify for a group discount.*
7. *Scholarships may be awarded on a rotating schedule to minimize the potential for exclusion of any applicant.*
8. *Scholarships are only for programs at the Mount Rainier Pool, and cover swim lessons, swim passes, certification course, and water exercise.*
9. *Swim lesson, certification courses, and water aerobics classes must have space available.*
10. *The District General Manager will mediate any disputes over Scholarship Awards.*
11. Participants must have all absences excused by pool management staff. Call (206) 824-4722 to excuse your absence.
12. Participants will be given one courtesy unexcused absence, but any additional unexcused absences could result in forfeiture of your scholarship award, plus being barred from applying for future scholarships.
13. Participants will forfeit any portion of their fees that were paid towards the class to hold your spot. This includes any cancellation within one full week of a class.


5.0 APPLICATION PROCEDURES


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

Mount Rainier Pool
22722 19th Avenue South
Des Moines, WA 98198
2. Upon receipt, the Pool Management and/or District General Manager will review the application and make a decision of approval/disapproval and if approved, the percentage amount of financial aid to be provided. Aid provided will be based on many factors including, but not limited to, family size, family income, other types/amounts of aid received from agencies and other extenuating circumstances. Another consideration shall be the number of applicants for financial aid.
3. Applications for financial aid will be notified within 10 business days of receipt of completed application, including all necessary documents, as to the grant status.
4. Upon approval, applicants may register for programs through regular District registration procedures.

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

Attachment A – Scholarship Request Form

SCHOLARSHIP REQUEST FORM MOUNT RAINIER POOL – 22722 19 TH AVENUE SOUTH (206) 824-4722 – INFO@MTRAINIERPOOL.COM			
STEP 1: PROOF OF RESIDENCY			
(4) Main Household Contact (Parent/Guardian):			
Address:			
City:		Zip Code:	
Contact Phone #:		Contact Email:	
STAFF: RESIDENCY CHECK (Use Google to Check): <input type="checkbox"/> Des Moines/Normandy Park <input type="checkbox"/> Highline <input type="checkbox"/> Other			
STEP 2: PROOF OF FAMILY RELATIONS			
OTHER HOUSEHOLD/FAMILY MEMBERS			
(2) Name:	Date of Birth:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N	
(3) Name:	Date of Birth:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N	
(4) Name:	Date of Birth:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N	
(5) Name:	Date of Birth:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N	
(6) Name:	Date of Birth:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N	
(7) Name:	Date of Birth:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N	
(8) Name:	Date of Birth:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N	
(9) Name:	Date of Birth:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N	
(10) Name:	Date of Birth:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N	
STAFF: TOTAL NUMBER OF PEOPLE IN HOUSEHOLD:		STAFF INITIALS	
STEP 3: PROOF OF NEEDS ASSISTANCE			
Please provide proof of need for financial assistance. Complete below and provide copies of all documentation. All scholarship applications will not be accepted or will be on hold until all documentation is provided. Click below on documentation that is provided.			
<input type="checkbox"/> Option #1: Utility Discount Program Qualification: For 50% assistance, attach a copy of discount utility program verification to receive 50% scholarship level. <input type="checkbox"/> Option #2: Full-time Student Verification: Class schedule, financial aid paperwork and documents for any other income should be attached to reflect the income status of the adult listed on the application. <input type="checkbox"/> Option #3: Social Security Benefits Documentation: Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition. <input type="checkbox"/> Option #4: One-Month Paycheck Stubs (Family members, 18 & Older): Please submit most recent paycheck stubs for all household/family members, 18 years and older. <input type="checkbox"/> Option #5: Public Assistance Programs: See below. <ul style="list-style-type: none"> <input type="checkbox"/> <i>Temporary Assistance for Needy Families (TANF)</i> – See family member birth certificate information below. <input type="checkbox"/> <i>Social Security Income for Disability (SSI)</i> <input type="checkbox"/> <i>Developmental Disability Administration (DDA)</i> <input type="checkbox"/> <i>Foster Child Applicant</i> – DSHS services approval letter. 			

STEP 4: SCHOLARSHIP PROGRAM REQUEST Please provide names of children, programs requested and requested percentage of scholarship. All scholarship percentages must meet the Income Guidelines.	
PARTICIPANT INFORMATION (A) Name:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N
Date of Birth:	
Program Requesting	Requested Percentage (See Income Guidelines):
(B) Name:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N
Date of Birth:	
Program Requesting:	Requested Percentage (See Income Guidelines):
(C) Name:	Birth Certificate Copy <input type="checkbox"/> Y <input type="checkbox"/> N
Date of Birth:	
Program Requesting:	Requested Percentage (See Income Guidelines):
____ (Initial) Are you willing to be photographed or interviewed in support of the Mount Rainier Pool Scholarship Program. Swim Lessons Only: I have completed a swim test* (required) at Mount Rainier Pool. <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Swim Tests are administered during Family Swims by staff. Visit www.mtrainierpool.com/schedule to view current schedule.</small> I hereby agree to release, save and hold harmless the Mount Rainier Pool and the Des Moines Pool Metropolitan Park District and its respective officials, administrators, staff and volunteers from any and all liability and claims of any damage of injury brought on by me, my family, estate, heirs or assigns arising out of my enrollment or participation in this program except as may arise solely from gross negligence of the Mount Rainier Pool or the Des Moines Pool Metropolitan Park District or from the acts of third parties. My signature below signifies that I voluntarily agree to all of the terms and conditions. I certify that all of the information provided on this form is true and correct and that all income is reported. I understand that this information is being given for the receipt of a Swimming Scholarship assistance; that District officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable laws. Parent/Guardian Signature: _____ Date: _____	
NEXT STEP (APPOINTMENT): Please schedule an appointment by contacting the Mt. Rainier Pool at (206) 824-4722 or email info@mtrainierpool.com Mount Rainier Pool 22722 19 th Avenue South Des Moines, WA 98198 (206) 824-4722 www.mtrainierpool.com	
	
STAFF USE ONLY	
Date Received:	Received By:
<i>All forms must be returned to the Mt. Rainier Pool., Please allow 10 days for processing from the date the application is received at the Mt. Rainier Pool. Submittal of forms does not guarantee placement in classes or receipt of scholarship. Attach sheet with staff comments and notes (if needed).</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Amount Granted: _____ Staff Initials: _____	
THE INFORMATION ON THIS FORM IS CONFIDENTIAL AND WILL ONLY BE USED TO DETERMINE SCHOLARSHIP ELIGIBILITY.	

Attachment B – 2023 Income Eligibility Guidelines**Mount Rainier Pool
Des Moines Pool MPD****Scholarship Income Eligibility Guidelines
January 1 - August 31, 2023
Part of Scholarship Packet**

Number in household:		1		2		3	
Eligibility %		Income Range		Income Range		Income Range	
90%	monthly	\$ -	\$ 2,593.67	\$ -	\$ 3,522.50	\$ -	\$ 4,445.00
	yearly	-	\$ 31,124.00	\$ -	\$ 42,270.00	\$ -	\$ 53,340.00
80%	monthly	\$ 2,593.75	\$ 2,917.83	\$ 3,522.58	\$ 3,962.83	\$ 4,445.08	\$ 5,000.67
	yearly	\$ 31,125.00	\$ 35,014.00	\$ 42,271.00	\$ 47,554.00	\$ 53,341.00	\$ 60,008.00
70%	monthly	\$ 2,917.92	\$ 3,282.58	\$ 3,962.92	\$ 4,458.17	\$ 5,000.75	\$ 5,625.67
	yearly	\$ 35,015.00	\$ 39,391.00	\$ 47,555.00	\$ 53,498.00	\$ 60,009.00	\$ 67,508.00
60%	monthly	\$ 3,282.67	\$ 3,692.92	\$ 4,458.17	\$ 5,015.42	\$ 5,625.75	\$ 6,328.92
	yearly	\$ 39,392.00	\$ 44,315.00	\$ 53,499.00	\$ 60,185.00	\$ 67,509.00	\$ 75,947.00
50%	monthly	\$ 3,693.00	\$ 4,154.58	\$ 5,015.50	\$ 5,642.33	\$ 6,329.00	\$ 7,120.00
	yearly	\$ 44,316.00	\$ 49,855.00	\$ 60,186.00	\$ 67,078.00	\$ 75,948.00	\$ 85,440.00

Number in household:		4		5		6	
Eligibility %		Income Range		Income Range		Income Range	
90%	monthly	\$ -	\$ 5,365.00	\$ -	\$ 6,285.00	\$ -	\$ 7,207.50
	yearly	\$ -	\$ 64,380.00	\$ -	\$ 75,420.00	\$ -	\$ 86,490.00
80%	monthly	\$ 5,365.08	\$ 6,035.67	\$ 6,285.08	\$ 7,070.67	\$ 7,207.58	\$ 8,108.42
	yearly	\$ 64,381.00	\$ 72,428.00	\$ 75,421.00	\$ 84,848.00	\$ 86,491.00	\$ 97,301.00
70%	monthly	\$ 6,035.75	\$ 6,790.08	\$ 7,070.75	\$ 7,954.42	\$ 8,108.50	\$ 9,122.00
	yearly	\$ 72,429.00	\$ 81,481.00	\$ 84,849.00	\$ 95,453.00	\$ 97,302.00	\$ 109,464.00
60%	monthly	\$ 6,790.17	\$ 7,638.83	\$ 7,954.50	\$ 8,948.75	\$ 9,122.08	\$ 10,262.25
	yearly	\$ 81,482.00	\$ 91,666.00	\$ 95,454.00	\$ 107,385.00	\$ 109,465.00	\$ 123,147.00
50%	monthly	\$ 7,638.92	\$ 8,593.67	\$ 8,948.83	\$ 10,067.33	\$ 10,262.33	\$ 11,545.00
	yearly	\$ 91,667.00	\$ 103,124.00	\$ 107,386.00	\$ 120,808.00	\$ 123,148.00	\$ 138,540.00

Number in household:		7		8		9	
Eligibility %		Income Range		Income Range		Income Range	
90%	monthly	\$ -	\$ 8,127.50	\$ -	\$ 9,047.50	\$ -	\$ 9,970.00
	yearly	\$ -	\$ 97,530.00	\$ -	\$ 108,570.00	\$ -	\$ 119,640.00
80%	monthly	\$ 8,127.58	\$ 9,143.42	\$ 9,047.58	\$ 10,178.42	\$ 9,970.08	\$ 11,216.25
	yearly	\$ 97,531.00	\$ 109,721.00	\$ 108,571.00	\$ 122,141.00	\$ 119,641.00	\$ 134,595.00
70%	monthly	\$ 9,143.50	\$ 10,286.33	\$ 10,178.50	\$ 11,450.75	\$ 11,216.33	\$ 12,618.25
	yearly	\$ 109,722.00	\$ 123,436.00	\$ 122,142.00	\$ 137,409.00	\$ 134,596.00	\$ 151,419.00
60%	monthly	\$ 10,286.42	\$ 11,572.17	\$ 11,450.83	\$ 12,882.08	\$ 12,618.33	\$ 14,195.58
	yearly	\$ 123,437.00	\$ 138,866.00	\$ 137,410.00	\$ 154,585.00	\$ 151,240.00	\$ 170,347.00
50%	monthly	\$ 11,572.25	\$ 13,018.67	\$ 12,882.17	\$ 14,492.33	\$ 14,195.67	\$ 15,970.00
	yearly	\$ 138,867.00	\$ 156,224.00	\$ 156,224.00	\$ 173,908.00	\$ 170,348.00	\$ 191,640.00

Number in household:		10	
Eligibility %		Income Range	
90%	monthly	\$ -	\$ 10,890.00
	yearly	\$ -	\$ 130,680.00
80%	monthly	\$ 10,890.08	\$ 12,251.25
	yearly	\$ 130,681.00	\$ 147,015.00
70%	monthly	\$ 12,251.33	\$ 13,782.67
	yearly	\$ 147,016.00	\$ 165,392.00
60%	monthly	\$ 13,782.75	\$ 15,505.50
	yearly	\$ 165,393.00	\$ 186,066.00
50%	monthly	\$ 15,505.58	\$ 17,443.67
	yearly	\$ 186,067.00	\$ 209,324.00

All documentation must be provided to prove economic level for scholarship.

Guidelines developed by the US Poverty Level Threshold and based on 200% threshold.

If you have unusual circumstances outside of these levels, please contact the District GM.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b Assigned to: District GM

Meeting Date: 11/15/22

Under: New Business

Attachment: Yes

Subject: Refund Process Updates

Background/Summary:

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

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

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

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

Fiscal Impact: N/A

Proposed Motion: No motion. First-touch.

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

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

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes:

Attachments:

- Public Version of Refund Language
- Policy 320, Admissions and Refunds

PUBLIC VIEW

REFUND POLICY

November 15, 2022, Board Meeting

REFUND POLICY

ALL refund requests must be made in writing. See refund contact and process below.

SWIM LESSONS

A request for a full refund will be granted only if your request is presented 72 hours (3 days) before the first class begins. After classes have started your refund request will be issued on a pro-rated basis minus a \$10 registration fee. No refunds will be issued after the start of the second class.

PASSES

Refunds may be requested on passes or memberships for two reasons: major illness and/or injury with a doctor's note or a move outside of a 45-mile radius with proof of primary residency (updated ID, utility bill, etc.). After passes have started your refund request will be issued on a pro-rated basis minus a \$10 registration fee. No refunds will be issued after the midpoint of the pass.

CERTIFICATION AND TRAINING COURSES

A request for a full refund will be granted minus a \$25 registration fee only if your request is presented 72 hours (3 days) before the first class begins. No refunds will be issued after the start of the class.

DAILY FEE

A full refund will be given before the person enters the water. Once the person enters the water. A refund or free pass will be given if the

REFUND PROCESS

Please email info@mtrainierpool.com to request a refund. Please allow five (5) business days for refunds to be processed. Requests requiring a check may take up to 21 days to be mailed to the recipient.

320 -- Admissions and Refunds

1.0 PURPOSE

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

2.0 POLICY

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

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

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

3.0 ADMISSIONS

3.1 General Single Use Admission

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

3.2 Memberships.

Membership packages include:

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

3.3 Use Passes

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

3.4 Contracted Use

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

4.0 REFUNDS

4.1 Annual maintenance.

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

4.2 Reduced services.

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

4.3 Refund Exceptions

Fees are non-refundable except under the following circumstances:

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

4.4 Service Fees

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

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

4.5 Pro-Rated Refunds

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

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

4.6 Use Passes

Use Passes are non-refundable.

4.7 Complimentary Swim Pass

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

4.8 Insurance Passes

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

5.0 PERSONAL CHECKS

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

6.0 REFUND PROCESS


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

6.0 ANNUAL RATE EVALUATION

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


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

Appendix A



Des Moines Pool
Metropolitan Park District

Refund Request Form
Mount Rainier Pool



Date of Request: _____

Participant Name: _____

Requester Name (If Other Than Participant): _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Alternate Phone: _____

Program Registered for: _____

Cost: _____ Amount Requesting Refund for: _____

Reason for request:

Signature: _____ Date: _____

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

For Office Use Only

Date Received: _____ Reviewed By: _____

Notes: _____

(Check Box) Approved _____ Denied _____

Amount: \$ _____ Refund Processed Date: _____

If Denied Reasoning:

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10a **Assigned to:** District G.M. **Meeting Date:** November 15, 2022

Under: Public Hearing **Attachment:** Yes X No

Subject: 2023 Budget (Public Hearing)

Background/Summary:

The Budget and Levy Certification for 2022 are due on November 30, 2022.

For the budget we went over the budget at the October 18 meeting, with the finance committee and the budget was presented earlier in this meeting (Item 8b), which will set the levy at \$1,295,380 or an estimated levy rate at or around \$.20133 (*Note-The levy rate may change when final Assessed Value for the District is set by King County in early 2023*). Overall, this is an increase of \$217,807 (20%) from the 2022 budget, but the levy rate has increased by 18% since being certified in February 2022. With record inflation and the effects of the labor market, these changes in the budget will hopefully help the district increase services and operational hours.

Fiscal Impact: See attached documents.

Proposed Motion:

ALL MOTIONS MOVED TO 10D AFTER PUBLIC COMMENT.

Motion 1: I move to approve the 2023 Budget of \$ 1,220,380.00 in General Fund and \$75,000 in Capital Reserve for the calendar year 2023.

Levy certifications will be made in item 10d Budget and Levy Certification Motions.

Reviewed by District Legal Counsel: Yes X No Date: 11/06/22

Three Touch Rule:

<u>11/08/22</u>	Committee Review
<u>10/15/22</u>	First Board Meeting (Informational)
<u>11/15/22 (PH)</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes N/A No Report back date: Monthly

Notes:

Attachments:
- 2023 Proposed Budget

2023 BUDGET ACCOUNTS SUGGESTION (PROPOSED BY STAFF)

Account	% used as of August 31 (Target 66%)	% Change from 2022 to 2023	2022 Budgeted	2023	Notes
SALARIES & WAGES					
Commissioner Salaries (5)	42.37%	14.29%	\$ 21,000.00	\$ 24,000.00	
District GM Salary (1)	51.85%	9.95%	\$ 95,500.00	\$ 105,000.00	
District Clerk Salary (1)	65.02%	16.19%	\$ 32,168.14	\$ 37,377.60	
Aquatics Manager Salary (1)	51.74%	9.03%	\$ 84,000.00	\$ 91,582.40	
Aquatics Coordinator Salary (2 ot 1)	36.88%	-40.67%	\$ 126,000.00	\$ 74,755.20	
Lead Lifeguard Salary (1) - NEW	N/A	NEW	N/A	\$ 51,251.20	New Positions. Reviewed at October 18 Board Meeting.
PPT Lifeguards (3) - NEW	N/A	NEW	N/A	\$ 100,713.60	New Positions. Reviewed at October 18 Board Meeting.
Head Lifeguards (Up to 8)	51.23%	-9.33%	\$ 38,601.76	\$ 35,000.00	Lead HG and PPT will reduce capacity.
TPT Lifeguards (Various)	40.19%	-10.29%	\$ 217,360.00	\$ 195,000.00	
Instructors (Swim Lesson)	51.23%	-5.26%	\$ 95,000.00	\$ 90,000.00	Break down part with water exercise instructor.
Water Exercise Instructor - NEW	N/A	NEW	N/A	\$ 12,500.00	
TAXES & MISC.					
Sick Pay	109.27%	115.73%	\$ 1,622.40	\$ 3,500.00	
Overtime (OT)	2.77%	-64.28%	\$ 13,999.57	\$ 5,000.00	Kept OT down by better tracking of hours.
Payroll Taxes	53.00%	9.41%	\$ 182,790.40	\$ 200,000.00	Trending toward this amount with inflation.
Family Medical Leave	0.00%	-61.78%	\$ 1,308.30	\$ 500.00	
PERSONNEL BENEFITS					
Benefits, Fringe (Auto)	52.95%	0.00%	\$ 2,000.00	\$ 2,000.00	
Incentive Pay	0.00%	0.00%	\$ 7,500.00	\$ 7,500.00	Match program from 2022. Most coming in at end of Fall.
Personal Benefits (AWC/DRS)	63.28%	36.57%	\$ 55,648.38	\$ 76,000.00	Presented at October 25 Board Meeting.
OFFICE SUPPLIES - CLERICAL					
Office Supplies (Amazon/Staples)	106.92%	100.00%	\$ 1,000.00	\$ 2,000.00	New and growing services and staff equal more supplies.
Office Equipment	0.82%	25.00%	\$ 2,000.00	\$ 2,500.00	
Computer & Supplies	58.79%	50.00%	\$ 4,000.00	\$ 6,000.00	Will need another computer for staff (3rd Back Office Computer).
MAINTENANCE & REPAIR SUPPLIES					
Cleaning and Janitorial Supplies	45.00%	10.00%	\$ 7,000.00	\$ 7,700.00	
Maintenance Supplies and Small Tools	44.36%	16.67%	\$ 3,000.00	\$ 3,500.00	
POOL SUPPLIES					
Uniforms & Clothing**	0.00%	0.00%	\$ 5,000.00	\$ 5,000.00	Uniforms getting older. Might need to replace.
Employee Recognition	95.98%	100.00%	\$ 1,000.00	\$ 2,000.00	Doing better job of acknowledging employee contributions.
Lifeguard Supplies and Equipment	131.34%	42.86%	\$ 3,500.00	\$ 5,000.00	Hiring more new staff. Will need equipment to help cover.
Pool Chemicals	0.00%	-100.00%	\$ 12,500.00	\$ -	Added to Aquatic Specialties due to chemicals in same invoice.
Special Events	211.39%	150.00%	\$ 2,000.00	\$ 5,000.00	Getting back to normal, which means more events.
First Aid Supplies	50.84%	25.00%	\$ 2,000.00	\$ 2,500.00	
POOL EQUIPMENT					
Miscellaneous Pool Equipment (ER&R)	18.78%	20.00%	\$ 5,000.00	\$ 6,000.00	
PROFESSIONAL SERVICES - CLERICAL					
IT/Computer Services (CMIT)	53.37%	13.64%	\$ 22,000.00	\$ 25,000.00	
IT Server Hosting Costs - NEW	N/A	NEW	-	\$ 4,000.00	
Registration Software (Rec1/CivicRec)	90.08%	9.09%	\$ 5,500.00	\$ 6,000.00	
Credit Card Transactions (Authorize.net)	29.99%	33.33%	\$ 1,500.00	\$ 2,000.00	More revenue equals more transactions. Most by credit card.
Legal Services (Snure)	51.20%	0.00%	\$ 14,000.00	\$ 14,000.00	
Financial Services (VisionMS)	0.00%	20.00%	\$ 2,500.00	\$ 3,000.00	Incorporate payroll and setup new reporting/tracking.
Printing/Copying (Canon)	51.58%	0.00%	\$ 2,000.00	\$ 2,000.00	Getting rid of second printer at office.
Timekeeping (WhenWork)	84.56%	0.00%	\$ 2,500.00	\$ 2,500.00	One time charge.
Payroll/HR (Heartland)	58.13%	-22.08%	\$ 7,700.00	\$ 6,000.00	Combine HR into Vision. Streamline service. Save staff hours.
Website (RFQ in 2023) - NEW	N/A	NEW	-	\$ 15,000.00	RFQ in 2023 to build. Reduced service fee in 2024.
Consultant (TBD)	0.00%	0.00%	\$ 5,000.00	\$ 5,000.00	
PROFESSIONAL SERVICES - MAINTENANCE					
Financial Services - Bookkeeping Contingent	N/A	NEW	\$ -	\$ 10,000.00	
Maintenance Services Contract (MacMiller)	21.74%	10.00%	\$ 25,000.00	\$ 27,500.00	Error. Should be higher. May be late billing.
CO2 Services (Central Welding Services)	39.54%	0.00%	\$ 5,000.00	\$ 5,000.00	
Water Quality (Aqtc Spec.)	147.19%	166.67%	\$ 6,000.00	\$ 16,000.00	Includes Pool Chemicals.
Roof and Gutter Maintenance (Sound)	0.00%	14.29%	\$ 3,500.00	\$ 4,000.00	Not yet performed. Scheduled late fall.
Landscaping (NLS)	70.05%	11.11%	\$ 7,200.00	\$ 8,000.00	New addendum effective September 2022.
Custodial - MRP Qtrly Deep Clean (TBD)	263.08%	71.43%	\$ 3,500.00	\$ 6,000.00	I think this is an error. Need to go back and check.
Rekey Services (Bill's Locksmith)	189.29%	20.00%	\$ 2,500.00	\$ 3,000.00	
Coffee and Water Services (Mountain Mist)	50.65%	14.29%	\$ 1,750.00	\$ 2,000.00	
Cleaning & Janitorial (Office)			\$ -		
REPAIRS & MAINTENANCE					
Maintenance Services Non-Contracted (Var)	38.24%	-25.00%	\$ 100,000.00	\$ 75,000.00	
Budget Contingency (Backup for Maintenance)	20.07%	-100.00%	\$ 34,700.00	\$ -	Added for 2022 to bring it up to \$.20/1,000 level.
Office/IT Equipment Repairs	0.00%	25.00%	\$ 2,000.00	\$ 2,500.00	
COMMUNICATIONS					
Telephone/Internet (Comcast)	98.12%	0.00%	\$ 3,500.00	\$ 3,500.00	Reducing to one office. Also switched to Elevate Phone. Should be fine.
Scheduling (Omnify)		-100.00%	\$ 1,300.00	\$ -	Never used omnify, but had it in case it was needed.
Elevate Phone System (Cellular (Line2))	34.29%	8.70%	\$ 4,600.00	\$ 5,000.00	Phone system.
Desktop Licenses (Msoft + Misc Desktop)	71.51%	20.00%	\$ 4,000.00	\$ 4,800.00	Working to cleanup old licenses.
Work Email Accounts (Google Suite)	138.72%	166.67%	\$ 300.00	\$ 800.00	Eliminating some emails.
Remote Meeting Software (Zoom)	108.21%	150.00%	\$ 400.00	\$ 1,000.00	
Website Maintenance	216.94%	50.00%	\$ 2,000.00	\$ 3,000.00	Annual maintenance & change orders for website. Should be better with RFQ.

Postage & Mailing	26.57%	-25.00%	\$ 1,000.00	\$ 750.00	
Email Notification System (CampMon)	73.75%	25.00%	\$ 800.00	\$ 1,000.00	
TRAINING & TRAVEL					
In-Service Supplies (Internal Training)	0.00%	0.00%	\$ 2,500.00	\$ 2,500.00	Focus on more trainings = quality.
Certifications (nonWSI)	62.53%	16.67%	\$ 3,000.00	\$ 3,500.00	
Swim Lesson Licensing (Amrcn Red Cross)	0.00%	0.00%	\$ 2,500.00	\$ 2,500.00	
Management Staff Training	19.98%	25.00%	\$ 4,000.00	\$ 5,000.00	Send staff to conferences.
Travel for Business (Mileage,Tolls)	0.10%	300.00%	\$ 750.00	\$ 3,000.00	Added mileage for in-city business trips.
Misc. Travel (Lodging, Per Diem)	174.63%	300.00%	\$ 750.00	\$ 3,000.00	Send staff to conferences.
ADVERTISING					
District Advertising	47.47%	0.00%	\$ 10,000.00	\$ 10,000.00	Lowered print advertising in 2021.
Bulk Printing - District Postcard	0.00%	1.03%	\$ 2,474.47	\$ 2,500.00	
Bulk Mailing - District Postcard	0.00%	0.02%	\$ 4,499.04	\$ 4,500.00	
Ad Design	57.14%	0.00%	\$ 500.00	\$ 500.00	
Sponsorship Supported	0.00%	-	\$ -	\$ -	
RENTALS & LEASES					
Storage Rental (AAAA)	75.63%	25.00%	\$ 4,000.00	\$ 5,000.00	
Misc. Rentals	3.60%	0.00%	\$ 5,000.00	\$ 5,000.00	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Meeting Rentals	0.00%	-83.33%	\$ 6,000.00	\$ 1,000.00	Free with contract, but may need emergency rental space when not available.
UTILITIES					
Gas/Electricity (PSE)	94.54%	31.31%	\$ 99,000.00	\$ 130,000.00	Trending higher. Turned up water temperature.
Water (Highline WD))	55.86%	10.00%	\$ 9,000.00	\$ 9,900.00	
Sewer (Midway)	63.55%	25.00%	\$ 4,000.00	\$ 5,000.00	Sewer + contingency.
Trash/Recycling (Recology)	128.72%	140.00%	\$ 2,500.00	\$ 6,000.00	
INSURANCE					
Insurance, Liability (WCIA)	93.97%	34.78%	\$ 23,000.00	\$ 31,000.00	Insurance through WCIA. (40% Increase). Already charged.
MISCELLANEOUS					
Printing & Copying Outside (Various)	53.13%	0.00%	\$ 2,000.00	\$ 2,000.00	
Memberships, Dues & Subscriptions	178.24%	50.00%	\$ 4,000.00	\$ 6,000.00	Part of WRPA and NRPA as organizations.
Misc. Services/Discrepancies	18.22%	-50.00%	\$ 4,000.00	\$ 2,000.00	Better job in tracking in 2022.
AMG Liabilities	0.00%	0.00%	\$ 250.00	\$ 250.00	
Background Checks/Formely Fingerprinting	67.40%	25.00%	\$ 2,000.00	\$ 2,500.00	
Scholarships	9.60%	-16.67%	\$ 18,000.00	\$ 15,000.00	Grants have covered this money.
INTERGOVERNMENTAL SERVICES					
Elections (King County)	132.58%	-100.00%	\$ 45,000.00	\$ -	No positions in 2022 or 2023. Error in Q2. Will be adjusted in Q3.
Audits (SAO)	0.00%	10.00%	\$ 5,000.00	\$ 5,500.00	
City Services (City of DM)	0.00%	25.00%	\$ 4,000.00	\$ 5,000.00	Parking lot gate. (Think this is error, or they have not billed us lately).
King County Management Fees	0.00%	-	\$ -	\$ -	
Permits (KCHD, CoDM)	37.98%	0.00%	\$ 2,000.00	\$ 2,000.00	Parking lot gate permit will need to be renewed.
Inspections (Fire Extinguisher)	16.74%	-16.67%	\$ 1,200.00	\$ 1,000.00	
B&O Tax/Agency (DOR)	160.94%	50.00%	\$ 5,000.00	\$ 7,500.00	Trending towards this number, plus pay CoDM percentage.
TOTAL FOR ADMINISTRATION & OPERATIONS		3.33%	\$ 1,646,072.46	\$ 1,700,880.00	
CAPITAL/PROJECTS					
Miscellaneous					
Architect/Design/Inspections	15.77%	83.33%	\$ 75,000.00	\$ 137,500.00	Potential matching for feasibility study.
Advertising	0.00%	0.00%	\$ 500.00	\$ 500.00	
Project Permits	0.00%	0.00%	\$ 1,500.00	\$ 1,500.00	
Projects					
Gate Installation	N/A	N/A	\$ -	\$ 20,000.00	Trenching, Concrete and Gate-Base Installation.
Transfers					
Transfer to Capital Account			\$ 75,000.00	\$ 75,000.00	
TOTALS			\$ 86,500.00	\$ 234,500.00	
			\$ 1,732,576.46	\$ 1,935,380.00	

BUDGET LEVY AFFECTS (2023 A.V.)

LEVY REQUEST BREAKDOWN

EXPENSES	\$ 1,935,380.00
BEG CASH BALANCE	\$ 900,000.00
EST. REVENUE MRP	\$ 200,000.00
OTHER REVENUE (NP)	\$ 25,000.00
MISC REVENUE (INTEREST)	\$ 15,000.00
GRANTS	\$ 100,000.00
ENDING CASH	\$ 600,000.00
TOTAL TAX NEEDED	\$ 1,295,380.00

Est. Levy Rate 2023 (10/31/24)	\$ 0.20133
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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10b **Assigned to:** District G.M. **Meeting Date:** November 15, 2022

Under: Public Hearing **Attachment:** Yes X No

Subject: *Budget and Levy Certification (Public Hearing)*

Background/Summary:

The Budget and Levy Certification for 2023 are due on November 30, 2022.

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

Ordinance form 2152 is included with Resolution 2022-06 and will need to be signed by the President of the Board of Commissioners. It reflects the information that is included in the resolution but is required by King County.

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

Resolution 2022-08 Substantial Need: There is no need for a Substantial Need Resolutions since the IPD (inflation) rate is 6.47%. We received notification from King County of the IPD.

Finally, math for the levy certification is from the Assessed Value provided by the county dated November 3. This information was sent out on Monday, November 7th and is the most recent update before the agenda packet was finalized on Thursday, November 10th. Des Moines Pool MPD assessed values (AV) are based on the boundaries of the City of Des Moines and will change between now and the start of 2023. With inflation this should be lower than the levy rate presented. For example, the approved levy rate was just under \$.20/1,000 in November 22 but ended up being \$.1975/1,000 when the levy was certified in early 2022.

Fiscal Impact: See attached documents.

Proposed Motion:

ALL MOTIONS MOVED TO 10D AFTER PUBLIC COMMENT.

Motion 1: I move to approve Resolution 2022-06 "Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2023".

Motion 2: I move to approve Resolution 2022-07 "Resolution of Increase" for an increase of \$217,807 between the 2022 and 2023 levy certifications.

Reviewed by District Legal Counsel: Yes X No _____ Date: 11/15/22

Three Touch Rule: 11/7/22 Committee Review
 10/15/22 First Board Meeting (Informational)
 11/15/22 (PH) Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes N/A No _____ Report back date: Monthly

Notes:

Attachments:

- 2022-06 Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2023.
- 2022-07 Resolution of Increase
- Ordinance 2152 Levy Limit Worksheet (with Resolution 2022-06)
- Preliminary Levy Limit Worksheet – Tax Roll 2023

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

RESOLUTION NUMBER 2022-06

**CERTIFYING PROPERTY TAX LEVY AND
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2023**

WHEREAS, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2023 is \$6,434,133,095 and;

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

1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2022, to be collected in 2023 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$1,295,380 which includes new construction, any increase in state-assessed property and refunds in the amount of \$4,837.
2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT
- .3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2023 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:

- A. \$ 1,220,380 to the Current Expense Fund of the District
- B. \$ 75,000 to the Capital Reserve Fund of the District

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

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

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

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT,
King County, Washington at a Regular Meeting this 15th day of November 2022.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

DRAFT

(DATE)

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

**RESOLUTION NUMBER 2022-07
PROPERTY TAX INCREASE (DECREASE) RESOLUTION
RCW 84.55.120**

WHEREAS, the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT has properly given notice of the public hearing held on November 15, 2022 to consider the department's current expense budget for the 2023 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the District does not require an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the department and in its best interest; now therefore, be it

RESOLVED, by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made is hereby authorized for the 2023 levy in the amount of \$217,807 which is an increase of (20%) from the previous year.

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 15th day of November 2022.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

PRELIMINARY

LEVY LIMIT WORKSHEET – 2023 Tax Roll

TAXING DISTRICT:

Des Moines Pool Metropolitan Park

The following determination of your regular levy limit for 2023 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.

(Note 1)

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
2,251,925	Levy basis for calculation: (2022 Limit Factor) (Note 2)	2,251,925
1.0100	x Limit Factor	1.0646
2,274,444	= Levy	2,397,332
24,230,006	Local new construction	24,230,006
0	+ Increase in utility value (Note 3)	0
24,230,006	= Total new construction	24,230,006
0.19962	x Last year's regular levy rate	0.19962
4,837	= New construction levy	4,837
2,279,281	Total Limit Factor Levy	2,402,169
Annexation Levy		
0	Omitted assessment levy (Note 4)	0
2,279,281	Total Limit Factor Levy + new lid lifts	2,402,169
6,434,133,095	÷ Regular levy assessed value less annexations	6,434,133,095
0.35425	= Annexation rate (cannot exceed statutory maximum rate)	0.37335
0	x Annexation assessed value	0
0	= Annexation Levy	0
Lid lifts, Refunds and Total		
0	+ First year lid lifts	0
2,279,281	+ Limit Factor Levy	2,402,169
2,279,281	= Total RCW 84.55 levy	2,402,169
7,038	+ Relevy for prior year refunds (Note 5)	7,038
2,286,319	= Total RCW 84.55 levy + refunds	2,409,207
Levy Correction: Year of Error _____ (+or-)		
2,286,320	ALLOWABLE LEVY (Note 6)	2,409,207
Increase Information (Note 7)		
0.35534	Levy rate based on allowable levy	0.37444
1,077,573	Last year's ACTUAL regular levy	1,077,573
1,196,871	Dollar increase over last year other than N/C – Annex	1,319,759
111.07%	Percent increase over last year other than N/C – Annex	122.48%
Calculation of statutory levy		
	Regular levy assessed value (Note 8)	6,434,133,095
	x Maximum statutory rate	0.75000
	= Maximum statutory levy	4,825,600
	+Omitted assessments levy	0
	=Maximum statutory levy	4,825,600
	Limit factor needed for statutory levy	Not usable

ALL YEARS SHOWN ON THIS FORM ARE THE YEARS IN WHICH THE TAX IS PAYABLE.

Please read carefully the notes on the reverse side.

Notes:

- 1) Rates for fire districts and the library district are estimated at the time this worksheet is produced. Fire district and library district rates affect the maximum allowable rate for cities annexed to them. These rates *will* change, mainly in response to the actual levy requests from the fire and library districts. Hence, affected cities may have a higher or lower allowable levy rate than is shown here when final levy rates are calculated.
- 2) This figure shows the maximum *allowable levy*, which may differ from any actual prior levy if a district has levied less than its maximum in prior years. The maximum allowable levy excludes any allowable refund levy if the maximum was based on a limit factor. The maximum allowable levy excludes omitted assessments if the maximum was determined by your district's statutory rate limit. If your district passed a limit factor ordinance in the year indicated, that limit factor would help determine the highest allowable levy. However, if the statutory rate limit was more restrictive than your stated limit factor, the statutory rate limit is controlling.
- 3) Any increase in value in state-assessed property is considered to be new construction value for purposes of calculating the respective limits. State-assessed property is property belonging to inter-county utility and transportation companies (telephone, railroad, airline companies and the like).
- 4) An omitted assessment is property value that should have been included on a prior year's roll but will be included on the tax roll for which this worksheet has been prepared. Omitted assessments are assessed and taxed at the rate in effect for the year omitted (RCW 84.40.080-085). Omitted assessments tax is deducted from the levy maximum before calculating the levy rate for current assessments and added back in as a current year's receivable.
- 5) Administrative refunds under RCW 84.69.020 were removed from the levy lid by the 1981 legislature.
- 6) A district is entitled to the lesser of the maximum levies determined by application of the limit under RCW 84.55 and the statutory rate limit. Levies may be subject to further proration if aggregate rate limits set in Article VII of the state constitution and in RCW 84.52.043 are exceeded.
- 7) This section is provided for your information, and to assist in preparing any Increase Ordinance that may be required by RCW 84.55.120. The increase information compares the allowable levy for the next tax year with your ACTUAL levy being collected this year. The actual levy excludes any refund levy and expired temporary lid lifts, if applicable. New construction, annexation and refund levies, as well as temporary lid lifts in their initial year, are subtracted from this year's *allowable* levy before the comparison is made.
- 8) ***Assessed valuations shown are subject to change from error corrections and appeal board decisions recorded between the date of this worksheet and final levy rate determination.***

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10c **Assigned to:** District G.M. **Meeting Date:** November 15, 2022

Under: Public Hearing **Attachment:** Yes X No

Subject: *Public Comment (Budget and Levy Hearing)*

Background/Summary:

Members of the public may comment on items relating to the Public Hearing. Comments are limited to three (3) minutes per person. Exceptions may be made to the time restrictions of persons speaking at the discretion of the Chair, when warranted.

For better public access, we will also take email public comment that was provided before the deadline. The deadline is noon on November 15, 2022.

Motions for the budget and levy will be made after public comment.

Fiscal Impact: N/A

Proposed Motion:

No motion.

Reviewed by District Legal Counsel: Yes X No Date: 11/07/22

Three Touch Rule:	<u>11/7/22</u>	Committee Review
	<u>10/15/22</u>	First Board Meeting (Informational)
	<u>11/15/22 (PH)</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes N/A No Report back date: Monthly

Notes:

No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 10d **Assigned to:** District G.M. **Meeting Date:** November 15, 2022

Under: Public Hearing **Attachment:** Yes X No

Subject: *Budget and Levy Motions (Budget and Levy Hearing)*

Background/Summary:

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

Below are the motions for first the budget and then the levy.

Paperwork is due to King County by November 30, 2022. These forms will need signatures from each board member. Please sign the forms as soon as you can.

Proposed Motion:

BUDGET MOTION

Motion 1: I move to approve the 2023 Budget of \$ 1,220,380.00 in General Fund and \$75,000 in Capital Reserve for the calendar year 2023.

LEVY MOTIONS

Motion 1: I move to approve Resolution 2022-06 "Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2023".

Motion 2: I move to approve Resolution 2022-07 "Resolution of Increase" for an increase of \$217,807 between the 2022 and 2023 levy certifications.

Reviewed by District Legal Counsel: Yes X No Date: 11/07/22

Three Touch Rule:	<u>11/7/22</u>	Committee Review
	<u>10/15/22</u>	First Board Meeting (Informational)
	<u>11/15/22 (PH)</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes N/A No Report back date: Monthly

Notes:

No attachments. Reference attachments from 10a and 10b for reference.