



Des Moines Pool Metropolitan Park District

November 15, 2022

7:00 p.m.

Hybrid (MRHS Library and Remote Online)

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

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

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

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

PUBLIC COMMENT - None

CONSENT AGENDA

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

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

Executive Session Business

7a. Executive Session

Not updates at this time.

OLD BUSINESS

8a. Q3 Financial Report

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

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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 – 11/15/2022

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

8b. Benefits Update

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

8C. Budget Update

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

8D. Aquatic Feasibility Study Update

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

NEW BUSINESS

9a. Scholarship Program and Policy Changes

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

9b. Refund Policy Changes (first touch)

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

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Des Moines Pool Metropolitan Park District Meeting Minutes – 11/15/2022

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

BUDGET AND LEVY PUBLIC HEARING

President Young opened the Budget Hearing:

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

Budget and Levy Public Hearing

10a. 2023 Budget (Public Hearing)

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

10b. Budget and Levy Certification (Public Hearing)

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

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

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

10C. Public Comment (Budget and Levy Hearing)

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

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

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

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 11/15/2022**

Budget Motion:

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

Levy Motions:

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

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

ADJOURNMENT

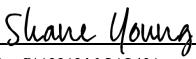
With no further business the meeting was adjourned at 8:07pm.

UPCOMING MEETINGS

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

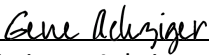
Respectfully submitted by Lauryne Thurmond, District Clerk.

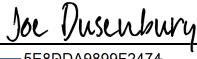
Des Moines Pool Metropolitan Park District Board of Commissioners

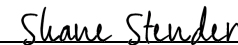
DocuSigned by:

 Commissioner Young

DocuSigned by:

 Commissioner Campbell

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 Commissioner Reiziger

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 Commissioner Dusenbury

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 Commissioner Stender

Vacant, District Clerk

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