



## Des Moines Pool Metropolitan Park District

October 22, 2024

7:00 p.m.

Regular "Hybrid" Meeting

*Meetings are hybrid: being held remotely using Zoom and in-person at the Des Moines Pool MPD District Office (22015 Marine View Dr. So. – Main floor). If you wish to listen in, please do so at 1-253-205-0468; Meeting ID: 859 4476 5911; Passcode: 206577. Any questions or comments should be directed to Scott Deschenes, District General Manager at (206) 429-3852 or by email at [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org). Public comment for those who cannot physically attend will be due by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by noon on the day of each meeting. Patrons that can attend in-person will be allotted three minutes during public comment (#5). This is due to the hybrid format of the meetings.*

### AGENDA

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

7:01 **2. PLEDGE OF ALLEGIANCE**

7:02 **3. ADOPTION/MODIFICATIONS OF AGENDA**

7:03 **4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

7:04 **5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)**

*Hybrid Meeting: If you are unable to physically attend and wish to make public comment, please submit in writing via email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by Noon on Tuesday, October 22. 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*

7:08 **6. CONSENT AGENDA**

a. EXPENDITURE/REVENUE FOR SEPTEMBER

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

c. ADOPTION OF MINUTES

September 17, 2024, Special Meeting

September 24, 2024, Regular Board Meeting

d. CORRESPONDENCE

None at time agenda created.

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$17,754.49 was processed in September for warrant requests.

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$98,933.91 was processed in September for payroll and payments.

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

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's meetings are being held hybrid including remotely. See the information above to join a meeting. If you have any questions, please contact Scott Deschenes, District General Manager, 206.429.3852.

**7. OLD BUSINESS**

- 7:07 a. Levy Capacity Report
- 7:37 b. Aquatics Manager Q3 Report
- 7:42 c. Public Outreach/CFAC Topic(s) or Discussion
- 7:57 d. Insurance Update
- 8:07 e. 2025 Grant/Closure Update

**8. NEW BUSINESS**

- 8:17 a. 2025 “Proposed” Wage/Salary Scale (First Touch)
- 8:22 b. 2025 “Proposed” Rate Recommendations (First Touch)
- 8:32 c. 2025 “Proposed” Budget (First Touch)
- 8:47 d. Overpayment

**9. GOOD OF THE ORDER**

**10. UPCOMING MEETINGS**

- November 12, 2024 (Second Tuesday), Regular Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)

*For other future meetings, [click here](#) to visit our website’s governance page.*

**ADJOURNMENT**

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

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# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g Assigned to: District GM Meeting Date: October 22, 2024

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

- September Expenses and Revenue

Item 6b: Staff/Committee Reports

- District General Manager Weekly Reports

Item 6c: Adoption of Minutes

- September 17, 2024, Special Meeting
- September 24, 2024, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue) –

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$17,754.49** were approved for payment.

- \$2,161.61 was processed on September 2, 2024
- \$1,234.95 was processed on September 9, 2024
- \$143.54 was processed on September 18, 2024
- \$7,995.01 was processed on September 18, 2024
- \$6,219.38 was processed on September 23, 2024

Item 6g: Funds Transfers (Payroll+DRS) - The following Electronic Transfers to King County totaling **\$98,933.91** were processed for payment.

- \$46,861.32 was approved for payroll on September 15, 2024
- \$52,072.59 was approved for payroll on September 30, 2024

A total of **\$116,688.40** was processed in September 2024 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 September 2024 totaling **\$116,688.40**.

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

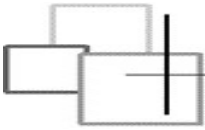
**Two Touch Rule:** \_\_\_\_\_ N/A First Board Meeting (Informational)  
\_\_\_\_\_ N/A Second Board Meeting (Action)

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

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

### Notes:

- Attachments: Various



# September 2024 EXPENDITURES

Beginning Monthly Balance = \$1,724,574.17

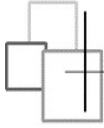
Ending Monthly Balance = \$1,647,700.07

Category/ Acct #	Reference	Sep 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$2,266.20	\$10,021.66	\$20,000.00	\$9,978.34	50.11%
001-000-000-576-20-10-01	District Manager Salary	\$15,238.43	\$53,487.46	\$95,000.00	\$41,512.54	56.30%
001-000-000-576-21-30-06	Front Desk Administrator	\$6,486.43	\$38,111.50	\$68,931.20	\$30,819.70	55.29%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$10,276.11	\$56,388.75	\$98,508.80	\$42,120.05	57.24%
001-000-000-576-21-25-01	Aquatic Coordinators (2)	\$9,672.61	\$80,878.27	\$154,668.80	\$73,790.53	52.29%
001-000-000-576-21-30-03	Lead Lifeguard	\$0.00	\$0.00	\$51,251.20	\$51,251.20	0.00%
001-000-000-576-21-30-04	PPT Lifeguards	\$2,297.74	\$6,510.85	\$41,000.00	\$34,489.15	15.88%
001-000-000-576-21-30-02	Instructors	\$414.17	\$33,244.59	\$95,000.00	\$61,755.41	34.99%
001-000-000-576-21-32-02	Head Lifeguards	\$8,018.81	\$57,149.13	\$35,000.00	(\$22,149.13)	163.28%
001-000-000-576-21-30-01	TPT Lifeguards (Various)	\$22,246.55	\$204,940.37	\$165,000.00	(\$39,940.37)	124.21%
001-000-000-576-21-30-05	Water Exercise Instructor	\$276.22	\$1,700.16	\$12,500.00	\$10,799.84	13.60%
	<b>Total Salaries &amp; Wages</b>	<b>\$49,965.00</b>	<b>\$542,432.74</b>	<b>\$836,860.00</b>	<b>\$294,427.26</b>	<b>64.82%</b>
<b>Taxes &amp; Misc</b>						
001-000-000-576-21-21-19	Payroll Taxes	\$25,252.94	\$171,072.12	\$200,000.00	\$28,927.88	85.54%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$227.02	\$5,000.00	\$4,772.98	4.54%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-576-21-33-00	Sick Pay	\$0.00	\$2,424.69	\$2,500.00	\$75.31	96.99%
	<b>Total Taxes &amp; Misc</b>	<b>\$25,252.94</b>	<b>\$173,723.83</b>	<b>\$208,000.00</b>	<b>\$34,276.17</b>	<b>83.52%</b>
<b>Personal Benefits</b>						
001-000-000-576-21-22-30	Personal Benefits (AWC/DRS)	\$4,282.87	\$53,205.44	\$76,000.00	\$22,794.56	70.01%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$126.00	\$1,074.00	\$2,000.00	\$926.00	53.70%
001-000-000-576-21-25-05	Incentive Pay	\$0.00	\$70.00	\$1,000.00	\$930.00	7.00%
	<b>Total Personal Benefits</b>	<b>\$4,408.87</b>	<b>\$54,349.44</b>	<b>\$79,000.00</b>	<b>\$24,650.56</b>	<b>68.80%</b>
<b>Office Supplies</b>						
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$0.00	\$2,034.45	\$1,500.00	(\$534.45)	135.63%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$114.34	\$1,500.00	\$1,385.66	7.62%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-	\$0.00	\$86.98	\$5,000.00	\$4,913.02	1.74%
	<b>Total Office Supplies</b>	<b>\$0.00</b>	<b>\$2,235.77</b>	<b>\$8,000.00</b>	<b>\$5,764.23</b>	<b>27.95%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$564.57	\$2,500.00	\$1,935.43	22.58%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$0.00	\$6,094.16	\$6,000.00	(\$94.16)	101.57%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$0.00</b>	<b>\$6,658.73</b>	<b>\$8,500.00</b>	<b>\$1,841.27</b>	<b>78.34%</b>
<b>Pool Supplies</b>						
001-000-000-576-21-40-00	Employee Recognition	\$0.00	\$451.50	\$2,000.00	\$1,548.50	22.58%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$1,043.21	\$2,000.00	\$956.79	52.16%
001-000-000-576-21-42-06	Uniforms & Clothing	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$548.43	\$2,500.00	\$1,951.57	21.94%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$2,404.60	\$7,500.00	\$5,095.40	32.06%
	<b>Total Pool Supplies</b>	<b>\$0.00</b>	<b>\$4,447.74</b>	<b>\$17,500.00</b>	<b>\$13,052.26</b>	<b>25.42%</b>
<b>Pool Equipment</b>						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$3,589.89	\$4,000.00	\$410.11	89.75%
	<b>Total Pool Equipment</b>	<b>\$0.00</b>	<b>\$3,589.89</b>	<b>\$4,000.00</b>	<b>\$410.11</b>	<b>89.75%</b>
<b>Professional Svcs - Clerical</b>						
001-000-000-576-20-41-01	Consulting Contracts	\$240.75	\$4,463.43	\$5,000.00	\$536.57	89.27%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$448.00	\$7,898.50	\$14,000.00	\$6,101.50	56.42%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)	\$0.00	\$2,315.00	\$3,000.00	\$685.00	77.17%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,586.00	\$19,979.24	\$25,000.00	\$5,020.76	79.92%
001-000-000-576-20-41-14	IT Server Hosting	\$1,063.08	\$2,649.08	\$4,000.00	\$1,350.92	66.23%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$62.94	\$2,455.17	\$2,000.00	(\$455.17)	122.76%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)	\$0.00	\$4,837.50	\$5,500.00	\$662.50	87.95%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$0.00	\$625.63	\$2,000.00	\$1,374.37	31.28%
001-000-000-576-21-42-05	Payroll/HR Fees (Heartland)	\$850.36	\$7,270.87	\$6,000.00	(\$1,270.87)	121.18%

Category/ Acct #	Reference	Sep 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-21-42-09	Timekeeping (WhenIWork)	\$0.00	\$2,791.10	\$3,000.00	\$208.90	93.04%
001-000-000-576-20-41-15	Website RFQ	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
	<b>Total Prof Services-Front Offc</b>	<b>\$4,251.13</b>	<b>\$55,285.52</b>	<b>\$79,500.00</b>	<b>\$24,214.48</b>	<b>69.54%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-20-41-09	District Janitorial Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-20-41-03	Financial Services (Bookkeeping)	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$651.59	\$2,519.59	\$5,000.00	\$2,480.41	50.39%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$0.00	\$4,349.00	\$8,000.00	\$3,651.00	54.36%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$90.15	\$1,159.32	\$2,000.00	\$840.68	57.97%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$19,803.93	\$28,000.00	\$8,196.07	70.73%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$0.00	\$6,709.47	\$16,000.00	\$9,290.53	41.93%
	<b>Total Prof Services-Maintenance</b>	<b>\$741.74</b>	<b>\$34,541.31</b>	<b>\$83,000.00</b>	<b>\$48,458.69</b>	<b>6.84%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$2,360.03	\$97,505.88	\$75,000.00	(\$22,505.88)	130.01%
	Budget Contingency for Maintenance		\$0.00	\$9,407.89	\$9,407.89	0.00%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$2,360.03</b>	<b>\$97,505.88</b>	<b>\$86,907.89</b>	<b>(\$10,597.99)</b>	<b>112.19%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$3,706.03	\$3,000.00	(\$706.03)	123.53%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)	\$0.00	\$2,298.78	\$4,000.00	\$1,701.22	57.47%
001-000-000-576-21-42-07	Postage and Mailing	\$0.00	\$98.45	\$500.00	\$401.55	19.69%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)	\$0.00	\$3,609.14	\$6,000.00	\$2,390.86	60.15%
001-000-000-576-21-42-14	Elevate Phone System	\$222.51	\$445.01	\$3,600.00	\$3,154.99	12.36%
001-000-000-576-21-42-30	Work Email Accounts (Google Suite)	\$0.00	\$376.17	\$800.00	\$423.83	47.02%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)	\$0.00	\$160.75	\$500.00	\$339.25	32.15%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$472.00	\$750.00	\$278.00	62.93%
	<b>Total Communications</b>	<b>\$222.51</b>	<b>\$11,166.33</b>	<b>\$19,150.00</b>	<b>\$7,983.67</b>	<b>58.31%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)	\$0.00	\$778.35	\$1,000.00	\$221.65	77.84%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)	\$0.00	\$2,858.65	\$500.00	(\$2,358.65)	571.73%
001-000-000-576-21-43-03	Certifications	\$0.00	\$1,781.00	\$4,500.00	\$2,719.00	39.58%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$390.07	\$2,500.00	\$2,109.93	15.60%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$1,010.00	\$1,500.00	\$490.00	67.33%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$1,143.00	\$3,500.00	\$2,357.00	32.66%
	<b>Total Training &amp; Travel</b>	<b>\$0.00</b>	<b>\$7,961.07</b>	<b>\$13,500.00</b>	<b>\$5,538.93</b>	<b>58.97%</b>
<b>Advertising</b>						
001-000-000-576-20-41-07	District Advertising	\$0.00	\$8,915.10	\$12,000.00	\$3,084.90	74.29%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-40	Ad Design	\$0.00	\$262.92	\$400.00	\$137.08	65.73%
	<b>Total Advertising</b>	<b>\$0.00</b>	<b>\$9,178.02</b>	<b>\$19,400.00</b>	<b>\$10,221.98</b>	<b>47.31%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$6,457.50	\$9,600.00	\$3,142.50	67.27%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$2,400.00	\$4,000.00	\$1,600.00	60.00%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
	<b>Total Rentals &amp; Leases</b>	<b>\$717.50</b>	<b>\$8,857.50</b>	<b>\$17,600.00</b>	<b>\$8,742.50</b>	<b>50.33%</b>
<b>Utilities</b>						
001-000-000-576-21-47-00	Electricity (PSE)	\$0.00	\$95,020.17	\$180,000.00	\$84,979.83	52.79%
001-000-000-576-21-47-02	Water (Highline)	\$0.00	\$4,795.62	\$9,900.00	\$5,104.38	48.44%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$5,128.28	\$6,000.00	\$871.72	85.47%
001-000-000-576-21-47-04	Sewer (Midway)	\$1,595.00	\$4,654.28	\$4,500.00	(\$154.28)	103.43%
	<b>Total Utilities</b>	<b>\$1,595.00</b>	<b>\$109,598.35</b>	<b>\$200,400.00</b>	<b>\$90,801.65</b>	<b>54.69%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$37,371.00	\$45,000.00	\$7,629.00	83.05%
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$37,371.00</b>	<b>\$45,000.00</b>	<b>\$7,629.00</b>	<b>83.05%</b>
<b>Miscellaneous</b>						
001-000-000-576-21-40-20	Scholarships (Faith Callahan)	\$585.00	\$1,429.65	\$15,000.00	\$13,570.35	9.53%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$0.00	\$175.98	\$2,000.00	\$1,824.02	8.80%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$728.56	\$2,000.00	\$1,271.44	36.43%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$2,612.65	\$6,000.00	\$3,387.35	43.54%

Category/ Acct #	Reference	Sep 2024	YTD Expense	2024 Budget	Budget Balance	% of Budget
001-000-000-576-20-51-50	Background checks	\$0.00	\$716.00	\$2,500.00	\$1,784.00	28.64%
	<b>Total Miscellaneous</b>	<b>\$585.00</b>	<b>\$5,662.84</b>	<b>\$27,500.00</b>	<b>\$21,837.16</b>	<b>20.59%</b>
<b>Intergovernmental Services</b>						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$320.13	\$320.13	\$1,250.00	\$929.87	25.61%
001-000-000-576-20-41-11	SAO Audit	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$14,024.10	\$8,250.00	(\$5,774.10)	169.99%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$90.00	\$2,085.00	\$5,000.00	\$2,915.00	41.70%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$22,044.66	\$20,000.00	(\$2,044.66)	0.00%
	<b>Total Intergov Services</b>	<b>\$410.13</b>	<b>\$16,429.23</b>	<b>\$42,500.00</b>	<b>\$4,026.11</b>	<b>38.66%</b>
<b>Capital *</b>						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-594-76-41-02	Capital - Advertising	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
001-000-000-594-76-42-08	Filter Media	\$0.00	\$0.00	\$40,000.00	\$40,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	\$75,000.00	0.00%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$116,500.00</b>	<b>\$116,500.00</b>	<b>0.00%</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$28,645.46</b>	<b>\$222,903.33</b>	<b>\$346,250.00</b>	<b>\$133,505.59</b>	<b>64.38%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$89,092.66</b>	<b>\$958,091.86</b>	<b>\$1,450,067.89</b>	<b>\$459,772.45</b>	<b>66.07%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$116,500.00</b>	<b>\$116,500.00</b>	<b>0.00%</b>
<b>GRAND TOTALS</b>		<b>\$117,738.12</b>	<b>\$1,180,995.19</b>	<b>\$1,912,817.89</b>	<b>\$709,778.04</b>	<b>61.74%</b>

Target 75%



## September 2024 REVENUES

ay	Reference	Sep 2024	YTD Balance	2024 Budget	Budget %
	<b>General Fund Taxes</b>				
001-000000-311-11-00-00	Property Taxes	\$14,851.76	\$682,727.92	\$1,254,135.00	54%
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.02	\$0.12	\$0.00	N/A
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$4,455.98	\$0.00	N/A
	<b>Total General Fund</b>	<b>\$14,851.78</b>	<b>\$687,184.02</b>	<b>\$1,254,135.00</b>	<b>55%</b>
	<b>Charges for Goods and Services</b>				
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$50,000.00	\$25,000.00	200%
	<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$25,000.00</b>	<b>200%</b>
	<b>Miscellaneous Revenues</b>				
001-000-000-361-11-00-00	Investment Interest	\$6,641.02	\$59,779.49	\$15,000.00	399%
001-000-000-367-00-00-01	Contributions/Donations ( to Scholarships)	\$0.00	\$0.00	\$0.00	N/A
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	N/A
001-000-000-369-81-00-02	Misc Revenue*	\$277.81	\$106,705.88	\$0.00	*See Below
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,365.45	\$36,166.60	\$45,000.00	80%
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$20,935.75	\$130,971.14	\$155,000.00	84.5%
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$408.00	\$1,320.00	\$10,000.00	13.2%
	<b>Total Revenue</b>	<b>\$29,628.03</b>	<b>\$334,943.11</b>	<b>\$225,000.00</b>	<b>149%</b>
	<b>Capital Projects/Reserve</b>				
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$75,000.00	0%**
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	0%
	<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>	<b>0%</b>
	<b>Grand Total Revenue</b>	<b>\$44,479.81</b>	<b>\$1,072,127.13</b>	<b>\$1,579,135.00</b>	<b>67.9%</b>

Notes:

\*Misc Revenue: District received two grants in 2024 that were budgeted to be received in 2023.

\*\*Transfer to capital will be completed in December 2024.



# Des Moines Pool Metropolitan Park District

September 17, 2024

7 p.m.

Hybrid (DMPMPD District Office and Remote Online)

## MINUTES SPECIAL MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also, present were Commissioners Dusenbury, Campbell, Stender and Thorell; and District General Manager (GM) Deschenes; and resident, Gene Achziger.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – There were no modifications to the agenda as this was a special meeting. Commissioner Stender moved to accept the agenda. Commissioner Campbell 2<sup>nd</sup>. The motion passed 5-0.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – Just notified the board that staff was working through some feedback on the most recent schedule, and that he would share more information at next week's meeting.

**PUBLIC COMMENT** –None.

### OLD BUSINESS

#### 6a. EDR/MDR Cybersecurity

The District General Manager gave a recommendation on the Secure Pro Cybersecurity package \$20/license per month or \$220/month for all packages. This update came from items presented in the Washington Cities Insurance Authority (WCIA) Cybersecurity Survey.

Commissioner Campbell moved to approve the District General Manager to add the Secure Pro cybersecurity upgrades to the CMIT contracted services not to exceed \$2,700 per year. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 5-0.

#### 6b. District Financial Update

The District General Manager gave an update on FCS's contractual work. He also gave updated contact information for a potential bond broker, potential municipal project realtor and information on the local loan program through the State of Washington. He also shared the preliminary levy worksheet for 2025.

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

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meetings are being held hybrid including remote access to give the community more access options. See the information above to join a meeting. If you have any questions, please contact Scott Deschenes, District General Manager at 206.429.3852 or [info@mtrainierpool.com](mailto:info@mtrainierpool.com).



**Des Moines Pool Metropolitan Park District  
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**6c. Website/Registration Translation Update Proposal**

The District General Manager informed the board that updates to the CivicRec software now enable registration in over 100 languages. This will allow for full translation updates to the website, which can help families with non-English-speaking parents register their children. The District General Manager also expressed interest in updating the website to comply with the Americans with Disabilities Act (ADA) and is seeking a grant to cover the costs of the transition.

**6d. Grant Projects and 2025 Closure**

The District General Manager notified the board that the pool district had received \$1.651 million through a King County Youth Amateur Sports Grant and Best Starts for Kids Grant. The King County Youth Amateur Sports Grant will cover repairs to the boilers hot water tanks, filter media replacement and pool plumbing repairs including the strainer basket. The Best Starts for Kids Grant will cover the replacement of the pool's air handling system. All projects are critical projects that must be completed to extend the life of the pool. The District General Manager estimates a closure after the Highline School District's teams seasons, which should be in late-February or March. An announcement will be sent out when the pool district gets closer to a closure.

The board also requested the District General Manager to bring information to the next board meeting to help determine if a contracted project engineer is needed.

**NEW BUSINESS**

**7a. Insurance Policy**

The District General Manager notified the board that Washington Cities Insurance Authority would be increasing its annual fees from \$37k to over \$57k in 2025 (54% Increase). He notified the board that he would be looking into other insurance providers.

**7b. 2025 Budget Process**

The District General Manager presented an outline of the budget including reports that would be provided. In the presentation, he mentioned there would be a finance committee meeting before the October 22 board meeting where the preliminary budget would be presented.

**7c. SAO Audit**

The District General Manager notified the board that the SAO audit for 2019-2023 would commence on December 2, 2024.

**GOOD OF THE ORDER**

Commissioner Stender notified the board there would be a Highline School District on Wednesday, September 25.

Resident, Gene Achziger asked the board if they are interested in forming a citizens advisory committee. President Young directed the District General Manager to add this item to the October 22 meeting agenda.

**ADJOURNMENT**

With no further business the meeting was adjourned at 7:44pm.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 9/17/2024**

**UPCOMING MEETINGS**

- October 22, 2024, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)
- November 12, 2024, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

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

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

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

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

\_\_\_\_\_  
Commissioner Thorell

DRAFT

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# Des Moines Pool Metropolitan Park District

September 24, 2024

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

Commissioner Dusenbury called the meeting to order at 7:00 p.m. Also, present were Commissioners Campbell, Stender and Thorell; District General Manager (GM) Deschenes; Aquatics Manager Knox. President Young was not present.

Commissioner Thorell moved to excuse President Young from the meeting. Commissioner Campbell 2<sup>nd</sup>. The motion passed 4-0.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – None.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – The District General Manager notified the board that President Young would not be attending the October 22 board meeting, but that he would be presented the budget and levy information at the Finance Committee's October 10 meeting.

**PUBLIC COMMENT** – None.

### 6a. CONSENT AGENDA

Commissioner Campbell moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in August 2024 totaling \$143,692.38. Commissioner Stender 2<sup>nd</sup>. The motion passed 4-0.

### OLD BUSINESS

#### 7a. Schedule Update

The District General Manager and Aquatics Manager presented the current schedule and feedback from some patrons. He is going to discuss the current schedule with the evening water exercise class after the meeting.

Commissioner Stender requested the District General Manager to look at Highline School District's Captial Facilities Advisory Group for information to form an advisory committee.

Commissioner Dusenbury directed the District General Manager to present a community advisory committee at the November 12 board meeting and poll people about a potential board retreat.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes –9/24/2024**

**7b. District Financial Report**

The District General Manager notified the board that he met with FCS Group and they should have results ready to present at the October 22 regular board meeting.

**7c. Press Release/Project Webpage**

The District General Manager notified the board that the aquatic feasibility study webpage was delayed due to importing and security updates. He notified that he should have the press release out in a couple of days. There was a discussion about ways to send press releases out. Commissioner Dusenbury requested the District General Manager notify the board when the press release is released.

**7d. CFAC Update**

The District General Manager notified the board that this week's meeting was delayed due to the school district's recent technical issues. The District General Manager notified the board that he was going to try to arrange a meeting with the two co-chairs of Highline School District's Capital Facilities Advisory Committee and a school district representative.

**NEW BUSINESS**

**8a. No New Business**

The District General Manager notified the board that there was no new business.

**GOOD OF THE ORDER**

Commissioner Stender notified the board that he would be out of the country for the next couple of weeks.

The District General Manager notified the board that there would be two committee meetings before the October 22 meeting: Finance and Public Outreach Committees.

**ADJOURNMENT**

With no further business the meeting was adjourned at 7:23pm.

**UPCOMING MEETINGS**

- October 22, 2024, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)
- To Be Determined, Retreat Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Scott Deschenes, District General Manager.

Des Moines Pool Metropolitan Park District Board of Commissioners

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes –9/24/2024**

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Commissioner Young

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Commissioner Dusenbury

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Commissioner Campbell

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Commissioner Stender

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Commissioner Thorell

DRAFT

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# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date: Friday, October 18, 2024**

**To: District Board Commissioners**

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

**Subject: Weekly Reports - Week of September 27-October 18, 2024**

## WEEK ENDING September 27:

### **BOARD MEETING WRAPUP**

- Minutes: I will have the minutes for September 17 and 24 meetings out for edit early next week.
- Next Meeting: Just a friendly reminder that our next board meeting will be Tuesday, October 22. I expect this meeting to be the longest of the year.

### **DISCUSSION WITH EVENING WATER EXERCISE**

I met with the water exercise class on Tuesday, and they are okay with meeting later to accommodate the family swims until swim season is over.

### **PSA FOR YASG GRANT**

On Thursday, September 26, the [aquatic feasibility study page](#) was posted onto the website. On Friday, September 27, I sent the following email notification out.

- Waterland Blog - <https://waterlandblog.com/mount-rainier-pool-receives-king-county-youth-amateur-sports-grant-award/>
- Email Notification – <https://createsend.com/t/d-4EFBFE8A72D2C1872540EF23F30FEDED>

I will start writing the press release for the Best Starts for Kids grant and post it once we start the agreement phase.

### **SEALED BIDDING**

We will need to have sealed bids for our larger granted project, so I will work with legal and the project manager to setup a process and put out a release for the project.

### **PTSA SWIMS**

We setup our first PTSA swim of the school year with Des Moines Elementary on November 16. We are also working on scheduling a meeting with Woodmont K-8 next week. We are floating the idea to schools about Emmitt coming out and discussing water safety like North Hill Elementary had us do last year. We are hoping this will help promote the PTSA event, and also better promote water safety in the community.

### **FIRST MRHS SWIM MEET OF 2024-2025 SCHOOL YEAR**

On Thursday, September 26, we had our first swim meet of the year. I will update you next week.

### **NORMANDY PARK CITY SCENE**

Gene put the following ad together for the Normandy Park City Scene.

# Swimming isn't seasonal

**While outdoor pools have closed due to weather, we're open year-round**



*Whether your interest is in aquatic exercise or securing swim lessons for your kids, we're your year-round public access aquatics facility*



Contact us today

206-824-4722

[www.MtRainierPool.com](http://www.MtRainierPool.com)

22722 19<sup>th</sup> Ave S • Des Moines, WA



- Check out our new schedule page
- Discounts on swim passes, water exercise, and lessons for Des Moines/Normandy Park residents
- 90/10 scholarships for Des Moines/NP residents

## FREE SWIM LESSON PRACTICE TIMES

We reinstated free practice times, now through November 10. This has been posted on the website, Facebook and Twitter.

# LEARN TO SWIM PRACTICE TIMES

OPEN TO MARCH SWIM LESSON PARTICIPANTS

NOW THROUGH NOVEMBER 10, 2024

THREE OPTIONS:  
MONDAYS, 7-8PM  
FRIDAYS, 5-6PM  
SATURDAYS, 11:30AM-1PM

FREE FOR PARTICIPANT + ONE ADULT



## LIGHTING MAINTENANCE PROJECTS

The city project manager and staff came by and replaced one of the lights. We also identified three more to be replaced. We also had an emergency light that fell apart. We are also looking at replacing it too.

## GUTTER AND ROOF CLEANING

I reached out to Sound Gutter and Cleaning, and we are going to schedule the gutter cleaning on a Thursday in later October or early November. This should have no effect on programming.



## **POS STATION**

The main Point of Sale station at the front has been dying. We are getting an estimate to replace it. CMIT has stated that it needs to be replaced.

## **AED BATTERY SHORTAGE**

Our AED batteries are low, and we have been notified by distributors that there is a backlog. Staff is reaching out to seasonal pools to see if we can work with one of them to get a replacement in case the shortage is extended.

## **MRHS PLACEMENT BOARD**

Quentin is getting ready to order the placement. We are sending the details to legal for an agreement, and will order the board shortly. We hope to setup a dedication ceremony with the school's teams, the board and the school district. We will share details soon.

## **ADMINISTRATIVE TASKS**

- PSE Payments: Angela has setup the PSE payments to be on electronic payment from now on. We met with King County a couple of weeks ago and discussed the process.
- Check Processing: King County will now mail our checks from their financial department. In the past, we had trouble in receiving checks to be mailed out from our offices. This should speed the process up.

## **FINANCE COMMITTEE MEETING**

We have a Finance Committee meeting on Thursday, October 10. We will hopefully have a budget and supporting documents to present at the October 22 board meeting.

## **RESEARCH**

- The importance of lifeguards to our mission (NRPA Magazine) - [https://www.aquaticsintl.com/lifeguards/the-value-of-lifeguards-to-our-mission\\_o](https://www.aquaticsintl.com/lifeguards/the-value-of-lifeguards-to-our-mission_o)
- At 50 She Finally Learned to Swim for Her Role at the Olympic Trials (Indy Star) - <https://www.indystar.com/story/sports/2024/06/24/at-50-she-finally-learned-to-swim-for-her-role-at-olympic-trials/73101036007/>
- Teen Mental Health (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2024/september/recreation-professionals-support-teen-mental-health/>
- AWC Sets 2025 Legislative Priorities (AWC Newsletter) - [https://wacities.org/docs/default-source/legislative/legprioritiesfulldetails.pdf?sfvrsn=ea60274f\\_2](https://wacities.org/docs/default-source/legislative/legprioritiesfulldetails.pdf?sfvrsn=ea60274f_2)
- What's on your agency's year end financial checklist (MRSC Newsletter) - <https://mrsc.org/stay-informed/mrsc-insight/september/year-end-financial-checklist>

## **WEEK ENDING October 4:**

## **BOARD MINUTES**

I sent the board minutes out yesterday. If you did not receive them, please let me know. The deadline for edits is Tuesday, October 15.

## **SCHEDULE PAGE UPDATE**

Quentin has set the November 11 schedule update on the website. We are basing the tentative schedule on the staffing we currently have. If we are able to secure more staff, we will book it later.

<https://mtrainierpool.com/schedule-2/>

We still have not received the meets for the boys season, but will post them as soon as they are received.

## **PTSA SWIMS**

We booked our second PTSA swim of the school year today. Des Moines Elementary will use the pool on November 16 and Woodmont K-8 will use the pool on February 15. Remaining dates are available, and we are booking the events, in the order they are requested through May 2025.

### **SEALED BID PACKETS**

I met with legal and a former board member this week on setting up a bid packet to go out for the air handling unit repairs. Quentin and I are meeting with the city's project manager next Wednesday.

### **SHOWER REPAIRS**

We also received an estimate from MacMiller on repairing the showers. I have added it to the proposed budget, and we hope to complete them during our closure next March.

### **FINANCE COMMITTEE MEETING**

The finance committee will be meeting next Thursday at 10am.

### **TRICK OR TREAT PATH**

We are meeting with Gene to discuss planning for the Trick or Treat path next Wednesday at 10:30am at the pool. We will discuss ordering giveaways, marketing materials and booth setup.

### **BS4K GRANT**

I received messaging from the grant project manager on the Best Starts for Kids \$1.438 million grant. I have sent in all of the original paperwork, except for the budget and benchmarks. We will discuss this at our internal grant planning meeting next week.

### **GUTTER CLEANING**

We have scheduled the gutter cleaning for Thursday, October 31. Sound Cleaning will be at the pool at 9am and will work until the job is done.

### **EMPLOYEE HANDBOOK**

I need to update the employee handbook and will be working with legal to update it by the end of November.

### **2025 MINIMUM WAGE**

The statewide minimum wage increased from \$16.28 to \$16.66. This is the slowest increase since the pandemic, but other municipalities locally have increased their minimum wages.

- SeaTac - \$19.71 (2024) to be updated for 2025 on October 15
- Seattle - \$17.25 (2024) yet to be updated for 2025
- Tukwila - \$20.29 (2024) yet to be updated for 2025
- Unincorporated King County (White Center) - \$20.29

### **AI QUESTION OF THE WEEK**

Attracting adult lifeguards to work at public swimming pools can be challenging for several reasons:

1. **\*\*Perception of the Role\*\***: Lifeguarding is often perceived as a job for teenagers or young adults, primarily for those seeking summer employment. Adults may overlook it as a viable career option or part-time job.
2. **\*\*Wages and Benefits\*\***: The pay for lifeguarding positions may not be competitive enough to attract adults who have more financial responsibilities, such as family obligations, compared to teenagers who often have fewer financial burdens.
3. **\*\*Certification and Training Requirements\*\***: Lifeguarding requires specific certifications (such as CPR, First Aid, and lifeguard training), which can be time-consuming and costly to obtain. Adults may not have the time or resources to invest in obtaining or maintaining these credentials.

4. **Physical Demands**: Lifeguarding is physically demanding, requiring individuals to maintain a high level of fitness, which can be a deterrent for some adults.
5. **Job Stability and Flexibility**: Many adult workers seek positions that offer long-term stability and flexible working hours to accommodate personal commitments. Lifeguarding often involves irregular hours, seasonal work, and in some cases, limited opportunities for advancement.
6. **High Responsibility and Stress**: The responsibility of ensuring the safety of pool patrons can be stressful. Adults may prefer jobs with lower accountability for the wellbeing of others, especially if they're balancing multiple job roles or personal responsibilities.
7. **Career Aspirations**: Many adults may pursue career paths that align more closely with their skills, education, and long-term career goals. Lifeguarding may not fit into their broader career plans, making it less appealing compared to other offers.
8. **Seasonality**: Lifeguarding positions at public pools often peak in the summer and drop off during cooler months, making it hard for adults seeking year-round employment.

Addressing these challenges might involve increasing pay, offering more flexible hours, providing certification assistance, promoting the job as a valuable part of a community, or showcasing lifeguard roles that provide longer-term career or growth opportunities.

*Note-just something to think about for the 2025 budget cycle.*

## **RESEARCH**

- Floridians can now apply for a voucher for kids swimming lessons (Click Orlando)  
- <https://www.clickorlando.com/news/local/2024/09/23/floridians-can-now-apply-for-a-voucher-for-kids-swimming-lessons/>
- Waiving competitive bidding: bidding requirements in the event of an emergency (MRSC Insight Blog)  
- <https://mrsc.org/stay-informed/mrsc-insight/september/contracting-during-emergencies>
- Tax exempt entities: new source of funding available for clean energy projects (MRSC)  
- <https://mrsc.org/stay-informed/mrsc-insight/october-2024/clean-energy-project-funding>

## **WEEK ENDING October 11:**

### **NEXT BOARD MEETING**

Just a reminder that our next board meeting will be October 22. I will send a schedule reminder out sometime today or Monday at the latest. Just a reminder that the deadline to send edits in for the minutes is Tuesday, October 15.

### **HALLOWEEN SWIM**

We are putting an email out next week on the Halloween Swim. The event will be Saturday, October 26 from 1-3pm, and we decided to move registration to the day of the event. We will also be putting out a PeachJar on the event, along with the Trick or Treat Path as an additional page.

### **TRICK OR TREAT PATH**

We will be participating in the Trick or Treat Path on Thursday, October 31 from 4:30-6:30pm. We met on Wednesday to discuss the event, and will be hosted again by the Des Moines Legacy Foundation and the parking lot of Marks and Marks CPA.

## **INSURANCE UPDATE**

We are reaching out to Enduris today to see if we can get a quote for service. I am also attending an executive meeting this morning with WCIA that is reclassifying special districts. They will also be discussing an organization's request to leave the insurance authority, so it is a good meeting to attend. I attached the agenda.

(From WCIA)

Greetings Group 5 Member Delegate:

For your information, there is a *Group 5 Rating Action Item* affecting Group 5 member assessments on the agenda (attached) for the WCIA Executive Committee meeting scheduled on Friday, October 11, 2024, at 9:30 a.m.

You are welcome to attend the virtual meeting and offer comment on this matter.

Here is the zoom link for the meeting: <https://us02web.zoom.us/j/89592031778?pwd=TkF0Y1NheU11ZlhHR0xvcS9pcVY1Zz09>

The zoom link can also be found on the cover page of the attached agenda.

Sincerely,

## **FINANCE COMMITTEE MEETING**

We met on Thursday, October 10 to go over the proposed, budget, rates and wage scale. President Young notified us that he should be able to attend the meeting on October 22.

## **CLOSURE PROJECTS MEETING**

We had a closure projects meeting on Wednesday, October 9 to discuss the two grants and paperwork for each. We will discuss this more at the October 22<sup>nd</sup> meeting. *Note-Commissioner Dusenbury is doing a bid project for the City of Des Moines, and offered to sit in at the meeting to discuss the processes.*

## **GRANTS**

I had to complete a preliminary budget and milestones, along with preliminary pictures and paperwork to set up our grant portal for the Best Starts for Kids Grant and have a deadline on October 17 to get some preliminary paperwork in for the King County Youth Amateur Sports Grant.

I also have a press release ready for the Best Starts for Kids, but I am waiting until the agreement is completed for the grant before sending out the press release.

## **ARC UPDATES**

Managers led their first update of staff last Sunday, October 6. This was the second of four Sunday single-day (8am-6pm), courses for current staff. The last two that we have scheduled are on October 13 and 20. We will have additional courses in December when college students are back for Winter break.

## **PTA EVENTS**

We have sent out agreements to Des Moines Elementary and Woodmont K-8. We are meeting with Parkside PTA next Tuesday, October 15 at 11:45am.

## **MRHS SENIOR NIGHT**

The Mount Rainier High School Girls Swim Team had their last meet and Senior Night on Thursday, October 10. We sent messaging out that the later ending would effect lap swimming due to the longer usage of the swim team to accommodate ceremonies.

## **SITE SECURITY**

Jared reached out to security over kids hanging out in our parking lot and on the Conex storage unit. Things have gotten better this week, but I still had to ask some kids to leave.

## **MRP MONUMENT SIGN**

The MRP Monument Sign at the entry of the driveway for the facility. I will take measurements, and we will look at getting it replaced.

## **PLACEMENT BOARD**

Quentin tried to order the signage, but they needed some additional measurements. He plans to order it next week.

## **PARKING**

We are running out of or short on parking spaces on Monday, Wednesday and Friday mornings due to the success of our morning aquatic exercise program, and lap swimmers.

## **MAINTENANCE**

Emmitt got some pumice from Aquatic Specialty Services, and him and Jared have been working with staff to clean the tile on the edges of the pool and metal drainage covers. They are looking to clean the tile next in the locker rooms.

**WEEK ENDING October 11:**





## RESEARCH

- Making the Most of Lifeguard In-Service: Skills Audits (Aquatics International)  
- [https://www.aquaticsintl.com/lifeguards/making-the-most-of-lifeguard-in-service-skill-audits\\_o](https://www.aquaticsintl.com/lifeguards/making-the-most-of-lifeguard-in-service-skill-audits_o)
- CivicPlus beefs up its recreation management with new deal (NRPA SmartBrief)  
- <https://www.govtech.com/biz/civicplus-beefs-up-its-recreation-management-with-new-deal>
- Cities minimum wage at center of heated debate in Olympia (MRSC/King 5)  
- <https://www.king5.com/article/money/citys-minimum-wage-center-of-heated-debate-olympia/281-c1a05d9b-00ed-4ce2-a90b-04ceeafa83dd>

## **WEEK ENDING October 18:**

### BOARD PACKET

Just a reminder that the board packet will be coming out Friday afternoon. We are meeting tomorrow morning with FCS group and want to ensure all applicable attachments are included in the agenda packet before sending it out.

### SPOOKY SWIM

We posted the PTA swim to Facebook, Twitter, Google Business and PeachJar this week. The announcement came out on email on Tuesday, while the event will be posted on PeachJar on Friday.

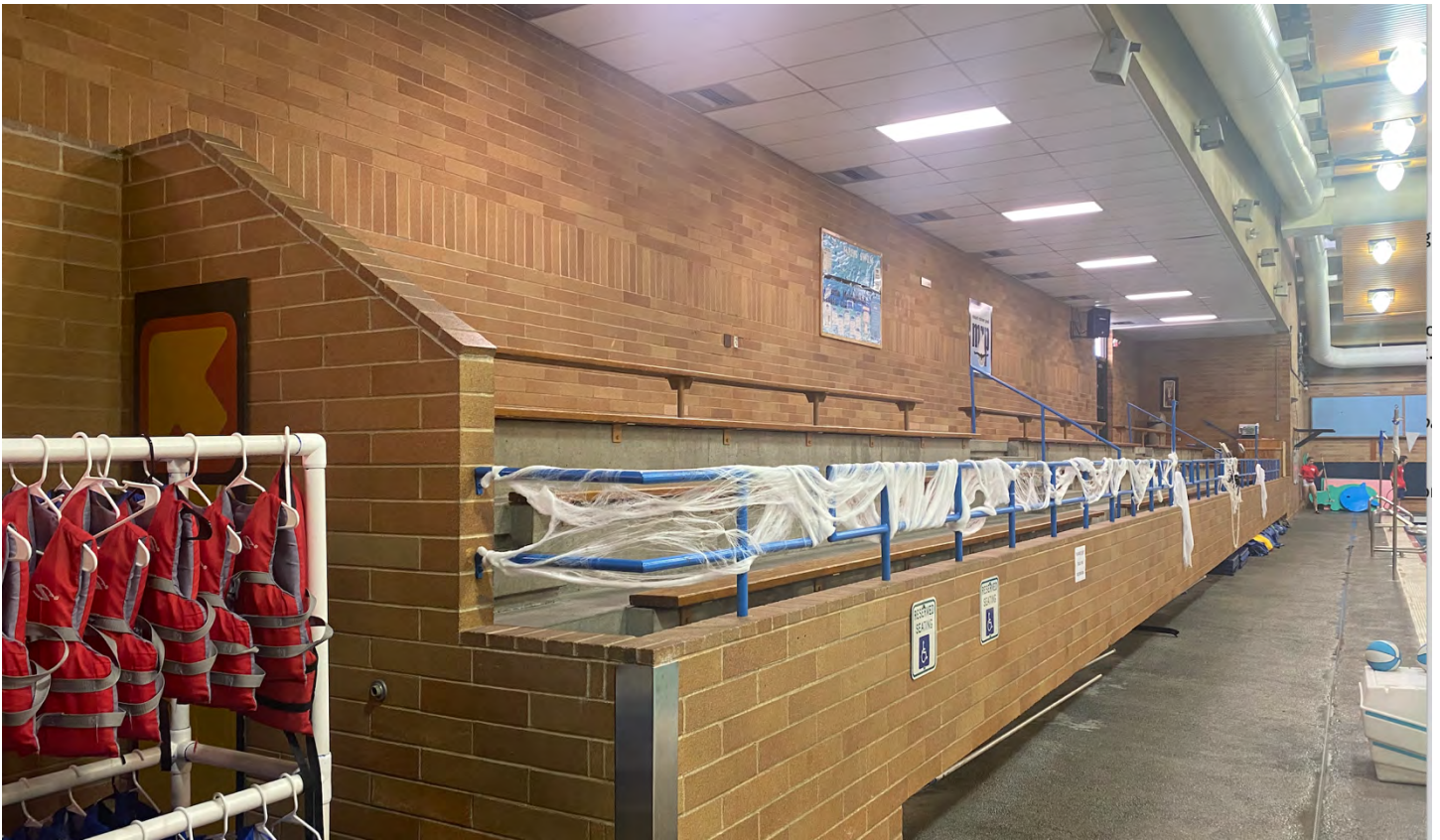
<https://createsend.com/t/d-222485FD464063282540EF23F30FEDED>

*Note-we also posted an event for Normandy Park for their boater safety course at the bottom of the email.  
Boater safety =water safety.*

*Below are some pictures from the staff's decoration for the event and the holiday season.*







### **TRICK OR TREAT PATH**

Gene put the following flyer together for the Trick or Treat Path on October 31. We had a couple of pages left on our Spooky Swim flyer to the schools, so we added this to the last two pages. We are working on healthier snacks for this year, and Emmitt will have two lifeguards present.

# I want to meet you

Join me  
**Oct. 31**  
**4:30-6:30pm**

at the  
*Trick-or-Treat  
Path*

**in the Marina District**  
(near B&E Meats)

I'm bringing the treats —  
let's share a bite or two  
— the vampire duck

**mrp**  
mount rainier pool



22722 19th Ave S, Des Moines  
[www.MtRainierPool.com](http://www.MtRainierPool.com)

WEEKDAY SWIM LESSONS

Monday and Wednesday swim lessons started this week. We now have about six programming windows that we are exceeding our allocated parking spaces.

### **IN-SERVICE**

Staff will be running their monthly in-service this Saturday.

### **TOWING INCIDENT**

I am renewing our agreement with Pete's Towing. We are having more incidents with MRHS school parking. We have reached out to security, but they are severely understaffed. We feel going back to towing is the next best step. I will bring this to Tuesday's meeting. Last incident was were a student left a young child in the car and went to school. The police were notified and responded.

### **GRANT PAPERWORK**

I will update the board about the grant paperwork at the board meeting on Tuesday. We also received a Get Active Stay Active Grant of \$10,000. I will be attending a preliminary webinar on October 29.

### **MAINTENANCE**

- Backflow Prevention: MacMiller performed our annual backflow prevention inspection/paperwork on Monday, October 14.
- Monument Sign: Gene sent me the original artwork to replace the monument sign in front of the building. The sign will be made of the same material our parking signs are made of, and should be the last monument sign we order for the pool.



- Automatic Door: The city is going to come out and fix the automatic door. We've had all the parts, but staff has been out with Covid-19, so once they are able to come back, this should be resolved.
- Lighting: The city is also helping us replace some lighting in the equipment rooms. We should have it installed in the next couple of weeks.
- Roof Patches: I have reached out to the school district again to repair patches to the roof. The issue has been forwarded to HSD's facilities department.



## RESEARCH

- Inclusiveness in aquatics: baked in equitability (Aquatics International)  
- [https://www.aquaticsintl.com/facilities/inclusiveness-in-aquatics-baked-in-equitability\\_o](https://www.aquaticsintl.com/facilities/inclusiveness-in-aquatics-baked-in-equitability_o)

- AWC Identifies Legislative Priorities (AWC News Bulletin) - [https://wacities.org/docs/default-source/legislative/091124awc2527budgetprioritieslettergov.pdf?sfvrsn=57a92a4f\\_1](https://wacities.org/docs/default-source/legislative/091124awc2527budgetprioritieslettergov.pdf?sfvrsn=57a92a4f_1)
- <Article Shared with Staff> You're the weakest link: how to avoid revealing your government's sensitive information to hackers (SAO Newsletter) - [https://sao.wa.gov/the-audit-connection-blog/youre-weakest-link-how-avoid-revealing-your-governments-sensitive-information-hackers?utm\\_source=email&utm\\_medium=body&utm\\_id=10-17-24](https://sao.wa.gov/the-audit-connection-blog/youre-weakest-link-how-avoid-revealing-your-governments-sensitive-information-hackers?utm_source=email&utm_medium=body&utm_id=10-17-24)





# Special District Voucher Approval Document

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240829165942.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ANGELA MELUM			20241508AM141	08/15/2024	\$2,161.61	PAYROLL PE 8.15.2024

Initial



# Special District Voucher Approval Document

**Scheduled Payment Date:** 09/09/2024

**Total Amount:** \$1,234.95

**Control Total:** 4

**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240903162150.csv

**Fund #:** 170950010

### CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@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)):

Scott Deschenes 9/4/2024  
2E03815D71304B0...  
Authorized District Signature Date

Signed by: Joe Dusenbury 9/4/2024  
5E8DDA9899F2474...  
Authorized District Signature Date

\_\_\_\_\_  
Authorized District Signature Date

\_\_\_\_\_  
Authorized District Signature Date

\_\_\_\_\_  
Authorized District Signature Date

\_\_\_\_\_  
Authorized District Signature Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

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

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





# Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20240903162150.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JOE DUSENBURY			20243108JD8	08/31/2024	\$146.82	COMM. SUB FOR JULY 2024 MEETINGS
NADIA CORTEZ			20243108NC143	08/31/2024	\$184.56	PAYROLL PE 8/31/2024 N.CORTES
PATRICE THORELL			20243108PT167	08/31/2024	\$805.14	COMM. SUB FOR ALL MEETINGS SINCE MAY 2024
SHOU BLANK			20243108SB162	08/31/2024	\$98.43	PAYROLL PE 8/31/2024 S.BLANK

Initial



# Special District Voucher Approval Document

**Scheduled Payment Date:** 09/18/2024

**Total Amount:** \$143.54

**Control Total:** 3

**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240912105746.csv

**Fund #:** 170950010

### CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@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)):

<u>Scott Deschenes</u> <small>2E03815D71304B0</small>	<u>9/12/2024</u>
Authorized District Signature	Date

Signed by: <u>Joe Dusenbury</u> <small>5E8DDA9899F2474...</small>	<u>9/12/2024</u>
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

### SUBMIT SIGNED DOCUMENT TO:

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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

**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240912105746.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ISAAC HAMMER			20240915IH165	09/15/2024	\$32.81	PAYROLL PE 9/15/2024
NADIA CORTEZ			20240915NC143	09/15/2024	\$61.52	PAYROLL PE 9/15/2024
SHOU BLANK			20240915SB162	09/15/2024	\$49.21	PAYROLL PE 9/15/2024

Initial



# Special District Voucher Approval Document

**Scheduled Payment Date:** 09/18/2024  
**Total Amount:** \$7,995.01  
**Control Total:** 10  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240912123742.csv  
**Fund #:** 170950010

**CONTACT INFORMATION**

Preparer's Name: Angela Melum

Email Address: angela.melum@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)):**

*Scott Deschenes* 9/12/2024  
2E03815D71304B0  
Authorized District Signature Date

Signed by: *Joe Dusenbury* 9/12/2024  
5E8DDA9889F2474...  
Authorized District Signature Date

\_\_\_\_\_  
Authorized District Signature Date

\_\_\_\_\_  
Authorized District Signature Date

\_\_\_\_\_  
Authorized District Signature Date

\_\_\_\_\_  
Authorized District Signature Date

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

**KING COUNTY FINANCE USE ONLY:**

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

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



# Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20240912123742.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AAA FIRE PROTECTION INC.			12506833	08/28/2024	\$320.13	2024 ANNUAL FIRE INSPECTION
CANON FINANCIAL SERVICES, INC.			35186473	09/12/2024	\$62.94	SEPT 2024 CONTRACT CHARGE
CENTRAL WELDING SUPPLY			0002167450	09/06/2024	\$349.97	CARBON DIOXIDE DELIVERY
CITY OF DES MOINES			484	09/09/2024	\$90.00	ADMIN SERVICES
CMIT SOLUTIONS EASTSIDE			13260	08/31/2024	\$1,063.08	NEW FIREWALL
CMIT SOLUTIONS EASTSIDE			13272	08/01/2024	\$1,586.00	AUG 2024 IT SERVICES
CMIT SOLUTIONS EASTSIDE			13323	08/25/2024	\$222.51	AUG 2024 TELCO SERVICE
DEPARTMENT OF RETIREMENT SYSTEMS			DRS202408_2	08/01/2024	\$2,030.39	AUG 2024 DCP #2
GILL ID SYSTEMS			62325	09/10/2024	\$483.00	KEY FOB TAGS
MACDONALD-MILLER FACILITY SOLUTIONS			SVC312167	09/09/2024	\$1,786.99	AUG 2024 BOILER IN ALARM SERVICE CALL

Initial



# Special District Voucher Approval Document

**Scheduled Payment Date:** 09/23/2024  
**Total Amount:** \$6,219.38  
**Control Total:** 10  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240917100947.csv  
**Fund #:** 170950010

### CONTACT INFORMATION

Preparer's Name: Angela Melum

Email Address: angela.melum@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)) :

Signed by:

Scott Deschene 9/17/2024  
2E03815D71304B0...  
Authorized District Signature Date

Joe Dusenbury 9/17/2024  
5E8DDA9899F2474...  
Authorized District Signature Date

\_\_\_\_\_  
Authorized District Signature Date

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Authorized District Signature Date

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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:

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



# Special District Voucher Approval Document


**District Name:** Des Moines Pool Metropolitan Park District

**File Name:** AP\_DMPOLPRK\_APSUPINV\_20240917100947.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			0002030594	03/31/2024	\$100.45	MAR 2024 FAC FEE & HAZ MAT
CENTRAL WELDING SUPPLY			0002085249	05/31/2024	\$100.54	MAY 2024 FAC FEE & HAZ MAT
CENTRAL WELDING SUPPLY			0002162827	08/31/2024	\$100.54	AUG 2024 FAC FEE & HAZ MAT
DEPARTMENT OF RETIREMENT SYSTEMS			DRS202409_1	09/01/2024	\$2,252.48	1ST SEPT 2024 EMPL BENEFIT PAYMENT
LINDA RAY			LR202409-01	09/03/2024	\$240.75	AUG 2024 PROFESSIONAL SERVICES
MACDONALD-MILLER FACILITY SOLUTIONS			SVC311205	08/29/2024	\$573.04	SHOWER TOWER HOSES REPAIR
MIDWAY SEWER DISTRICT			08252024MSD	08/25/2024	\$1,595.93	AUG 2024 UTILITY
MOUNTAIN MIST			006197555	09/13/2024	\$90.15	SEPT 2024 WATER DELIVERY
SNURE LAW OFFICE			09032024SLO	09/03/2024	\$448.00	AUG 2024 ATTORNEY FEES
ZEN 22015, LLC			20241001ZEN	10/01/2024	\$717.50	OCT 2024 RENT DIST OFFICE

Initial

# ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 09/15/2024

**PAYMENT INFORMATION**

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 09-15-2024	170950010			24219		SD	46,861.32
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 46,861.32

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reference \_\_\_\_\_

**CONTACT INFORMATION** Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District

Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext \_\_\_\_\_ Fax # \_\_\_\_\_

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


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

Signature Joe Duesenberry Title Clerk of the Board Date 9/11/2024

Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com



# ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 09/30/2024

**PAYMENT INFORMATION**

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

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland PE 09-30-2024	170950010			24219		DS	52,072.59
2							SD	
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 52,072.59

**PAYEE INFORMATION**

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

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reference \_\_\_\_\_

**CONTACT INFORMATION** Typed or Printed

Contact Name Scott Deschenes, District Manager Organization Des Moines Pool Metropolitan Park District

Email scitt.deschenes@desmoinespool.org Phone # (206) 429-3852 Ext \_\_\_\_\_ Fax # \_\_\_\_\_

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

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

Signed by: Joe Duesenberry Title Clerk of the Board Date 9/23/2024

Signature \_\_\_\_\_

Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: District GM

Meeting Date: October 22, 2024

Under: Old Business

Attachment: Yes

Subject: Levy Capacity Report

Background/Summary:

At the August 12 board meeting, the board determined that it would like more information to move forward regarding the future levy capacity towards acquisition of land and other potential capital costs. The District General Manager was directed to look into contracting a consultant to lead us in this process.

President Young and the District GM met with FCS. A proposal was passed at the August 19 special meeting. The District GM again met on the report to be presented at the October 22 board meeting.

Representatives, Robert Hamund and Eli Jamieson will be present to report their findings.

Fiscal Impact: To Be Determined.

Proposed Motion: No motion necessary. Informational only.

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

Two Touch Rule: N/A Committee Review
08/12/2024 First Board Meeting (Informational)
To Be Determined Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Report back date:

Notes:

- Property Tax Levy Analysis and Fiscal Sustainability Report



# DES MOINES POOL METROPOLITAN PARK DISTRICT

## Property Tax Levy Analysis and Fiscal Sustainability Report

*Submitted by:*

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7525 166<sup>th</sup> Ave NE  
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Redmond, WA 98052  
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*Submitted to:*

Des Moines Pool Metropolitan Park District Board  
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Des Moines, WA 98382  
P: 206.429.3852

Staff:

Chris Gonzalez, Principal  
Robert Hamud, Project Manager  
Eli Jamieson, Finance Analyst

October 18, 2024

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# 1.0 Executive Summary

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## District Background

The Des Moines Pool Metropolitan Park District (“the District”) was formed in 2009 by a vote of the citizens of the City of Des Moines to pay for an annual property tax levy to maintain and operate the Mount Rainier pool. The pool offers a wide range of services to the community including lessons, exercise opportunities as well as serving as a practice and competition venue for local swim teams and high schools. The pool was originally operated by King County and opened in 1975, and operated jointly by the Cities of Des Moines, Normandy Park, SeaTac, and the Highline School District until 2009, when the entities had authorized the closure of the District due to a shortfall of funding. Since 2009, the pool has operated through a lease with Highline School District and annual fiscal support from the City of Normandy Park. *Source: [www.mtrainierpool.com](http://www.mtrainierpool.com).*

Since the pool is approaching 50 years old, capital maintenance costs have increased. In addition, the demand for use of the facility has increased. For example, the population of the City of Des Moines was less than 10,000 when the pool opened in 1975 and is now over 32,000 with few other local facilities to handle the growth in demand. King County awarded a planning grant to the District to assist with the exploration and planning of a new aquatic center.

## Levy and Fiscal Sustainability Analysis

The analysis covered the following tasks:

- Identify the “banked capacity” of property tax not taken by the District since its inception in 2009.
- Determine the maximum annual amount the District can levy each year taking into consideration the banked capacity, the maximum levy allowed, as well as the 1% annual property tax levy limit specified in Article VII, Section 2 of the Washington State Constitution.
- Provide a funding estimate for a new facility by identifying the capital and operating costs of comparable new aquatic facilities sized for high school competitions in the Pacific Northwest.
- Determine the increase in the property tax levy needed to attain fiscal sustainability and/or provide adequate fund balance to finance a new facility.

Based on the District’s needs, this study examines the property tax levy and new facility costs only, and does not evaluate the current operating rate structure of the District.

## District Operating Levy

Washington State Law allows for the maximum levy of a metropolitan park district to be seventy-five cents per one thousand dollars of total assessed value (AV) as outlined in Section 35.61.210 of the Revised Code of Washington (RCW). Exhibit 1 summarizes the District’s historical levies:

**Exhibit 1: Levy History Per \$1000 of Assessed Value**

Year	Certified Levy	Max Levy
2015	\$ 0.213	\$ 0.750
2016	\$ 0.304	\$ 0.750
2017	\$ 0.287	\$ 0.750
2018	\$ 0.343	\$ 0.750
2019	\$ 0.265	\$ 0.750
2020	\$ 0.227	\$ 0.750
2021	\$ 0.210	\$ 0.750
2022	\$ 0.200	\$ 0.750
2023	\$ 0.201	\$ 0.750
2024	\$ 0.199	\$ 0.750
2025	TBD	\$ 0.750

### Banked Capacity

RCW 84.55.092 allows taxing districts to set a taxing amount under the maximum levy rate and “protect” their future taxing capacity. This means that taxing districts may raise their levies to assess “banked” capacity up to the statutory maximum amount. The maximum amount that the District can levy for the 2025 tax year is \$0.75 per \$1,000 of assessed value during the certification of the annual levy by a majority vote of the District’s Board of Commissioners.

#### Estimated Banked Capacity

Given that the maximum levy is capped at \$0.75 per \$1,000 of assessed value, the estimated “banked” capacity dating back to 2015 for the District is approximately \$8.8 million.

### Levy Limitation Factors

If approving an increase in the annual levy amount, the District needs to consider the following items that could limit its future taxing capacity:

- 1% constitutional limit on all taxes.
- \$5.90 total limit on city and county and certain special district levies.
- Actions taken by overlapping districts to increase outside levies, for example, City of Des Moines levy lid lift that failed in August 2024.

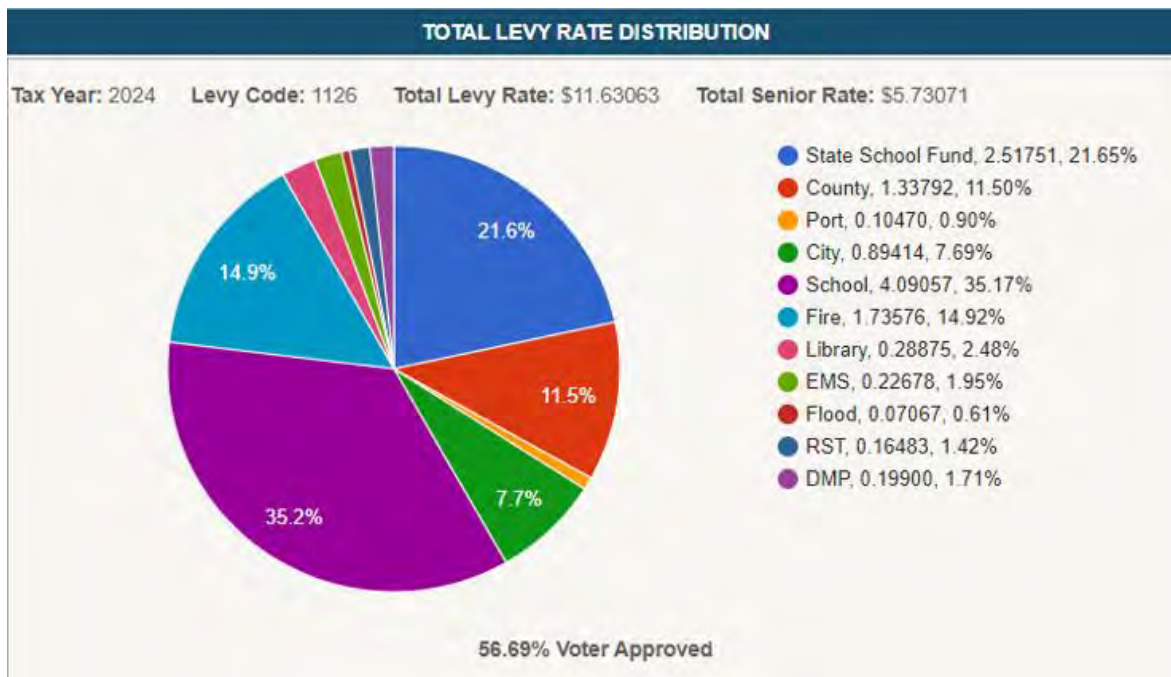
The District falls within the definition of a “junior” taxing district specified in Section 458-19-005 of the Washington Administrative Code (WAC), which is notable because factors beyond its control may limit its ability to impose the maximum levy allowed by law. If either the 1% constitutional limit or the \$5.90 limit is exceeded in the future, the District may be subject to pro-rationing per RCW 84.52.010.

## District Debt Capacity

RCW 35.61.100 limits the District’s indebtedness to 0.25% of the total assessed value of properties within its boundaries. With voter approval, RCW 35.61.110 would allow the District to increase its maximum level of indebtedness to 2.5% of the total assessed value of properties within its boundaries.

Per the King County Preliminary Levy Limitations Worksheet, the 2025 total assessed value of all properties in the District is estimated to be roughly \$6.6 billion, which corresponds to debt limits of approximately \$16.5 million for non-voted debt and up to about \$165 million with voter approval. Voter-approved bonds do not count toward the statutory maximum levy of \$0.75 per \$1,000 of assessed value and would not be impacted by the levy “compression” that the current District levy is subject to. Exhibit 2 provides the levy rate distribution for the 2024 tax year for properties within the District:

**Exhibit 2: Levy Rate Distribution**



*\*Source: King County Assessor, "eRealProperty" system*

The District is represented as “DMP” in Exhibit 2, was only 1.71% of the entire levy rate a District resident paid in 2024.

## 2.0 Budget Forecast

To assess the District’s overall fiscal capacity, FCS compiled a history of the District’s annual levies dating back to its inception as well as its overall revenues and expenditures.

### Forecast Assumptions

- The 2025 property tax levies serve as the basis of the revenue forecast and are assumed to increase by 1% per year in future years.
- The Mount Rainier Pool operates continuously through the forecast period.
- The City of Normandy Park contributes \$25,000 per year toward the operation of the Pool per annual budget approval
- Annual Inflation Rates:
  - 3% for salaries
  - 5% for benefits
  - 3% for all other services, supplies, and maintenance

**Exhibit 3: Baseline Budget Forecast-No Levy Increase**

	2024	2025	2026	2027	2028	2029	2030
<b>Revenues</b>							
Property Tax Levy	\$ 1,254,135	\$ 1,292,838	\$ 1,305,766	\$ 1,318,824	\$ 1,332,012	\$ 1,345,332	\$ 1,358,786
Fees for Service	200,000	206,000	212,180	218,545	225,102	231,855	238,810
Grants and Intergovernmental Revenue	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Miscellaneous, Interest and Donations	25,000	25,300	25,609	25,927	26,255	26,593	26,941
Transfers In/Out	75,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Total Revenues</b>	<b>\$ 1,679,135</b>	<b>\$ 1,699,138</b>	<b>\$ 1,718,555</b>	<b>\$ 1,738,297</b>	<b>\$ 1,758,369</b>	<b>\$ 1,778,780</b>	<b>\$ 1,799,537</b>
<b>Expenditures</b>							
Salaries and Benefits	\$ 1,015,277	\$ 1,215,434	\$ 1,253,407	\$ 1,292,608	\$ 1,333,079	\$ 1,374,862	\$ 1,418,002
Services and Supplies	629,858	585,850	608,406	631,887	656,334	681,789	708,296
Intergovernmental Charges	42,500	22,500	43,185	23,900	24,646	45,425	46,238
Capital Projects	1,500	2,545	1,591	1,639	1,688	1,739	1,791
<b>Total Expenditures</b>	<b>\$ 1,689,135</b>	<b>\$ 1,826,329</b>	<b>\$ 1,906,589</b>	<b>\$ 1,950,034</b>	<b>\$ 2,015,747</b>	<b>\$ 2,103,815</b>	<b>\$ 2,174,327</b>
Difference Revenues v. Expenditures	\$ (10,000)	\$ (127,191)	\$ (188,034)	\$ (211,737)	\$ (257,378)	\$ (325,035)	\$ (374,790)
<b>Beginning Fund Balance</b>	<b>\$ 985,000</b>	<b>\$ 975,000</b>	<b>\$ 847,809</b>	<b>\$ 659,775</b>	<b>\$ 448,038</b>	<b>\$ 190,660</b>	<b>\$ (134,375)</b>
<b>Ending Fund Balance</b>	<b>\$ 975,000</b>	<b>\$ 847,809</b>	<b>\$ 659,775</b>	<b>\$ 448,038</b>	<b>\$ 190,660</b>	<b>\$ (134,375)</b>	<b>\$ (509,165)</b>

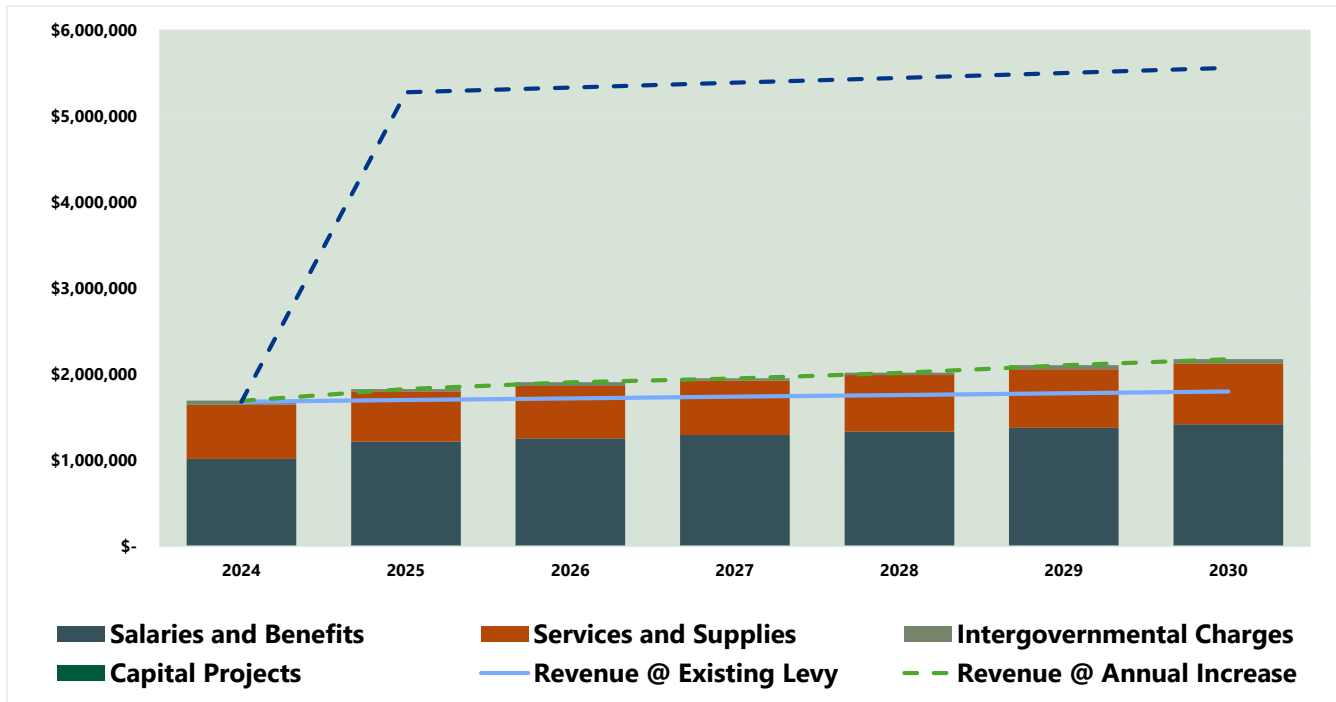
Exhibit 3 represents the “status quo” for the District currently with no change in operations nor fees and taxes and holding the levy rate annually at \$0.199 per \$1,000 of assessed value (with a 1% increase per year for newly assessed and other items such as late collections) and would see a fund balance deficit by 2029 without any outside funding. This would continue the operating imbalance that the District is experiencing annually, with expenditures growing faster than revenues. This scenario does not factor in potential grants nor increases in funding from intergovernmental partners such as Normandy Park and Highline Public Schools.

### Forecast Scenarios

Exhibit 4 reflects the expenditure growth through 2020 and the existing levy, not keeping pace with expenditures. Two different revenue scenarios were added to the chart, one reflecting the levy growing annually to keep pace with the growth in expenditures, beginning at \$0.218 per \$1,000 of assessed value in 2025. The other scenario would reflect taking the statutory maximum levy of \$0.75 per \$1,000 of assessed value annually.



**Exhibit 4: Revenue Scenario Chart**



Fund Balance Impact in Each Scenario

Exhibit 5 reflects the impact on fund balances of each of the three revenue scenarios presented in Exhibit 4:

**Exhibit 5: Ending Fund Balance with Different Revenue Scenarios**

Ending Fund Balance	2024	2025	2026	2027	2028	2029	2030
Existing Levy	\$ 975,000	\$ 847,809	\$ 659,775	\$ 448,038	\$ 190,660	\$ (134,375)	\$ (509,165)
Annual Levy Increase	\$ 975,000	\$ 975,000	\$ 975,000	\$ 975,000	\$ 975,000	\$ 975,000	\$ 975,000
Maximum Levy of \$.75 per \$1,000 of AV	\$ 975,000	\$ 4,427,476	\$ 7,854,906	\$ 11,294,787	\$ 14,725,544	\$ 18,125,525	\$ 21,513,001

As previously mentioned, maintaining the existing levy rate of \$0.199 per \$1,000 of assessed value would create a deficit in 2029 with expenditure growth increasing annually. With the annual levy increase matching expenditures, the District would maintain an ending fund balance of approximately \$975k in 2025. In the maximum levy scenario, the ending fund balance would grow to \$4.3 million if taken in 2025, and would increase to \$21.5 million by the end of 2030, if the fund balance is not drawn down.

Average Impact to Taxpayers in Each Scenario

Exhibit 6 reflects the average impact to a property owner in 2025 for three different valuations factoring in each three levy scenarios:

**Exhibit 6: Average Taxpayer Impact 2025**

<b>Property Value</b>	<b>\$0.199 Levy</b>	<b>\$0.218 Levy</b>	<b>\$0.750 Levy</b>
\$348,000	\$69	\$76	\$261
\$548,000	\$109	\$119	\$411
\$748,000	\$149	\$163	\$561

\*Levy rates per \$1,000 of assessed value.

For a property owner with the 2023 Median Home Value of \$548,000 (*Source: King County Property Tax Division*), the annual District property tax payment would increase \$10 in 2025 if the levy needed to match revenues to expenditures is taken. To levy the statutory maximum of \$0.75 per \$1,000 in 2025, an additional amount of \$302 would be paid.

### 3.0 New or Renovated Aquatic Center Survey

Section 4.0 will outline a cost scenario for debt financing of a new facility. FCS developed estimates of potential financing needs for the District based on a survey of the construction and operating costs associated with new and renovated aquatic facilities in the Pacific Northwest. The centers surveyed that were found to be the most comparable include:

- Snohomish Aquatic Center, Snohomish Wash. <https://www.snohomishaquatic.com/>
- Airway Heights Aquatic Center, Airway Heights, Wash. <https://airwayheightsparksandrec.org/aquatics-center/>
- Lynnwood Recreation Center, Lynnwood Wash. <https://www.lynnwoodwa.gov/Community/Play-Lynnwood>
- Shore Aquatic Center (Metro Park District) Port Angeles, Wash. <https://www.sacpa.org/>
- Lake Oswego Aquatic Center, Lake Oswego, Ore. (under construction): <https://www.ci.oswego.or.us/parksrec/recreation-and-aquatics-center>

These centers were selected as they are more recently constructed than others in the region and also serve a similar purpose as the Mt. Rainier pool currently serves and have a range that is close in scale to the operations of the District, with annual expenditures for these centers ranging from approximately \$1.8 million to slightly over \$3.0 million. It is worthy to note that two of these facilities listed, Lynnwood and Shore were older facilities that were entirely renovated and expanded. Lake Oswego is the most recent comparable center being constructed in the Pacific Northwest. The facilities under construction in Pasco and Cheney were not listed as they are outdoor facilities. Covington was not included as no action is being taken by the City on their study at this time. Exhibit 7 is a summary of the facilities compared and their construction and operating statistics:

**Exhibit 7: Comparable Facility Information**

Column 1	Snohomish Aquatic Center	Airway Heights Aquatic Center	Lynnwood Aquatic Center	Shore Aquatic Center	Lake Oswego Aquatic Center
Year Constructed	2014	2019	2011	2020	2024*
Total Square Footage	52,000 SF	49,195 SF	44,800 SF	30,000 SF	45,000 SF
Total Design and Construction Cost	\$22,200,000	\$17,250,000	\$24,500,000	\$16,000,000	\$46,000,000+
Debt Issuance to Fund Facility	\$17,445,000	\$13,000,000	\$17,000,000	\$12,500,000	\$30,000,000
Total Annual Expenditures	\$3,026,000	\$1,971,000	\$2,398,652	\$1,822,725	n/a

\*Lake Oswego is still under construction.

## Facility Detail

### **Snohomish Aquatic Center:**

Operator: Snohomish School District  
Cost: \$22.2 Million  
Architects: Dull Olsen Weeks

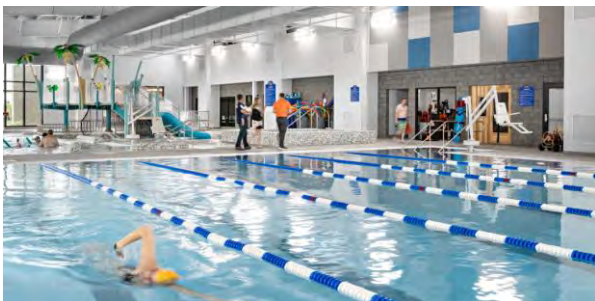
The Snohomish Aquatic Center opened in 2013 and includes 52,000 sq ft. with an acoustically separated 10 lane, 25yd competition pool with spectator seating, a diving area, separate recreation pool, hot-tub, spray play area and zero entry area. There is also a flow-rider, lazy river and waterslide attached to the recreation pool.



### **Airway Heights Aquatic Center:**

Operator: City of Airway Heights  
Cost: \$17.3 million  
Architects: ALSC Architecture

The Airway Heights Community and Aquatic Center opened in 2019 and includes a total of 45,000 sq ft. with a 6 lane 25-meter lap pool, recreation pool with a lazy river, jacuzzi, sauna as well as a fitness center and community/multipurpose rooms. The \$13 million bond was approved by voters in 2016, after a failed attempt in 2004. The center is the only public recreation facility of its kind in the western Spokane region.



**Lynnwood Recreation Center:**

Operator: City of Lynnwood  
Cost: \$24.5 million  
Architects: Mortenson/NAC Architecture

The Lynnwood Recreation Center was over 30 years old when it was fully renovated and expanded into an new 44,000 square foot facility, receiving the LEED silver certification. The facility has separate lap and recreation pools, lazy river and slides, weight rooms, and fitness studio and community space. There is concern that the facility is already over capacity due to the increasing demand in the area.



**Shore Aquatic Center:**

Operator: Shore Metropolitan Park District  
Cost: \$16.0 million  
Architects: ARC Architects/Zenovic and Associates

The Shore Aquatic Center in Port Angeles was funded by a 2017 levy vote for a \$6.3 million bond issue and the District also received \$3.5 million in state grants including sustainable building funds. The addition to the original facility added 30,000 sq. ft. to the existing 10,000 sq. ft 6 lane 25 yd pool with diving well. The new facility added a lap pool, lazy river, and community space in addition to retaining the original pool within the facility.



**Lake Oswego Aquatic Center:**

Operator: Lake Oswego School District  
Cost: \$46+ million  
Architects: Scott Edwards Architecture

The Lake Oswego Aquatic center is a 62,900 sq ft. facility currently under construction. The pool was a collaborative effort between the School District and the City of Lake Oswego. Upon completion the facility will have a 12 lane, 25-yard competition pool, a separate leisure pool and waterslide, fitness area and community space. There have been project delays and cost overruns, with the school district anticipating a \$3 million shortfall between the bond proceeds, grants and outside financing and the final cost upon project completion.



## 4.0 New Facility Financing

This study examined how the cost impact of a new facility would impact the tax rates of the District going forward. Factoring in the banked capacity available, the District can increase its levy to assist in financing a new facility. However, the District is limited to approximately \$16.5 million in councilmanic debt issuance based on 2024 total assessed property values. If the District went to a vote to issue debt for a new facility, then the capacity would be over \$164.6 million. It is worthy to note that the banked levy capacity available to the District, although possibly sufficient to cover the entire debt service of a new facility does not increase the limit the District commissioners can approve of \$16.5 million.

Exhibit 8 reflects the annual debt service required for a 20-year issue in 2025. Please note that the interest rate reflected in the table is based on the current short-term estimates and is subject to changes based on market conditions.

**Exhibit 8: 20-Year Bond Issue \$16.5 million**

Payment Year	Calendar Year	Total Debt		
		Service Needed	Principal	Interest
1	2025	\$ 1,268,456	\$ 525,956	\$ 742,500
2	2026	1,268,456	549,624	718,832
3	2027	1,268,456	574,358	694,099
4	2028	1,268,456	600,204	668,253
5	2029	1,268,456	627,213	641,244
6	2030	1,268,456	655,437	613,019
7	2031	1,268,456	684,932	583,524
8	2032	1,268,456	715,754	552,702
9	2033	1,268,456	747,963	520,493
10	2034	1,268,456	781,621	486,835
11	2035	1,268,456	816,794	451,662
12	2036	1,268,456	853,550	414,906
13	2037	1,268,456	891,960	376,497
14	2038	1,268,456	932,098	336,359
15	2039	1,268,456	974,042	294,414
16	2040	1,268,456	1,017,874	250,582
17	2041	1,268,456	1,063,678	204,778
18	2042	1,268,456	1,111,544	156,912
19	2043	1,268,456	1,161,564	106,893
20	2044	1,268,456	1,213,834	54,623
<b>Totals</b>		<b>\$ 25,369,128</b>	<b>\$ 16,500,000</b>	<b>\$ 8,869,128</b>

Assumptions	
Principal	\$ 16,500,000
Term (Years)	20
Interest Rate	4.50%

The 20-year amortization schedule assumes fixed interest rates at 4.5%. The total annual levy needed to repay the debt issuance would be about \$1.3 million.

## 5.0 Recommendation and Next Steps

---

The District has multiple options available for both operating sustainability and raising funds towards a new facility by using the “banked capacity” within the levy rates. The main alternatives include:

- Increase the property tax levy and build up additional funds towards a new facility as well as shoring up both the budgetary imbalances and the fiscal and capital reserves.
- Increase the levy to shore up the operating budget as well as issuing councilmanic debt for a portion of the facility, assuming outside assistance for construction and operating costs.
- Increase user fees or partner contributions to solve the operational budget imbalance without increasing the levy.

A combination approach of these steps could be taken by the District, as well as pursuing regional partnerships with other organizations in both the construction and operation of its aquatic center. With Normandy Park and Highline Public Schools, the District already serves residents and groups beyond its boundaries.



Des Moines Pool Métropolitain Park District

**AGENDA ITEMS SUMMARY SHEET**

Agenda Item #: 7b Assigned to: Aquatics Manager Meeting Date: 10/22/24  
Under: Old Business Attachment: Yes

**Subject:** Aquatics Manager Report – Quarter 3 (July-September 2024)

**Background/Summary:**

The Aquatics Manager will be making the Second Quarter (Q3) Report. This report will contain a physical report from July-September (Q3), Q&A with the board and a short discussion on a potential tour of the facility. He will also discuss the current Fall 2024 quarter (October-December).

New reports include attendance. Feedback from this meeting will be used to improve the reports.

**Per earlier discussion, please relay any questions you have for the Aquatics Manager by noon on Monday, October 21 to [quentin.knox@desmoinespool.org](mailto:quentin.knox@desmoinespool.org). This will help him research the answer before the meeting.**

**Fiscal Impact:** N/A

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

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

**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:**

- Aquatics Manager Q3 (July-September) Physical Report

## SAMPLE TEST REPORT

### Quarter 3 Aquatics Manager Report

**July 1 to September 30, 2024**

**Please complete the attached form and have it back to staff no later than Monday, October 21 at noon.**

Section				Comments
A. TOTAL USAGE				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	
JUNE	1739	1246 (Closed for 2 weeks)	3626	
JULY	2622	3542	4638	
AUGUST	4183	3410	2393	
SEMPTEMBER	3527	2920	3467	
<b>Q3 TOTALS</b>	<b>10,332</b>	<b>9,872</b>	<b>10,498</b>	
<b>TOTALS</b>	<b>12,071</b>	<b>11,118</b>	<b>14,124</b>	
Summary: Included June 2024 data on this report because we did not have it for the Q2 report.				
B. USAGE BY MONTH PER PROGRAM (NAMING?)				
<b>JUNE</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	
Water Exercise	N/A	102	566	
SMAC	N/A	286	407	
MRHS/HSD	N/A	32***	0	
Water Walking	N/A	59	159	
Family & Open Swims	N/A	92	640	
Lap Swim	N/A	181	425	
Lessons	N/A	139	523	
Rentals	N/A	N/A**		
Deck/Spectators	N/A	365	906	

<b>JULY</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Water Exercise	N/A	332	429
SMAC	N/A	254	283
MRHS/HSD	N/A	N/A	N/A
Water Walking	N/A	81	155
Family & Open Swims	N/A	642	744
Lap Swim	N/A	474	459
Lessons	N/A	798	1132
Rentals	N/A	N/A	6
Deck/Spectators	590	961	1436
Admissions (POS + Members)	1652	N/A	N/A

<b>AUGUST</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Water Exercise	N/A	333	444
SMAC	N/A	152	0
MRHS/HSD	N/A	N/A	N/A
Water Walking	N/A	143	219
Family & Open Swims	N/A	706	628
Lap Swim	N/A	706	485
Lessons	N/A	546	84
Rentals	N/A	N/A	2
Deck/Spectators	N/A	824	379
Admissions (POS + Members)	2658	N/A	N/A

\*Admissions (POS + Members):

<b>SEPTEMBER</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Water Exercise	N/A	577	438
SMAC	N/A	443	680
MRHS/HSD	N/A	344	430
Water Walking	N/A	183	249
Family & Open Swims	N/A	160	380
Lap Swim	N/A	592	406
Lessons	N/A	104	16
Rentals	N/A	6	2
Deck/Spectators	N/A	517	868
Admissions (POS + Members)	1290	N/A	N/A

Summary: SMAC is an external group. Open swims were reduced to 1-2pm on Saturdays to accommodate PTSA swims, In-Services and Birthday Parties, thus numbers are lower.

**TOTAL SWIM LESSON USAGE (FOR QUARTER 3)**

M/W AM July 5-31

T/TH AM July 6-Aug 1

MON PM July 10-Aug 14  
 WED PM July 5-Aug 16  
 T/TH PM July 11-Aug 3 (ADULT ONLY)

July	2022	2023	2024
REGISTERED	263	334	662
OFFERED	275	419	1000
SPOTS OPEN	12	49	371
WAITLIST		58	41
UNIQUE WAITLIST	N/A	N/A	N/A
PERCENTAGE CAPACITY	95.6%	79.7%	66.2%

August	2022	2023	2024
REGISTERED	93	90	N/A
OFFERED	178	105	N/A
SPOTS OPEN	200	25	N/A
WAITLIST		5	N/A
UNIQUE WAITLIST	N/A	N/A	N/A
PERCENTAGE CAPACITY	89%	85.7%	N/A

September	2022	2023	2024
REGISTERED	N/A	N/A	N/A
OFFERED	N/A	N/A	N/A
SPOTS OPEN	N/A	N/A	N/A
WAITLIST	N/A	N/A	N/A
UNIQUE WAITLIST	N/A	N/A	N/A
PERCENTAGE CAPACITY	N/A	N/A	N/A

Summary:

June lessons were included in the Q2 report (Sat)

**SALES REVENUE**

*See Attached Form from Q3 2024 Financial Report*

Over-the-Counter Revenue Breakdown\_Q3 FINANCIAL REPORT July 1 to September 30, 2024

July 1 – September 30

GL/CODE	2022	2023	2024
Product Sales	\$694.52	\$1,453.61	\$1,585.28
Passes	\$8,360.43	\$7,571.95	\$9,002.12
General Admission	\$26,918.33	\$5,328.06	\$6,439.40
Swim Instruction	\$31,536.43	\$19,636.75	\$22,939.95
Aquatic Fitness*	\$1,556.87	\$1,825.68	\$1,507.59
Special Events	\$240.00	\$54.54	\$254.52
Single Event	\$33,317.41	\$654.55	\$18,250.61
Rental Equipment	\$5,166.99	N/A	N/A
Scholarship Donation: Faith Callahan	\$501.25	\$1,000	N/A
Sales Tax	\$7,023.91	\$1,492.37	\$3,572.34
Credit on Account			
Payment Account	\$1,215.75	\$3,010.01	\$2,678.75
<b>TOTALS</b>	<b>\$116,531.89</b>	<b>\$41,026.52</b>	<b>\$66,230.56</b>

Daily Admission Sales	2022	2023	2024
Adult (Non-Resident)	156	175	265
Adult (Resident)	252	427	407
Senior Swim (Non-Resident)	11	40	25
Senior Swim (Resident)	57	39	45
Under 3 (Non-Resident)	10	20	9
Under 3 (Resident)	18	54	23
Youth Swim (Non-Resident)	144	128	239
Youth Swim (Resident)	452	601	678
Water Exercise Daily (Non-Resident)	12	34	13
Water Exercise Daily (Resident)**	54	51	82
Practice Card	3	4	35
AM Parent Free Use - Current Swim Lesson Only	N/A	N/A	28
AM Parent Free Use - Current Swim Lesson Only	N/A	N/A	32
PM Parent Free Use - Current Swim Lesson Only	N/A	N/A	22
PM Parent Free Use - Current Swim Lesson Only	N/A	N/A	44
<b>TOTALS</b>	<b>1,169</b>	<b>1,573</b>	<b>1,947</b>

Insurance Visits (by carrier)	2022	2023	2024
ASH Network	269	486	485
Healthy Contributions	110	310	494
Tivity	113	263	623
<b>TOTALS</b>	<b>492</b>	<b>1,059</b>	<b>1,602</b>

Over-the-Counter Revenue Breakdown\_Q3 FINANCIAL REPORT July 1 to September 30, 2024

Pass Sales	2022	2023	2024
<b>10_Visit</b>			
Adult	62	100	113
Disabled	3	2	7
Senior	38	57	49
Youth	15	8	14
Water Exercise	35	50	22
<b>SUB-TOTAL</b>	<b>153</b>	<b>217</b>	<b>205</b>
<b>3_Month</b>			
Adult	5	9	15
Disabled	0	2	1
Family	3	2	0
Senior	7	9	6
Youth	4	0	2
Water Exercise	4	3	0
<b>SUB-TOTAL</b>	<b>23</b>	<b>25</b>	<b>24</b>
<b>Annual</b>			
Adult	8	0	2
Disabled	0	0	0
Family	4	0	0
Senior	2	2	2
Youth	0	0	0
Water Exercise	0	0	0
<b>SUB-TOTAL</b>	<b>14</b>	<b>2</b>	<b>4</b>
<b>New Insurance Members **</b>			
ASH Network	3	13	5
Healthy Contributions	1	8	6
Tivity	1	11	10
<b>SUB-TOTAL</b>	<b>5</b>	<b>32</b>	<b>21</b>
<b>TOTALS</b>	<b>195</b>	<b>276</b>	<b>254</b>

Summary:

I. Feedback and Complaints (ADD INFO)

a. Reviews

i. No reviews this quarter.

b. Emails

i. Received complaint about summer schedule for water exercise. This was due to the limitation of staff working hours. The issue was resolved and is documented in weekly reports.

<p>Maintenance and Safety Incidents (q3)</p> <ul style="list-style-type: none"> <li>a. Maintenance Projects <ul style="list-style-type: none"> <li>ii. For discussion (March Closure).</li> </ul> </li> </ul>	
<p>Public Outreach</p> <ul style="list-style-type: none"> <li>c. Participation in events: <ul style="list-style-type: none"> <li>i. For Discussion.</li> </ul> </li> <li>d. Free services offered <ul style="list-style-type: none"> <li>i. Practice Swim times for lesson participants</li> </ul> </li> <li>e. Meetings/Communications <ul style="list-style-type: none"> <li>i. For Discussion.</li> </ul> </li> </ul>	
<p>Other (Please list any other sections you wish to see to in the comments and add a sheet if necessary).</p>	
<p>Frequency: The board that were present stated they would like to have a report quarterly. If you disagree, please use the comments section.</p>	

# Des Moines Pool Métropolitain Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c Assigned to: District GM

Meeting Date: October 22, 2024

Under: Old Business

Attachment: None

**Subject:** Citizens Advisory Group Discussion

### Background/Summary:

At the August 12 board meeting, the board discussed the formation of a Citizen's Advisory Committee.

The District General Manager has reached out to the Highline School District to get a copy of the group's bylaws, and also has reached out to a past person that led the project. The DGM plans to meet with the Public Outreach Committee to discuss stakeholders and processes to propose to the board.

The plan is to present the information to the board at the November 12 meeting.

**Fiscal Impact:** To Be Determined.

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

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

**Two Touch Rule:** \_\_\_\_\_ N/A \_\_\_\_\_ Committee Review  
\_\_\_\_\_ 08/12/2024 \_\_\_\_\_ First Board Meeting (Informational)  
\_\_\_\_\_ N/A \_\_\_\_\_ Second Board Meeting (Action)

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

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

### Notes:

- [MRSC Advisory Boards and Commissions Page](#)
- [Highline School District's Capital Facilities Advisory Committee Page](#)



# Des Moines Pool Métropolitain Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d Assigned to: District GM Meeting Date: October 22, 2024

Under: Old Business Attachment: None

**Subject:** Insurance Policy Discussion/Update

**Background/Summary:**

The District General Manager received estimates for the 2025 insurance rates through Washington Cities Insurance Association (WCIA). The rate will increase from \$37k to over \$57-58k (54% Increase). WCIA has also not been responsive in the past in questioning of reasoning.

The WCIA executive board met on October 11, 2024, and voted to reclassify pools and parks into a new classification that would increase 2026 rates to 50% more than 2025. This would push the pool districts insurance up to an estimated \$86k to \$87k (not including additional work hours or increased risk). With the rate increase WCIA is waiving their 12-month notice.

The District GM met with Enduris Insurance last week and will be working to set appointments with other carriers over the next couple of weeks to get quotes.

**Fiscal Impact:** N/A

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

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

**Two Touch Rule:** \_\_\_\_\_ N/A \_\_\_\_\_ **Committee Review**  
\_\_\_\_\_ 9/24/24 \_\_\_\_\_ **First Board Meeting (Informational)**  
\_\_\_\_\_ To Be Determined \_\_\_\_\_ **Second Board Meeting (Action)**

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

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

**Notes:**

Attachments:  
-None

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e Assigned to: District GM Meeting Date: October 22, 2024

Under: Old Business Attachment: None

Subject: Grant Projects and 2025 Closure

#### Background/Summary:

The Des Moines Pool Metropolitan Park District has three areas that need critical repairs: boiler systems, electrical and air handling units. The pool district recently received two grants: King County Youth Amateur Sports Grant for \$213,016.72 and a Best Starts for Kids Grant for \$1,438,100 for a total of \$1,651,116.72 in repairs in 2025.

On October 9 we met with the City of Des Moines Project Manager and Commissioner Dusenbury, who is performing a similar project with another agency. From that meeting we came back with the tentative plan below.

First, the Youth Amateur Sports Grant of \$213,116.72 will cover replacement of the boiler water tanks, filter media, and piping/strainer basket. It will be scheduled on March 10, 2025 for about two weeks. We will bring proper paperwork to the November 10 board meeting. This should allocate enough time to source parts and mobilize for the event. We may also schedule some other smaller maintenance and cleaning projects to best utilize the closure. It is under the \$300k threshold, so we are checking with legal to see all legal processes are met including a sole-source resolution (if needed).

Second, the Best Starts for Kids Grant of \$1,438,100.00 will cover replacement of the air handling unit and front building HVAC systems, which are our most expensive pieces of equipment. We will need to develop a sealed bid and have pushed this item to August 2025. There was also a recommendation from the City's Project Manager to hire an Architect of Record to ensure the installation meets all of the current regulations. We are still awaiting a response from legal on the process for an architect of record for this project. We hope to bring a detailed project scope and timeline to the November 12 regular board meeting.

Third, preliminary paperwork is setup for both grants and preliminary agreements should be sent out soon. The District GM is also attending a webinar for a programming, Get Active, Stay Active Grant of \$10,000 the pool district received. We will receive preliminary paperwork for this grant the following week. Grant agreements for these projects should be coming through over the next couple of weeks.

Finally, the District GM has a press release written for the Best Starts for Kids Grant that he will discuss with the Public Outreach Committee before sending out in early November.

**Fiscal Impact:** The boiler water tank, filter media, strainer basket and air handler are all equipment that is at the end of its life. This money will save the district around \$1.4 million, and any revenues lost by emergency closures.

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

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

**Two Touch Rule:**                                To Be Determined                                **Committee Review**  
          9/24/2024              **First Board Meeting (Informational)**  
          To Be Determined              **Second Board Meeting (Action)**

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

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

**Notes:**  
Attachments:  
- None

# Des Moines Pool Métropolitain Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: October 22, 2024

Under: New Business Attachment: Yes

Subject: 2025 "Proposed" Wage/Salary Scale (first touch)

### Background/Summary:

The District GM (DGM) presented salary recommendations for the 2025 Budget at the October 22 board meeting. The attached salary scale was used in formulating the 2025 budget including salary and bonuses. The District GM is recommending passing the Salary Scale at the November 12 regular board meeting to formalize processes before updating payroll for 2025 changes.

The Wage/Salary Scale uses the State of Washington's minimum wage to set all levels. This ensures employee wages match inflation in the area.

Fiscal Impact: See 2025 Proposed Budget for more information.

Proposed Motion: No motion. First touch.

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

**Two Touch Rule:**        N/A        **Committee Review**  
       October 22, 2024        **First Board Meeting (Informational)**  
       November 12, 2024        **Second Board Meeting (Action)**

**Action Taken:** Adopted        Rejected        Postponed       

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

### Notes: Attachments

- Presentation (PPT)
- 2025 Proposed Wage/Salary Scale



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## Salaries

- Update Wage Scale – Increased from \$16.28 to \$16.66 (2.33% Increase)
- Other Minimum Wages Locally
  - SeaTac - \$19.71 (2024) to be updated for 2025 on October 15
  - Seattle - \$17.25 (2024) yet to be updated for 2025
  - Tukwila - \$20.29 (2024) yet to be updated for 2025
  - Unincorporated King County (White Center) - \$20.29
- Find ways to better attract early morning guards
  - Adults
  - Running Start – still need to attend first period (7:45-9:15am with commute/walk to school)
    - First Period: 8-8:50am
    - **Look at potential of hours, M/W/F, 5:30-7:30am with closure until 9am**
- Balance lower pay for non-experienced guards w/ competitive rates for returning guards

2

<h2 style="text-align: center;">Lifeguards</h2> <p><b>Des Moines Pool MPD</b></p> <ul style="list-style-type: none"> <li>• \$18.40-\$22.38/hour             <ul style="list-style-type: none"> <li>• (24) \$17.98-\$22.97/hour</li> </ul> </li> <li>• + \$.50/hour WSI Cert</li> <li>• + \$2/hour for early morning or Friday evenings</li> </ul>	<p><b>Other Local (ALL 2024 Rates)</b></p> <p>Tukwila MPD</p> <ul style="list-style-type: none"> <li>• \$20.29-\$22.18/hour</li> <li>• + \$1/hour before 9am weekdays</li> <li>• +\$2/hour Sunday shifts</li> </ul> <p>Evergreen</p> <ul style="list-style-type: none"> <li>• Starts at \$16.80/hour</li> </ul> <p>FWCC</p> <ul style="list-style-type: none"> <li>• \$18-\$20/hour</li> </ul> <p>KCAC</p> <ul style="list-style-type: none"> <li>• \$20.10-\$25.48/hour</li> </ul>
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<h2 style="text-align: center;">Head/Lead Lifeguard</h2> <p><b>Des Moines Pool MPD</b></p> <ul style="list-style-type: none"> <li>• \$22.54-\$27.42/hour</li> <li>• + \$.50/hour WSI Cert</li> <li>• + \$2/hour for early morning or Friday evenings</li> </ul>	<p><b>Other Local (ALL 2024 Rates)</b></p> <p>Tukwila MPD</p> <ul style="list-style-type: none"> <li>• \$22.51-\$24.61/hour</li> <li>• + \$1/hour before 9am weekdays</li> <li>• +\$2/hour Sunday shifts</li> </ul> <p>Evergreen</p> <ul style="list-style-type: none"> <li>• Not Available</li> </ul> <p>FWCC</p> <ul style="list-style-type: none"> <li>• \$21.50-\$24.50/hour</li> </ul> <p>KCAC</p> <ul style="list-style-type: none"> <li>• Not Available</li> </ul>
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## Swim Instructor

### Des Moines Pool MPD

- \$22.40-\$26.38/hour
  - Passed + \$4/hour passed to teach swim lessons for 2024 budget

*Note-Had records number of swim instructors in 2024. Did not have problem wanting people to teach swim lessons for first-time.*

### Other Local (2024 Rates

#### Tukwila MPD

- \$18.29 (new hire)/hour
- \$23.29-\$25.46(exp)/hour

#### Evergreen

- \$16.30/hour
- Up after 3 mos.

#### FWCC

- \$18.25-\$20/hour

#### KCAC

- \$20.10-\$25.48 (same as lifeguards)

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## Local Minimum Wage Ordinances (2024)

City	Large Business	Small Business
Burien	MW + \$3	MW + \$2
King County (Unincorporated)	\$20.29 (2025)	\$20.29 (2025)
Renton	\$20.29	\$18.29 (less than 15 or under \$2m)
SeaTac	\$19.71	\$19.71
Seattle	\$19.97	\$17.25 + \$2.72 medical
Tukwila	\$20.29	\$19.29

Auburn, Des Moines, Federal Way, Kent, and Normandy Park still follow state's minimum wage of \$16.28 (2024).

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## Recommended Wage Scale

Des Moines Pool Metropolitan Park District 2025 Proposed Salary Matrix								
		Step A	Step B	Step C	Step D	Step E	Step F	Position
Grade	1*	14.16	14.73	15.32	15.93	16.57	17.23	Asst. (15 Year Old Position)
Min Wage	Rate	16.66	N/A	N/A	N/A	N/A	N/A	Minimum Wage Level
Grade	2	18.40	19.13	19.90	20.69	21.52	22.38	Lifeguard
Grade	3	19.68	20.47	21.29	22.14	23.03	23.95	
Grade	4	21.06	21.90	22.78	23.69	24.64	25.62	Water Exercise/Daytime Guard
Grade	5	22.54	23.44	24.37	25.35	26.36	27.42	Head Lifeguard
Grade	6	24.11	25.08	26.08	27.12	28.21	29.34	Lead Head Lifeguard
Grade	7	25.80	26.83	27.91	29.02	30.18	31.39	
Grade	8	27.61	28.71	29.86	31.05	32.30	33.59	
Grade	9	29.54	30.72	31.95	33.23	34.56	35.94	Front Desk/Clerk Specialist
Grade	10	31.61	32.87	34.19	35.55	36.98	38.46	
Grade	11	33.82	35.17	36.58	38.04	39.57	41.15	Aquatics Coordinators
Grade	12	36.19	37.64	39.14	40.71	42.33	44.03	
Grade	13	38.72	40.27	41.88	43.56	45.30	47.11	
Grade	14	41.43	43.09	44.81	46.60	48.47	50.41	Aquatics Manager
Grade	15	44.33	46.11	47.95	49.87	51.86	53.94	

District GM. - Negotiation with District Board.

2.33% COLA on all positions.

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## Other recommendations

- Continue:
  - \$.50/hour WSI certification (but must actively teach or be available to cover lessons)
  - \$2/hour early morning hours + Friday evenings
  - \$4/hour for swim lessons
  - Pay for certifications and training
- New/Recommended:
  - \$2/hour Sunday hours
  - \$2/hour – Add Saturdays (After 5pm)

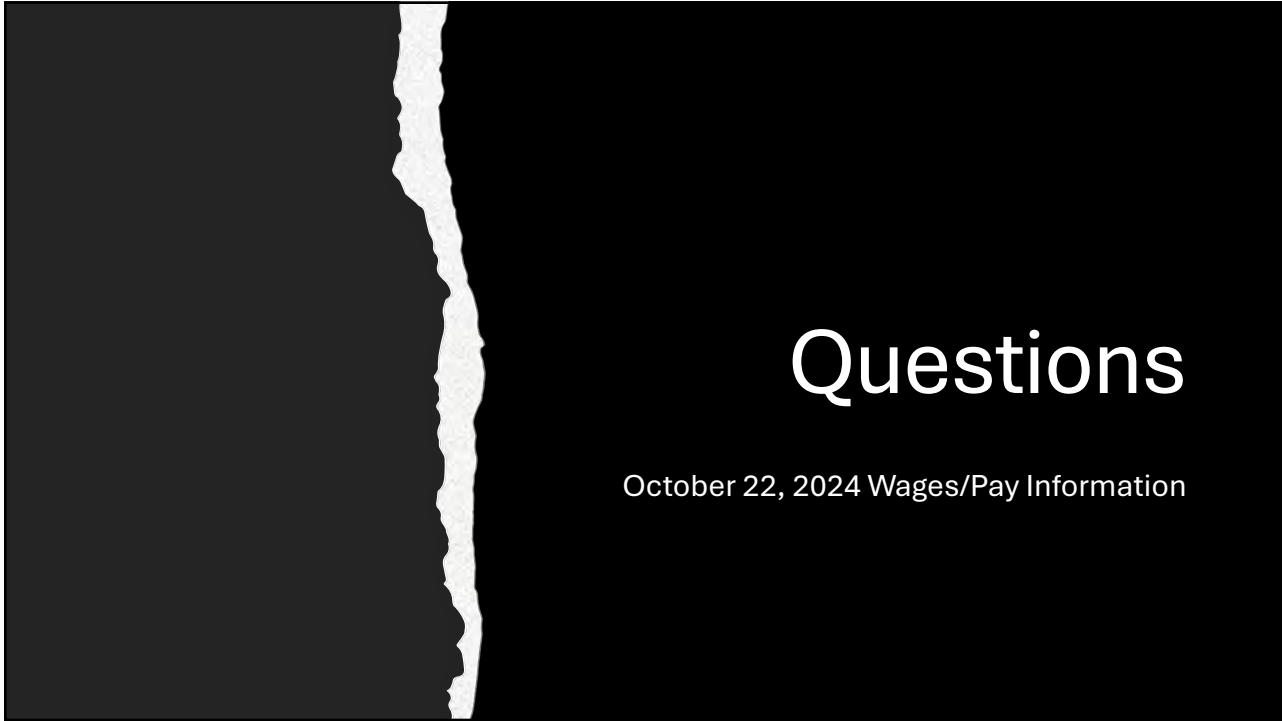
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# Recommended Lifeguard Wage Scale

Position	Base Pay (Starting)	Early Morning/Fri/Sun day	Instructor
Lifeguard (non-WSI)	\$18.40	Base + \$2	Base + \$4
Lifeguard (WSI)	\$18.90	Base + \$2	Base + \$4
Head Lifeguard (non-WSI)	\$22.54	Base + \$2	Base + \$4
Head Lifeguard (WSI)	\$23.04	Base + \$2	Base + \$4

Swim Instructor Position eliminated in 2023.  
 First year without any issues with staffing swim lessons.  
 Early mornings are more an issue of age, minor work regs versus hours availability.  
 Only pay WSI rate if people teaching classes.  
 Most staff that need training to pass minimum skills for lifeguarding.



**Des Moines Pool Metropolitan Park District  
2025 Proposed Wage/Salary Matrix**

	Step A	Step B	Step C	Step D	Step E	Step F	Position
<b>Grade 1*</b>	14.16	14.73	15.32	15.93	16.57	17.23	Asst. (15 Year Old Position)
<b>Min Wage Rate</b>	16.66	N/A	N/A	N/A	N/A	N/A	Minimum Wage Level
<b>Grade 2</b>	18.40	19.13	19.90	20.69	21.52	22.38	Lifeguard
<b>Grade 3</b>	19.68	20.47	21.29	22.14	23.03	23.95	
<b>Grade 4</b>	21.06	21.90	22.78	23.69	24.64	25.62	Water Exercise/Daytime Guard
<b>Grade 5</b>	22.54	23.44	24.37	25.35	26.36	27.42	Head Lifeguard
<b>Grade 6</b>	24.11	25.08	26.08	27.12	28.21	29.34	Lead Head Lifeguard
<b>Grade 7</b>	25.80	26.83	27.91	29.02	30.18	31.39	
<b>Grade 8</b>	27.61	28.71	29.86	31.05	32.30	33.59	
<b>Grade 9</b>	29.54	30.72	31.95	33.23	34.56	35.94	Front Desk/Clerk Specialist
<b>Grade 10</b>	31.61	32.87	34.19	35.55	36.98	38.46	
<b>Grade 11</b>	33.82	35.17	36.58	38.04	39.57	41.15	Aquatics Coordinators
<b>Grade 12</b>	36.19	37.64	39.14	40.71	42.33	44.03	
<b>Grade 13</b>	38.72	40.27	41.88	43.56	45.30	47.11	
<b>Grade 14</b>	41.43	43.09	44.81	46.60	48.47	50.41	Aquatics Manager
<b>Grade 15</b>	44.33	46.11	47.95	49.87	51.86	53.94	

**District GM. - Negotiation with District Board.**

**Salary Matrix Notes**

- \* Grade 1 is below minimum wage. Only for 15 years of age for Assistant positions for training.
- \* Each salary grades 2 thur 15 are separated by 7%
- \* Each salary steps A thur F are separated by 4% , most salary matrix plans assumes the employee will begin at "Step A" when hired and with a satisfactory performance evaluations be advanced to the next step annually until reaching "Step F"at the completion of five years of tenure
- \* Grade separations of 7% and Step separations of 4% represent best practices for public sector salary matrixes

**Bonus/Incentives**

- \* WSI Certified Instructors get \$.50/hour for lifeguarding.
- \* Early Morning Guards (Before 8:00am), Fridays and Saturdays after 5pm, and Sundays, get \$2.00/hour.
- \* Swim Lesson Instruction \$4/hour.



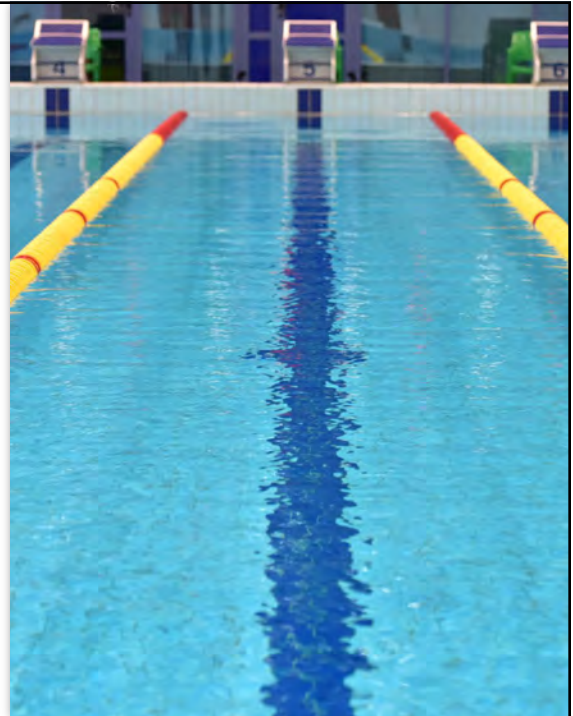
# 2025 Rates Proposal

October 22, 2024

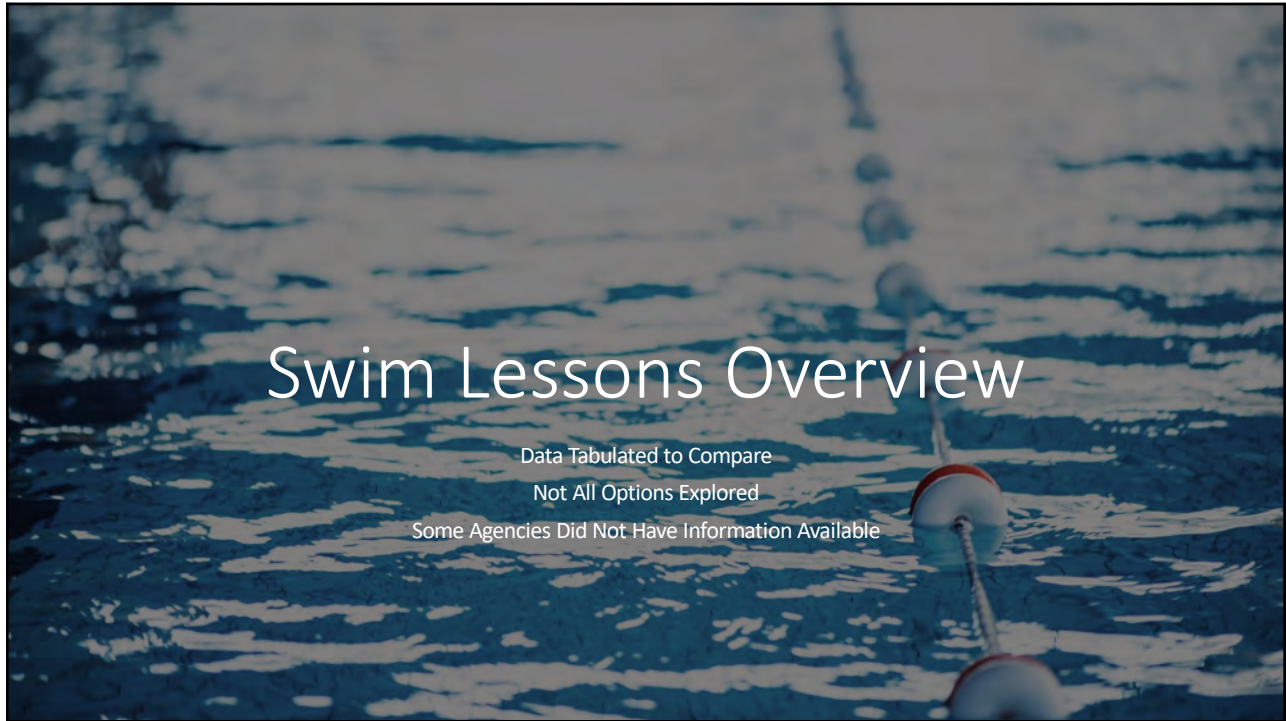
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## Assumptions

- 2024 is the first full year without any pandemic issues
- US saw around 20% inflation between 2022-2024
- Market versus program pricing
  - Focus on market as so many pools are within service area
  - Program pricing would result in services that residents could not afford
  - Cost-recovery: taxpayer svcs vs cost-recovery
  - Keep eye on insurance recovery
- \$.20/1,000 will cause staffing issues that could create issues if pricing does not match inflation (Need to attract staff to grow programming)
- No increases since January 1, 2023
- Mount Rainier Pricing much lower than other area pools



2



# Swim Lessons Overview

Data Tabulated to Compare  
 Not All Options Explored  
 Some Agencies Did Not Have Information Available

3

## Swim Lessons (Group)

### Resident/Member

Agency	Rate Per Class
Evergreen*	\$9.00
Federal Way CC	\$10.06 + \$1 IT Fee/Reg
Matt Griffin YMCA	\$25 (\$200)
Tukwila Pool	\$8.50
Mount Rainier Pool	\$8.25 (All Others)
	\$5.87 (Parent & Child)
<b>Recommended</b>	<b>\$9 (All Others) 9%</b>
	<b>\$7 (Parent &amp; Child) 19%</b>

### Non-Resident/Non-Member

Agency	Rate Per Class
Evergreen*	\$9.00
Federal Way CC	\$10.06 + \$1 IT Fee/Reg
Matt Griffin YMCA	\$37.50 (\$300)
Tukwila Pool	\$10.25
Mount Rainier Pool	\$10 (All Others)
	\$7.50 (Parent & Child)
<b>Recommended</b>	<b>\$11 (All Others) 10%</b>
	<b>\$8 (Parent &amp; Child) 7%</b>

The demand for swim lessons and other agency prices should see little to no elasticity of demand with price increases.

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## Swim Lessons (Private)

### Resident/Member/In-Lessons\*

Agency	Rate Per Class
Evergreen*	Ind: \$20(3) - \$45(45) Semi: \$45(30) - \$67 (45)
Federal Way CC (30)	\$92/Four + \$1 IT Fee
Matt Griffin YMCA(30)	\$58
Tukwila Pool	Not Currently Offered
Mount Rainier Pool*	\$30 (single) \$42.50 (2-3 shared)
Recommended	No Changes

### Non-Resident/Non-Member

Agency	Rate Per Class
Evergreen	Ind: \$45(30) - \$67 (45) Semi: \$55(30) - \$82 (45)
Federal Way CC	\$92/Four + \$1 IT Fee
Matt Griffin YMCA	\$87
Tukwila Pool	Not Currently Offered
Mount Rainier Pool	\$37.50 (single) \$50 (2-3 shared)
Recommended	No Changes

\*Add 10% discount to 4 or more swim lessons.

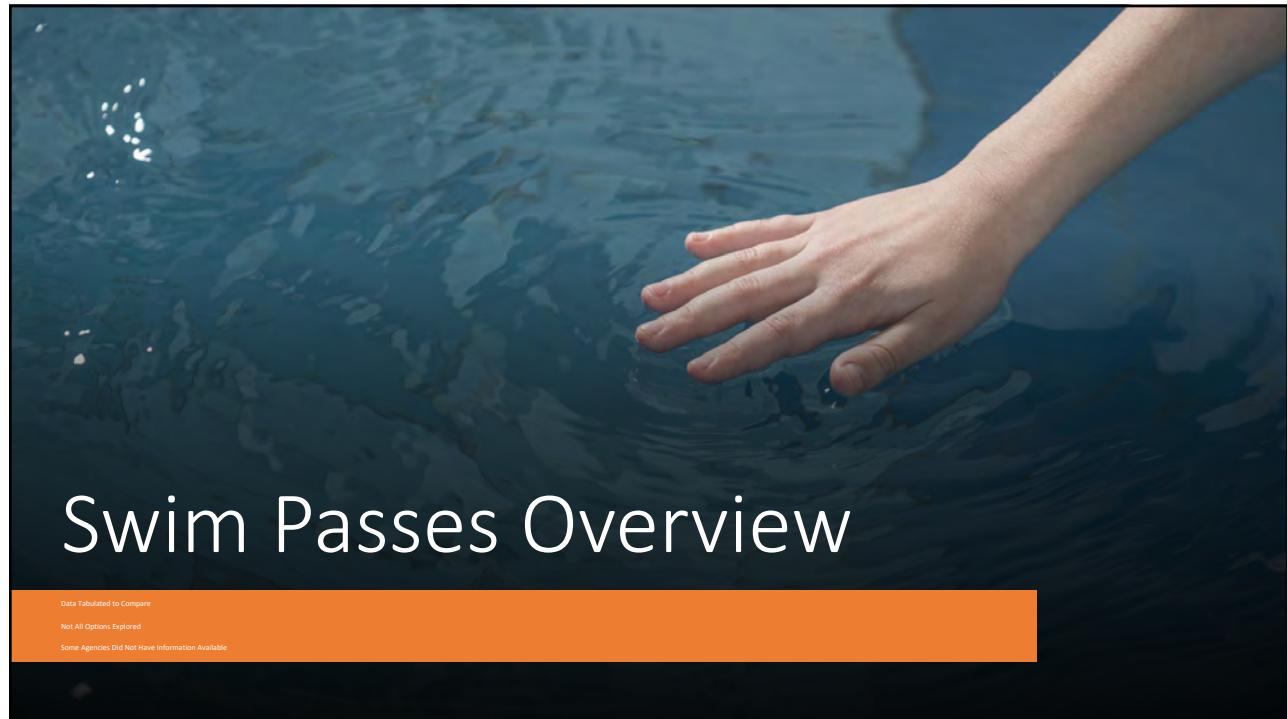
Recommend no changes currently, due to market pricing.

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## New Private Swim Lesson Process

- Group lessons offered to community.
- Any class openings will be offered as privates.
- Privates will start the remainder of session.
  - Offer Single, Four-session or more commitment.
  - Give 10% discount for commitment of three or more.
  - Keep the pricing simple versus group discount to ensure flexibility.
- Offering privates at open times creates conflict issues with limited space, plus tracking of minors work hours and commitment to community swim programs.

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## Current Pass/Membership Options for Swim

### Pass Breakdown

- Baby/Toddler Under 3 (Free)
- Youth (3-17)\*\*
- Adult (18-61)
- Senior (62+)\*\*
- Disabled\*\*
- Family (3 month + Annual Only)
- Insurance\*
- **Accrual/Annual – New Recommendation**

### Length of Commitment

- Daily
- 10-Visit
- 3-Month
- Annual (Paid at Once)
  - Accrual (credit card draw) cancelled due to software issues

*\*Insurance includes access to swim, water walking and water exercise*

*\*\*Keep It Simple: Combine Youth, Disabled and Senior into one rate in 2025 for better communication, cash handling and tracking.*

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## Recommended Pass/Membership

### Pass Breakdown

- Baby/Toddler Under 3 (Free)
- Adult (18-61)
- Disabled/Senior (62+)/Youth
- Family
- Insurance\*

### Length of Commitment

- Daily
- 10-Visit
- 3-Month
- Annual (Paid at Once)
  - Accrual (credit card draw) cancelled due to software issues
- **Accrual/Annual – New Recommendation**
- **New Summer Youth/Family Passes**

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## Recurring Rate (Subscription)

- Popular when we first opened, but with staffing and closure issues, it was difficult to update
- People are willing to pay for service that have lower commitment price: monthly vs. annual
- Most places charge \$50 upfront fee, but mental barrier to register (\$33 + \$50 first month fee), added \$50 into overall fee
- Cancellation/Refund Fees (policy update needed):
  - Fee for change policy for people that do not update their credit card information (example - \$25)
  - \$50 cancellation fee, only available after six months or proof of moving/rx note (update policy)
- Help generate more stable funding by having people commit versus daily/10-visit passes
  - Longer commitment passes can increase usage and generate more stable revenues

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## Other Potential Rate

- **Corporate Rate:**
  - South King Fire District has requested a discounted corporate rate
  - YMCA of Seattle – 15% discount
  - Suggestion: DO RESEARCH AND ADD SUGGESTION?



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## Swim Passes (Daily Visit Passes)

Resident	Youth	Adult	Senior	Other
Evergreen*	\$6.00	\$7.00	\$6.00	N/A
Federal Way CC	\$5.00	\$10.00	\$6.00	\$6.00 (teen)
Matt Griffin Y	N/A	N/A	N/A	N/A
Tukwila	\$4.75	\$6.75	\$4.75	\$4.75 (veteran)
Mount Rainier Pool	\$3.25	\$4.00	\$3.25	\$3.00 (disabled)

Non-resident	Youth	Adult	Senior	Other
Evergreen*	\$6.00	\$7.00	\$6.00	N/A
Federal Way CC	\$5.00	\$10.00	\$6.00	\$6.00 (teen)
Matt Griffin Y	N/A	N/A	N/A	N/A
Tukwila	\$4.75	\$7.25	\$4.75	\$4.75 (veteran)
Mount Rainier Pool	\$4.00	\$5.00	\$4.00	\$3.75 (disabled)

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## Swim Passes (10-Visit)

Resident	Youth	Adult	Senior	Other
Evergreen	\$54.00	\$63.00	\$54.00	N/A
Federal Way CC	N/A	N/A	N/A	N/A
Matt Griffin Y	N/A	N/A	N/A	N/A
Tukwila	\$41.25	\$59.50	\$41.25	N/A
Mount Rainier Pool	\$29.00	\$35.00	\$29.00	\$29.00 (disabled)

Non-Resident	Youth	Adult	Senior	Other
Evergreen	\$54.00	\$63.00	\$54.00	N/A
Federal Way CC	N/A	N/A	N/A	N/A
Matt Griffin Y	N/A	N/A	N/A	N/A
Tukwila	\$43.25	\$64.75	\$43.25	N/A
Mount Rainier Pool	\$34.00	\$40.00	\$34.00	\$34.00 (disabled)

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## Swim Passes (3-Month)

Resident	Youth	Adult	Senior	Other
Evergreen	N/A	N/A	N/A	N/A
Federal Way CC	N/A	N/A	N/A	N/A
Matt Griffin Y	N/A	N/A	N/A	N/A
Tukwila	\$105.50	\$166.50	\$105.50	\$105.50 (veteran)
Mount Rainier Pool	\$79.00	\$99.00	\$79.00	\$79.00 (disabled)

Non-Resident	Youth	Adult	Senior	Other
Evergreen	N/A	N/A	N/A	N/A
Federal Way CC	N/A	N/A	N/A	N/A
Matt Griffin Y	N/A	N/A	N/A	N/A
Tukwila	\$132.75	\$208.75	\$132.75	\$132.75 (veteran)
Mount Rainier Pool	\$96.00	\$119.00	\$96.00	\$96.00 (Disabled)

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## Swim Passes (Annual)

Resident	Youth	Adult	Senior	Family	Other
Evergreen	N/A	N/A	N/A	N/A	N/A
Federal Way CC*	N/A	\$44/\$472	\$36/\$388	\$67-\$81/\$729-\$896	Tn: \$33/\$342
Matt Griffin Y*	\$57/\$684	\$91/\$1,171	\$91/\$1,171	Fm(1p):\$131/\$1651 Fm(2p):\$154/\$2027	Cpl: \$144/\$1807 Tn: \$68/\$816
Tukwila**	\$296.75	\$488.50	\$296.75	\$122.50 mo * 12 = \$1,470	\$296.75 (veteran)
Mount Rainier Pool	\$209.00	\$359.00	\$209.00	\$599 + \$50 (6+/person)	\$209.00 (disabled)
Non-Resident	Youth	Adult	Senior	Family	Other
Evergreen	N/A	N/A	N/A	N/A	N/A
Federal Way CC	N/A	\$44/\$472	\$42/\$469	\$74-\$88/\$807-\$965	Tn: \$38/\$432
Matt Griffin Y*	\$57/\$684	\$91/\$1,171	\$91/\$1,171	Fm(1p):\$131/\$1651 Fm(2p):\$154/\$2027	Cpl: \$144/\$1807 Tn: \$68/\$816
Tukwila	\$374.50	\$613.50	\$374.50	\$155.75 mo * 12 = \$1,869	\$374.50 (veteran)
Mount Rainier Pool	\$249.00	\$399.00	\$249.00	\$649.00 + \$59 (6+/person)	\$249.00 (disabled)

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### Other Fees

- Federal Way CC offers autowithdrawal payments. \$50 startup + monthly fees.
- Tukwila has single month passes for all package types (\$44.75-\$155.75).
- Tukwila offers Summer Youth Passes between June and August (\$40-\$45).
- YMCA offers promotional FREE 3-visit pass for new, potential members.
- YMCA also offers 15% corporate discounts.

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## 2025 Swim Pass Rate Recommendations

Resident	Youth (3-17) Senior (62+) and Disabled*	Adult (18-61)*
Daily	\$3.50	\$4.50
10-Visit (10 <sup>th</sup> free)	\$31.50	\$40.50
3-Month (10X3 w/10 disc)	\$79.00	\$99.00
Annual	\$209.00	\$359.00
Accrual (NEW)	\$24/month	\$37/month

Non-Resident	Youth (3-17) Senior (62+) and Disabled	Adult (18-61)
Daily	\$4.00	\$5.00
10-Visit (10 <sup>th</sup> Free)	\$36.00	\$45.00
3-Month	\$99.00	\$119.00
Annual	\$249.00	\$399.00
Accrual (NEW)	\$27/month	\$41/month

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## 2025 FAMILY Swim Pass Rate Recommendations

Resident	Annual (Paid in Full)	Annual (Accrual)
3-Month	\$199.00	N/A
Annual	\$499.00	\$50/month
Add'l Child (After 5)	\$24.00/family member/year	\$3/family member/month (add'l)

Non-Resident	Annual (Paid in Full)	Annual (Accrual)
3-Month	\$249.00	N/A
Annual	\$599.00	\$59/month
Add'l Child (After 5)	\$36.00/family member/year	\$5/family member/month (add'l)

Lower family fees to attract more families. Includes lower additional family members.

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## 2025 Summer Youth/Family Swim Pass Rate Recommendation

June 16-Sept 1	Resident	Non-Resident
Youth	\$69	\$79
Family	\$179	\$209
Add'l Child (After 5)	\$10/family member	\$15/family member

**STIPULATIONS:**

1. June 16-Labor Day (September 1).
2. No prorating for late registrations. Can choose other passes.
3. Includes up to two weeks of closure(spell out in language).
4. Make flyers and put out to PeachJar month before summer break and through PTSA's.

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## Background

- **Water Exercise Numbers:**
  - AM Shallow Classes, Mon/Wed/Fri – Average 30-35 participants
    - Capped at 40
    - One hour: Usually between 8:30-10:30am (time of year)
  - PM Shallow Classes Tue/Thu – Average 8-12 participants
    - One hour: Usually between 6-8pm (time of year)
  - AM Deep Class, Fri – Average 5 (Pay daily rate to attend both classes)
    - 45 minutes, after AM Shallow Classes
  - Balance with Water Walkers and Family Swims
  - Popular instructor has limited availability

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## Water Exercise (Single Visit)

Resident/Member			Non-Resident/Non-Member		
Agency	Adult	Senior	Agency	Adult	Senior
Evergreen	\$7	\$6	Evergreen	\$7	\$6
Federal Way CC	\$10	\$6	Federal Way CC	\$10	\$6
Matt Griffin YMCA	Incl w/ membership		Matt Griffin YMCA	Incl w/ membership	
Tukwila Pool	\$7.75	\$6	Tukwila Pool	\$7.75	\$6
Mount Rainier Pool	\$6	\$5	Mount Rainier Pool	\$6	\$5

## Water Exercise (10-Visit Passes)

Agency	Youth	Adult	Senior	Other
Evergreen	\$54.00	\$63.00	\$54.00	N/A
Federal Way CC	Included w/ membership			
Matt Griffin Y	Included w/ membership			
Tukwila	\$51.50/\$54NR	\$67/\$70NR	\$51.50/\$54NR	\$51.50/\$54NR (Vet)
Mount Rainier Pool	\$45.00	\$54.00	\$45.00	\$45.00 (Disabled)

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## Water Exercise (3-Month Passes)

Agency	Youth	Adult	Senior	Other
Evergreen	N/A	N/A	N/A	N/A
Federal Way CC	N/A	N/A	N/A	N/A
Matt Griffin Y	N/A	N/A	N/A	N/A
Tukwila	N/A	N/A	N/A	N/A
Mount Rainier Pool	\$129	\$129	\$129	\$129 (Disabled)

## Water Exercise (Annual Passes)

Agency	Youth	Adult	Senior	Other
Evergreen	N/A	N/A	N/A	N/A
Federal Way CC	N/A	N/A	N/A	N/A
Matt Griffin Y	N/A	N/A	N/A	N/A
Tukwila	N/A	N/A	N/A	N/A
Mount Rainier Pool	\$359	\$359	\$359	\$359 (Disabled)
MRP (Recurring)	\$34/month	\$38/month	\$34/month	\$34/month

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## Water Exercise Recommendations

	RESIDENT	NON-RESIDENT
Daily	\$5 ALL	\$6 ALL
10-Visit (10 <sup>th</sup> free)	\$45.00	\$54.00
3-Month	\$119.00	\$139.00
Annual	\$399.00	\$449.00
Accrual (NEW)**	\$41/month*	\$46/month*

**REASONING:**

1. Classes getting full, but not enough to split classes into more offerings.
2. Non-Resident Pricing: Focus on residents with non-residents paying additional monies for impact.
3. Prices rounded off to odd pricing.

\*ACCRUALS: 12-month commitment with around \$50 joining fee worked in.

\*\*\$25 change fee includes not updating credit card. \$50 cancellation fee only available after six months.

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# Rentals

Just focusing on general rental fees  
Suggest no changes in 2025  
Need full year of increased services

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## Rental (Hourly) Rates

Resident	1-25	26-60	61+ (Max)	Other
Evergreen	\$144	\$183 ( Up to 50)	\$283 (100)	\$45 (deck/patio)
Federal Way CC				
Matt Griffin Y	\$275 (No Maximum Given)			
Tukwila	\$145.00 (\$25 Fee)	\$145 (Up to 50)	N/A	\$25 (Slide)
Mt Rainier Pool	\$109.00	\$139.00	\$169.00 (93)	\$49.00 (Lobby)
<b>Recommendation</b>	<b>\$109.00</b>	<b>\$139.00</b>	<b>\$169.00 (93)</b>	<b>\$49.00 (Lobby)</b>

Non-resident	1-25	26-60	61+ (Max)	Other
Evergreen*	\$144	\$183 (Up to 50)	\$283 (100)	\$45 (deck/patio)
Federal Way CC	\$236	\$236 (max 60)	N/A	\$160 (lounge)
Matt Griffin Y	\$375 (No Maximum Given)			
Tukwila	\$170 (\$25 Fee)	\$170 (Up to 50)	N/A	\$25 (Slide)
Mt Rainier Pool	\$134.00	\$174.00	\$209.00 (93)	\$69.00 (Lobby)
<b>Recommendation</b>	<b>\$134.00</b>	<b>\$174.00</b>	<b>\$209.00 (93)</b>	<b>\$69.00 (Lobby)</b>

*\* Fees do not include tax. \*\*Limit lobby to 45-minutes (cleaning/transitions). \*\*\*No parties over 50.*

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## Lane Rental Rates

- Evergreen - \$20/hour to HSD
- Tukwila - \$22/hour for Swim Teams, \$15/hour for schools
- Mount Rainier Pool - \$15 Resident/\$16.50 Non-resident

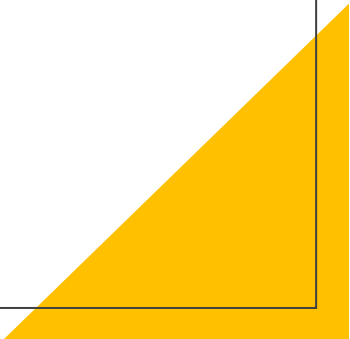
### RECOMMENDATION:

- \$20/Resident (School District Contracted Rate)
- \$22/Non-Resident (10% above Resident Rate per Current Rates)

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# Other Rates

October 22, 2024



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## Insurance Rates

	Registered Users*	Rate Per Visit
ASH (Silver & Fit, Active & Fit)	102	\$2.50/visit (max 10)
Optum (United Health + Others)	56	\$3/visit (max 10)
Tivity (SilverSneakers, Prime)	91	\$2.50/visit (max 10)
FitOnHealth	0	\$3.50/visit (no max)

*\*Not all users are active.*

Effects daily admission and pass sales.

Passes took off when added water exercise.

Includes access to both swim and water exercise.

Had to limit morning exercise to 30-35 participants/class.

Recurring rates may help balance demand. Estimate over \$14k in revenue in 2025.

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## Other Special Rates

	Resident	Non-Resident
\$1 First Saturday Swims (1 hr)	\$1	\$1
School's Out Swims (2 hrs)	\$3	\$3
Camp KHAOS	\$3/Camper	\$3.75/Counselor
Practice Time (3 hrs/week)	Free	Free

*Recommend no changes in 2025.*

*Cancelled Senior Thursdays, and Teen Night during pandemic. Both had minimal participation.*

*Moved Wibit Swims to once a quarter. Get larger turnout and better use of resources.*

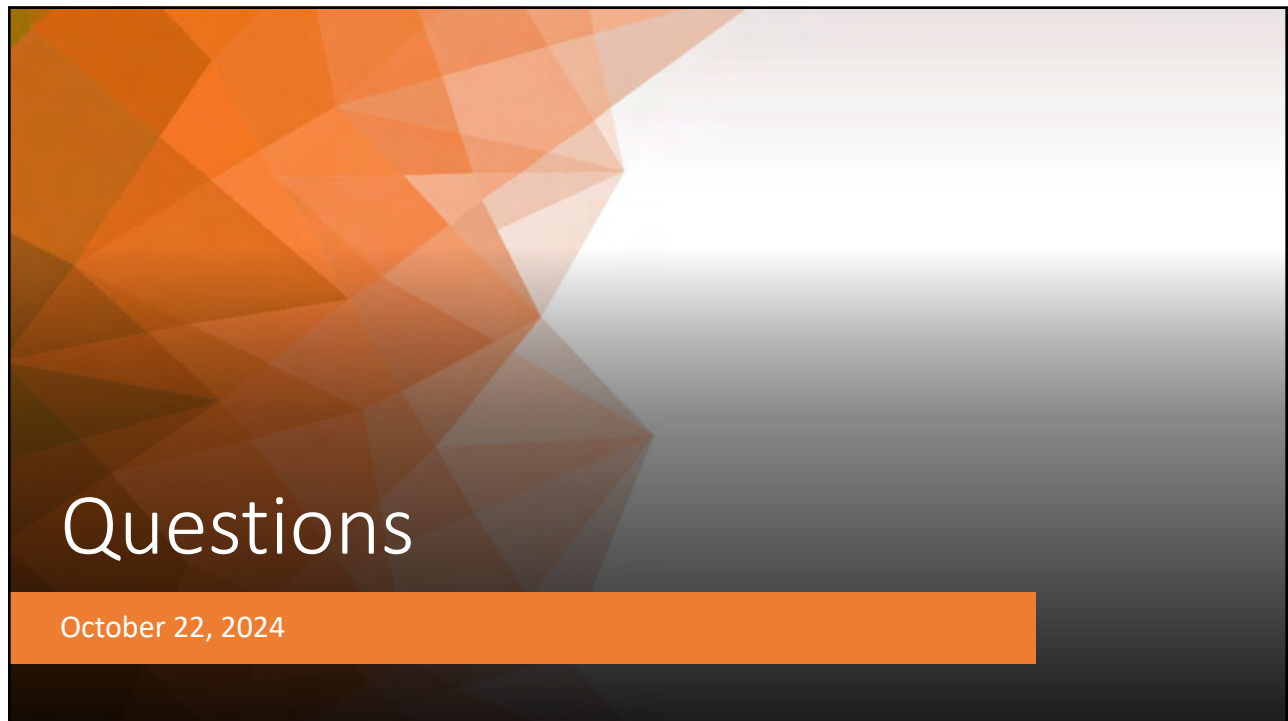
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## Convenience Items

- Items to save a swimmer, a trip home or to the store.

Convenience Items	2025	2023
Adult Swim Goggles	\$ 15.00	\$ 12.00
Youth Swim Goggles	\$ 12.00	\$ 10.00
Key Chain (Mship) Tag Replacement	\$ 5.00	\$ 5.00
Swim Caps	\$ 10.00	\$ 8.00
Ear Plugs	\$ 10.00	\$ 8.00
Swim Diapers	\$ 2.00	\$ 2.00
Pad Locks	\$ 15.00	\$ 10.00
Pocket Masks	N/A	\$ 12.00
Rashguards*	\$ 25.00	\$ 30.00
Chamois Towel*	\$ 15.00	\$ 17.00
Bottle of Water	N/A (Coke Machine)	\$ 1.00

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## Proposed 2025 Rate/Fees for MRP

Type of Admission	2023 (OLD)		2025 (NEW)	
	Non- Res. Rate	Res. Rate	Non- Res. Rate	Res. Rate
<b>Daily Rate</b>				
Adult	\$ 5.00	\$ 4.00	\$ 5.00	\$ 4.50
Senior/Youth/Disabled	\$ 4.00	\$ 3.25	\$ 4.00	\$ 3.50

	Non- Res. Rate	Res. Rate	Non- Res. Rate	Res. Rate
<b>10 Visit Lap Swim</b>				
Adult	\$ 40.00	\$ 35.00	\$ 45.00	\$ 40.50
Senior/Youth/Disabled	\$ 34.00	\$ 29.00	\$ 36.00	\$ 31.50

	Non- Res. Rate	Res. Rate	Non- Res. Rate	Res. Rate
<b>3-Month Membership</b>				
Adult	\$ 399.00	\$ 359.00	\$ 119.00	\$ 99.00
Senior/Youth/Disabled	\$ 249.00	\$ 209.00	\$ 99.00	\$ 79.00
Family (2-5)	\$ 649.00	\$ 599.00	\$ 249.00	\$ 199.00
Add'l Member (per)	\$ 59.00	\$ 50.00	\$ 36.00	\$ 24.00

	Non- Res. Rate	Res. Rate	Non- Res. Rate	Res. Rate
<b>Annual Membership (Paid in Full)</b>				
Adult	\$ 399.00	\$ 359.00	\$ 399.00	\$ 359.00
Senior/Youth/Disabled	\$ 249.00	\$ 209.00	\$ 249.00	\$ 209.00
Family (2-5)	\$ 649.00	\$ 599.00	\$ 599.00	\$ 499.00
Add'l Member (per)	\$ 59.00	\$ 50.00	\$ 59.00	\$ 50.00

	Non- Res. Rate	Res. Rate	Non- Res. Rate	Res. Rate
<b>Annual Membership (Accrual)-NEW</b>				
Adult	N/A	N/A	\$ 41.00	\$ 37.00
Senior/Youth/Disabled	N/A	N/A	\$ 27.00	\$ 24.00
Family	N/A	N/A	\$ 59.00	\$ 50.00
Add'l Member (per)	N/A	N/A	\$ 5.00	\$ 3.00

	Non- Res. Rate	Res. Rate	Non- Res. Rate	Res. Rate
<b>Summer Membership 6/6-Labor</b>				
Youth	N/A	N/A	\$ 79.00	\$ 69.00
Family (2-5)	N/A	N/A	\$ 209.00	\$ 179.00
Add'l Member (per)	N/A	N/A	\$ 15.00	\$ 10.00

	Non- Res. Rate	Res. Rate	Non- Res. Rate	Res. Rate
<b>Water Exercise (All Ages)*</b>				
Admission/Drop-In	\$ 5.75	\$ 5.00	\$ 6.00	\$ 5.00
10-Visit	\$ 51.00	\$ 42.50	\$ 54.00	\$ 45.00
3-Month	\$ 129.00	\$ 109.00	\$ 139.00	\$ 119.00
Annual (One-Time)	\$ 359.00	\$ 299.00	\$ 449.00	\$ 399.00
Annual (Accrual/Per month) - NEW	N/A	N/A	\$ 46.00	\$ 41.00

\*Add usage of facility on days that pay to attend water exercise. Balance insurance payments that have access to both.

	Non- Res. Rate	Res. Rate	Non- Res. Rate	Res. Rate
<b>Pool Rental (Not Charged Correctly)</b>				
1 to 25	\$ 134.00	\$ 109.00	\$ 134.00	\$ 109.00
25 to 60	\$ 174.00	\$ 139.00	\$ 174.00	\$ 139.00
61 to 90	\$ 209.00	\$ 169.00	\$ 209.00	\$ 169.00
91 to 120	\$ 264.00	\$ 199.00	\$ 264.00	\$ 199.00
Lobby	\$ 69.00	\$ 49.00	\$ 69.00	\$ 49.00
Lane Rental (req Management Appr)	\$ 16.50	\$ 15.00	\$ 22.00	\$ 20.00

	Non- Res. Rate	Res. Rate	Non- Res. Rate	Res. Rate
<b>Swim Lessons (8-Visit)</b>				
Parent & Child	\$47.00	\$60.00	\$56.00	\$72.00
All Other Group Lessons	\$66.00	\$80.00	\$68.00	\$88.00
Private Lessons*	\$ 37.50	\$ 30.00	\$ 37.50	\$ 30.00
Semi-Private (2/3 Lesson)*	\$ 50.00	\$ 42.50	\$ 50.00	\$ 42.50

\*10% Discount for Booking package of three or more privates.

<b>Special Swim Rates</b>				
\$1 First Saturday (1 hours)	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Schools Out (2 hours)	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
Camp KHAOS (DM Summer Camp)	\$3.75/Counselor	\$3/Camper	\$3.75/Counselor	\$3/Camper
Practice Time (3 hours/week)	FREE	FREE	FREE	FREE

<b>Convenience Items</b>	<b>2025</b>		<b>2023</b>	
Adult Swim Goggles	\$ 15.00		\$ 12.00	
Youth Swim Goggles	\$ 12.00		\$ 10.00	
Key Chain (Mship) Tag Replacement	\$ 5.00		\$ 5.00	
Swim Caps	\$ 10.00		\$ 8.00	
Ear Plugs	\$ 10.00		\$ 8.00	
Swim Diapers	\$ 2.00		\$ 2.00	
Pad Locks	\$ 15.00		\$ 10.00	
Pocket Masks	N/A		\$ 12.00	
Rashguards*	\$ 25.00		\$ 30.00	
Chamois Towel*	\$ 15.00		\$ 17.00	
Bottle of Water	N/A (Coke Machine)		\$ 1.00	

\*Place on Sale and sell items out.

Residents are residents of Des Moines and Normandy Park. Both support the Mount Rainier Pool through taxes and subsidies.

# EXAMPLE OF SIMPLIFIED RATES

## RESIDENT RATES

### SWIM PASSES

#### Individual

*Children under 3-years of age (infants) are free!*

**Youth (3-17), Senior & Disabled    Adult (18-61)**

<b>Daily Rate</b>	\$3.50	\$4.50
<b>10-Visit Pass</b>	\$31.50	\$40.50
<b>3-Month Pass</b>	\$79.00	\$99.00
<b>Annual Pass (Pd in full)</b>	\$209.00	\$359.00
<b>Annual Accrual*</b>	\$24.00	\$37.00

#### Family (Up to 5)

	<b>2-5 Members</b>	<b>Additional Members</b>
<b>3-Month Pass</b>	\$199.00	\$24.00
<b>Annual Pass</b>	\$499.00	\$50.00
<b>Annual Accrual*</b>	\$50.00	\$3.00

\*Accrual passes on available for annual passes.

### WATER EXERCISE

#### All Residents

<b>Daily Rate</b>	\$5.00
<b>10-Visit Pass</b>	\$45.00
<b>3-Month Pass</b>	\$119.00
<b>Annual Pass (Pd in full)</b>	\$399.00
<b>Annual Accrual*</b>	\$41.00

# NON-RESIDENT RATES

## SWIM PASSES

### Individual

*Children under 3-years of age (infants) are free!*

	Youth (3-17), Senior & Disabled	Adult (18-61)
Daily Rate	\$4.00	\$5.00
10-Visit Pass	\$36.00	\$45.00
3-Month Pass	\$99.00	\$119.00
Annual Pass (Pd in full)	\$349.00	\$419.00
<b>Annual Accrual*</b>	<b>\$33.00</b>	<b>\$39.00</b>

### Family (Up to 5)

	2-5 Members	Additional Members
3-Month Pass	\$249.00	\$36.00
Annual Pass	\$599.00	\$59.00
<b>Annual Accrual*</b>	<b>\$59.00</b>	<b>\$5.00</b>

\*Accrual passes on available for annual passes.

## WATER EXERCISE

### All Residents

Daily Rate	\$6.00
10-Visit Pass	\$54.00
3-Month Pass	\$139.00
Annual Pass (Pd in full)	\$449.00
<b>Annual Accrual*</b>	<b>\$46.00</b>

<b>POOL ADMISSIONS</b>	Sales Estimates	Proposed 2025 Rate	Base Rev w/ Taxes	Non-Res (20%)	Total Est Revenue	Increase from 2.
<b>Daily Admissions</b>						
Adult	1572	\$ 4.50	\$ 7,074.00	\$ 1,414.80	\$ 8,488.80	
Senior/Youth/Disabled	2036	\$ 3.50	\$ 7,126.00	\$ 1,425.20	\$ 8,551.20	
<b>TOTALS</b>	<b>3608</b>		<b>\$ 14,200.00</b>	<b>\$ 2,840.00</b>	<b>\$ 17,040.00</b>	<b>130%</b>
<b>10-Visit</b>						
Adult	290	\$ 40.50	\$ 11,745.00	\$ 261.00	\$ 12,006.00	
Senior/Youth/Disabled	201	\$ 31.50	\$ 6,331.50	\$ 180.90	\$ 6,512.40	
<b>TOTALS</b>	<b>491</b>		<b>\$ 18,076.50</b>	<b>\$ 441.90</b>	<b>\$ 18,518.40</b>	<b>127%</b>
<b>3-Month</b>						
Adult	29	\$ 99.00	\$ 2,871.00	\$ 116.00	\$ 2,987.00	
Senior/Youth/Disabled	11	\$ 79.00	\$ 1,089.00	\$ 44.00	\$ 1,133.00	
Family	3	\$ 199.00	\$ 297.00	\$ 12.00	\$ 309.00	
<b>TOTALS</b>	<b>43</b>		<b>\$ 4,257.00</b>	<b>\$ 172.00</b>	<b>\$ 4,429.00</b>	<b>115%</b>
<b>Annual (One-Time)</b>						
Adult	4	\$ 359.00	\$ 1,436.00	\$ 32.00	\$ 1,831.00	
Senior/Youth/Disabled	11	\$ 209.00	\$ 2,299.00	\$ 88.00	\$ 2,387.00	
Family	1	\$ 499.00	\$ 499.00	\$ 8.00	\$ 507.00	
<b>TOTALS</b>	<b>16</b>		<b>\$ 4,234.00</b>	<b>\$ 128.00</b>	<b>\$ 4,725.00</b>	<b>123%</b>
<b>Annual (Accrual/Month)-NEW (ALL ESTIMATES)</b>						
Adult	5	\$ 37.00	\$ 2,220.00	\$ 48.00	\$ 2,268.00	
Senior/Youth/Disabled	10	\$ 24.00	\$ 2,880.00	\$ 96.00	\$ 2,976.00	
Family	3	\$ 50.00	\$ 1,800.00	\$ 28.80	\$ 1,828.80	
<b>TOTALS</b>			<b>\$ 6,900.00</b>	<b>\$ 172.80</b>	<b>\$ 7,072.80</b>	<b>NEW</b>
<b>Summer Passes - SPECIAL</b>						
Youth	10	\$ 69.00	\$ 690.00	\$ 20.00	\$ 789.00	
Family	3	\$ 179.00	\$ 537.00	\$ 18.00	\$ 555.00	
<b>TOTALS</b>	<b>13</b>		<b>\$ 1,227.00</b>	<b>\$ 38.00</b>	<b>\$ 1,344.00</b>	<b>NEW</b>
<b>WATER EXERCISE</b>						
Admission/Individual	305	\$ 5.00	\$ 1,525.00	\$ 61.00	\$ 1,586.00	
10 Visit	44	\$ 45.00	\$ 1,980.00	\$ 79.20	\$ 2,059.20	
3-Month	5	\$ 119.00	\$ 595.00	\$ 20.00	\$ 615.00	
Annual (at Once)	1	\$ 399.00	\$ 399.00	\$ 10.00	\$ 409.00	
Annual (Accrual/Monthly)-Est	5	\$ 41.00	\$ 2,460.00	\$ 60.00	\$ 2,520.00	
<b>TOTALS</b>	<b>360</b>		<b>\$ 6,959.00</b>	<b>\$ 230.20</b>	<b>\$ 7,189.20</b>	<b>159%</b>
<b>INSURANCE</b>						
		Est Monthly Pmt			Total Est Payment	
Silver and Fit	N/A	\$ 300.00			\$ 3,600.00	
Silver Sneakers	N/A	\$ 500.00			\$ 6,000.00	
United Health	N/A	\$ 400.00			\$ 4,800.00	
Fiton Health	N/A	\$ 0			\$ -	
<b>TOTALS</b>		<b>\$ 1,200.00</b>			<b>\$ 14,400.00</b>	<b>N/A</b>
<b>RENTALS</b>						
		2024 Est Payment				
Trainings/Rentals		\$ 2,250.00			\$ 2,812.50	
Parties/Rentals		\$ 3,560.00			\$ 4,500.00	
Physical Therapy		\$ 2,000.00			\$ -	
Timing System Rentals		\$ 2,000.00			\$ 2,000.00	
Swim Teams (Private)		\$ 43,000.00	25% Increase	\$15-\$20	\$ 53,750.00	



Swim Teams (HSD) <i>if pay</i>	None	\$	25,500.00
<b>TOTALS</b>		\$	88,562.50

**PRODUCTS SALES**

	2024 Estimates		
Adult Swim Goggles	\$ 678.80	25% Inflation**	\$ 848.50
Rashguard	\$ 54.54		\$ 68.18
Swim Caps	\$ 304.08		\$ 380.10
Swim Diapers	\$ 31.87		\$ 39.84
Youth Swim Goggles	\$ 710.85		\$ 888.56
Ear Plugs (2023)*	\$ 29.09		\$ 36.36
Locks (2033)*	\$ 172.71		\$ 215.89
<b>TOTALS</b>	\$ 1,981.94		\$ 2,477.43

139%

\*Bring items back in 2025.

\*\*Prices still form 2018 (27% Inflation Rate).

**SWIM LESSONS**

	2024 Est Payment		
Lessons Incl. Privates	\$ 109,213.01		\$ 120,134.31
<b>TOTALS</b>			\$ 120,134.31

**TOTALS**

*Does not include Specialty Swims, and Smaller Items.*

**\$ 285,892.64**

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District G.M. Meeting Date: October 22, 2024

Under: New Business Attachment: Yes  No

Subject: "Proposed" 2025 Budget

### Background/Summary:

The Levy Certification for 2025 are due by November 30, 2024 and the annual Budget is due by the end of the year. In past years, the District has combined the budget and levy into one public hearing in November. The next regular board meeting is November 12 to approve the budget and levy in a public hearing.

Attached is the Proposed 2025 Budget. I have added a second budget with the FCS group incorporated to levy at the highest level possible.

Note-additional board meetings may be scheduled, if necessary.

Fiscal Impact: N/A at this time.

### Proposed Motion:

Preliminary. No motions at this time.

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

### Three Touch Rule:

<u>N/A</u>	Committee Review
<u>10/22/24</u>	First Board Meeting (Informational)
<u>To be determined</u>	Second Board Meeting (Action)

Action Taken: Adopted  Rejected  Postponed

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

### Notes:

#### Attachments:

- Proposed 2025 Budget at \$.20/1000 <Working Draft>
- Proposed 2025 Budget at optional levels <Working Draft>
- Latest 2025 Levy Worksheet (09.26.24)

2025 BUDGET ACCOUNTS SUGGESTION (PROPOSED BY STAFF)

\$ .20/1,000

Account	% used as of August 31 (Target 66%)	2024 Budgeted	2025	% Change	Notes
<b>SALARIES &amp; WAGES</b>					
Commissioner Salaries (5)	38.78%	\$ 20,000.00	\$ 20,000.00	100.00%	Kept the same. Estimate more meetings in 2025.
District GM Salary (1)	40.26%	\$ 95,000.00	\$ 101,000.00	106.32%	
Front Desk Admin (1)(DC+Front Office)	45.88%	\$ 68,931.20	\$ 65,000.00	NEW	ADDED in 2024.
Aquatics Manager Salary (1)	46.81%	\$ 98,508.80	\$ 103,434.24	105.00%	Behind on reviews. Will bump this number up.
Aquatics Coordinator Salary (2)	46.04%	\$ 154,668.80	\$ 153,000.00	98.92%	Behind on reviews. Will bump this number up. 2 - Lead Head Guard added.
Head Lifeguards (Increase)	140.37%	\$ 35,000.00	\$ 70,000.00	200.00%	Returning guards. Pay more competitively.
Lifeguards (Ld, PPT, TPT & Instructors)	110.72%	\$ 260,000.00	\$ 360,000.00	138.46%	New guards with free training. (frmly 352,251.20)
Water Exercise Instructor (Error)	11.39%	\$ 11,000.00	\$ 10,000.00	90.91%	Error. Some fees missed.
<b>TAXES &amp; MISC.</b>					
Sick Pay	96.99%	\$ 2,500.00	\$ 3,500.00	140.00%	Still not coming close.
Overtime (OT)	4.54%	\$ 5,000.00	\$ 2,500.00	50.00%	
Payroll Taxes	72.41%	\$ 200,000.00	\$ 235,000.00	117.50%	
Family Medical Leave	0.00%	\$ 500.00	\$ 1,000.00	200.00%	
<b>PERSONNEL BENEFITS</b>					
Benefits, Fringe (Auto)	47.40%	\$ 2,000.00	\$ 2,000.00	0.00%	DGM car allowance between pool and district offices.
Incentive Pay	7.00%	\$ 1,000.00	\$ 500.00	50.00%	Not being used, but should hold some just in case.
B/O Personal Benefits (AWC)		\$ 76,000.00	\$ 55,000.00		Current *7.5% increase.
B/O Personal Benefits (DRS)	37.24%		\$ 32,000.00	114.47%	Some PPT LG staff did not want to be paid for benefits. Should hold for next generation.
<b>OFFICE SUPPLIES - CLERICAL</b>					
Office Supplies (Amazon/Staples)	135.63%	\$ 2,000.00	\$ 2,500.00	125.00%	Started using administrative offices again, + staff changeover.
Office Equipment	7.62%	\$ 4,000.00	\$ 3,500.00	87.50%	Merged with Office/IT under repairs and maintenance.
Computer & Supplies	1.74%	\$ 5,000.00	\$ 2,500.00	50.00%	Misbudgeted?
<b>MAINTENANCE &amp; REPAIR SUPPLIES</b>					
Cleaning and Janitorial Supplies	101.57%	\$ 6,000.00	\$ 8,500.00	141.67%	
Maintenance Supplies and Small Tools	22.58%	\$ 2,500.00	\$ 1,000.00	40.00%	Trending going down over last two years.
<b>POOL SUPPLIES</b>					
Uniforms & Clothing**	0.00%	\$ 3,500.00	\$ 3,000.00	85.71%	Bought rashguards, but not showing up. Need to check.
Employee Recognition	22.58%	\$ 2,000.00	\$ 2,500.00	125.00%	Employee party, giftcards, etc. Add swag for staff.
Lifeguard Supplies and Equipment	32.06%	\$ 7,500.00	\$ 5,000.00	66.67%	
Special Events	52.16%	\$ 2,000.00	\$ 1,800.00	90.00%	Still havent had Halloween or Holiday swims. Broke out Waterland for 2025.
First Aid Supplies	21.94%	\$ 2,500.00	\$ 2,000.00	80.00%	
Miscellaneous Pool Equipment (ER&R)	89.75%	\$ 4,000.00	\$ 5,000.00	125.00%	Need to check.. Might include misappropriated items.
<b>PROFESSIONAL SERVICES - CLERICAL</b>					
Financial Services - Bookkeeping Contingency - N	84.50%	\$ 10,000.00	\$ 5,000.00	50.00%	Need oversight help with retired clerk, and potential annual bookkeeping process check.
IT Server Hosting Costs - (CMIT)	39.65%	\$ 4,000.00	\$ 2,500.00	62.50%	
IT Services Workstations + Routers (CMIT)	73.57%	\$ 25,000.00	\$ 28,000.00	112.00%	
Registration Software (Rec1/CivicRec)	87.95%	\$ 5,500.00	\$ 5,300.00	96.36%	
Credit Card Transactions (Authorize.net)	31.28%	\$ 2,000.00	\$ 1,000.00	50.00%	More revenue equals more transactions. Most by credit card.
Legal Services (Snure)	53.22%	\$ 14,000.00	\$ 12,000.00	85.71%	Dual office issue brought above estimates
Financial Services (VisionMS)	77.17%	\$ 3,000.00	\$ 3,300.00	110.00%	Training and server migration in 2024. Should flatten out in 2025.
Printing/Copying (Canon)	119.61%	\$ 2,000.00	\$ 2,500.00	125.00%	More internal printing and kept second office.
Timekeeping (WhentWork)	93.04%	\$ 3,000.00	\$ 3,000.00	100.00%	One time charge.
Payroll/HR (Heartland)	107.01%	\$ 6,000.00	\$ 9,000.00	150.00%	Payroll getting larger equals more fees.
<b>PROFESSIONAL SERVICES - MAINTENANCE</b>					
Maintenance Services Contract (MacMiller)	70.73%	\$ 28,000.00	\$ 30,000.00	107.14%	Contractual work not special projects
CO2 Services (Central Welding Services)	37.36%	\$ 5,000.00	\$ 2,750.00	55.00%	Trends not changing enough.
Water Quality (Agtc Spec.)	41.93%	\$ 16,000.00	\$ 11,000.00	68.75%	Includes Pool Chemicals. Trend shows it is still inline, plus we have surplus on hand.
Roof and Gutter Maintenance (Sound)	0.00%	\$ 4,000.00	\$ 3,000.00	75.00%	Fall gutter cleaning.
Landscaping (NLS)	54.36%	\$ 8,000.00	\$ 6,250.00	78.13%	New addendum effective September 2022.
NEW Sunbelt	N/A	\$ -	\$ 6,750.00	#DIV/0!	Agreement is for \$6,000 plus taxes for AHU Support. Add'l fees =noncontracted maint.
NEW Towing - Pete's Towing	N/A	\$ -	\$ 2,668.00	N/A	
Custodial - MRP Qtrly Deep Clean (TBD)	0.00%	\$ 7,000.00	\$ 4,000.00	57.14%	Annual Deep Cleaning.
Rekey Services	0.00%	\$ 2,000.00	\$ 1,000.00	50.00%	Lost keys or changeover. Important to have as insurance for potential issue
Water Services (Mountain Mist)	53.46%	\$ 2,000.00	\$ 1,250.00	62.50%	Buy coffee ourselves to save money.
<b>REPAIRS &amp; MAINTENANCE</b>					
Maintenance Services Non-Contracted (Various)	47.94%	\$ 75,000.00	\$ 93,500.00	124.67%	Increased with closures in 2025.
<b>COMMUNICATIONS</b>					
Internet (Comcast)	60.15%	\$ 6,000.00	\$ 5,200.00	86.67%	Might be cheaper to setup a service agreement. Could include hosting.
Elevate Phone System (Cellular (Line2))	6.18%	\$ 3,600.00	\$ 3,000.00	83.33%	Misbudgeted. Should be coming out of CMIT.
Desktop Licenses (Msoft + Misc Desktop)	57.47%	\$ 4,000.00	\$ 3,200.00	80.00%	Reduced licenses in 2024.
Work Email Accounts (Google Suite)	47.02%	\$ 800.00	\$ 600.00	75.00%	Reduced licenses in 2024.
Remote Meeting Software (Zoom)	32.15%	\$ 1,000.00	\$ 300.00	30.00%	
Website Maintenance	123.53%	\$ 3,000.00	\$ 3,000.00	100.00%	Might save money in future by setting up maintenance agreements.
Postage & Mailing	19.69%	\$ 500.00	\$ 250.00	50.00%	Use email for almost all receipts now. Also working to have checks mailed from KCT.
Email Notification System (CampMon)	62.93%	\$ 750.00	\$ 750.00	100.00%	One of main forms of communication.
<b>TRAINING &amp; TRAVEL</b>					
In-Service Supplies (Internal Training)	15.60%	\$ 2,500.00	\$ 2,500.00	100.00%	Usually buy supplies at EOY.
Certifications (nonWSI)	39.58%	\$ 4,500.00	\$ 3,500.00	77.78%	WSI Certification classes in 2025.
Swim Lesson Licensing (Amrcn Red Cross)	67.33%	\$ 1,500.00	\$ 1,750.00	116.67%	Increase for inflation.
Management Staff Training	32.66%	\$ 3,500.00	\$ 1,750.00	50.00%	Second year in a row lower.
Travel for Business (Mileage,Tolls)	77.84%	\$ 1,000.00	\$ 1,250.00	125.00%	
Misc. Travel (Lodging, Per Diem)	571.73%	\$ 500.00	\$ 1,000.00	200.00%	Paid to send staff to training to finalize regional training center. Now have all certs.
<b>ADVERTISING</b>					
NEW Social Media Advertising	N/A	\$ -	\$ 2,000.00	NEW	Mostly Facebook Ads.
Print Advertising	74.29%	\$ 12,000.00	\$ 8,000.00	66.67%	Parade float items and giveaways were placed here in past. Created own line item in 2025 to see cost of Waterland events.
Ad Design	65.73%	\$ 400.00	\$ 450.00	112.50%	Just in case we need it.
NEW Waterland Parade/Trick or Treat	N/A	\$ -	\$ 2,500.00	NEW	Cover giveaway, float decorations and food/water for staff.
Bulk Printing - District Postcard		\$ 2,500.00	\$ 2,500.00		Originally took out, but put back in for putting together annual postcard to district.

Bulk Mailing - District Postcard		\$ 4,000.00	\$ 4,000.00		Originally took out, but put back in for putting together annual postcard to district.
Sponsorship Supported	0.00%	\$ 500.00	\$ 200.00	40.00%	
<b>RENTALS &amp; LEASES</b>					
District Offices	59.79%	\$ 9,000.00	\$ 9,000.00	100.00%	
Storage Rental (AAAA)	60.00%	\$ 4,000.00	\$ 4,000.00	100.00%	Able to surplus items that freed up onsite and storage capacity. Also did not get rid of offices that wouldve required more storage.
Misc. Rentals	0.00%	\$ 3,500.00	\$ 2,500.00	71.43%	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Meeting Rentals	0.05%	\$ 500.00	\$ 500.00	100.00%	Contingency.
<b>UTILITIES</b>					
Gas/Electricity (PSE)	52.79%	\$ 180,000.00	\$ 170,000.00	94.44%	Trending lower.
Water (Highline WD)	48.44%	\$ 9,900.00	\$ 9,000.00	90.91%	Large water bill in September for refilling pool in September.
Sewer (Midway)	67.98%	\$ 4,500.00	\$ 4,750.00	105.56%	
Trash/Recycling (Recology)	85.74%	\$ 6,000.00	\$ 7,250.00	120.83%	
<b>INSURANCE</b>					
Insurance, Liability (WCIA)	83.05%	\$ 45,000.00	\$ 58,000.00	128.89%	Insurance through WCIA. (40% Increase). Already charged.
<b>MISCELLANEOUS</b>					
Printing & Copying Outside (Various)	36.43%	\$ 2,000.00	\$ 1,250.00	62.50%	Use for signage, large jobs and other specialty print jobs.
Memberships, Dues & Subscriptions	43.54%	\$ 6,000.00	\$ 9,000.00	83.33%	Part of WRPA and NRPA as organizations.
Misc. Services/Discrepancies	8.80%	\$ 2,000.00	\$ 500.00	25.00%	Better job in tracking in 2022.
Background Checks/Formely Fingerprinting (SSI)	28.64%	\$ 2,500.00	\$ 1,250.00	50.00%	Stopped fingerprinting six years ago. Staffing starting to level out at capacity.
Scholarships	5.63%	\$ 10,000.00	\$ 3,500.00	35.00%	Grants have covered this money.
<b>INTERGOVERNMENTAL SERVICES</b>					
Elections (King County)	0.00%	\$ 20,000.00	\$ -	0.00%	No elections in 2024 that would be paid for in 2025.
Audits (SAO)	0.00%	\$ 5,000.00	\$ 5,000.00	100.00%	Being audited in Decembe 2024 that will
City Services (City of DM)	39.40%	\$ 5,000.00	\$ 4,000.00	80.00%	Will need some help with grant projects and other repairs.
King County Management Fees	0.00%	\$ 1,000.00	\$ -	0.00%	Deducted from their internal services, but minimal. Need to track better in 2024.
Permits (KCHD, CoDM)	0.00%	\$ 2,000.00	\$ 2,000.00	100.00%	Combines with Project Permits below.
Inspections (Fire Extinguisher)	0.00%	\$ 1,250.00	\$ 500.00	40.00%	\$320 in 2024.
B&O Tax/Agency (DOR)	169.99%	\$ 8,250.00	\$ 11,000.00	133.33%	Late payment in 2024 for 2023. Trending towards higher numbers as business goes up.
<b>TOTAL FOR ADMINISTRATION &amp; OPERATIONS</b>			<b>\$ 1,831,702.24</b>		
<b>CAPITAL/PROJECTS</b>					
<b>Miscellaneous</b>					
Architect/Design/Inspections/Permitting	48.14%	\$ -	\$ 1,000.00	#DIV/0!	FIX ME
Advertising	0.00%	\$ 500.00	\$ 500.00	100.00%	
<b>Projects</b>					
YASG (Strainer Basket, Piping & Boiler Tanks)			\$ 213,116.72	NEW	
BS4K (Air Handling Unit)			\$ 1,438,100.00	NEW	
Shower Piping Repairs			\$ 12,000.00	NEW	
<b>Transfers</b>					
Transfer to Capital Account		\$ 75,000.00	\$ 100,000.00		Push more money into Capital Reserve.
<b>TOTAL CAPITAL SPENDING</b>		<b>\$ 86,500.00</b>	<b>\$ 1,764,716.72</b>		
<b>TOTAL EXPENSES 2025</b>		<b>\$ 1,732,576.46</b>	<b>\$ 3,596,418.96</b>		

**BUDGET LEVY AFFECTS (2023 A.V.)**

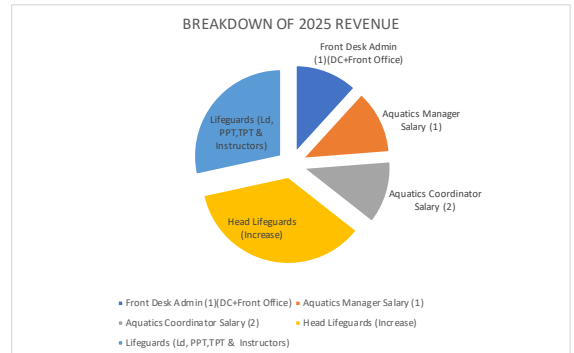
**LEVY REQUEST BREAKDOWN**

EXPENSES	\$ 3,596,418.96
BEG CASH BALANCE	\$ 975,000.00
EST. REVENUE MRP	\$ 200,000.00
OTHER REVENUE (NP)	\$ 25,000.00
MISC REVENUE (INTEREST)	\$ 30,000.00
GRANTS	\$ 1,651,216.72
ENDING CASH	\$ 600,000.00
<b>TOTAL TAX NEEDED</b>	<b>\$ 1,315,202.24</b>
<b>Est. Levy Rate 2024 (10/02/24)</b>	<b>\$ 0.200038</b>

\$ .20 per 1000 \$ 1,314,952.12  
Total \$ Available

<b>CAPITAL RESERVE</b>	2025 Starting	\$ 675,000.00
	2025 Allotment*	\$ 100,000.00
	<b>EOY Balance*</b>	<b>\$ 775,000.00</b>

\*Unused Maintenance Service Non-Contracted may be added.



2025 BUDGET ACCOUNTS SUGGESTION (PROPOSED BY STAFF)

MAX CAPACITY

Account	% used as of August 31 (Target 66%)	2024 Budgeted	2025	% Change	Notes
<b>SALARIES &amp; WAGES</b>					
Commissioner Salaries (5)	38.78%	\$ 20,000.00	\$ 20,000.00	100.00%	Kept the same. Estimate more meetings in 2025.
District GM Salary (1)	40.26%	\$ 95,000.00	\$ 101,000.00	106.32%	
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Office Equipment	7.62%	\$ 4,000.00	\$ 3,500.00	87.50%	Merged with Office/IT under repairs and maintenance.
Computer & Supplies	1.74%	\$ 5,000.00	\$ 2,500.00	50.00%	Misbudgeted?
<b>MAINTENANCE &amp; REPAIR SUPPLIES</b>					
Cleaning and Janitorial Supplies	101.57%	\$ 6,000.00	\$ 8,500.00	141.67%	
Maintenance Supplies and Small Tools	22.58%	\$ 2,500.00	\$ 1,000.00	40.00%	Trending going down over last two years.
<b>POOL SUPPLIES</b>					
Uniforms & Clothing**	0.00%	\$ 3,500.00	\$ 3,000.00	85.71%	Bought rashguards, but not showing up. Need to check.
Employee Recognition	22.58%	\$ 2,000.00	\$ 2,500.00	125.00%	Employee party, giftcards, etc. Add swag for staff.
Lifeguard Supplies and Equipment	32.06%	\$ 7,500.00	\$ 5,000.00	66.67%	
Special Events	52.16%	\$ 2,000.00	\$ 1,800.00	90.00%	Still havent had Halloween or Holiday swims. Broke out Waterland for 2025.
First Aid Supplies	21.94%	\$ 2,500.00	\$ 2,000.00	80.00%	
Miscellaneous Pool Equipment (ER&R)	89.75%	\$ 4,000.00	\$ 5,000.00	125.00%	Need to check. Might include misappropriated items.
<b>PROFESSIONAL SERVICES - CLERICAL</b>					
Financial Services - Bookkeeping Contingency - N	84.50%	\$ 10,000.00	\$ 5,000.00	50.00%	Need oversight help with retired clerk, and potential annual bookkeeping process check.
IT Server Hosting Costs - (CMIT)	39.65%	\$ 4,000.00	\$ 2,500.00	62.50%	
IT Services Workstations + Routers (CMIT)	73.57%	\$ 25,000.00	\$ 28,000.00	112.00%	
Registration Software (Rec1/CivicRec)	87.95%	\$ 5,500.00	\$ 5,300.00	96.36%	
Credit Card Transactions (Authorize.net)	31.28%	\$ 2,000.00	\$ 1,000.00	50.00%	More revenue equals more transactions. Most by credit card.
Legal Services (Snare)	53.22%	\$ 14,000.00	\$ 12,000.00	85.71%	Dual office issue brought above estimates
Financial Services (VisionMS)	77.17%	\$ 3,000.00	\$ 3,300.00	110.00%	Training and server migration in 2024. Should flatten out in 2025.
Printing/Copying (Canon)	119.61%	\$ 2,000.00	\$ 2,500.00	125.00%	More internal printing and kept second office.
Timekeeping (WhenWork)	93.04%	\$ 3,000.00	\$ 3,000.00	100.00%	One time charge.
Payroll/HR (Heartland)	107.01%	\$ 6,000.00	\$ 9,000.00	150.00%	Payroll getting larger equals more fees.
<b>PROFESSIONAL SERVICES - MAINTENANCE</b>					
Maintenance Services Contract (MacMiller)	70.73%	\$ 28,000.00	\$ 30,000.00	107.14%	Contractual work not special projects
CO2 Services (Central Welding Services)	37.36%	\$ 5,000.00	\$ 2,750.00	55.00%	Trends not changing enough.
Water Quality (Aqtc Spec.)	41.93%	\$ 16,000.00	\$ 11,000.00	68.75%	Includes Pool Chemicals. Trend shows it is still inline, plus we have surplus on hand.
Roof and Gutter Maintenance (Sound)	0.00%	\$ 4,000.00	\$ 3,000.00	75.00%	Fall gutter cleaning.
Landscaping (NLS)	54.36%	\$ 8,000.00	\$ 6,250.00	78.13%	New addendum effective September 2022.
NEW Sunbelt	N/A	\$ -	\$ 6,750.00	#DIV/0!	Agreement is for \$6,000 plus taxes for AHU Support. Add'l fees =noncontracted maint.
NEW Towing - Pete's Towing	N/A	\$ -	\$ 2,668.00	N/A	
Custodial - MRP Qtrly Deep Clean (TBD)	0.00%	\$ 7,000.00	\$ 4,000.00	57.14%	Annual Deep Cleaning.
Rekey Services	0.00%	\$ 2,000.00	\$ 1,000.00	50.00%	Lost keys or changeover. Important to have as insurance for potential issue
Water Services (Mountain Mist)	53.46%	\$ 2,000.00	\$ 1,250.00	62.50%	Buy coffee ourselves to save money.
<b>REPAIRS &amp; MAINTENANCE</b>					
Maintenance Services Non-Contracted (Various)	47.94%	\$ 75,000.00	\$ 93,250.00	124.33%	Increased with closures in 2025.
<b>COMMUNICATIONS</b>					
Internet (Comcast)	60.15%	\$ 6,000.00	\$ 5,200.00	86.67%	Might be cheaper to setup a service agreement. Could include hosting.
Elevate Phone System (Cellular (Line2))	6.18%	\$ 3,600.00	\$ 3,000.00	83.33%	Misbudgeted. Should be coming out of CMIT.
Desktop Licenses (Msoft + Misc Desktop)	57.47%	\$ 4,000.00	\$ 3,200.00	80.00%	Reduced licenses in 2024.
Work Email Accounts (Google Suite)	47.02%	\$ 800.00	\$ 600.00	75.00%	Reduced licenses in 2024.
Remote Meeting Software (Zoom)	32.15%	\$ 1,000.00	\$ 300.00	30.00%	
Website Maintenance	123.53%	\$ 3,000.00	\$ 3,000.00	100.00%	Might save money in future by setting up maintenance agreements.
Postage & Mailing	19.69%	\$ 500.00	\$ 250.00	50.00%	Use email for almost all receipts now. Also working to have checks mailed from KCT.
Email Notification System (CampMon)	62.93%	\$ 750.00	\$ 750.00	100.00%	One of main forms of communication.
<b>TRAINING &amp; TRAVEL</b>					
In-Service Supplies (Internal Training)	15.60%	\$ 2,500.00	\$ 2,500.00	100.00%	Usually buy supplies at EOY.
Certifications (nonWSI)	39.58%	\$ 4,500.00	\$ 3,500.00	77.78%	WSI Certification classes in 2025.
Swim Lesson Licensing (Amrn Red Cross)	67.33%	\$ 1,500.00	\$ 1,750.00	116.67%	Increase for inflation.
Management Staff Training	32.66%	\$ 3,500.00	\$ 1,750.00	50.00%	Second year in a row lower.
Travel for Business (Mileage,Tolls)	77.84%	\$ 1,000.00	\$ 1,250.00	125.00%	
Misc. Travel (Lodging, Per Diem)	571.73%	\$ 500.00	\$ 1,000.00	200.00%	Paid to send staff to training to finalize regional training center. Now have all certs.
<b>ADVERTISING</b>					
NEW Social Media Advertising	N/A	\$ -	\$ 2,000.00	NEW	Mostly Facebook Ads.
Print Advertising	74.29%	\$ 12,000.00	\$ 8,000.00	66.67%	Parade float items and giveaways were placed here in past. Created own line item in 2025 to see cost of Waterland events.
Ad Design	65.73%	\$ 400.00	\$ 450.00	112.50%	Just in case we need it.
NEW Waterland Parade/Trick or Treat	N/A	\$ -	\$ 2,500.00	NEW	Cover giveaway, float decorations and food/water for staff.
Bulk Printing - District Postcard		\$ 2,500.00	\$ 2,500.00		Originally took out, but put back in for putting together annual postcard to district.
Bulk Mailing - District Postcard		\$ 4,000.00	\$ 4,000.00		Originally took out, but put back in for putting together annual postcard to district.
Sponsorship Supported	0.00%	\$ 500.00	\$ 200.00	40.00%	
<b>RENTALS &amp; LEASES</b>					
District Offices	59.79%	\$ 9,000.00	\$ 9,000.00	100.00%	
Storage Rental (AAAA)	60.00%	\$ 4,000.00	\$ 4,000.00	100.00%	Able to surplus items that freed up onsite and storage capacity. Also did not get rid of offices that wouldve required more storage.
Misc. Rentals	0.00%	\$ 3,500.00	\$ 2,500.00	71.43%	Potential lift rental for Feasibility Study & Cleaning/light replacement.
Meeting Rentals	0.05%	\$ 500.00	\$ 500.00	100.00%	Contingency.
<b>UTILITIES</b>					
Gas/Electricity (PSE)	52.79%	\$ 180,000.00	\$ 170,000.00	94.44%	Trending lower.
Water (Highline WD)	48.44%	\$ 9,900.00	\$ 9,000.00	90.91%	Large water bill in September for refilling pool in September.
Sewer (Midway)	67.98%	\$ 4,500.00	\$ 4,750.00	105.56%	
Trash/Recycling (Recology)	85.74%	\$ 6,000.00	\$ 7,250.00	120.83%	
<b>INSURANCE</b>					
Insurance, Liability (WCA)	83.05%	\$ 45,000.00	\$ 58,000.00	128.89%	Insurance through WCA. (40% Increase). Already charged.

MISCELLANEOUS					
Printing & Copying Outside (Various)	36.43%	\$ 2,000.00	\$ 1,250.00	62.50%	Use for signage, large jobs and other specialty print jobs.
Memberships, Dues & Subscriptions	43.54%	\$ 6,000.00	\$ 5,000.00	83.33%	Part of WRPA and NRPA as organizations.
Misc. Services/Discrepancies	8.80%	\$ 2,000.00	\$ 500.00	25.00%	Better job in tracking in 2022.
Background Checks/Formely Fingerprinting (SS)	28.64%	\$ 2,500.00	\$ 1,250.00	50.00%	Stopped fingerprinting six years ago. Staffing starting to level out at capacity.
Scholarships	5.63%	\$ 10,000.00	\$ 3,500.00	35.00%	Grants have covered this money.
<b>INTERGOVERNMENTAL SERVICES</b>					
Elections (King County)	0.00%	\$ 20,000.00	\$ -	0.00%	No elections in 2024 that would be paid for in 2025.
Audits (SAO)	0.00%	\$ 5,000.00	\$ 5,000.00	100.00%	Being audited in Decembe 2024 that will
City Services (City of DM)	39.40%	\$ 5,000.00	\$ 4,000.00	80.00%	Will need some help with grant projects and other repairs.
King County Management Fees	0.00%	\$ 1,000.00	\$ -	0.00%	Deducted from their internal services, but minimal. Need to track better in 2024.
Permits (KCHD, CoDM)	0.00%	\$ 2,000.00	\$ 2,000.00	100.00%	Combines with Project Permits below.
Inspections (Fire Extinguisher)	0.00%	\$ 1,250.00	\$ 500.00	40.00%	\$320 in 2024.
B&O Tax/Agency (DOR)	169.99%	\$ 8,250.00	\$ 11,000.00	133.33%	Late payment in 2024 for 2023. Trending towards higher numbers as business goes up.
<b>TOTAL FOR ADMINISTRATION &amp; OPERATIONS</b>			<b>\$ 1,831,452.24</b>		
<b>CAPITAL/PROJECTS</b>					
<b>Miscellaneous</b>					
Architect/Design/Inspections/Permitting	48.14%	\$ -	\$ 1,000.00	#DIV/0!	Includes inspections outside of both grants funded below.
Advertising	0.00%	\$ 500.00	\$ 500.00	100.00%	
<b>Projects</b>					
YASG (Strainer Basket, Piping & Boiler Tanks)			\$ 213,116.72	NEW	
BS4K (Air Handling Unit)			\$ 1,438,100.00	NEW	
Shower Piping Repairs			\$ 12,000.00	NEW	
Property Acquisition Allocation	N/A	N/A	\$ 1,019,087.89	NEW	
<b>Transfers</b>					
Transfer to Capital Account		\$ 75,000.00	\$ 100,000.00		Push more money into Capital Reserve.
<b>TOTAL CAPITAL SPENDING</b>		\$ 86,500.00	\$ 2,783,804.61		
<b>TOTAL EXPENSES 2025</b>		\$ 1,732,576.46	\$ 4,615,256.85		

**BUDGET LEVY AFFECTS (2023 A.V.)**

**LEVY REQUEST BREAKDOWN**

EXPENSES	\$ 4,615,256.85
BEG CASH BALANCE	\$ 975,000.00
EST. REVENUE MRP	\$ 200,000.00
OTHER REVENUE (NP)	\$ 25,000.00
MISC REVENUE (INTEREST)	\$ 30,000.00
GRANTS	\$ 1,651,216.72
ENDING CASH	\$ 600,000.00
<b>TOTAL TAX NEEDED</b>	<b>\$ 2,334,040.13</b>
<b>Est. Levy Rate 2024 (10/02/24)</b>	<b>\$ 0.355000</b>

\$ .20 per 1000	\$ 1,314,952.12
<b>Total \$ Available (\$ .35.5)</b>	<b>\$ 2,334,040.02</b>
<b>Total \$ Available (\$ .75)</b>	<b>\$ 4,931,070.46</b>

CAPITAL RESERVE		
2025 Starting	\$	675,000.00
2025 Allotment*	\$	100,000.00
<b>EOY Balance*</b>	<b>\$</b>	<b>775,000.00</b>

\*Unused Maintenance Service Non-Contracted may be added.



1



2

## Projects (Non-Capital)

- Facility Deep Clean (March) - \$3,000.00
- Leaf Removal/Gutter Cleaning (October/November) - \$2,000.00



3

## Projects (Capital/Grant Covered)

- KCVAS Projects
  - Strainer Basket – TBD
  - Piping Support – TBD
  - Boiler Water Tanks
- BS4K Projects
  - Air Handling Unit Replacement



4



## Projects (Capital/Non-Grant Covered)

- Shower Stall Plumbing/Tubing Replacement – Est \$10k
- Walkway Cracks -  
????
  - Apply for WCIA Risk Mitigation Grant?
- Leaking Pipe (Aquatic Specialty Services)
  - Awaiting Estimate
- Staff:
  - Broken Tile
  - Tile Cleaning



5

## Special Projects

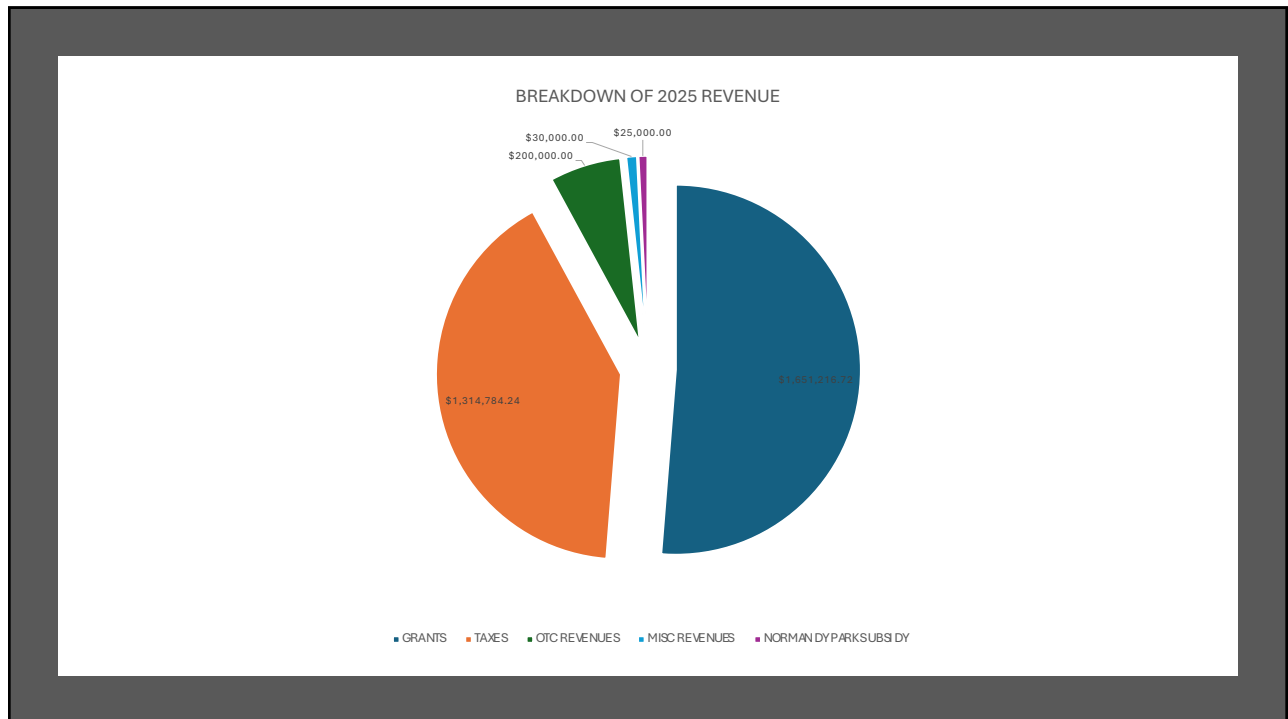
- Website Update - \$15,000
  - Why? Website established in 2017, needs updates including ADA, languages and mobile phone, plus updated security
- Bookkeeper Services - \$\$\$ (Investigate/RFQ)
  - Why? Improve financial tracking and record keeping
  - Would be an oversight of processes

6

## Frequent Processes

- Budget Codes when spending:
  - Create table/spreadsheet for staff to know where items should be placed
  - Responsible to place turn forms/spreadsheet in with all transactions
- End-of-month scrub:
  - Go through receipts before closing out month to fix issues
  - Have quarterly follow-ups to ensure all changes are made before quarterly reports
- Committee Suggestions Here...

7



8



**Preliminary Worksheet 09.26.2024**

TAXING DISTRICT

**Des Moines Pool Metropolitan Park**

2024 Levy for 2025 Taxes

IPD: 1.02570

A.	Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).					
Year	2024	2,309,534	x	1.01000	=	2,332,630
		<small>Highest Lawful Levy Since 1985</small>		<small>Limit Factor/Max Increase 101%</small>		
B.	Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).					
	33,686,189	*	0.19900	÷	1,000	= 6,704
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>			
C.	Tax Increment finance area increment AV increase (RCW 84.55.010(1)€) (value included in B & D cannot be included in C)					
	0	*	0.19900	÷	1,000	= 0
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>			
D.	Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).					
	0	-	45,381,426	=	0	
	<small>Current Year's A.V.</small>		<small>Previous Year's A.V.</small>			
	0	*	0.19900	÷	1,000	= 0
	<small>Remainder from Line D</small>		<small>Last Year's Levy Rate</small>			
E.	Regular property tax limit:				A+B+C+D	= 2,339,333
Parts F through H are used in calculating the additional levy limit due to annexation.						
F.	To find the rate to be used in F, take the levy limit as shown in Line E above and divide it by the current assessed value of the district, excluding the annexed area.					
	2,339,333	÷	6,574,760,608	*	1,000	= 0.35580
	<small>Total in Line E</small>		<small>Assessed Value Less Annexed AV</small>			
G.	Annexed area's current assessed value including new construction and improvements, times the rate in Line E.					
	0	*	0.35580	÷	1,000	= 0
	<small>Annexed Area's A.V.</small>		<small>Last Year's Levy Rate</small>			
H.	Regular property tax limit including annexation				E+G	= 2,339,333
I.	1 <sup>st</sup> Year Lid Lift & Limit Factor > 1%					
J.	Statutory maximum calculation					
	<small>Only enter fire/RFA rate, library rate, &amp; firefighter pension fund rate for cities annexed to a fire/RFA or library or has a firefighter pension fund.</small>					
	0.75000	-	-	+	0.00000	= 0.75000
	<small>District base levy rate</small>		<small>Fire or RFA Rate</small>		<small>Library Rate</small>	<small>Firefighter Pension Fund</small>
	6,574,760,608	*	0.75000	÷	1,000	= 4,931,070
	<small>Regular Levy AV</small>		<small>Reg Statutory Rate Limit</small>			<small>Reg Statutory Amount</small>
	6,484,794,824	*	0.00000	÷	1,000	= 0
	<small>Excess Levy AV</small>		<small>Excess Statutory Rate Limit</small>			<small>Excess Statutory Amount</small>
						<b>4,931,070</b>
						<small>Statutory Amount</small>
K.	Highest Lawful Levy For This Tax Year (Lesser of H+I and J)				=	2,339,333
L.	New highest lawful levy since 1985 (Lesser of H+I and J minus C, unless A (before limit factor increase) is greater than Lesser of H+I and J minus C, then A before the limit factor increase)					2,339,333
M.	Lesser of J and K					2,339,333
N.	Refunds					20,402
O.	Total: M+N (unless stat max)					2,359,735
P.	Levy Corrections					
	Year of Error: _____					
	1. Minus amount over levied (if applicable)					0
	2. Plus amount under levied (if applicable)					0
Q.	Total Allowable Levy					2,359,735
R.	Tax Base For Regular Levy					
	1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy)					6,574,760,608
S.	Tax Base for Excess, Voted Bond Levies and Sr Exempt Lid Lifts					
	2. Excess AV					6,484,794,824
	3. Plus Timber Assessed Value (TAV)					0
	4. Tax base for excess and voted bond levies (2+3)					6,484,794,824
T.	Increase Information					
	1. Levy rate based on allowable levy					0.35890
	2. Last year's ACTUAL regular levy					1,243,410
	3. Dollar Increase over last year other than New Construction (-) Annexation					1,089,220
	4. Percent Increase over last year other than New Construction (-) Annexation					87.59940%

# Des Moines Pool Métropolitain Park District

## AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d Assigned to: District GM Meeting Date: October 22, 2024

Under: New Business Attachment: None

**Subject:** Overpayment Notification

### Background/Summary:

The District General Manager was overpaid in a recent pay correction for the benefits that were approved by the district and backlogged to June 1, 2024. The District General Manager is working with bookkeepers and legal. This agenda item sheet is to notify the board of the issue.

The District GM will work with the finance committee and legal to ensure all money has been accounted for and the money is repaid before the next meeting.

A summary of the overpayment will be finalized with a resolution at the November 12 regular board meeting.

The District GM wants to make sure the issue is resolved and properly reported before moving forward with this process. This is why this is being delayed to the November 12 meeting.

**Fiscal Impact:** Will be included in November 12 regular board meeting.

**Chair Announcement:** None. First touch.

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

**Two Touch Rule:** To Be Determined **Committee Review**  
10/22/2024 **First Board Meeting (Informational)**  
11/12/2024 **Second Board Meeting (Action)**

**Action Taken:** Adopted  Rejected  Postponed

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

### Notes:

- None at this time.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9      **Assigned to:** Board President      **Meeting Date:** October 22, 2024

**Under:** Meeting End      **Attachment:** None

**Subject:** Good of the Order

### Background/Summary:

1. Good of the Order: Around the table for board and staff to share any updates outside of the regular business on the agenda.

2. Next board meeting (unless special meeting scheduled):

- November 12, 2024, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- December 10, 2024, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)
- Important Reminder that November and December meetings are moving to second week of each month.

3. End of Meeting:

**Fiscal Impact:** \_\_\_\_\_

**Proposed Motion:** No motion necessary.

**Reviewed by 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 \_\_\_\_\_ **Reporting Back Date:** \_\_\_\_\_

### Notes:

- No attachments.