



## Des Moines Pool Metropolitan Park District

September 23, 2025  
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: 870 9937 5703; Passcode: 085859. 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

pp 3

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, September 23. 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

pp 4

a. EXPENDITURE/REVENUE FOR AUGUST

pp 5-8

b. STAFF/CONTRACTOR/COMMITTEE REPORTS

District General Manager Report

pp 9-19

c. ADOPTION OF MINUTES

August 26, Regular Meeting

pp 20-25

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

f. VOUCHER APPROVAL

\$41,780.98 was processed in August 2025 for warrant requests.

pp 26-35

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$95,164.54 was processed in August 2025 for payroll and payments.

pp 36-39

**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

- |      |                                                               |          |
|------|---------------------------------------------------------------|----------|
| 7:09 | a. 50 <sup>th</sup> Anniversary Wrap-up                       | pp 40    |
| 7:14 | b. Policy 540, Admissions, Credits and Refunds (second touch) | pp 41-46 |
| 7:17 | c. Policy 454, Drug Free Workplace (first touch)              | pp 47-61 |
| 7:22 | d. SAO Projects Update                                        | pp 62    |
| 7:24 | e. Emergency Electric Repairs, Final Bill                     | pp 63-71 |

## 8. NEW BUSINESS

- |      |                                                                       |          |
|------|-----------------------------------------------------------------------|----------|
| 7:26 | a. Critical Projects: Media Filter and Water Tank Replacements Update | pp 72-79 |
|------|-----------------------------------------------------------------------|----------|

9:22

## 9. EXECUTIVE SESSIONS

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| a. Executive Session #1: "COMPLAINT AGAINST EMPLOYEE"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | pp 80 |
| <i>To receive and evaluate complaints or charges brought against a public officer or employee.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |
| b. Executive Session #2: "PERFORMANCE OF A PUBLIC EMPLOYEE"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | pp 81 |
| <i>To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.</i> |       |

## 10. GOOD OF THE ORDER

pp 82

## 11. UPCOMING MEETINGS/EVENTS

- September 23, 2025 (Fourth 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

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## **The Pledge of Allegiance**

**I pledge allegiance  
to the Flag  
of the United States  
of America,  
and to the Republic  
for which it stands,  
one Nation under God,  
indivisible, with liberty  
and justice for all.**



## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6a-g

**Assigned to:** District GM

**Meeting Date:** September 23, 2025

**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

- August Expenses and Revenue

Item 6b: Staff/Committee Reports

- District General Manager Bi-Monthly Reports

Item 6c: Adoption of Minutes (from previous month)

- August 26, 2025, Regular Board Meeting

Item 6d: Correspondence

Item 6e: Bank Transfers (MRP Revenue)

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$41,780.98** were approved for payment.

- \$1,826.67 was processed on August 4, 2025
- \$11,325.33 was processed on August 13, 2025
- \$1,313.41 was processed on August 18, 2025
- \$14,481.62 was processed on August 20, 2025
- \$12,833.95 was processed on August 25, 2025

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$95,164.54** were processed for payment.

- \$8,806.94 was approved for Puget Sound Energy on August 8, 2025
- \$45,270.51 was approved for payroll on August 15, 2025
- \$1,753.09 was approved for Dept of Retirement Systems (DRS) on August 15, 2025
- \$39,334.00 was approved for payroll on August 31, 2025

A total of **\$136,945.52** was processed in **August 2025** 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 **August 2025** totaling **\$153,618.04**.

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

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

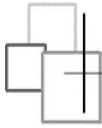
**Action Taken:** Adopted \_\_\_\_\_ Rejected \_\_\_\_\_ Postponed \_\_\_\_\_

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

#### Notes:

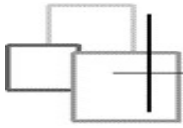
- Attachments: Various





## August 2025 REVENUES

Account Number	Reference	Aug 2025	YTD Balance	2025 Budget	Budget Balance
<b>General Fund Taxes</b>					
001-000-000-311-11-00-00	Property Taxes	\$7,973.47	\$1,203,227.43	\$2,339,312.76	\$1,136,085.33
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.03	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$3,472.84	\$9,713.21	\$0.00	\$0.00
	<b>Total General Fund</b>	<b>\$11,446.31</b>	<b>\$1,212,940.67</b>	<b>\$2,339,312.76</b>	<b>\$1,126,372.09</b>
<b>Charges for Goods and Services</b>					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
	<b>Total Charges for Goods and Services</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
<b>Miscellaneous Revenues</b>					
001-000-000-361-11-00-00	Investment Interest	\$0.00	\$43,142.85	\$30,000.00	(\$13,142.85)
001-000-000-367-00-00-01	Contributions/Donations ( to Scholarships)	\$0.00	\$31,300.00	\$0.00	\$31,300.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$9,311.43	\$11,435.09	\$1,651,216.72	\$1,639,781.63
001-000-000-369-81-00-03	MRP Cash Deposits	\$366.75	\$9,363.26	\$50,000.00	\$40,636.74
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$2,359.08	\$105,801.12	\$147,500.00	\$41,698.88
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$1,835.00	\$2,500.00	\$665.00
	<b>Total Revenue</b>	<b>\$12,037.26</b>	<b>\$202,877.32</b>	<b>\$1,878,716.72</b>	<b>\$1,675,839.40</b>
<b>Capital Projects/Reserve</b>					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$1,124,110.52	\$1,124,110.52
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$310,513.44</b>	<b>\$1,124,110.52</b>	<b>\$813,597.08</b>
	<b>Grand Total Revenue</b>	<b>\$48,483.57</b>	<b>\$1,751,331.43</b>	<b>\$1,149,110.52</b>	<b>\$602,220.91</b>



## August 2025 EXPENDITURES

Beginning Monthly Balance = \$2,436,877.33

Ending Monthly Balance = \$2,238,706.39

Category/ Acct #	Reference	Aug 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners Subsidies	\$1,890.98	\$10,789.55	\$20,000.00	\$9,210.45	53.95%
001-000-000-576-20-10-01	District Manager Salary	\$6,164.08	\$49,790.44	\$101,000.00	\$51,209.56	49.30%
001-000-000-576-21-10-01	Aquatics Mgr Salary	\$6,391.70	\$51,032.11	\$103,434.24	\$52,402.13	49.34%
001-000-000-576-21-25-01	Aquatic Coordinators	\$4,719.36	\$41,998.42	\$153,000.00	\$111,001.58	27.45%
001-000-000-576-21-30-04	Lifeguards (Lead, PPT, TPT, Instructors)	\$39,043.50	\$239,786.53	\$360,000.00	\$120,213.47	66.61%
001-000-000-576-21-30-05	Water Exercise Instructor	\$472.77	\$5,661.04	\$10,000.00	\$4,338.96	56.61%
001-000-000-576-21-30-06	Front Desk Administrator	\$4,232.40	\$34,614.51	\$65,000.00	\$30,385.49	53.25%
001-000-000-576-21-32-02	Head Lifeguards	\$2,944.98	\$24,209.71	\$70,000.00	\$45,790.29	34.59%
	<b>Total Salaries &amp; Wages</b>	<b>\$65,859.77</b>	<b>\$457,882.31</b>	<b>\$882,434.24</b>	<b>\$424,551.93</b>	<b>51.89%</b>
<b>Taxes &amp; Misc</b>						
001-000-000-576-21-21-19	Payroll Taxes	\$20,295.68	\$144,659.55	\$235,000.00	\$90,340.45	61.56%
001-000-000-576-21-33-00	Sick Pay	\$600.93	\$3,690.26	\$3,500.00	(\$190.26)	105.44%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$147.24	\$2,500.00	\$2,352.76	5.89%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	<b>Total Taxes &amp; Misc</b>	<b>\$20,896.61</b>	<b>\$148,497.05</b>	<b>\$242,000.00</b>	<b>\$93,502.95</b>	<b>61.36%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-22-30	Personal Benefits (DRS & OASI tax)	\$1,753.09	\$28,162.41	\$32,000.00	\$3,837.59	88.01%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$101.27	\$4,389.27	\$2,000.00	(\$2,389.27)	219.46%
001-000-000-576-21-22-30	Personal Benefits (AWC & tax)		\$23,705.15	\$55,000.00	\$31,294.85	43.10%
001-000-000-576-21-25-05	Incentive Pay		\$0.00	\$500.00	\$500.00	0.00%
	<b>Total Personal Benefits</b>	<b>\$1,854.36</b>	<b>\$56,256.83</b>	<b>\$89,500.00</b>	<b>\$33,243.17</b>	<b>62.86%</b>
<b>Office Supplies</b>						
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)		\$1,077.03	\$3,500.00	\$2,422.97	30.77%
001-000-000-576-20-35-01	Computer Equipment & Supplies (Non-		\$2,323.93	\$2,500.00	\$176.07	92.96%
001-000-000-576-21-35-03	Office Supplies (Amazon/staples)	\$91.00	\$714.42	\$2,500.00	\$1,785.58	28.58%
	<b>Total Office Supplies</b>	<b>\$91.00</b>	<b>\$4,115.38</b>	<b>\$8,500.00</b>	<b>\$4,384.62</b>	<b>48.42%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools		\$523.57	\$1,000.00	\$476.43	52.36%
001-000-000-576-21-35-02	Cleaning & Janitorial Supplies	\$506.99	\$5,555.64	\$8,500.00	\$2,944.36	65.36%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$506.99</b>	<b>\$6,079.21</b>	<b>\$9,500.00</b>	<b>\$3,420.79</b>	<b>63.99%</b>
<b>Pool Supplies</b>						
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$9.86	\$3,126.51	\$5,000.00	\$1,873.49	62.53%
001-000-000-576-21-35-15	Special Pool Events	\$495.45	\$878.51	\$1,800.00	\$921.49	48.81%
001-000-000-576-21-40-00	Employee Recognition		\$488.95	\$2,500.00	\$2,011.05	19.56%
001-000-000-576-21-42-06	Uniforms & Clothing		\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-43-06	First Aid Supplies		\$143.18	\$2,000.00	\$1,856.82	7.16%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip		\$2,834.59	\$5,000.00	\$2,165.41	56.69%
	<b>Total Pool Supplies</b>	<b>\$505.31</b>	<b>\$7,471.74</b>	<b>\$19,300.00</b>	<b>\$11,828.26</b>	<b>38.71%</b>
<b>Professional Svcs - Clerical</b>						
001-000-000-576-20-41-03	Financial Services (Bookkeeping Contingency)	\$187.51	\$3,539.35	\$5,000.00	(\$4,104.00)	182.08%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$2,358.00	\$9,104.00	\$12,000.00	\$10,672.00	11.07%
001-000-000-576-20-41-05	Financial Management Software (VisionMS)		\$1,328.00	\$3,300.00	(\$239.35)	107.25%
001-000-000-576-20-41-14	IT Server Hosting (CMIT)		\$1,800.00	\$2,500.00	\$700.00	72.00%
001-000-000-576-20-41-16	IT Services Workstations - Router (CMIT)	\$4,012.00	\$15,418.00	\$28,000.00	\$12,582.00	55.06%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$179.75	\$1,005.24	\$2,500.00	\$1,494.76	40.21%
001-000-000-576-21-42-03	Registration Software (Civic Rec/Rec 1)		\$0.00	\$5,300.00	\$5,300.00	0.00%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)		\$626.20	\$1,000.00	\$373.80	62.62%
001-000-000-576-21-42-05	Payroll/Merchant Fees (Heartland)	\$2,870.25	\$10,546.60	\$9,000.00	(\$1,546.60)	117.18%
001-000-000-576-21-42-09	Scheduling Software/Timekeeping	\$352.64	\$2,821.12	\$3,000.00	\$178.88	94.04%
	<b>Total Prof Services-Front Offc</b>	<b>\$9,960.15</b>	<b>\$46,188.51</b>	<b>\$71,600.00</b>	<b>\$25,411.49</b>	<b>64.51%</b>

Category/ Acct #	Reference	Aug 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-21-31-01	Custodial Qtly Deep Clean (MRP)		\$4,115.97	\$4,000.00	(\$115.97)	102.90%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$105.27	\$2,165.34	\$2,750.00	\$584.66	78.74%
001-000-000-576-21-31-03	AHU/VFD Maintenance (Sunbelt)		\$7,679.84	\$6,750.00	(\$929.84)	113.78%
001-000-000-576-21-41-20	Gutter and Roof Management		\$0.00	\$3,000.00	\$3,000.00	0.00%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$621.53	\$4,350.71	\$6,250.00	\$1,899.29	69.61%
001-000-000-576-21-42-04	Towing (Pete's Towing)		\$0.00	\$2,668.00	\$2,668.00	0.00%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)		\$514.17	\$1,250.00	\$735.83	41.13%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)		\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$5,177.75	\$19,152.77	\$30,000.00	\$10,847.23	63.84%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$268.17	\$5,284.61	\$11,000.00	\$5,715.39	48.04%
	<b>Total Prof Services-Maintenance</b>	<b>\$6,172.72</b>	<b>\$43,263.41</b>	<b>\$68,668.00</b>	<b>\$25,404.59</b>	<b>16.21%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$7,226.76	\$36,559.68	\$88,500.00	\$51,940.32	41.31%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$7,226.76</b>	<b>\$36,559.68</b>	<b>\$88,500.00</b>	<b>\$51,940.32</b>	<b>41.31%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$820.00	\$3,142.34	\$3,000.00	(\$142.34)	104.74%
001-000-000-576-20-42-01	Telephone/Internet (Comcast)		\$4,123.76	\$5,200.00	\$1,076.24	79.30%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)		\$552.00	\$750.00	\$198.00	73.60%
001-000-000-576-20-42-10	Desktop Licenses (MS & Misc)		\$2,495.47	\$3,200.00	\$704.53	77.98%
001-000-000-576-21-41-14	Remote Meeting Software (GoToMtg,Zoom)		\$0.00	\$300.00	\$300.00	0.00%
001-000-000-576-21-42-07	Postage and Mailing	\$91.74	\$574.90	\$250.00	(\$324.90)	229.96%
001-000-000-576-21-42-14	Elevate Phone System	\$444.88	\$1,780.13	\$3,000.00	\$1,219.87	59.34%
001-000-000-576-21-42-03	Work Email Accounts (Google Suite)		\$437.83	\$600.00	\$162.17	72.97%
	<b>Total Communications</b>	<b>\$1,356.62</b>	<b>\$13,106.43</b>	<b>\$16,300.00</b>	<b>\$3,193.57</b>	<b>80.41%</b>
<b>Training &amp; Travel</b>						
001-000-000-576-20-43-08	Community Advisory Committee			\$5,000.00	\$5,000.00	0.00%
001-000-000-576-21-43-01	Misc Travel Expenses (Lodging, Per Diem)		\$0.00	\$1,000.00	\$1,000.00	0.00%
001-000-000-576-21-43-03	Certifications (non WSI)		\$376.00	\$3,500.00	\$3,124.00	10.74%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)		\$103.41	\$2,500.00	\$2,396.59	4.14%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$235.00	\$2,320.00	\$1,750.00	(\$570.00)	132.57%
001-000-000-576-21-43-07	Management Staff Training	\$931.50	\$1,211.50	\$1,750.00	\$538.50	69.23%
001-000-000-576-21-43-10	Travel for Business (Mileage, Tolls)		\$0.00	\$1,250.00	\$1,250.00	0.00%
	<b>Total Training &amp; Travel</b>	<b>\$1,166.50</b>	<b>\$4,010.91</b>	<b>\$16,750.00</b>	<b>\$12,739.09</b>	<b>23.95%</b>
<b>Advertising</b>						
001-000-000-576-20-41-00	Public Outreach Events		\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-41-07	District Advertising	\$181.83	\$7,451.33	\$8,000.00	\$548.67	93.14%
001-000-000-576-20-41-13	Sponsorship Supported		\$0.00	\$200.00	\$200.00	0.00%
001-000-000-576-20-41-20	Social Media Advertising		\$346.00	\$2,000.00	\$1,654.00	17.30%
001-000-000-576-20-41-40	Ad Design		\$50.00	\$450.00	\$400.00	11.11%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard		\$0.00	\$4,000.00	\$4,000.00	0.00%
001-000-000-576-20-49-09	Bulk Printing - District Postcard		\$0.00	\$2,500.00	\$2,500.00	0.00%
	<b>Total Advertising</b>	<b>\$181.83</b>	<b>\$7,847.33</b>	<b>\$19,650.00</b>	<b>\$11,802.67</b>	<b>39.94%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$5,022.50	\$9,000.00	\$3,977.50	55.81%
001-000-000-576-20-45-01	Storage Rental (AAAA)		\$2,720.00	\$4,000.00	\$1,280.00	68.00%
001-000-000-576-20-45-02	Miscellaneous Rentals		\$0.00	\$2,500.00	\$2,500.00	0.00%
001-000-000-576-20-45-05	Meeting Room Rental		\$0.00	\$500.00	\$500.00	0.00%
	<b>Total Rentals &amp; Leases</b>	<b>\$717.50</b>	<b>\$7,742.50</b>	<b>\$16,000.00</b>	<b>\$8,257.50</b>	<b>48.39%</b>
<b>Utilities</b>						
001-000-000-576-21-47-00	Electricity (PSE)	\$8,806.94	\$88,755.24	\$170,000.00	\$81,244.76	52.21%
001-000-000-576-21-47-02	Water (Highline)		\$5,467.86	\$9,000.00	\$3,532.14	60.75%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$569.75	\$4,496.64	\$7,250.00	\$2,753.36	62.02%
001-000-000-576-21-47-04	Sewer (Midway)		\$4,214.32	\$4,750.00	\$535.68	88.72%
	<b>Total Utilities</b>	<b>\$9,376.69</b>	<b>\$102,934.06</b>	<b>\$191,000.00</b>	<b>\$88,065.94</b>	<b>53.89%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$18,963.00	\$53,241.36	\$58,000.00	\$4,758.64	91.80%
	<b>Total Insurance</b>	<b>\$18,963.00</b>	<b>\$53,241.36</b>	<b>\$58,000.00</b>	<b>\$4,758.64</b>	<b>91.80%</b>
<b>Miscellaneous</b>						
001-000-000-576-20-49-07	Misc. Services/Discrepancies		\$4,955.93	\$500.00	(\$4,455.93)	991.19%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)		\$218.47	\$1,250.00	\$1,031.53	17.48%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$875.00	\$4,707.20	\$5,000.00	\$292.80	94.14%

Category/ Acct #	Reference	Aug 2025	YTD Expense	2025 Budget	Budget Balance	% of Budget
001-000-000-576-20-51-50	Background checks	\$116.00	\$522.00	\$1,250.00	\$728.00	41.76%
001-000-000-576-21-40-20	Scholarships (Faith Callahan)		\$1,198.10	\$3,500.00	\$2,301.90	34.23%
	<b>Total Miscellaneous</b>	<b>\$991.00</b>	<b>\$11,601.70</b>	<b>\$11,500.00</b>	<b>(\$101.70)</b>	<b>100.88%</b>
<b>Intergovernmental Services</b>						
001-000-000-576-20-41-11	SAO Audit	\$5,077.15	\$5,077.15	\$5,000.00	(\$77.15)	101.54%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$220.40	\$379.40	\$500.00	\$120.60	75.88%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)		\$4,664.17	\$11,000.00	\$6,335.83	42.40%
001-000-000-576-20-51-10	Services Contract (City of Des Moines)	\$360.00	\$1,755.00	\$4,000.00	\$2,245.00	43.88%
001-000-000-576-21-49-20	Permits & Fees (KCHD, CoDM)	\$2,328.20	\$12,135.67	\$2,000.00	(\$10,135.67)	606.78%
	<b>Total Intergov Services</b>	<b>\$7,985.75</b>	<b>\$24,011.39</b>	<b>\$22,500.00</b>	<b>(\$1,511.39)</b>	<b>106.72%</b>
<b>Capitals</b>						
001-000-000-594-76-41-02	Capital - Advertising		\$0.00	\$500.00	\$500.00	0.00%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$2,475.00	\$7,028.00	\$1,000.00	(\$6,028.00)	702.80%
001-000-000-594-76-41-04	YASG (Strainer Basket, Piping & Boiler Tanks)		\$0.00	\$213,116.72	\$213,116.72	0.00%
001-000-000-594-76-41-05	BS4K (Air Handling Unit)		\$0.00	\$1,438,100.00	\$1,438,100.00	0.00%
001-000-000-594-76-41-07	Shower Piping Repairs		\$0.00	\$12,000.00	\$12,000.00	0.00%
301-000-000-397-00-00-00	Transfer From General Fund to Capital		\$0.00	\$1,124,110.50	\$1,124,110.50	0.00%
	<b>Total Capitals</b>	<b>\$2,475.00</b>	<b>\$7,028.00</b>	<b>\$2,788,827.22</b>	<b>\$2,781,799.22</b>	<b>0.25%</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$43,977.56</b>	<b>\$230,151.30</b>	<b>\$353,600.00</b>	<b>\$123,448.70</b>	<b>65.09%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$109,835.00</b>	<b>\$800,658.50</b>	<b>\$1,478,102.24</b>	<b>\$677,443.74</b>	<b>54.17%</b>
	<b>TOTAL CAPITAL</b>	<b>\$2,475.00</b>	<b>\$14,056.00</b>	<b>\$2,788,827.22</b>	<b>\$2,781,799.22</b>	<b>0.50%</b>
<b>GRAND TOTALS</b>						
		<b>\$156,287.56</b>	<b>\$1,044,865.80</b>	<b>\$4,620,529.46</b>	<b>\$3,582,691.66</b>	<b>22.61%</b>
					<b>Target</b>	<b>66.67%</b>

# **DES MOINES POOL METROPOLITAN PARK DISTRICT**

**Date: Thursday, September 18, 2025**

**To: District Board Commissioners**

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

**Subject: Bi-Monthly Reports to Board Between August 21-September 18**

## **SENT AUGUST 21:**

### **BOARD MEETING**

Just a reminder that our board meeting will be next Tuesday, August 26. I need a little more time in getting the board packet completed and will have it out by Friday afternoon.

### **POOL CLOSURE**

The pool closure is wrapping up, being refilled and we estimate will reopen on Monday, August 25. We will present an update at the August 26 board meeting. You never know with a pool our age what might go wrong when making changes, but staff is doing everything they can to open on time.

I also had to get Finance Committee approval for the work from the electrical estimate going over the estimate. This has been added to the August 26 agenda.

### **SCHEDULE UPDATE**

Staff are updating the schedule for August 25-September 14 when more kids go back to school. The schedule includes early mornings on Monday, Wednesday and Friday mornings, and Sundays. An updated schedule will be posted starting on September 15. We will send this out the week before. This schedule will be sent out later today or early tomorrow.

### **HSD LEASE AMENDMENT**

We were contacted by the Highline School District for payment of pool usage and timing equipment. This has been added to the board packet.

### **FALL SWIM MEETS**

We will be hosting five swim meets this Fall for the MRHS women's swim team season alone. This is the most that we have hosted. The dates for the women's swim team meets are September 11, 18 and October 2, 14 and 18.

### **50th ANNIVERSARY**

We will go over this at the August 26 board meeting. We have ordered the ducks and have the invitations and press releases ready to go out. We also have an estimate for the plaque that we will discuss.

### **SCOREBOARD DEDICATION**

The scoreboard is all setup and ready to be dedicated. Quentin is going to talk to the donor about when they would like the dedication, and then the school district coach about setting up a dedication before the first meet.

### **FARMERS MARKET**

We are participating in the Farmer's Market on Saturday, August 30. We will be promoting the 50th anniversary, fall schedule and swim lessons among other activities.



## **SAO MEETING**

I met with SAO last week on Lean processes and team building, I will update the information at the next board meeting.

## **AWC-RMSA**

- HSD LEASE: Sent proof of insurance into HSD as part of our lease requirements.
- TRAININGS: Presenting trainings needed by all staff, board, and volunteers.

## **AMERICAN RED CROSS PARTNERSHIP**

Quentin is working to setup a partnership with American Red Cross to host trainings as licensed training providers (LTPs). We should have our insurance information in soon.

## **PRIVATE SCHOOL REQUEST**

We had a private school in Burien that requested swim lessons in the middle of the day, while we were closed. We discussed the request and decided it was more important to focus on growing our swim lessons for the Des Moines residents. Below is the email string...

EMAIL RESPONSE FROM EMMITT SEVORES TO REQUESTOR FOR PRIVATE GROUP LESSONS DURING THE DAY (TWO RESPONSES: One in May and one in August)

(1) I was forwarded your email about wanting some swim lessons for around 10 One School Global students. We originally received this inquiry from XXXXX a few weeks ago and tried to reach back out on April 10<sup>th</sup> and I left her a voicemail.

At this time, this is not something that we are able to do. Our next swim lessons registration is in mid-May, and our next session starts at the very end of May. Would you be planning on having their parents/guardians transport them to and from lessons? Or would it be during the school day?

(2) Hello XXXX,

We would like to thank you for your interest in hosting swim lessons for your students here.

Unfortunately, this is not something that we are able to do this time. After our maintenance closure, we want to put our focus on serving our tax payers in Normandy Park and Des Moines.

If anything changes, we can reach out to you.

Once again, thank you for your interest.

EMAIL FROM PRIVATE SCHOOL TO EMMITT SEVORES

Hello Emmitt,

I wanted to step in and provide some response and insight to your email. Our school is just 10 mins drive from your pool, and all the students live within Normandy Park and Des Moines area, so we are all tax paying citizens in the area. As a resident in Normandy Park, I respect your desire to service the

neighbors in the area, but I also feel that is exactly what you would be doing by allowing our private school to have swimming lessons there.

Thank you for considering this.

## DISTRICT GM RESPONSE BACK TO SCHOOL

Dear XXXX,

Thank you for your thoughtful message and for highlighting your school community's interest in swim lessons at the Mount Rainier Pool. Emmitt Sevores forwarded me your message. We truly value the role that all residents—whether from Des Moines or Normandy Park—play in supporting the pool through the District.

Currently, our priority is to focus on group lessons that are open to the entire community (Des Moines, Normandy Park and surrounding area). The Mount Rainier Pool was built in 1975 and, despite serving a population that has more than doubled in King County and grown more than seven times in Des Moines alone, the facility has not expanded in size. With limited pool space, offering exclusive school-based lessons would reduce opportunities for other families and create inequities we work hard to avoid.

Additionally, the pool must operate within strict safety and staffing standards. Group lessons are the most efficient way for us to ensure high-quality instruction while serving as many children as possible with the lifeguard and instructor resources available.

That said, your students are welcome to participate in our existing group lesson programs, just as students from other public and private schools in our community do. Families can find registration details and scholarship information on our website's swim lesson page (<https://mtrainierpool.com/swimlessons/>), and we encourage them to register early as classes fill quickly.

We appreciate your understanding as we balance the needs of our growing community with the limitations of a 50-year-old facility. We hope to see your students in our group lessons soon.

Warm regards,

## **NORMANDY PARK CITY SCENE AD**

Below is the City Scene ad that Gene created for the Normandy Park City Scene. It will be posted in September.

WHEN THE SEASONAL POOLS CLOSE, REMEMBER...

# It's always summer at Mount Rainier Pool



*Whether to stay fit, keep the kids busy, or simply enjoy the water without worrying about the weather, we've got a lane (or a splash zone) waiting for you*

- ✓ Heated, indoor comfort year-round
- ✓ Lap swimming, water exercise, & family swim for all ages
- ✓ Swim lessons for kids, teens & adults (*Registration starts 9/9/25*)
- ✓ Flexible membership options:

- 3-month pass  
*Great for the fall/winter season*

- 10-visit pass  
*Perfect for busy schedule and drop-in swimmers*

- ✓ Affordable rates & friendly staff
- ✓ Easy access from Normandy Park

## HOW TO REGISTER FOR LESSONS

Online: Set up a CivicRec account at [MtRainierPool.com](http://MtRainierPool.com)

Phone: 206.824.4277

In-Person: 22722 19<sup>th</sup> Ave S, Des Moines



Scan QR code to access our website and sign-up page

Join us **SUNDAY • SEPT 21 • NOON - 3<sup>pm</sup>**  
as we celebrate our 50<sup>th</sup> Anniversary



## PTSA SWIMS

We are meeting next week to get information out about the PTSA swims. Des Moines Elementary requested and was granted November 8. They contacted us before information went out. Our goal is to serve all Des Moines and Normandy Park elementary schools including St. Philomena.

## FEATURED RESEARCH

Commissioner Stender sent me this article from Spokane on how the City of Spokane and School District are working together on year-round aquatics. He also mentioned they are promoting second grade swim lessons.

<https://www.krem.com/article/news/local/spokane-county/spokane-considers-year-round-indoor-pool-project/293-589acb0e-d522-46fa-9e57-de40ad357c78>

## RESEARCH

- Swimming Lessons are not just for kids: adult lessons are invaluable for year-round water safety (Swimming World) <https://www.swimmingworldmagazine.com/news/swimming-lessons-arent-just-for-kids-adult-swim-lessons-are-invaluable-for-year-round-water-safety/>
- Florida launches free swim lesson voucher program ( Wink News) [https://www.winknews.com/news/state/florida-launches-free-swim-lesson-voucher-program-to-boost-water-safety/article\\_58fb743b-22a0-4912-a807-cd04ee65024f.html](https://www.winknews.com/news/state/florida-launches-free-swim-lesson-voucher-program-to-boost-water-safety/article_58fb743b-22a0-4912-a807-cd04ee65024f.html)
- Michael Phelps teaches Baltimore Ravens to swim (People) <https://people.com/michael-phelps-teaches-baltimore-ravens-how-swim-11790254>

- Construction begins on Quincy Aquatic Center (560KPQ) <https://kpq.com/quincy-aquatic-center-update/>

### **SENT SEPTEMBER 4:**

#### **SPECIAL MEETING PACKET AND ZOOM INFO. (COMING OUT TOMORROW)**

Just a reminder that we scheduled a special meeting to prepare for the 50th anniversary on Tuesday, September 9 at 7pm. This should be a short meeting. **I will send the agenda packet out tomorrow.**

#### **BOARD MEETING WRAP-UP**

- **Minutes:** Angela has been focused on getting the invitations out for the 50th, so we should have minutes out for editing next week.
- **Signatures:** All minutes were signed and are now posted on the website's governance page.
- **HSD Amendment:** I sent HSD our interest in signing the amendment. I received a response from HSD that they were working on the amendment but have not seen any physical copy of it yet.

#### **POOL MECHANICAL ISSUES**

We have two issues that came up after reopening: low flow and chlorine feeding.

- **Low Flow:** This caused our first of two closures. The pool is legally required to turnover its water throughout the day and maintain minimal flow levels. The pool was trending close to below its levels, so we shut it down for safety. We had a contractor come out and turn up the PSI on our VFD for our pumps, but we believe there is either an obstruction in the line, a filter issue, or an issue with the pump. We are working to isolate the problem and come back with a solution.
- **Chlorine Levels:** We believe there is an obstruction in one of the lines of the chlorine system. We are working with ASSI to schedule a comprehensive diagnostic of the system. ASSI will be out Friday to check the system.

#### **WASHER & DRYER REPLACEMENT**

Our dryer's control panel went out last week. We inspected the washing machine, and it was also in bad shape, so we are replacing both. They will be installed on Monday, September 8. The air in pools can be hard on equipment, but we did get about seven years out of the units.

#### **MRHS SCOREBOARD UNVEILING**

The Mount Rainier Pool Swim Team will be unveiling the scoreboard that **Commissioner Stender** donated on **Tuesday, September 11 at around 3pm**. This will be done at the start of their swim meet.

#### **50th ANNIVERSARY PLANNING**

- We will go over this at our Special Meeting on September 9th. This information will be sent out tomorrow morning.
-

## PEACHJAR

I placed the attached ad in all local Des Moines schools and adjacent community elementary schools (RiverRidge, Marvista and Sunnycrest). It contains information on swim lessons, the grand opening, free Sundays, and \$22 Swim with Your Kids Rate.

<https://share.peachjar.com/flyers/2916181/districts/3000>

## FALL MAGAZINES WITH OUR ADS

Below are the Fall magazines with our ads to City of Des Moines and City of Normandy Park.

- Des Moines City Currents: <https://www.colibrinw.com/wp-content/flipbooks/DesMoinesCityCurrents/fall25/flipbook/?page=1>
- Normandy Park City Scene: FALL not available yet. See ad below.

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*Scan QR code to access our website and sign-up page*

Join us **SUNDAY • SEPT 21 • NOON - 3<sup>pm</sup>**  
as we celebrate our 50<sup>th</sup> Anniversary



## AWC-RMSA

- Conference/Annual Meeting: I will be attending AWC's conference and AWC-RMSA's annual meeting, October 7-9. There is no cost to attend the meeting in Chelan (except mileage), and all room and board is covered.
- Risk Mitigation Funds: We already received \$1,800 for the remainder of the year to fund towards risk mitigation projects. We will get an additional \$1,000 for me to attend the trainings. Staff and I are working on projects to allocate the funds towards.
- Staff Trainings: I went ahead and scheduled the staff trainings internally for the senior management team. This includes cybersecurity, defensive driving, fraud/crime, and sexual



harassment. Each employee is assigned an online training they can complete on their own. The more difficult trainings will be the cashier and lifeguard trainings for crime/fraud and sexual harassment. WCIA used to let us have group trainings with staff signing the forms. This is the most-effective way to train the lifeguards, and we will setup trainings this Fall. I also added two more trainings for later this Fall with management staff including: a supervisor's guide to eliminating claim risk, and public pools and public health. They were recommended by our representative when setting up the training calendar on LocalGovU.

- Email Invitations from AWC-RMSA: I added the board to invitations to sign up for LocalGovU Trainings. I thought this might be a good way for board to see the training opportunities, and sign up for trainings that might be available to board members in the future.

## **SAFESPORT**

We will also be requiring managers and staff to take SafeSport Trainings this Fall. We are working to setup the trainings for staff and will require managers to provide a certification of completion. The course is free for staff and \$20/managers. This should be good training for youth and adults working together. We will write this into policy this Fall. I am also signing up for the one-time \$200 fee of a resource hub. This will help track our managers and lifeguards.

## **SAO PROGRAMS**

- CYBERSECURITY: I met with Erin Laska of the SAO Cybersecurity Program. They have two audit programs they are currently performing: General Cybersecurity and Ransomware. She placed us on the waitlist from July 14, 2025 (date we originally requested). The audits take an average of 4 months, and there is a three-year waitlist. Once we are at the top of the waitlist, we will schedule the audit with them. Note-I tried to sign up for both programs, but SAO limits it to one audit program at a time.
- TEAM BUILDING: I had notified Heidi Walter with SAO that we are interested in setting up both SAO trainings including LEAN and Team building. I met with the rep on Thursday, September 4th and we have a tentative dated for a workshop for Wednesday, October 29. We have not set an exact time for the training. <https://sao.wa.gov/improving-government/teambuilding-leadership-workshops>
- LEAN TRAINING: For the LEAN training, we are going to work on Payroll. We met on Thursday, September 4, and are working on a charter for the trainings, and setting a workshop. We are working on a Charter for the training, and our workshop will be Friday, October 17 from 9:30am-12:30pm.
- <https://sao.wa.gov/improving-government/lean-services>

## **UPCOMING ITEMS**

- First Saturday \$1 Open Swim is Saturday, September 6: [https://www.facebook.com/events/1204176508143806?acontext=%7B%22event\\_action\\_history%22%3A\[%7B%22mechanism%22%3A%22attachment%22%2C%22surface%22%3A%22newsfeed%22%7D\]%2C%22ref\\_notif\\_type%22%3Anull%7D](https://www.facebook.com/events/1204176508143806?acontext=%7B%22event_action_history%22%3A[%7B%22mechanism%22%3A%22attachment%22%2C%22surface%22%3A%22newsfeed%22%7D]%2C%22ref_notif_type%22%3Anull%7D)
- Swim Lesson Registration: Current Students start on September 9, and New Students on September 12. <https://createsend.com/t/d-E3904FBBB3533BED2540EF23F30FEDED>
- Fall Schedule Change is coming Monday, September 15. Schedule update will be sent next week.

## **PTSA SWIMS**

We sent invitations out to all the local PTSA elementary schools including Saint Philomena on Tuesday, September 3rd. Emmitt will begin booking groups, first-come, first-served. The dates are being worked around a potential closure next March, which we are unsure how long the closure will be at this time. So far, we have the following dates allocated.

- November 8 - Des Moines Elementary
- November 15 - Woodmont K-8
- December 13 Parkside
- January 10 - Midway
- February 7 - OPEN
- April 18 - OPEN
- May 17 - OPEN

We will open an additional Saturday if needed.

## **FARMER'S MARKET**

Emmitt, Gene, and I were out at the August 30 farmer's market. We gave out information on swim lessons, \$2 swim with your kids' fees, Sunday free youth swims and the 50th anniversary event.

## **TRAIN STATION MEETING**

Patrice and Southside Chamber are leading a planning a grand opening for the Kent station with the help of STA. I will attend the next meeting on Monday, September 8th at 10am.

## **DMLF INTERVIEW MEETING**

Patrice setup an interview with me for the Des Moines Legacy Foundation on Tuesday, Sept 9th at 4:30pm. Below are the questions, I will be answering on video. Let me know if you have any questions or concerns.

1. The Mt. Rainier Pool is celebrating its 50th anniversary — what does this milestone mean to the community?
2. How has the pool evolved over the past 50 years in serving Des Moines and surrounding areas?
3. What role has the Des Moines Legacy Foundation played in supporting the pool and its programs?
4. Can you tell us more about the free youth swimming lessons funded by the Foundation?
5. Why are swimming lessons especially important for low-income families and their children?
6. Lifeguard training was also part of this effort — how does this program impact youth and the community at large?
7. How many youth have benefited from these swimming and lifeguard programs so far?
8. What kind of feedback have you received from families or participants in these programs?
9. You mentioned Gene's work on securing grants — can you walk us through how those grants and Foundation funds worked together to make this possible?
10. Why was it important to pursue matching funds, and how did that multiply the impact?
11. What challenges did you face in bringing these programs to life, and how were they overcome?
12. Beyond swimming, how do these programs build confidence, leadership, and life skills in youth?
13. What message do you hope community members and dignitaries take away from the 50th anniversary celebration on September 21?
14. Looking ahead, what are the Foundation's goals for continuing to support the pool and youth programs?

15. For those inspired by this work, how can community members get involved or support future initiatives?

## RESEARCH

- Legal requirements for hosting opening houses (MRSC Insight Blog) <https://mrsc.org/stay-informed/mrsc-insight/august-2025/hosting-open-houses>
- Understanding transgender restroom access (Aquatics International) [https://www.aquaticsintl.com/facilities/management-operators/transgender-bathroom-access-and-protecting-your-business\\_o](https://www.aquaticsintl.com/facilities/management-operators/transgender-bathroom-access-and-protecting-your-business_o)

## **SENT SEPTEMBER 18:**

### **NEXT MEETING/BOARD MEETING PACKET**

The next board meeting will be Tuesday, September 23. I will send the board packet out tomorrow (Friday, September 19).

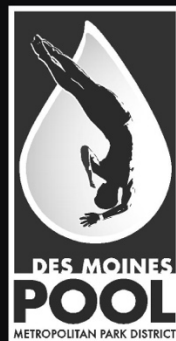
### **AUGUST 26 MINUTES REVIEW**

Please have all edits for August 26's minutes by 5pm on Thursday, September 18.

### **50TH ANNIVERSARY EVENT**

Below is a summary of work for the 50th Anniversary.

- **SPEECHES:** I am sending out the speeches for Sunday later today. There will be no superintendent speech, but we do have a friend of James Ellis that will speak. I should have this out later this afternoon.
- **DAY OF EVENT:** Staff will be there as early as 10am, and we ask board members to arrive around 11:30am. If you cannot attend, due to a last second situation, please call me on my cell phone.
- **PSA's:** I sent PSAs out to the following outlets: Waterland Blog, Kent Reporter, Federal Way Mirror, South Seattle Emerald, Highline Times, Seattle Times, KCPQ, KING, KIRO, KOMO, KIRO Radio, KUOW, and Northwest News Radio. I tailored the PSAs to outside agencies more around James Ellis.
- **PRESENTATIONS:** I made presentations about the event to the City of Des Moines City Council, and Rotary.
- **RSVPs:** No new RSVPs since the last meeting. I have not heard back from HSD on speaking at the event, so we will adjust accordingly. The director of communications for Highline School District responded that
- **EQUIPMENT:** We ordered tables, chairs, and a PA system for the event.
- **PEBBLES BETWEEN STEPS:** Our landscapers are leveling out the steps and put pebbles between each to reduce tripping hazards. They are late getting this done, but we are hopeful it will be done before the end of the week.
- **COFFEE AND TEA:** Angela is ordering coffee and tea for the event that will be available for dignitaries.
- **PLAQUE:** Below is an image of the plaque that will be installed this week.



# MOUNT RAINIER POOL

## 50th ANNIVERSARY COMMEMORATION

### 1975 - 2025

Dedicated in celebration of the Mount Rainier Pool's 50 years of service to the Des Moines and Normandy Park communities.

Originally opened in 1975 as part of the Forward Thrust Initiative, the facility has provided generations of residents with access to swim lessons, water safety education, aquatic fitness, and a welcoming space for community connection.

This milestone honors the vision of those who built the pool, the dedication of those that operated it, and the enduring commitment to ensuring a safe, inclusive, and vibrant public resource.

This plaque commemorated the five decades of public service, aquatic safety, and community spirit past, present and future.

#### Des Moines Pool MDP Board of Commissioners (2025)

Shane Young, President  
Holly Campbell, Commissioner  
Joe Dusenbury, Commissioner  
Shane Stender, Commissioner  
Patrice Thorell, Commissioner  
Scott Deschenes, District G.M.



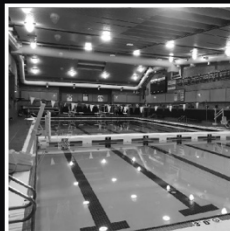
### FORWARD THRUST

#### Community Partners (1975 - 2025)

Highline School District  
City of Des Moines  
City of Normandy Park  
City of SeaTac  
King County Parks  
Des Moines Legacy Foundation  
King Aquatics  
Seattle Metropolitan Aquatic Club  
Aquatics Management Group



In grateful tribute to James "Jim" Ellis (1921-2019), visionary civic leader and architect of the Forward Thrust Initiative, whose dedication to public service made this pool and 16 others in King County possible.



•

## **SWIM LESSONS**

Swim lessons are almost completely full with a good number of waitlist members. We went from 500 to around 250 spots. Saturday swim lessons start this weekend. I will let Emmitt and Quentin discuss this at the October meeting.

Level 3 issue: The level 3 classes are the most full, and challenging in that they require both shallow and deep end space. This is most difficult when we have the deep end dedicated to swim teams. Emmitt is working on some outside the box ideas to try and alleviate the backlog.

## **SCHEDULE UPDATE**

On September 15, 2025, we updated our schedule for Fall through the end of the season. We moved weekday open times back to 1pm to allow for rentals, training, and better cleaning of the facility. There were no other changes.

<https://createsend.com/t/d-23BE4EA76EBD79C32540EF23F30FEDED>

## **RECORD BOARD DEDICATION**

The record board that Shane Stender donated to the pool district was unveiled at the start of the September 11 swim meet. HSD shared some video that we will share during announcements at the September 23 board meeting.

## **LEVY ALLOWABLE**

We received our first levy worksheet for 2026. It is \$.34593, which is down from \$.35560 that was the last update for 2025.

## **ARC LTP**

We are finalizing our agreement to be an American Red Cross Licensed Training Provider. We should have the agreement signed last week.

## **2026 MINIMUM WAGE**

2026 minimum wage information should be out in the next couple of weeks. This will help better set wages for the 2026 budget.

## **RESEARCH**

- Park District receives mixed messages from community survey (MRSC/Bainbridge Island Review) <https://www.bainbridgereview.com/news/parks-district-receives-mixed-messages-from-public-in-survey/>
- Recapping the 2025 Ballot Measures (MRSC Insight Blog) <https://mrsc.org/stay-informed/mrsc-insight/september-2025/2025-ballot-measures-august>
- Industry responds to additional federal cuts (Aquatics International) <https://www.aquaticsintl.com/news/industry-responds-to-additional-federal-cuts>
- Pool closure risks young people drowning (BBC) <https://www.bbc.com/news/articles/crkzvg64ddro>





# Des Moines Pool Metropolitan Park District

August 26, 2025

7:00 p.m.

Hybrid (DMPMPD District Office and Remote Online)

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Also, present were Commissioners Campbell, Dusenbury, Thorell, District General Manager Deschenes, Clerk Melum, and Resident Gene Achziger. Commissioner Stender was not present.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – Commissioner Thorell presented the board and district with the opportunity to participate in putting together the opening ceremony for the Des Moines/Kent transit station. She gave a list of organizations who would be involved and asked if the board and district were interested in participating to reach out to her so she could forward the information to the Sound Transit contact.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – District GM Deschenes announced the Mount Rainier Pool is closed due to a flow issue due to air moving through the system, a propeller issue, or something with the strainer basket. District GM Deschenes said the vendor who came out was unable to fix the problem, but Aquatic Specialty would be out in the morning (August 27<sup>th</sup>). District GM Deschenes mentioned that announcements would go out to the public regarding reopening potentially in the evening on August 27<sup>th</sup> if Aquatic Specialty can fix the flow issue. Lastly, District GM Deschenes let the board know he would also keep them informed on all updates.

District GM Deschenes let the board know that the District would be at the Des Moines Waterfront Farmer's Market with Gene Achziger. Resident Gene Achziger invited the other commissioners to join the farmer's market on Saturday as well.

**PUBLIC COMMENT** – Resident Gene Achziger mentioned that he is working on trying to get an invitation from the Satterberg Foundation who gives grants related to swim lessons and other aquatic related activities. But you can only apply if you've been invited.

### 6a. CONSENT AGENDA

Commissioner Campbell moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in July 2025 totaling \$153,618.04. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 4-0.

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**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**  
**Meeting Minutes –08/26/2025**  
**OLD BUSINESS**

**7a. Next Steps: Levy Planning**

District GM Deschenes presented a project goal to plan, develop, and secure passage of a levy lid lift with a tentative completion year of 2028, that aligns with the District's capital plan, operational needs, and the community's expectations for a safe and sustainable pool. District GM Deschenes went over the key points and benchmarks for the project which included research & consultant selection, feasibility & early outreach, final plan & ballot filing, and election & implementation. District GM Deschenes went over strategic goals.

Commissioner Dusenbury commented that the wording regarding our intentions for the levy lid lift should be changed to eliminate confusion with the community. Commissioner Dusenbury commented that we need to make it clear that our goal is to build a new facility, not renovate the current facility. President Young and Commissioner Campbell agreed. District GM Deschenes commented that he would work on rewriting the project to better reflect the District's goals.

**7b. Stakeholder Results and Next Steps**

District GM Deschenes mentioned to the board that this agenda item was postponed at the July 24 regular meeting so that all commissioners could be present. Since Commissioner Stender is not present at this meeting, District GM Deschenes asked the board if this agenda item should be postponed again. Commissioner Dusenbury asked what more was needed for the list. District GM Deschenes summarized the tier 1 priorities for the Fall 2025 focus.

Resident Gene Achziger mentioned curiosity about the local PTSA group. Scott and Gene talked about discussing the stakeholders list at the farmer's market on Saturday.

**7c. 50<sup>th</sup> Anniversary Planning**

District GM Deschenes presented the dedicated timeline for the 50<sup>th</sup> Anniversary event including the start time at noon on Sunday, September 21, 2025, including a welcoming speech from President Shane Young. District GM Deschenes suggested meeting about two weeks prior to the event to go over the timeline in detail. District GM Deschenes continued to go through the timeline of the event, mentioned talking points for board members who wished to write their speech, went over the plans for setup before the event and shared the invitation letter and flyer that is to be mailed to each dignitary via email and physical mail. You can see copies of the timeline, invitation letter and flyer in the agenda packet.

District GM Deschenes shared the Commemorative Forward Thrust Pools list that he put together for the public outreach committee and a Now and Then memorabilia flyer for The Mount Rainier Pool that shows a comparison of the pool from 1975 when the pool opened until present day. District GM Deschenes presented a photo of the new rubber ducks that will be handed out at the event.

District GM Deschenes presented a photo and quote for the plaque to honor The Mount Rainier Pool for the 50<sup>th</sup> Anniversary event. District GM Deschenes listed some alternative ideas to the plaque in case the board felt the cost of the plaque was too high. The board members discussed alternative materials, placement of the plaque, and alternatives for a less expensive plaque. District GM Deschenes agreed to investigate alternative ideas.

District GM Deschenes moved on to discuss marketing and promotion methods for the event including local blog & online news, school & family channels, social media platforms, local media outlets, and Civic & business channels.

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## **Des Moines Pool Metropolitan Park District Meeting Minutes –08/26/2025**

District GM Deschenes asked the board if there were any other marketing or promotional methods he was missing. Commissioner Dusenbury asked if the District GM reached out to the family members of the person being honored on the plaque. District GM Deschenes stated he had reached out to two organizations and was unsuccessful in getting any information.

Resident Gene Achziger asked if the district wants a proclamation from the City of Des Moines. District GM Deschenes was undecided but asked the board for their opinions. Commissioners Thorell, Dusenbury and Campbell all agreed that a proclamation would be a great idea. Resident Gene Achziger offered to ask for one.

### **7d. Highline School District Lease Update**

District GM Deschenes notified the board that while the Highline School District has not sent the District a new lease; there was some good news in that the Highline School District added an addendum to the current lease that states for the 2025-2026 school season, the Highline School District will begin to pay \$20 per lane per hour and \$200 per swim meet for scoreboard rentals. With this new addendum, the Des Moines Metro Pool District estimates this will generate around \$30,000 - \$35,000 in revenue to help offset the direct costs of providing these services. Commissioner Dusenbury asked if this was a first touch item or if they were approving this tonight. District GM Deschenes stated that if the board preferred to wait for a second touch on this item, that was acceptable, but this was available to approve at this time. Commissioner Thorell moved to approve an addendum to the existing lease agreement between the Des Moines Pool Metropolitan Park District and the Highline School District for the 2025-2026 school season. Commissioner Campbell 2<sup>nd</sup>. The motion passed 4-0.

### **7e. Policy 535 Cash and Deposit Management (second touch)**

District GM Deschenes revisited policy 535 Cash and Deposit Management. He reminded the board that during the audit, we received recommendations from SAO that our policy better track our processes. District GM Deschenes stated that the original policy was written before the district took over operations of the pool. The new policy was presented as a first touch at the July 22, 2025, regular meeting and matches the processes we follow at the pool. District GM Deschenes recommended the board approve the new policy 535 Cash and Management to better comply with SAO's processes. President Young agreed. Commissioner Campbell moved to approve the updated policy 535 Cash and Deposit Management. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 4-0.

### **7f. AWC-RMSA Trainings/Onboarding**

District GM Deschenes shared a table of training classes and events and stated that when we switched insurance carriers from WCIA to AWC-RMSA, we received a lower rate because we agreed to enroll in these training events and classes. The table lists which classes, how often the classes need to be taken, which staff members are required to participate, length of each class, and the required number of training hours each staff member is required.

## **NEW BUSINESS**

### **7g. 2025 Fall Test Rate (first touch)**

District GM Deschenes presented the board with a new test rate for the Fall 2025 schedule called Swim with your Kids. Due to the overwhelming success with pool usage from youth (up to 188%), thanks to the King County Parks/Des Moines Legacy Foundation grants for \$11,414. It also increased adult usage (up to 140%). The District GM Deschenes informed the board of the remaining amount available for the free youth swimming program and recommended that the District implement a free youth swim training to run from August 31<sup>st</sup> to October 25<sup>th</sup>. District GM Deschenes also recommended testing a new rate structure to encourage parents to swim with their children during family, open

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## **Des Moines Pool Metropolitan Park District Meeting Minutes –08/26/2025**

swim, and lap swim (so long as the parent and child share a lane). The breakdown of rates is available in the agenda packet. Commissioner Dusenbury asked for clarification on the funding for the rate testing. Commissioner Dusenbury moved to approve the \$2.00 swim with your kids' rate to be tested through the end of 2025. Commissioner Campbell 2<sup>nd</sup>. Motion passed 4-0.

### **7h. Quarter 2 Financial Report (April-June 2025)**

District GM Deschenes presented the second quarter (Q2) financial report, April – June 2025 for the Mount Rainier Pool. A copy of the report is included in the August 26 agenda packet.

### **7i. Boiler Water Tank Project – Critical Purchase**

District GM Deschenes notified the board that the boiler water tanks are in critical condition and need to be replaced as soon as possible. He went on to say that this project has been postponed a few times for issues regarding grants. The District's contracted maintenance provider stated they would need 14-16 weeks to source the water tanks and if the current water tanks were to break down, it could lead to a 3–4-month closure. District GM Deschenes recommended sole-sourcing the water tanks through our maintenance provider and store them. In the event of an emergency, work with MacDonald Miller to install as an emergency project, but ideally reopen the project to source an Engineer of Record to bid for a contractor to complete the project. Commissioner Campbell moved to approve the District General Manager to negotiate with MacDonald Miller to purchase and store two (2) new AO Smith 200-gallon hot water storage tanks not to exceed \$85,000. Commissioner Dusenbury voiced concern about the procurement policy due to the amount of the purchase. Our policy states that formal sealed bidding procedures must be used for purchases over \$50,000 unless the purchase can be made through a Designated Purchasing Cooperative, a Cooperative purchase, or Bid Exception (which includes emergency repairs). Due to this being a critical situation, and because we are sole sourcing these boiler water tanks. An addition to our procurement policy will be added to accommodate this purchase type of purchase. Commissioner Dusenbury 2<sup>nd</sup> the motion. The motion passed 4-0.

### **7j. Electrical Emergency Repair Overage**

District GM Deschenes notified the board that MacMiller discovered additional issues and provided the attached change over order in the amount of \$2651 plus WSST. The changeover was approved by the finance committee on August 19, 2025. The original NTE was \$42,410 for the electrical emergency repair on Resolution 2025-07 that was approved at the July 22 regular board meeting.

### **7k. CivicRec Document Management**

District GM Deschenes informed the Board that CivicPlus agreed to waive the \$3500 cost for document management software with potential to waive the cost for 2026 as well. This software provides a secure way to download documents with personal information used to prove eligibility for program scholarships. District GM Deschenes asked the board to pass the motion to enter into the agreement with CivicPlus. Commissioner Dusenbury moved to authorize the District General Manager to sign the attached agreement for a one-year trial for Document Manager Add-on through June 2026. Commissioner Campbell 2<sup>nd</sup>. The motion passed 4-0.

### **8a. Scholarship Program Updates (first touch)**

District GM Deschenes presented the board with a request to work with the finance committee to update and rework the scholarship program policy and processes (online and physical), as well as explore non-resident scholarships. District GM Deschenes looked into new eligibility guidelines and requirements, spoke with legal, and discovered some ways that could help families in the community be able to easily apply for our scholarships. The goal is to work with

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes –08/26/2025**

the finance committee and have a draft completed by the September board meeting for approval or edits and pushed to October for approval, then fully implemented by December in time for the winter swim lesson registration.

**8b. Policy 320 Admissions, Credits and Refunds (first touch)**

District GM Deschenes presented recommended the district update the Policy 320 Admissions, Credits, and Refunds per recommendations from SAO during the 2019-2023 audit. The main update would be tracking the credits to comply with SAO. And then after three years, any unclaimed credits will be sent to the state's unclaimed revenue department. District GM Deschenes informed the board that he would send the new policy out in the upcoming week for edits and hopefully have it in the September packet for approval.

**8c. August Closure Update**

District GM Deschenes announced that the Mount Rainier Pool reopened on August 25, 2025, but unfortunately had to close again on August 26, 2025, due to possible air in the system from draining the pool over the closure. District GM Deschenes explained that this is common. The district is hopeful that the pool will reopen on August 27, 2025, for evening activities. District GM Deschenes discussed the details behind the repairs, cleaning, and installation of the new payment system terminals during the closure with photos which are included in the packet and announced some new issues that were discovered that would be discussed at future meetings. Finally, District GM Deschenes briefly discussed and shared a list of projects for the late February/March closure.

**8d. SAO Free Services: Lean Process Improvement and Team Building**

District GM Deschenes announced that the district will be working with SAO on some free services known as Lean Process Improvement and Team Building. For the Lean Process Improvement, our team will be focused on improving our payroll process and potentially other processes in the future. District GM Deschenes mentioned the only cost could be the Clifton Strengths team building.

**9a. ES1: Complaint Against a Public Employee**

*District GM Deschenes announced that they were to the executive session portion of the meeting. District GM Deschenes gave control of the meeting to Board President Young. Board President Young and District GM Deschenes estimated the executive session would take approximately 15 minutes. Board President Young began the executive session to discuss a complaint against a public employee at 8:06pm. The executive session ended at 8:20pm. There was no action taken.*

**9b. ES2: Review Performance of a Public Employee**

Board President Young remained in control of the meeting for executive session number 2. Board President Young and District GM Deschenes estimated the executive session would take approximately 10 minutes. President Young began the executive session at 8:20pm. The executive session ended at 8:30pm. No action was taken.

**10 Good of the Order**

There were no comments or announcements for this section.

**Adjournment**

With no further business to discuss. The meeting adjourned at 8:31pm.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes –08/26/2025**

**UPCOMING MEETINGS**

- September 9, 2025, Special Meeting\*\*, Location: Hybrid (DMPMPD Offices and Online)
- August 23, 2025, Regular Board Meeting, 7:00pm, Location: Hybrid (DMPMPD Offices and Online)

Respectfully submitted by Angela Melum, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

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Commissioner Young

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Commissioner Dusenbury

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Commissioner Campbell

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Commissioner Stender

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Commissioner Thorell

---

District Clerk Melum

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# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/04/2025

Total Amount: \$1,826.67

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250728110348.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Angela MelumEmail 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)) :

<small>DocuSigned by:</small>  <small>2E03815D713048D...</small>	<u>7/28/2025</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

<small>Signed by:</small>  <small>0D08E227C8C1457...</small>	<u>8/6/2025</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

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

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



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District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250728110348.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JACK P COCHRAN			20250731JC164	07/31/2025	\$223.61	PAYROLL PE 7.31.2025 J. COCHRAN
JOE DUSENBURY			20250731JD8	07/31/2025	\$146.59	COMM. SUB 7.31.2025 JUNE MEETS
NADIA CORTES			20250731NC143	07/31/2025	\$99.38	PAYROLL PE 7.31.2025 N. CORTES
PATRICE THORELL			20250731PT167	07/31/2025	\$287.67	COMM. SUB 7.31.2025 JUNE MEETS
SEAN BISSELL			20250731SB177	07/31/2025	\$335.41	PAYROLL PE 7.31.2025 S. BISSELL
SHANE STENDER			20250731SS77	07/31/2025	\$146.60	COMM. SUB 7.31.2025 JUNE MEETS
SHOU BLANK			20250731SB162	07/31/2025	\$260.29	PAYROLL PE 7.31.2025 S. BLANK
VINCENT GREY			20250731VG176	07/31/2025	\$327.12	PAYROLL PE 7.31.2025 V. GREY

Initial  
sy



# Special District Voucher Approval Document

KC v2.0

8/13/2025 Initial  
AM

**Scheduled Payment Date:** ~~08/11/2025~~ 8/6/2025  
**Total Amount:** \$11,325.33  
**Control Total:** 12  
**Payment Method:** WARRANT

**District Name:** Des Moines Pool Metropolitan Park District  
**File Name:** AP\_DMPOLPRK\_APSUPINV\_20250806113954.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)) :

<small>DocuSigned by:</small> <u>Scott Desclunes</u> <small>2E03815D7130480...</small>	<u>8/6/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

<small>Signed by:</small> <u>Shane Young</u> <small>0D00E227C9C1457...</small>	<u>8/6/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

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



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KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250806113954.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			0002451374	07/31/2025	\$105.27	CYLINDER RENTAL JULY BILLING
CITY OF DES MOINES			780	08/04/2025	\$360.00	JULY 2025 ADMIN SERVICES
COPIERS NORTHWEST			INV3044491	07/31/2025	\$179.75	JULY 2025 COPIER USAGE
DATAQUEST, LLC			25822	07/31/2025	\$116.00	BKGD CHKS P. NESBITT, S. SCHWAB
GRAINGER			9591352357	07/30/2025	\$80.04	BLEACH
LINDA RAY			LR202508-05	08/05/2025	\$187.51	JULY 2025 BOOKKEEPING/CONSULTING
NORTHWEST LANDSCAPING SERVICES			CD50565883	08/01/2025	\$621.53	AUG 2025 LANDSCAPING SERVICES
SNURE LAW OFFICE			08012025SLO	08/01/2025	\$2,358.00	JULY 2025 PROFESSIONAL SERVICES
STATE AUDITOR'S OFFICE			L168606	05/09/2025	\$2,990.65	MAY 2025 BILL 19-23 SAO AUDIT
STATE AUDITOR'S OFFICE			L169174	06/10/2025	\$834.60	JUNE 2025 BILL 19-23 SAO AUDIT
STATE AUDITOR'S OFFICE			L169694	07/10/2025	\$1,251.90	JULY 2025 BILL 19-23 SAO AUDIT
US BANK			07102025USB2	07/10/2025	\$2,240.08	JULY 2025 US BANK CC PMT REM BAL

Initial  
SU



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/18/2025

Total Amount: \$1,313.41

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250811141958.csv

Fund #: 170950010

### CONTACT INFORMATION

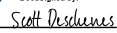
Preparer's Name: Angela MelumEmail Address: angela.melum@desmoinespool.org


### 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)) :

<small>DocuSigned by:</small>  <small>2E03B15D71304B0...</small>	<u>8/11/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

<small>Signed by:</small>  <small>5E8DDA9899F2474...</small>	<u>8/12/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

#### SUBMIT SIGNED DOCUMENT TO:

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

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

#### KING COUNTY FINANCE USE ONLY:

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

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



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250811141958.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
JACK P COCHRAN			20250815JC164	08/15/2025	\$589.13	PAYROLL PE 8.15.2025 C. COCHRAN
NADIA CORTES			20250815NC143	08/15/2025	\$455.66	PAYROLL PE 8.15.2025 N. CORTES
PIPER NESBITT			20250815PN179	08/15/2025	\$49.70	PAYROLL PE 8.15.2025 P. NESBITT
SEAN BISSELL			20250815SB177	08/15/2025	\$28.98	PAYROLL PE 8.15.2025 S. BISSELL
SOREN SCHWAB			20250815SS178	08/15/2025	\$121.41	PAYROLL PE 8.15.2025 S. SCHWAB
VINCENT GREY			20250815VG176	08/15/2025	\$68.53	PAYROLL PE 8.15.2025 V. GREY

Initial  
JD





# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/20/2025

Total Amount: \$14,481.62

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250813134808.csv

Fund #: 170950010

## CONTACT INFORMATION

Preparer's Name: Angela MelumEmail 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)) :

<small>DocuSigned by:</small> <u>Scott Deschene</u> <small>2E03815D71304B0...</small>	<u>8/14/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

<small>Signed by:</small> <u>Joe Dusenbury</u> <small>5E8DDA8999F2474...</small>	<u>8/15/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

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Seattle, WA 98104

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

### KING COUNTY FINANCE USE ONLY:

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

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



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250813134808.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1229	08/06/2025	\$820.00	WEBSITE: TIME & MATS GOV PG LINKS X 4
AAA FIRE PROTECTION INC.			12527438	08/08/2025	\$220.40	JB#42397827 SVC FEE/ANNUAL F.E. INSPECT
CMIT SOLUTIONS			14356	06/01/2025	\$2,006.00	JUNE 2025 WS SUPPORT
CMIT SOLUTIONS			14433	06/24/2025	\$222.44	JUNE 2025 ELEVATE PHONE SYS
CMIT SOLUTIONS			14457	07/01/2025	\$2,006.00	JULY 2025 WS SUPPORT
CMIT SOLUTIONS			14536	07/25/2025	\$222.44	JULY 2025 ELEVATE PHONE SYS
GRAINGER			9601800718	08/08/2025	\$177.97	TRASH BAGS (60 GAL)
MLA ENGINEERING, LLC			5942	08/05/2025	\$2,475.00	PHA ASSESSMENT RPT SURGE PIT
RECOLOGY			0005192545	07/31/2025	\$569.75	JULY 2025 TRASH UTILITY, CURRENT CHGS ONLY
SOUND CLEANING RESOURCES INC.			35510	08/07/2025	\$4,886.62	CONCRETE FLOOR CLEANING
WASHINGTON RECREATION & PARK ASSOCIATION			11225	06/14/2025	\$875.00	ANNUAL MEMBERSHIP RENEWAL

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JP



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/25/2025

Total Amount: \$12,833.95

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250819115258.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: Angela MelumEmail 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)) :

<small>DocuSigned by:</small> <u>Scott Deschene</u> <small>2E03815D71304B0...</small>	<u>8/19/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

<small>Signed by:</small> <u>Joe Dusenbury</u> <small>5E8DDA9899F2474...</small>	<u>8/25/2025</u>
Authorized District Signature	Date
 Authorized District Signature	 Date
 Authorized District Signature	 Date

#### SUBMIT SIGNED DOCUMENT TO:

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

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

#### KING COUNTY FINANCE USE ONLY:

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

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



## Special District Voucher Approval Document

KC v2.0


District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20250819115258.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES INTERNATIONAL			280406	08/19/2025	\$446.32	CLEAN & FILL SURGE PIT
AWC - VIMLY BENEFIT SOLUTIONS, INC			73147	08/18/2025	\$2,795.52	SEPTEMBER 2025 EMP BENEFIT TRUST
CENTRAL WELDING SUPPLY			0002461244	08/14/2025	\$306.65	AUG 2025 CARBON DIOXIDE BILLING
CENTRAL WELDING SUPPLY			0002462138	08/14/2025	\$1.58	AUG 2025 LT PMT SERVICE CHG
CIVICPLUS			346608	08/18/2025	\$7,336.57	RENEWAL, CC TERMINALS, TERMINAL SVC FEES
COLIBRI NORTHWEST, LLC			391DM	08/18/2025	\$670.00	FALL AD DM CITY CURRENTS
COLIBRI NORTHWEST, LLC			392DM	08/18/2025	\$945.00	FALL AD DM CITY CURRENTS
CRYSTAL SPRINGS			24714034 071625	07/16/2025	\$141.27	JULY 2025 WATER DELIVERY
CRYSTAL SPRINGS			24714034 081325	08/13/2025	\$158.68	AUG 2025 WATER DELIVERY
GRAINGER			9611870990	08/18/2025	\$32.36	EYE WASH BOTTLE

Initial  
JB

## ELECTRONIC PAYMENT REQUEST FORM

  
**King County** 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 08/08/2025**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	PSE Inv 07232025PSEAP0808	170950010			24219		SD	8,806.94
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 8,806.94

**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  Title Board President Date 8/5/2025  
 Print Name Shane Young Phone # (206) 429-3852 Email shaneyoung44@yahoo.com

## ELECTRONIC PAYMENT REQUEST FORM

  
**King County**  
 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 08/18/2025**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	Dept of Retirement DCP Pmt							
2	Volume 1 (08/18/2025)							
3	EPP-20250812-0000145	170950010			24219		<u>SD</u>	\$ 1,753.09
4								
5								
6								
7								
8								
9								
10								
<b>Total</b>								\$ 1,753.09

**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 # \_\_\_\_\_

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
Signature  Title Clerk of the Board Date 8/15/2025  
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

## ELECTRONIC PAYMENT REQUEST FORM

  
**King County**  
 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 08/15/2025**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ ☐ ACH Debt Pay Code (COLXX) \_\_\_\_\_ ☒ Automatic Withdrawal  
☐ Book Transfer (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ ☐ Wire Repetitive Wire Code \_\_\_\_\_

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll & Fees 08/15/2025							
2								
3	Direct Deposits	170950010			24219			\$ 34,001.84
4								
5	Tax Liabilities	170950010			24219			\$ 10,827.87
6								
7	Payroll Billing	170950010			24219			\$ 440.80
8								
9								
10								
<b>Total</b>								 \$ 45,270.51

**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  Title Clerk of the Board Date 8/12/2025  
 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 08/31/2025**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_ ☐ ACH Debt Pay Code (COLXX) \_\_\_\_\_ ☒ Automatic Withdrawal  
☐ Book Transfer (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_ ☐ Wire Repetitive Wire Code \_\_\_\_\_

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll 8/31/2025							
2	Direct Deposits	170950010			24219			\$ 29,420.05
3								
4	Tax Liabilities	170950010			24219			\$ 9,467.81
5								
6	Payroll Billing	170950010			24219			\$ 446.14
7								
8								
9								
10								
<b>Total</b>								\$ 39,334.00

**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  Title Clerk of the Board Date 8/26/2025  
 Print Name Joe Duesenberry Phone # (206) 429-3852 Email mypeggysue@me.com

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7a **Assigned to:** District G.M. **Meeting Date:** September 23, 2025

**Under:** Old Business

**Attachment:** None

**Subject:** 50<sup>th</sup> Anniversary Wrap-up

**Background/Summary:**

The Mount Rainier Pool will host its 50<sup>th</sup> Anniversary on Sunday, September 21. The ceremony will start at noon with a free special swim from 1-3pm.

This will be a wrap-up of the event.

**Fiscal Impact:** N/A

**Proposed Motion:**

No motion at this time, but a motion may arise from the discussion.

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

**Three Touch Rule:**

_____	<b>Committee Review</b>
<u>Continuous</u>	<b>First Board Meeting (Informational)</b>
<u>N/A</u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:**

- No attachments.

## AGENDA ITEMS SUMMARY SHEET

- DRAFT - Policy 320, Admissions, Credits and Refunds (Edited 08/26/2025)
- Current Policy 320 Admissions and Refunds ([link](#))

---

## 320 – Admissions, Credits and Refunds

### 1.0 PURPOSE

Admission to the Des Moines Pool Metropolitan Park District (DMPMPD) is by membership (Annual, Semi-annual or Monthly), punch pass, general admission, class registration, or complimentary “be our guest” pass. Passes are sold to individuals, families, and corporate entities. Admission also includes rentals, where an organization or individual takes responsibility for the individuals/group they take legal and liability responsibility for utilizing the facility.

### 2.0 POLICY

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

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

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

### 3.0 ADMISSIONS

#### 3.1 General Single Use Admission

Admission by cash is available on a per-visit basis. Patrons who desire to return the same day must prove that they paid general admission by signing the sign-out sheet before exiting. If it is uncertain whether or not general admission was paid, the patron must re-pay to enter the facility. The fee varies according to the patron's age. As of January 1, 2025, admission now includes access to water exercise classes.

#### 3.2 Membership/Pass Packages.

Membership packages include:

- a. **Family Membership:** includes up to two adults 18 years of age and older residing in the same household and three children under the age of 18. Youth that turn 18 during the current year of a pass remain on the family pass until the expiration of the pass at which time the youth must then purchase his/her own adult pass. Exchange students may be added to a family pass, additional charges may apply. Fees for additional family members above five members.
- b. **Senior Memberships:** includes anyone 62 or older.
- c. **Disabled Memberships:** includes anyone who is considered disabled in accordance with Washington State and Federal guidelines. Acceptable proof is Social Security documentation, disabled vehicle registration, VA documentation, or doctor's documentation.
- d. **Adult Membership:** includes anyone 18 years or age or older.
- e. **Youth Memberships:** includes anyone under the age of 18 years of age.
- f. **Toddler Passes:** Youth under 3 are free to utilize the pool. This does not include access to swim lessons.

#### 3.3 Use Passes:

Use passes are for a specific number of visits and are available in each of the above age groupings. These can be used for either admission or exercise classes. Punch cards are not refundable and expire three years from the date of purchase. No time will be added for

maintenance closure. A youth may use an adult punch card, but an adult may not use a youth punch card.

### 3.4 Annual Passes: Paid Annually or Monthly:

Annual Memberships can be paid two ways. Lump sum payment at time of registration or the patron can sign up for monthly payments using a card saved on member account.

### 3.4 Contracted Use

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

## 4.0 REFUNDS

### 4.1 Annual maintenance.

There are no extensions for annual passes, for annual maintenance closure except if greater than 3 weeks. Three-month passes will be extended for three weeks.

### 4.2 Reduced services.

The District General Manager (DGM) or designee may extend passes or issue refunds if services have been reduced due to staffing shortages or other factors. Usage history and other relevant factors will be considered.

### 4.3 Refund Exceptions

Fees are non-refundable except under the following circumstances:

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

### 4.4 Online refund/credit requests can be submitted here:

[Refund Request Form – SurveyMonkey](#)

Please allow five (5) business days for review and up to 21 days for refund processing.

### 4.5 Service Fees

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

- Swim Lessons (Includes Parent and Child, Preschool, Levels and Adult Lessons) - \$10

- Passes (Include 10-visit, Memberships and Water Exercise) - \$10
- Certification and Training Courses (Include Lifeguarding and Swim Instructor) - \$25
- Early cancellation of annual passes will result in a \$50 cancellation fee.

#### 4.6 Pro-Rated Refunds

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

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

#### 4.7 10-Visit (Punch) Passes

10-Visit Passes are non-refundable.

#### 4.8 Complimentary Swim Pass

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

#### 4.8 Insurance Passes

The District now accepts insurance supported passes from the following companies Active and Fit, FitOnHealth, Prime, Silver and Fit, Silver Sneakers, United Healthcare and other programs. These programs are reimbursed anywhere between \$2.50/\$3.50 per visit with a maximum reimbursement of 10 visits. If a person does not maintain their availability to be covered by these programs, the District GM or designee reserves the right to place their passes on hold until the District is able to receive confirmation from the insurance program that the person is covered.

### 5.0 CREDITS

#### 5.1 Customer Credit Eligibility

Below is the definition eligibility for customer credits. Credits may only be issued under the following circumstances:

- Documented service disruption or facility closure
- Verified medical or relocation hardship (over 45 miles)
- Medical or exceptional circumstances

All credits must be approved by the Aquatics Manager or District General Manager and documented to ensure transparency and accountability.

#### 5.2 Customer Account Credits



## 320 – Admissions and Refunds

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- Approved credits will be placed into the customer's CivicRec account and may be used for future eligible programs or services.
- Credits will remain on the customer's account for **three (3) years** from the date of issuance.
- After three years, unused credits will be reported to the **Washington State Department of Revenue Unclaimed Property Division**, in compliance with state law.
- The Aquatics Manager or District General Manager must approve all customer credits.

### 6.0 HOLDS

Memberships and passes may be put on hold for several reasons, including non-payment, inability to verify insurance, or outdated credit card information for annual or monthly subscriptions. It is the responsibility of the account holder to keep all account details, including contact information, up to date. Although staff will make a courtesy call, the pass will be placed on hold until the necessary information is updated.

### 7.0 PERSONAL CHECKS

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

### 6.0 REFUND PROCESS

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

### 8.0 ANNUAL RATE EVALUATION

Each year the board will review market factors such as minimum wage, cost of living, consumer price index and other factors to adjust fees and rates. Annual rate changes will be announced by December 15.

New rates will go into effect on services purchased after January 1<sup>st</sup> of each year.

## Appendix A

Des Moines Pool  
Metropolitan Park DistrictRefund Request Form  
Mount Rainier Pool

Date of Request: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Requester Name (If Other Than Participant): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Program Registered for: \_\_\_\_\_

Cost: \_\_\_\_\_ Amount Requesting Refund for: \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## -----For Office Use Only-----

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Check Box) Approved \_\_\_\_\_ Denied \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Refund Processed Date: \_\_\_\_\_

If Denied Reasoning: \_\_\_\_\_  
\_\_\_\_\_



## 454 -- DRUG & ALCOHOL FREE WORKPLACE POLICY

### 1.0 POLICY

It is the policy and intent of the District to maintain a safe and healthy working environment for all employees, to ensure efficient and safe community service, to protect employees and the District from liability, to safeguard District property and assets, and to comply with all applicable laws and regulations governing drug and alcohol abuse.

### 2.0 PURPOSE

The District is committed to operating a drug and alcohol free workplace and has an obligation to ensure public safety and trust in its services and programs. Accordingly, the manufacture, distribution, dispensation, possession or use of controlled substances, the unauthorized use of prescription drugs, drugs not medically authorized, or the use of any other substance, including marijuana and alcohol, which would impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees is strictly prohibited. Employees who possess or use drugs or alcohol in violation of this policy are subject to disciplinary measures up to and including termination.

It is imperative that employees who abuse drugs or alcohol be aware of the seriousness of such misconduct and the potential penalties. In addition to law enforcement measures that would be invoked for criminal violations, such employees are subjecting themselves to major discipline because of the serious safety, health, and service risks that they create. By avoiding drug and alcohol abuse, such risks and penalties may be averted. All employees are strongly urged to follow the guidelines in this policy and utilize rehabilitation services if drug or alcohol abuse is a personal problem.

### 3.0 DEFINITIONS

*Accident*: Any incident in which an employee was involved in that results in injury or harm to the employee, other individuals, equipment, or property.

*CFR*: Code of Federal Regulations.

*General Manager's Designee*: a representative appointed by the General Manager.

*DOT*: Federal Department of Transportation.

*Drug*: amphetamines, cocaine, opiates, marijuana (THC), phencyclidine (PCP) or other substances including alcohol, the use of which impairs an employee's ability to perform a job or duty, or poses a threat to the safety of an individual or others.

*Drug and Alcohol Use Professional (SAP)*: licensed physician with knowledge of drug and alcohol abuse disorders.

*Drug Test:* a blood, breath, hair follicle and/or urinalysis test (as appropriate) for the presence of drugs or alcohol.

*Employee:* any full-time, part-time, volunteer, probationary or temporary member of the District.

*Failing a drug test:* a test result, as determined by the District's MRO, documenting positive evidence of the presence of any alcohol at a level greater than 0.04 in an employee's system or the presence of a drug or drug metabolite that is at or above the determined threshold cutoff level. Failing a drug test shall be referred to as "testing positive."

*Impaired:* a diminishing or worsening of an employee's mental or physical condition, which is the result of using alcohol or drugs. Impairment may include but not be limited to the following conditions:

A. Impaired behavior such as staggering or irregular gait

B. Odor of alcohol on the breath

C. Slurred speech

D. Dilated or constricted pupils

E. Inattentiveness or listlessness

F. Hyperactivity

G. Illogical speech or thought processes

H. Poor judgment or unusual behavior

*Medical review officer (MRO):* a licensed physician with knowledge of substance abuse disorders and appropriate medical training as designated by the District.

*On the job:* an employee is considered "on the job" whenever employee is: either on duty or on district property, driving a district vehicle or whenever employee is working for the District or conducting district business.

*Passing a drug test:* a test result, as determined by the District's MRO, documenting no evidence of the presence of any alcohol at a level of 0.04 or greater in the employee's system, or no presence of a drug or drug metabolite that is at or above a pre-determined threshold cutoff level.

*Proper medical authorization:* a prescription or other written approval from a licensed practitioner/physician or dentist for the use of a drug in the course of medical treatment, which must include the name of the substance, the period of authorization, and whether the prescribed drug may impair job performance.

*Reasonable suspicion:* A belief based on objective facts sufficient to lead a reasonable person to suspect that an employee is under the influence of drugs or alcohol to the extent that the

employee is unable to safely and efficiently perform a job or duties, or poses a threat to the safety of the employee or others.

SAMHSA: Substance Abuse and Mental Health Services Administration

Under the influence: condition which is the result of using drugs or alcohol, the result of which limits an individual employee's ability to safely and efficiently perform a job or duties, or poses a threat to the safety of the employee or others.

#### 4.0 RESPONSIBILITIES:

4.1 **The Board of Commissioners:** The Board of Commissioners is responsible for:

- a. Adopting this Policy and for establishing a drug free workplace in compliance with applicable laws and regulations.
- b. Adopting a drug and alcohol awareness information program and associated policies and procedures for the employees.
- c. Providing adequate drug and alcohol training for management to allow for the appropriate implementation of this policy and its procedures including but not limited to training in the detection of drug and alcohol use and the behaviors which may indicate drug or alcohol abuse by an employee.

4.2 **Management:** The General Manager or designee is responsible for:

- a. Implementing and enforcing this policy and applicable procedures.
- b. Insuring that all employees have access to this policy and information concerning the impact of the use of alcohol and drugs on job performance
- c. The District may provide training for supervisors to identify signs of impairment and will distribute this policy to all employees. Annual refresher training may be provided to reinforce employee understanding and compliance.

4.3 **Employees:** Employees shall comply with this policy as a condition of employment. Employees are responsible for:

- a. Not reporting to duty while under the influence of drugs or alcohol.
- b. Not being under the influence of drugs or alcohol while On The Job.
- c. Fully informing themselves of the content of this policy and the District's drug and alcohol testing procedures.
- d. Seeking appropriate assistance with chemical dependency or drug and alcohol abuse problems before such problems result in a violation of this Policy. Cooperating and complying with applicable testing procedures established in this policy.
- e. Any employee who is taking a drug or medication, whether or not prescribed by the employee's physician, which may reasonably adversely affect that employee's ability



to perform work in a safe or productive manner is required to report such use of medication to the employee's supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those that may cause drowsiness or dizziness. Employee's using prescription drugs may be required to provide Proper Medical Authorization prior to working while taking prescription medications. The supervisor in conjunction with the General Manager then will determine whether the employee can remain at work and whether any work restrictions will be necessary.

- f. Employees must notify the District of any conviction under a criminal drug statute for violations occurring on or off District property while conducting District business. The report must be made within five (5) days after the conviction. An employee convicted under a criminal drug statute will be subject to disciplinary action as required by the Drug-Free Workplace Act.

## 5.0 TESTING:

5.1 **Reasonable Suspicion Testing:** When reasonable suspicion exists to believe that an employee may be under the influence or impaired by alcohol or drugs, the following procedure shall be followed:

- a. The employee shall be informed of reasonable suspicion, removed from assignment (active duty) and placed on paid administrative leave status pending results of interview and/or testing.
- b. A supervisor assigned by the District and a witness, at the discretion of the employee in question, shall accompany said employee at all times during the interviewing and testing procedure.
- c. If a questionable substance is present, an appropriate sample shall be secured.
- d. Immediate notification of the General Manager or designee.
- e. The supervisor assigned shall, if circumstances permit, interview the employee to verify that a reasonable suspicion exists.
- f. If, after interview, reasonable suspicion still exists:
  - i. If necessary, a supervisor shall transport the employee to the testing facility and the appropriate testing procedures will be implemented.
  - ii. The employee (or parent or guardian if under 18) will be required to sign a consent form for the testing.
  - iii. Following the test a supervisor shall transport the employee to the employee's residence.

1. Call **9-1-1** if an employee is severely impaired, unconscious, or a danger to themselves or others—clarifying that emergency care takes priority over internal procedures.

- iv. If test results are positive, the time off will be charged to the employee's earned/accrued time off bank.
- v. If test results are negative, the time off will be charged to paid administrative leave.
- g. If, after interview, a determination is made that the employee is impaired but not in violation of this policy, implement sick leave procedures.
- h. If a determination is made that there is no violation or impairment, for any reason, this process shall be immediately discontinued and all operations returned to original status. Furthermore, all documentation and records of the event shall immediately be destroyed.

**5.2 Additional Steps for Minors:** If the employee is under 18 years of age, the District General Manager or Aquatics Manager will promptly:

- a. Notify the employee's parent or legal guardian of the situation.
- b. Ensure the minor is released only to a parent, guardian, or other authorized adult.
- c. Provide information on available counseling or support services for minors and families.
- d. Document all communications with the parent or guardian and maintain confidentiality as required by law.

**5.2 Post-Accident Testing:** Employees shall be subject to post-accident testing if they are involved in an Accident, while on the job. The following procedure shall be followed:

- a. The employee shall be tested as soon as possible, but not more than eight hours after the accident for alcohol testing and 32 hours for drug testing after the time of the accident.
- b. Employees involved in accidents shall refrain from alcohol or drug use following the accident or until a drug test is administered.
- c. Employees who leave the scene of an accident without appropriate authorization prior to the testing shall be considered to have refused the test and shall be subject to disciplinary action, up to, and including termination.
- d. If a post-accident alcohol test is not administered within two hours following an Accident, the supervisor at the scene of the Accident shall document the reasons why the test was not administered within two hours. If the post-accident alcohol

test is not administered within eight hours after the Accident, the supervisor at the scene shall cease efforts to test and document the reasons the test was not conducted. In both cases, the documentation shall be forwarded to the General Manager or designee.

**5.3 Follow-up/Return to Duty Testing:** As part of a follow-up to counseling or rehabilitation for drug or alcohol use, an employee may be required to submit to a drug test. The following Procedure shall be followed:

- a. If an employee has been placed on leave through use of counseling or rehabilitation services, the employee will not be permitted to return to work until the employee has passed a drug test as documented by the SAP, has the approval of the appropriate rehabilitation program coordinator, medical review officer, and the concurrence that the General Manager or designee determines that the employee is fit to return to duty.
- b. Such employees may be required to undergo frequent drug and/or alcohol testing for a period of time to be determined on a case-by-case basis by the SAP.

**5.4 Voluntary Request For Treatment:** The District shall not discipline employees who voluntarily come forward and ask for assistance to deal with a drug or alcohol problem. No disciplinary action will be taken against an employee unless the employee refuses the opportunity for rehabilitation and/or fails to comply with the Follow-up/Return to Duty procedures.

**5.5 Post Treatment:** If, after an initial positive test in violation of this policy or voluntarily entering a treatment program, an employee again violates this policy he/she will be terminated.

## 6.0 METHODOLOGY

**6.1 General:** To ensure the accuracy and fairness of the testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration SAMHSA/DOT guidelines where applicable and will, at a minimum include using SMHSA certified laboratories, chain of custody procedures, and equipment. Testing procedures may include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

**6.2 Positive Test Results.** All positive test results shall first be reviewed by the District Medical Review Officer (MRO). The MRO shall review the employee's medical history and afford the employee with an opportunity to offer any clarifying information that would explain the positive test.

**6.3 Compliance with Testing:** Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify

test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately pending further investigation. Refusal can include an inability to provide a specimen or breath sample without a valid medical reason or delaying arrival at the collection site. Such refusals will be treated as insubordination and recorded as a positive test when considering appropriate disciplinary action.

- 6.4 **Re-Tests and Observed Tests.** Any employee who tests positive for drugs may request, within 72 hours of notification, a test of the split sample, as all specimens are split and the untested portion stored for a period of time. The employee must notify the MRO of his/her request and the employee will be responsible for the cost of the split sample test. There are certain situations that may require the employee to provide, at the collection site, another urine or breath sample, e.g., when insufficient volume or breath provides an inadequate sample or the technician has reason to suspect tampering with the sample. Under the latter circumstances, a second collection may be under observed conditions.
- 6.5 **Marijuana Testing.** Reasonable suspicion and post accident testing for Marijuana use may, if such test results can be obtained in a timely manner, be based on the Washington State Patrol testing method/s and limits to measure active impairment in place at the time of testing.

## **7.0 SEARCH NOTICE AND CONDITIONS.**

- 7.1 When a supervisor or the General Manager or designee has reasonable suspicion to believe that an employee possesses drugs or alcohol in violation of this policy, the employee will be required, at the General Manager or designee's direction, to submit to a search of any room, desk, file, locker or other container provided by the District, law enforcement may be used. Any search conducted beyond these parameters shall be conducted in accordance with applicable state or federal laws.
- 7.2 Any drugs or alcohol discovered on District premises in violation of this policy will be confiscated and the District will coordinate with appropriate law enforcement officials as necessary. Before any search may be conducted, except in an emergency situation, there must be concurrence by a supervisor and the General Manager or designee that there is reasonable suspicion of the presence of drugs or alcohol in violation of this policy. Prior to the search occurring, the employee shall be informed of the suspected situation with an explanation of reasonable suspicion at that time.

## **8.0 DISCIPLINARY ACTION.**

Violations of this policy will be grounds for appropriate disciplinary action on a case-by-case basis, up to and including, termination. Additionally, law enforcement authorities will be notified in appropriate situations. Employees who fail to cooperate and voluntarily participate in such provided programs shall be considered as testing positive and in violation of this policy.

## **9.0 REPORTING VIOLATIONS.**

- 9.1 An employee who has reasonable suspicion of drugs or alcohol on District property or in District vehicles, or observes or has knowledge of another employee who either (1) violates this policy; or (2) is in a condition which might impair that employee's ability to perform job duties or which poses a hazard to the safety and welfare of others, shall promptly report the situation to his or her supervisor. To the degree possible, the reporting individual's identity will be kept confidential and there shall be no retaliation for such reasonable suspicion reporting.
- 9.2 If an employee has reasonable suspicion that the General Manager or designee is violating this policy, the employee shall report this to the Chairperson of the Board of Commissioners. To the degree possible, the reporting individual's identity will be kept confidential and there shall be no retaliation for such reasonable suspicion reporting.

## **10.0 REHABILITATION PROGRAM**

Any employee who tests positive for drugs or alcohol shall be medically evaluated, counseled and treated for rehabilitation as recommended by the SAP. Employees who complete a rehabilitation program may be required to undergo frequent drug and/or alcohol testing for a period of time to be determined on a case-by-case basis by the SAP. An employee may voluntarily enter a rehabilitation program without prior testing. The all or a portion of the treatment and rehabilitation may be paid for by the employee's health insurance program if available. Employees will be allowed to use their accrued and earned leave for the necessary time off involved in the rehabilitation program. If an employee does not have available insurance or have available accrued or earned leave, the District will not be responsible for any costs associated with treatment or loss of wages from missed work.

## **11.0 PRIVACY**

Confidentiality shall be maintained throughout the testing process. Records of test results of employees receiving treatment for chemical dependency or of employees or applicants involved in other situations related to this policy will be maintained and used by the District with the maximum respect for individual confidentiality and privacy. The District shall retain such records relating to the sample collection process and positive test results. The District shall retain positive test results for at least (1) year. Only the General Manager, the Human Resources Manager and the employee's immediate supervisor will be made aware of the test results. Such information will not be released to a third party without specific written

authorization by the individual, or upon court order. The District shall maintain records and reports as required by appropriate government authorities.

## **12.0 POLICY COMMITMENT, NOTICE, AND TRAINING**

All employees shall receive a copy of this Policy. The District shall make training available for Employees to help prevent drug and alcohol abuse problem situations and appropriately deal with such problems should they occur.

## **13.0 RIGHT OF APPEAL**

The employee has the right to appeal the results of the drug or alcohol tests. To initiate an appeal, the employee must fill out and sign the attached “Drug Test Appeal” (Appendix C) form within 5 business days of being notified of a positive test result. The appeal process will be conducted without cost to the employee. The employee will be scheduled to meet with the General Manager or designee or the MRO within 14 calendar days to review the appeal. Following the meeting the General Manager, designee or MRO will issue a written report of findings and conclusions.

## **14.0 CONFLICT WITH OTHER LAWS**

This Policy is in no way intended to supersede or waive any constitutional or other rights that the employee may be entitled to under Federal, State, or Local statutes.

## **APPENDIX**

Appendix A: Pre-employment Drug Testing Consent Form

Appendix B: Employee Drug and Alcohol Testing Consent Form

Appendix C: Drug Test Appeal Form

**APPENDIX A*****Des Moines Pool Metropolitan Park District*****APPLICANT CONSENT FORM AND AUTHORIZATION FOR SPECIMEN COLLECTION,  
SUBSTANCE TESTING, AND RELEASE OF INFORMATION**

I, \_\_\_\_\_ as a public safety position job applicant, voluntarily consent to provide a urine specimen at the designated Drug testing services provider, or any other site designated by Des Moines Pool Metropolitan Park District. I understand that the urine specimen will be tested for the presence of drugs or controlled substances prohibited by Des Moines Pool Metropolitan Park District's Drug & Alcohol Free Workplace Policy. I give my consent for the release of such test results to Des Moines Pool Metropolitan Park District's Medical Review Officer, who shall interpret such results for Des Moines Pool Metropolitan Park District's General Manager and/or the General Manager's designee. I further authorize Des Moines Pool Metropolitan Park District and its management to use this information as necessary in considering my application for employment. I understand that I may not be hired if I test positive for drugs or controlled substances prohibited by this policy. Upon request, Des Moines Pool Metropolitan Park District shall give me a copy of written test results it receives.

\_\_\_\_\_  
**Applicant Signature**\_\_\_\_\_  
**Date**\_\_\_\_\_  
**Witness**\_\_\_\_\_  
**Date****Parent/Guardian Consent (for applicants under 18 years of age)**

I, \_\_\_\_\_, as the parent or legal guardian of the applicant named above, acknowledge that I have read and understand this consent form. I hereby voluntarily give permission for my child to provide a specimen for drug or controlled substance testing as required by the Des Moines Pool Metropolitan Park District's Drug & Alcohol Free Workplace Policy. I understand that the results of this test will be provided to the District's Medical Review Officer and may be used in evaluating my child's application for employment.

I understand that if my child tests positive for drugs or controlled substances prohibited by this policy, they may not be hired.

\_\_\_\_\_  
Parent/Guardian Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Parent/Guardian Printed Name\_\_\_\_\_  
Relationship to Applicant



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**APPENDIX B*****Des Moines Pool Metropolitan Park District*****EMPLOYEE CONSENT AND RELEASE FORM FOR DRUG/ALCOHOL TEST PROGRAM**

I acknowledge that I have received a copy of, have been duly informed, and understand the District's drug and alcohol testing policy and procedures. I have been provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, I have been informed on how the tests are conducted, what the tests can determine, and the consequence of testing positive for drug use. I give consent for the release of such test results to the General Manager or his designee.

I understand that if I voluntarily come forward and ask for assistance to deal with a drug or alcohol problem through the Substance Abuse Program I will not be disciplined by Des Moines Pool Metropolitan Park District.

I understand how drug/alcohol tests are collected and further understand that these are medical tests that are conducted under the auspices of a Medical Review Officer. I understand that the MRO will review and interpret any positive test results, and that I will have the opportunity to be interviewed by the MRO to review my status, my medical history, and any relevant biomedical factors prior to the District being informed whether I passed or failed the test. The District will maintain the findings in a confidential manner and will not divulge the information to any outside source without the consent of the employee.

I understand that a confirmed positive drug or alcohol test will result in my referral to a Drug and Alcohol Substance Abuse Professional. Provided I have come forward voluntarily, I will be required to complete a rehabilitation program. No disciplinary action will be taken against me unless I refuse to take a drug/alcohol test, refuse the opportunity for rehabilitation, fail to complete a rehabilitation program successfully, or again test positive for drugs/alcohol within one (1) year of completing an appropriate rehabilitation program. I understand that such disciplinary action, as described herein, may include dismissal from the District.

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Printed or typed name of employee

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Signature of employee

---

Date



**Parent/Guardian Consent (for employees under 18 years of age)**

I, \_\_\_\_\_, as the parent or legal guardian of the employee named above, acknowledge that I have read and understand the District's drug and alcohol testing policy and this consent form.

I voluntarily give permission for my child to participate in the District's drug and alcohol testing program, including the collection and testing of specimens, as described in the policy. I understand that the results of any tests will be provided to the District's General Manager or designee, and that my child may be referred to a Substance Abuse Professional if a positive result occurs.

I further understand that the District will keep all information confidential and will not disclose it to outside sources without written consent, except as required by law.

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Parent/Guardian Signature

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Date

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Parent/Guardian Printed Name

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Relationship to Employee

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**APPENDIX C**  
**DRUG TEST APPEAL FORM**

If you disagree with the accuracy of a positive test result to a test that you have submitted to you may file an appeal by completing this form and filing it with the General Manager or designee within five business days of your receipt of your test results.

Name \_\_\_\_\_  
Date Sample Provided \_\_\_\_\_  
Location Sample Provided \_\_\_\_\_

What are the reasons for your appeal (please be specific)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**Parent/Guardian Consent (for employees under 18 years of age)**

I, \_\_\_\_\_, as the parent or legal guardian of the employee named above, acknowledge that I have read and understand this appeal form. I support my child's decision to appeal the positive drug or alcohol test result and authorize the District to review the appeal in accordance with its policy.

I understand that the District will maintain the confidentiality of all appeal information and will only share it as required under the District's drug and alcohol policy or applicable law.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Relationship to Employee

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7d **Assigned to:** District GM **Meeting Date:** September 23, 2025

**Under:** Old Business **Attachment:** Yes

**Subject:** SAO Free Services Update

#### Background/Summary:

The District GM informed the board of scheduling services for Lean Process Improvement and Team Building. Both services are free and can help the organization be more efficient.

Lean Services (Process Improvement) will be held on Friday, October 17 from 9:30am to 12:30pm. It will cover the payroll processing.

The Team-building training covers helping team members better communicate through understanding each other's strengths, weaknesses, and communication styles. The training is a half-day, and the only fee is the Clifton Strengths Finder book, which includes an online test. It will be held on Wednesday, October 29 from 8:00am to noon.

We also are on the list for the full cybersecurity trainings, but there is a three-year waitlist. It may help us that we are a smaller agency and may be able to fill in for someone that has canceled.

**Fiscal Impact:** Minimal investment, but leaner processed and better communications will help organization be more efficient. This should lead to savings.

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

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

<b>Two Touch Rule:</b>	N/A	<b>Committee Review</b>
	08/26/2025	<b>First Board Meeting (Informational)</b>
	N/A	<b>Second Board Meeting (Action)</b>

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

**Follow-up Needed:** Yes X No \_\_\_\_\_ **Reporting Back Date:** T.B.D.

#### Notes: Attachments:

- SAO Webpage for Lean Services ([click link](#))
- SAO Webpage for Team Building Services ([click link](#))
- Clifton Strengths Finder ([click here](#)) – Use Student Version (\$25/book/test)

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7e      **Assigned to:** District GM      **Meeting Date:** September 23, 2025

**Under:** Old Business

**Attachment:** Yes

**Subject:** Emergency Electrical Repairs Final

#### **Background/Summary:**

The Mount Rainier Pool electrical system, which is the original system from 1975 has experienced power issues throughout the system. An emergency repair was approved at the July 22 regular board meeting. This estimate of \$42,149 with taxes included, which was an NTE that included all potential scopes.

During the closure, an additional issue that was outside all of the scopes was discovered that would cost \$2,921 with taxes. The District GM contacted the Finance Committee for approval to ensure the repairs were completed during the closure. This action was presented to the full board at the August 26 meeting and is noted in that meeting's minutes.

The District received the final billing for the project, and it came within the original scope of \$42,149.

This is to inform the board of the final actions of this emergency repair.

**Fiscal Impact:** As detailed in the attached NTE estimate, including applicable taxes. Funds are available in the current non-contracted repairs. (\$38,248 + DM/WA Taxes of 10.2% = \$42,149.30)

**Proposed Motion:** No motion necessary. Original repairs were approved at July 22, 2025 board meeting.

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

**Two Touch Rule:**                      N/A      **Committee Review**  
                                                 06/24/2025      **First Board Meeting (Informational)**  
                                                 07/22/2025\*      **Second Board Meeting (Action)**

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

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

#### **Notes:**

Attachments:

- Original Estimate: MacDonald-Miller Proposal #1248CW
- Proposal #1248CW CO-01: MacDonald Miller Change Order 01
- INVOICE NUMBER JC104451: Final Invoice for Project

June 5, 2025

Proposal #1248CW



Scott Deschenes  
City of Des Moines – Mt. Rainier Pool  
22722 19th Ave S, Des Moines, WA 98198  
206-429-3852

**Subject: Mt. Rainier Pool Lighting Replacements**

22722 19th Ave S, Des Moines, WA 98198:

Dear Scott,

MacDonald-Miller Facility Solutions is pleased to provide you with the following proposal to replace various lighting fixtures and investigate additional power issues.

**SCOPE & INCLUSIONS**

**Base Scope**

- Perform a preconstruction site walk to verify conditions and begin project detailing
- Replace eleven (11) exterior lights
- Replace six (6) emergency bug eye lights
- Replace four (4) vapor proof lights in maintenance room
- Replace conduit degraded by prolonged exposure to pool chemical vapors, which feeds the maintenance room
- Investigate and troubleshooting issues related to the power feeding the lights in the maintenance room
- Investigate and troubleshooting issues related to two (2) exhaust fans
- Rental of a scissor lift to reach working areas
- Close out package
- 1-year parts & labor warranty

**EXCLUSIONS (unless specifically stated above)**

- Assuming all replaced lights have working power. Running new conduit or pulling new wire is outside of this scope. A change order can be provided for this additional scope.
- Structural and electrical modifications
- Overtime labor
- All electrical, DDC Controls, fire sprinkler, smoke control and fire alarm scope
- Return air smoke detector wiring to a building fire alarm panel



- Asbestos & lead paint testing and/or abatement
- All wall cutting, patching, & painting
- X-Ray or scanning
- Concrete cutting & coring
- Controls
- Bonds
- Warranty, upgrades or repairs to existing systems not specifically outlined in this proposal
- Allowance for any hidden/unknown existing conditions, except as noted above
- Any increased costs (whether in price or related to delays in availability) of materials and/or equipment associated with tariffs, levies, duties or taxes
- Washington State Sales Tax

**LEAD TIMES (as of date above, subject to change)**

- Equipment: 1-2 weeks from date of order

**CLARIFICATIONS & ASSUMPTIONS**

- Troubleshooting is defined as discovery and verifying issues. Findings will be provided and a change order for the additional scope will be provided as requested
- Assuming clear access to all working areas
- Subject to additional site inspections and engineering review
- Quote based on work occurring during normal working hours: M-F 6am-2:30pm
- Scope as described must be accepted by the Authority Having Jurisdiction (AHJ) for this proposal to become valid
- Proposal is valid for 30 days from date above
- Regarding payment: Preferred payments made by check. Please note that use of credit card for payment will include a surcharge of 3.5% of invoice, we accept Mastercard and Visa.

**PRICING**

**Total      \$38,248 plus WSST**

Thank you again for the opportunity to provide you with this proposal. If you should have any questions or should require any further information, please don't hesitate to contact me at 206-473-0845.

Thank you,



Chris Watson  
Account Executive

Please indicate acceptance by signing below and returning to my attention via email at [chris.watson@macmiller.com](mailto:chris.watson@macmiller.com). We appreciate the opportunity and confidence in our services. Please feel free to call with any questions you may have (206) 473-0845.

**Anticipated starting date:** TBD

Upon which this proposal is based. This proposal does not include, unless so stated, any applicable state or federal taxes. This proposal is subject to acceptance by purchaser within 30 days and subject to the terms and conditions stated on the following page.

**and completion date:** \_\_\_\_\_

MacDonald-Miller Facility Solutions, LLC.

Submitted by:   
Chris Watson / Account Executive

---

**Acceptance: I agree to the terms hereof and acceptance of this agreement.**

Purchaser \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

MacDonald-Miller would like to introduce our Smart Building Services. These services help to optimize your building's performance and identify equipment issues proactively, using analytics and real-time data that your mechanical system already has available. This allows MacDonald-Miller to remotely analyze, prioritize and optimize your building's needs and provide solutions that ultimately save you time and money.

**EXPECT  
CLARITY****EXPECT  
EFFICIENCY****EXPECT  
COMFORT**



August 19, 2025

Proposal #1248CW CO-01



Scott Deschenes  
City of Des Moines – Mt. Rainier Pool  
22722 19th Ave S, Des Moines, WA 98198  
206-429-3852

**Subject: Mt. Rainier Pool Lighting Replacements – Change Order 01**

22722 19th Ave S, Des Moines, WA 98198:

Dear Scott,

MacDonald-Miller Facility Solutions is pleased to provide you with the following change order for additional scope outlined below.

**SCOPE & INCLUSIONS**

Base Scope

- Replace junction box, car flex, and wiring going to the lights at the front entry of the building
  - Tripping due to a dead short and compromised wire
- Replace the thermostat connected to the operable exhaust fan
- Close out package
- 1-year parts & labor warranty

**EXCLUSIONS (unless specifically stated above)**

- Structural and electrical modifications
- Overtime labor
- All electrical, DDC Controls, fire sprinkler, smoke control and fire alarm scope
- Return air smoke detector wiring to a building fire alarm panel
- Asbestos & lead paint testing and/or abatement
- All wall cutting, patching, & painting
- X-Ray or scanning
- Concrete cutting & coring
- Controls
- Bonds
- Warranty, upgrades or repairs to existing systems not specifically outlined in this proposal
- Allowance for any hidden/unknown existing conditions, except as noted above
- Any increased costs (whether in price or related to delays in availability) of materials and/or

- equipment associated with tariffs, levies, duties or taxes
- Washington State Sales Tax

#### **CLARIFICATIONS & ASSUMPTIONS**

- Assuming clear access to all working areas
- Subject to additional site inspections and engineering review
- Quote based on work occurring during normal working hours: M-F 6am-2:30pm
- Scope as described must be accepted by the Authority Having Jurisdiction (AHJ) for this proposal to become valid
- Proposal is valid for 30 days from date above
- Regarding payment: Preferred payments made by check. Please note that use of credit card for payment will include a surcharge of 3.5% of invoice, we accept Mastercard and Visa.



#### **PRICING**

<b>Total</b>	<b>\$2,651 plus WSST</b>
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Thank you again for the opportunity to provide you with this proposal. If you should have any questions or should require any further information, please don't hesitate to contact me at 206-473-0845.

Thank you,



Chris Watson  
Account Executive

Please indicate acceptance by signing below and returning to my attention via email at [chris.watson@macmiller.com](mailto:chris.watson@macmiller.com). We appreciate the opportunity and confidence in our services. Please feel free to call with any questions you may have (206) 473-0845.

**Anticipated starting date:** TBD

Upon which this proposal is based. This proposal does not include, unless so stated, any applicable state or federal taxes. This proposal is subject to acceptance by purchaser within 30 days and subject to the terms and conditions stated on the following page.

**and completion date:** \_\_\_\_\_

MacDonald-Miller Facility Solutions, LLC.

Submitted by:   
Chris Watson / Account Executive

---

**Acceptance: I agree to the terms hereof and acceptance of this agreement.**

Purchaser \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

MacDonald-Miller would like to introduce our Smart Building Services. These services help to optimize your building's performance and identify equipment issues proactively, using analytics and real-time data that your mechanical system already has available. This allows MacDonald-Miller to remotely analyze, prioritize and optimize your building's needs and provide solutions that ultimately save you time and money.

**EXPECT  
CLARITY****EXPECT  
EFFICIENCY****EXPECT  
COMFORT**



**MacDonald-Miller**  
FACILITY SOLUTIONS

MacDonald-Miller Facility Solutions LLC.  
17930 INTERNATIONAL BLVD STE 120 SEATAC, WA 98188  
Phone (206) 763-9400

**INVOICE**

INVOICE NUMBER	JC104451
INVOICE DATE	8/26/2025
PO Number	
Total Due	\$42,149.30

**BILL TO**

DES MOINES POOL DISTRICT  
22015 MARINE VIEW DR S  
DES MOINES, WA 98198

**JOB ADDRESS**

MT. RAINIER POOL-LIGHTING REPL  
22722 19TH AVE S  
DES MOINES, WA 98198

Job 73257810

MT. RAINIER POOL-LIGHTING REPL

Salesperson	Customer Number	Contract Number	Payment Terms	Shipping Method	Due Date
CHRISTOPHER WATSON	35921		Due On Receipt		8/26/2025
Description	AUGUST BILLING 100% COMPLETE PER JOB REFERENCED ABOVE.				

Total Contract Value (Excl. Tax)	\$38,248.00
Previously Billed	\$0.00
Billing Amount	\$38,248.00
Retention Withheld	\$0.00
Retention Due	\$0.00
Subtotal	\$38,248.00
Miscellaneous	\$0.00
Total Tax	\$3,901.30
Total	\$42,149.30
Remaining To Bill (Excl. Tax)	\$0.00

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**FROM:** MacDonald-Miller Facility Solutions      **JOB NUMBER:** 73257810  
PO Box 47983      **JOB NAME:** MT. RAINIER POOL-LIGHTING REPL  
Seattle, WA 98146

**Contact Person:** Miriam Silva      **Project Manager:** Chris Watson  
**Contact Phone:** 206-407-2682      **Project Telephone:** 206-768-4078

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The undersigned does hereby acknowledge that upon receipt by the undersigned of a check from (Name of Firm writing check): DES MOINES POOL DISTRICT in the sum of \$42,149.30 and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any and all claims and rights of lien which the undersigned has on the above referenced job for labor, services, equipment, materials furnished and/or claims through (Date): 8/31/2025 except it does not cover any retention or items furnished there after. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

The undersigned does hereby acknowledge that the undersigned has been paid and has received progress payments in the sum of \$0.00 for the labor, services, equipment, materials, furnished to the above referenced job and does hereby release any and all claims and rights of lien which the undersigned has on the above referenced job. This release covers all payment for labor, services, equipment, materials furnished and/or claims to the above referenced job through (Date): only and does not cover any retention or items furnished after that date.

NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL RELEASE FORM.

I CERTIFY UNDER PENALTY OF PERJURY UNDER LAWS OF THE STATE OF WASHINGTON THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT.

**Signature:**   
(Authorized Corporate Officer/Partner/Owner)

Dated this 26TH day of AUGUST, 2025  
at SEATAC, WA  
(City, State)

I CERTIFY UNDER PENALTY OF PERJURY UNDER LAWS OF THE STATE OF WASHINGTON THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT.

**Signature:** \_\_\_\_\_  
(Authorized Corporate Officer/Partner/Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
at \_\_\_\_\_  
(City, State)

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**Past Invoices**

<u>Invoice Number</u>	<u>Invoice Type</u>	<u>Inv Date</u>	<u>Original Amount</u>	<u>Total Payments</u>	<u>Paid Date</u>	<u>Discount/WriteOff</u>	<u>Outstanding</u>
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## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: September 23, 2025

Under: New Business Attachment: No

**Subject:** Critical Projects: Filter and Boiler Water Tank Replacement

#### Background/Summary:

We now have two critical projects that could force a potential extended closure: replacement of boiler water tanks and replacement of filter media. Both projects have been pushed back twice due to issues with the lease and lien on the KCYAS grants. Originally, we planned on completing the project in March 2025, then August 2025, and finally we have extended the lease in the hopes that the lien can be worked out. I am meeting with the King County Parks Grants Manager on Wednesday to see if there is anything we can do to get the parts sourced for these projects.

MacDonald Miller, who provides general electrical, equipment and plumbing maintenance through contract at the Mount Rainier Pool has stated the boiler water tanks will need 14-16 weeks to source. If the pool district does not source the parts, and the system breaks down, this could lead to a 3–4-month closure. For this project, We will need to put out **competitive bids** out (**since project is over \$50,000**) for **two weeks** on **MRSC Rosters' Vendors List**. My plan is to do this the **first week of October** and have a choice back to the board by the **October 21 meeting**. **Total estimate for this project is \$95,715 + 10.2% taxes.**

ASSI, who provides general chemical and plumbing systems maintenance, presented the attached estimate to remove the current sand media, and replace it with glass filter media. The issue is causing restricted flow through our filters and if left unchecked may cause us to have to shut down. The flow must stay above acceptable levels to meet health department requirements. This project has also been delayed twice due to the lien issues with the grants/lease. Since the project is under \$50,000, I can **contact three vendors** directly off of the list to get estimates due to the low cost of the replacement. My goal is to also do this the **first week of October** and have a choice back to the board by the **October 21 meeting**. **Total estimate for this project is \$30, 799.31 including taxes.**

**Fiscal Impact:** Both projects are covered by a KCYAS grant that was awarded in 2023. The district was able to get an extension through 2026. The purchase will show up in the 2025 budget, while the grant may not be received until 2026.

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

Reviewed by District Legal Counsel: Yes X No          Date: . 9/17/25

**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:**

- MacDonald Miller: Proposal # -1296 RV1 Mt Rainier Pool
- ASSI: Estimate 323894 – Replace Filter with AFM NG

June 23, 2025,

Proposal # 1296RV1SZ

Scott Romano  
Des Moines Pool Met Park District  
22015 Marine View Dr Suite 2B  
Des Moines, WA 98198

**Subject: Mt Rainier Pool – Replace (2) Hot Water Storage Tanks**

Job Site: 22722 19<sup>th</sup> Ave S. Des Moines, WA 98198

Dear Scott:

MacDonald-Miller Facility Solutions is pleased to provide you with the following proposal to replace the (2) 200-gallon hot water storage tanks with new internal double wall coil heat exchangers and controls.

Below is a list of inclusion, exclusions, and assumptions.

#### **INCLUSIONS**

- Detailing, layout and coordination.
- Provide engineering services required to obtain a City of Des Moines plumbing permit, Includes permit fees.
- Demo and remove the (2) existing hot water storage tanks.
- Furnish and install (2) new AO Smith 200-gallon hot water storage tanks with new internal double wall coil heat exchanger and controls. **14-16 week lead time**
- Furnish and install new piping as needed to adapt new tanks to existing piping.
- Furnish and install (2) new circulator pumps.
- Furnish and install (2) new flow control valves.
- Furnish sub-contractor labor and materials to insulate new piping.
- Start up and commissioning of new tanks and controls.
- Supervision & project management.
- 1 year warranty (parts & labor). 2-year warranty (parts & labor) if equipment is maintained by MacDonald-Miller



#### ASSUMPTIONS/CLARIFICATIONS

- **This proposal is based on work taking place during normal business hours. Hot water will need to be shut off for multiple days.**
- It is expected that a clear schedule will be laid out and agreed on based on the owner's expectations.

#### EXCLUSIONS

- **Washington State Sales Tax.**
- Any increased costs (whether in price or related to delays in availability) of materials and/or equipment associated with tariffs, levies, duties or taxes
- Expedited production or shipping
- 
- After hours or weekend work - overtime labor rates.
- Lead paint / asbestos abatement, including survey.
- Building modifications that may be required by local officials for code compliance or upgrades.
- Any other deficiencies found during this repair.
- Any Scope not referenced above.

#### PRICING

**TOTAL price for above scope.....\$95,715.00**

Pre-Payment Terms:

25% Down Payment of Entire Contract Value

Thank you again for the opportunity to provide you with this proposal. If you should have any questions or should require any further information, please don't hesitate to contact me @ (260) 396-1097

Thank you,



Steve Zander  
Account Executive

**Anticipated starting date:** TBD

Upon which this proposal is based. This proposal does not include, unless so stated, any applicable state or federal taxes. This proposal is subject to acceptance by purchaser within 30 days and subject to the terms and conditions stated on the following page.

**and completion date:** \_\_\_\_\_

MacDonald-Miller Facility Solutions, LLC.



Submitted by: \_\_\_\_\_  
Steve Zander/ Account Executive

**Acceptance: I agree to the terms hereof and acceptance of this agreement.**

Purchaser \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

Please indicate acceptance by signing below and returning to my attention via email at [steve.zander@macmiller.com](mailto:steve.zander@macmiller.com). We appreciate the opportunity and confidence in our services.

\*Regarding payment: Preferred payments made by check. Please note that use of credit card for payment will include a surcharge of 3.5% of invoice, we accept Mastercard and Visa.



### CONTINUOUS COMMISSIONING THROUGH SMART BUILDING SERVICES

MacDonald-Miller Smart Building Services are here to help you keep your building occupants comfortable, minimize inconveniences when equipment needs to be repaired, and lower utility costs. Using the best mechanical and controls technology paired with over 50 years of industry expertise, we are able to support you remotely to optimize your building's performance and proactively identify equipment issues, using analytics and real-time data that your mechanical system already has available. This allows MacDonald-Miller to analyze, prioritize and optimize your building's needs and provide solutions that ultimately save you time and money. Learn more by checking out our website at <https://macmiller.com/smart-building-service-maintenance>.

<b>Smart Building Services</b>				
	EXPECT ACTION	EXPECT COMFORT	EXPECT CLARITY	EXPECT EFFICIENCY



# ESTIMATE

Mt Rainier Pool

Mt Rainier - Replace filter media with AFM NG

Order # 323894  
Date 09/08/25  
Consultant ASSI House Account  
WQA Carmen Laya  
Billing Terms Net 30

## Proposed To

Mt Rainier Pool  
Quentin Knox  
22722 19th Ave So  
Des Moines, WA 98198

## Ship To

Mt Rainier Pool  
Quentin Knox  
22722 19th Ave So  
Des Moines, WA 98198

Phone: (206) 824-4722

Fax: (206) 250-6927

### Courier Service

ASSI Delivery

## Order Description

Replace filter media with AFM NG in (2 Mermade Filters, Filter Model 143-87)

Filter Media Capacity Per Tank  
600Lbs Washed rocks  
3700Lbs AFM

\*Pool will need to be closed for 4 days

## Order Items

Line Item Code	Description	Quantity	Unit Price	Item Total
379-M-10005	AFM NG Drinking Water Grade #1 Glass Media, .45 mm, 55lb bag	60	41.04	2,462.40
Activated .45 mm, AFM® NG Grade #1 permanent glass filter media - used for fine filtration. High purity and bio resistant with electrostatic charge for better filtration using up to 50% less water.				
NSF 61, NSF 50 certified, 55lb bags				
379-M-10006	AFM NG Drinking Water Grade #2 Glass Media, 1.1mm, 55lb bag	30	41.04	1,231.20
Activated 1.1 mm, AFM® NG Grade #2 permanent glass filter media - used for fine filtration. High purity and bioresistant with electrostatic charge for better filtration using up to 50% less water.				
NSF 61, NSF 50 certified, 55lb bag				
379-M-10003	AFM Drinking Water Grade #3 Glass Media, 2.1mm, 55lb bag (Underbed)	30	41.04	1,231.20
Activated 2.1 mm, AFM® Grade #3 permanent glass filter media - used as coarse underbed. High purity and bio resistant with electrostatic charge for better filtration using up to 50% less water.				
NSF 61, NSF 50 certified, 55lb bags				
Essential Supplies	3/8 Round washed 1/2 yard	1	71.26	71.26
Essential Supplies	Pressure Gauge ( each filter uses 2)	4	132.00	528.00



Aquafinity \* Complete Water Control \* AES \* CES \* Duffield \* KSI \* ASSI  
Addison TX \* Anderson SC \* Jupiter FL \* Livermore CA \* Nassau BAH \* Santa Ana CA \* Tempe AZ \*  
Seattle WA

www.aquafinity.com \* (888) 299-2782 \* © 2011-2025



<b>Order #</b>	323894
<b>Date</b>	09/08/25
<b>Consultant</b>	ASSI House Account
<b>WQA</b>	Carmen Laya
<b>Billing Terms</b>	Net 30

**Proposed To**

Mt Rainier Pool  
 Quentin Knox  
 22722 19th Ave So  
 Des Moines, WA 98198

**Ship To**

Mt Rainier Pool  
 Quentin Knox  
 22722 19th Ave So  
 Des Moines, WA 98198

**Phone:** (206) 824-4722

**Fax:** (206) 250-6927

**Courier Service**

ASSI Delivery

<b>Essential Supplies</b>	<b>Replacement pressure gauge, tubing and compression fittings for back side of gauges ( each filter uses 2)</b>	4	133.00	532.00
<b>Essential Supplies</b>	<b>Manway gasket</b>	2	165.00	330.00
<b>Essential Supplies</b>	<b>Automatic Air relief valve 1/2" (depending on the size of the hole at the top of the filter, it may need a pvc bushing to accept the ARV threaded end)</b>	2	350.00	700.00
<b>Essential Supplies</b>	<b>Vacuum Trailer rental fee</b>	1	3,292.50	3,292.50
<b>Essential Supplies</b>	<b>dump fee disposal fee</b>	1	1,500.00	1,500.00
<b>ASSI PWR Plumber</b>	<b>PWR for plumber &amp; pipefitter classification</b>	58	265.00	15,370.00
	PWR for plumber & pipefitter classification			
<b>ASSI PWR Filing fee</b>	<b>PW filings overhead cost &amp; documentation filing fees</b>	1	250.00	250.00
	PW filings overhead cost & documentation filing fees			
<b>Service Zone A-30</b>	<b>Service Zone A-30</b>	6	75.00	450.00
<b>SHIP-ASSI</b>	<b>Shipping Charges To be determined</b>	1	0.00	0.00





# ESTIMATE

Mt Rainier Pool

Mt Rainier - Replace filter media with AFM NG

Order # 323894  
Date 09/08/25  
Consultant ASSI House Account  
WQA Carmen Laya  
Billing Terms Net 30

## Proposed To

Mt Rainier Pool  
Quentin Knox  
22722 19th Ave So  
Des Moines, WA 98198

## Ship To

Mt Rainier Pool  
Quentin Knox  
22722 19th Ave So  
Des Moines, WA 98198

Phone: (206) 824-4722

Fax: (206) 250-6927

### Courier Service

ASSI Delivery

Please click link below to digitally accept this proposal

Proposal Acceptance

Subtotal	27,948.56
Adjustment	0.00
Total	27,948.56
Shipping	0.00
Tax	2,850.75
Grand Total	30,799.31
Payments	0.00

Signature

Date

We are pleased to submit the above package for your consideration.

### 1. Orders paid by credit card will incur a 3.5% processing fee.

- Please complete and return the delivery schedule if attached to this package, it is designed to help coordinate delivery dates that best coincide with your construction and draw schedules.
- It is your responsibility to provide the required permits, bonds and acceptable electrical connections. Proof of these requirements must be presented to ASSI on demand.
- You may incur restocking fees if you choose to return any items included in this package to ASSI. Restocking fees vary per manufacturer.
- Any changes to this order must be made in writing to ASSI.
- Freight charges are estimates only and the actual freight costs may be different at time of shipping.
- If capital dollars are not readily available, you may acquire this package through a lease or rent to own arrangement pending lending source approvals.
- Payment terms are subject to the credit agreement you have on file with ASSI.

This estimate is valid for 30 days from the above date after which the estimate may be subject to change.

Your signature above is considered your acceptance of this proposal and is subject to all terms and conditions of your credit arrangement with ASSI.  
THANK YOU!



Aquafinity \* Complete Water Control \* AES \* CES \* Duffield \* KSI \* ASSI  
Addison TX \* Anderson SC \* Jupiter FL \* Livermore CA \* Nassau BAH \* Santa Ana CA \* Tempe AZ \*  
Seattle WA

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## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a Assigned to: District GM

Meeting Date: September 23, 2025

Under: Executive Session

Attachment: None

**Subject:** Executive Session #1: Review Performance of a Public Employee

**Background/Summary:**

The Board of Commissioners will meet to review the performance of a public employee.

*To evaluate complaints or charges brought against a public officer or employee.*

The board president will make a motion at the start of this item to enter executive session, and any action will be announced after the session.

**Fiscal Impact:** N/A

**Chair Announcement:** Executive Session (if necessary): *The Board will be going into executive session pursuant to RCW 42.30.110(1)(f) to evaluate a complaint brought against a public officer or employee.*

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

**Motion:** If any motions or direction are made, they will be made after the executive session, and recorded in the minutes.

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

**Two Touch Rule:**

N/A Committee Review  
N/A First Board Meeting (Informational)  
N/A Second Board Meeting (Action)

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

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

**Notes:**

-No attachments.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9b **Assigned to:** President Young **Meeting Date:** September 23, 2025

**Under:** Executive Session

**Attachment:** None

**Subject:** Executive Session #2: Review Performance of a Public Employee

#### Background/Summary:

The Board of Commissioners will meet to review the performance of a public employee.

*To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.*

The board president will make a motion at the start of this item to enter executive session, and any action will be announced after the session.

**Fiscal Impact:** N/A

**Chair Announcement:** Executive Session (if necessary): We will now go into executive session pursuant to RCW 42.30.140(1)(b) to review the performance of a public employee.

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

**Motion:** If any motions or direction are made, they will be made after the executive session, and recorded in the minutes.

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

#### Two Touch Rule:

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

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

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

#### **Notes:**

-No attachments.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 10      **Assigned to:** President Young      **Meeting Date:** September 23, 2025

**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):
  - *October 21, 2025, Regular "Hybrid" Board Meeting, 7:00 p.m., Location DMPMPD Office (22015 Marine Drive So. #2B, Des Moines, WA)*
3. End of Meeting:

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

**Proposed Motion:** No motion necessary.

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

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

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

**Follow-up Needed:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Reporting Back Date:** \_\_\_\_\_

#### Notes:

- No attachment.