



Des Moines Pool Metropolitan Park District
22015 Marine View Drive South

April 21, 2020
6:00 p.m.
Regular Meeting (*Remote Meeting*)*

Due to COVID-19 and Proclamation 20-28, all district meetings are held remotely. If you wish to listen in, please do so at (877) 309-2073. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Linda Ray at linda.ray@desmoinespool.org or call us at (206) 429-3852.

AGENDA

- 6:00 1. **CALL TO ORDER ROLL CALL**
- 6:03 2. **PLEDGE OF ALLEGIANCE**
- 6:06 3. **ADOPTION/MODIFICATIONS OF AGENDA**
- 6:09 4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**
- 6:12 5. **PUBLIC COMMENT (Please Limit to Three [3] Minutes)**
Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, April 21st. Please include your name, address and contact phone number. All timely submitted public comment will be read at the meeting subject to the time limit. Any public comment received after noon, will be read at the following regular meeting.
- 6:15 6. **CONSENT AGENDA**
- a. **EXPENDITURE/REVENUE SUMMARY**
 - b. **STAFF/CONTRACTOR/COMMITTEE REPORTS**
 - Board Committees
 - District General Manager Administration Report
 - c. **ADOPTION OF MINUTES**
 - March 17, 2020, Regular Meeting
 - d. **CORRESPONDENCE**
 - 2019 Jurisdiction Survey
 - e. **BANK TRANSFERS (REVENUE)**
 - None

22015 Marine View Drive South, Suite 2B Des Moines WA 98198

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 meeting room has limited access for wheelchairs and other mobility assistive devices. In order to accommodate individuals that require the use of such devices, please notify the District at least 48 hours in advance of the meeting to allow for relocation to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

f. VOUCHER APPROVAL

T.B.D.

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

T.B.D.

7. BUSINESS (COVID-19 RELATED)

- 6:20 **a. Emergency Declaration**
- 6:40 **b. Continuity of Operations Plan/Staffing**
- 6:50 **c. 272 Telecommuting Policy**
- 7:00 **d. 527 Use of Electronic Signatures**
- 7:10 **e. Economic and Budget Implications**

UPCOMING MEETINGS

- To be Determined.

ADJOURNMENT

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g Assigned to: Clerk of the Board Meeting Date: April 21, 2020

Under: Consent Agenda Attachment: Yes

Subject: Consent Agenda

Background/Summary:

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

Item 6a: Financial Summary

Expenditures March 2020: Total **\$79,493.12**

• Admin Expenditures = \$30,393.13 Ops Expenditures = \$49,961.99 Capital Expenditures = \$0.00

Revenue March 2020: Total **\$49,925.88**

Taxes & Interest = \$3,841.00 Misc Revenue = \$20,855.74 MRP Revenue = \$25,229.13

Item 6b: Staff/Committee Reports

- Committee
- District General Manager Administration Report

Item 6c: Adoption of Minutes

- March 17, 2020, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 7f: Voucher Approval - The following voucher/warrants totaling **\$33,256.11** were approved for payment

- \$16,303.58 was processed on March 9, 2020
- \$4,463.31 was processed on March 24, 2020
- \$12,489.22 was processed on March 24, 2020

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$46,152.21** were processed for payment

- \$21,384.78 approved for payroll on March 9, 2020
- \$24,767.43 was approved for payroll on March 18, 2020

A total of **\$79,408.32** was processed in March 2020 under the oversight of the Clerk of the Board and President 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: N/A

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in March 2020 totaling **\$79,408.32**.

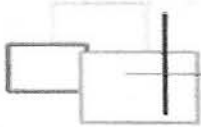
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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:



2020 EXPENDITURES -- March 2020

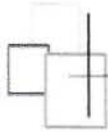
Beginning Balance = \$1,008,967.17

Ending Balance = \$978,341.72

Category/ Acct #	Reference	Mar 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$839.38	\$2,413.17	\$12,800.00	10,386.83	19%
001-000-000-576-20-10-01	District Manager - Wage	\$5,530.49	\$17,785.74	\$98,365.00	80,579.26	18%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,726.25	\$5,387.05	\$27,037.50	21,650.45	20%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,410.59	\$12,672.09	\$71,997.00	59,324.91	18%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,546.96	\$9,032.46	\$105,000.00	95,967.54	9%
001-000-000-576-21-30-01	Lifeguards	\$15,202.54	\$44,331.18	\$190,000.00	145,668.82	23%
001-000-000-576-21-30-02	Instructors	\$1,358.01	\$3,345.42	\$40,000.00	36,654.58	8%
001-000-000-576-21-32-02	Head Lifeguards	\$5,651.35	\$13,263.36	\$33,742.80	20,479.44	39%
001-000-000-576-20-21-19	Payroll Taxes	\$12,225.48	\$34,824.80	\$169,000.00	134,175.20	21%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$868.20	868.20	0%
001-000-000-576-21-33-00	Sick Pay	\$1,017.86	\$2,102.14	\$12,942.98	10,840.84	16%
	Total Salaries & Wages	\$51,508.91	\$143,055.27	\$750,310.50	618,096.07	19%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$2,060.10	\$7,675.42	\$35,728.00	28,052.58	21%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$0.00	\$270.00	\$2,000.00	1,730.00	14%
	Total Personal Benefits	\$2,060.10	\$7,945.42	\$37,728.00	\$29,782.58	21%
Office Supplies						
001-000-000-576-20-31-00	District Office Supplies	\$239.04	\$914.09	\$5,000.00	4,085.91	18%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$446.34	\$446.34	\$3,500.00	3,053.66	13%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$15.39	\$15.39	\$5,500.00	5,484.61	0%
	Total Office Supplies	\$700.77	\$1,375.82	\$14,000.00	12,624.18	10%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$452.07	\$477.33	\$3,000.00	2,522.67	16%
001-000-000-576-21-35-02	Janitorial Supplies	\$59.15	\$997.55	\$5,000.00	4,002.45	20%
	Total Maintenance & Repair Supplies	\$511.22	\$1,474.88	\$8,000.00	6,525.12	18%
Pool Supplies						
001-000-000-576-20-40-00	Employee Recognition	\$0.00	\$30.87	\$1,200.00	1,169.13	3%
001-000-000-576-21-35-01	Pool Chemicals	\$193.16	\$837.77	\$20,000.00	19,162.23	4%
001-000-000-576-21-35-15	Special Pool Events	\$31.54	\$375.46	\$2,750.00	2,374.54	14%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$0.00	\$300.00	300.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$1,057.65	\$2,589.98	\$1,000.00	(1,589.98)	259%
	Total Pool Supplies	\$1,282.35	\$3,834.08	\$25,750.00	21,915.92	15%
Scholarships						
001-000-000-576-20-40-20	Faith Callahan	\$84.80	\$1,577.94	\$18,000.00	16,422.06	9%
	Total Scholarships	\$84.80	\$1,577.94	\$18,000.00	16,422.06	9%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PProbes (ER&R)	\$0.00	\$0.00	\$5,500.00	5,500.00	0%
001-000-000-576-21-35-11	Ceiling Tile Replacement (ER&R)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-35-12	ADA Pool Stairs (ER&R)	\$0.00	\$0.00	\$6,000.00	6,000.00	0%
001-000-000-576-21-35-13	Emergency Lighting Replacement (ER&R)	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
	Total Pool Equipment	\$0.00	\$0.00	\$15,700.00	15,700.00	0%
Professional Svcs - Front Offc						

Category/ Acct #	Reference	Mar 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,525.00	\$3,130.50	\$14,000.00	10,869.50	22%
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$0.00	\$980.03	\$7,700.00	6,719.97	13%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,226.00	\$3,678.00	\$22,500.00	18,822.00	16%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$88.35	\$511.02	\$5,250.00	4,738.98	10%
001-000-000-576-21-42-02	Scheduling Software	\$2,400.00	\$2,400.00	\$0.00	(2,400.00)	
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$5,445.00	5,445.00	0%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$69.50	\$199.70	\$1,500.00	1,300.30	13%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$482.50	\$1,496.75	\$7,700.00	6,203.25	19%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$237.38	\$463.13	\$3,000.00	2,536.87	15%
	Total Prof Services-Front Offc	\$6,028.73	\$12,859.13	\$77,095.00	64,235.87	17%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$160.00	\$448.00	\$2,160.00	1,712.00	21%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00	\$3,245.00	3,245.00	0%
001-000-000-576-21-31-02	CO2 Services (AirGas)	\$372.64	\$1,186.34	\$1,000.00	(186.34)	119%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,300.00	3,300.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$548.91	\$2,394.73	\$6,798.00	4,403.27	35%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$4,573.80	\$20,119.52	15,545.72	23%
001-000-000-576-21-48-11	Maintenance Contract (Aquatic Specialty)	\$0.00	\$544.31	\$3,000.00	2,455.69	18%
	Total Prof Services-Maintenance	\$1,081.55	\$9,147.18	\$40,622.52	31,475.34	23%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$170.51	\$2,935.01	\$100,000.00	97,064.99	3%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
	Total Repairs & Maintenance	\$170.51	\$2,935.01	\$102,000.00	99,064.99	3%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$62.50	\$2,000.00	1,937.50	3%
001-000-000-576-20-41-10	MS Subscription MS Office 365	\$332.20	\$1,002.10	\$6,000.00	4,997.90	17%
001-000-000-576-20-42-00	Postage & Mailing	\$161.70	\$169.80	\$1,000.00	830.20	17%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$171.37	\$1,199.45	\$6,750.00	5,550.55	18%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$57.18	\$172.83	\$1,500.00	1,327.17	12%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$33.00	\$108.83	\$500.00	391.17	22%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$177.00	\$840.00	663.00	21%
	Total Communications	\$814.45	\$2,892.51	\$18,590.00	15,697.49	16%
Training & Travel						
001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$7.36	\$1,500.00	1,492.64	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$498.40	\$2,500.00	2,001.60	20%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$148.57	\$148.57	\$2,500.00	2,351.43	6%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-07	Management Staff Training	\$983.00	\$1,143.00	\$2,500.00	1,357.00	46%
	Total Training & Travel	\$1,131.57	\$1,797.33	\$14,500.00	12,702.67	12%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$1,054.87	\$1,621.53	\$22,500.00	20,878.47	7%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,000.00	4,000.00	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
001-000-000-576-21-41-04	Ad Design	\$2,388.50	\$2,948.50	\$500.00	(2,448.50)	590%
	Total Advertising	\$3,443.37	\$4,570.03	\$31,200.00	26,629.97	15%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$0.00	\$1,435.00	\$12,500.00	11,065.00	11%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$825.00	\$3,600.00	2,775.00	23%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$138.29	\$658.65	\$2,500.00	1,841.35	26%
	Total Rentals & Leases	\$413.29	\$2,918.65	\$18,600.00	15,681.35	16%
Utilities						
001-000-000-576-21-47-01	Electricity (PSE)	\$6,652.07	\$20,497.59	\$75,000.00	54,502.41	27%
001-000-000-576-21-47-02	Water (Highline)	\$726.16	\$1,930.48	\$9,000.00	7,069.52	21%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$60.41	\$1,095.40	\$4,200.00	3,104.60	26%

Category/ Acct #	Reference	Mar 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
001-000-000-576-21-47-04	Sewer (Midway)	\$757.96	\$1,415.02	\$3,000.00	1,584.98	47%
	Total Utilities	\$8,196.60	\$24,938.49	\$91,200.00	66,261.51	27%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$12,332.00	\$16,000.00	3,668.00	77%
	Total Insurance	\$0.00	\$12,332.00	\$16,000.00	3,668.00	77%
Miscellaneous						
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$34.41	\$93.46	\$1,000.00	906.54	9%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$233.20	\$1,500.00	1,266.80	16%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$1,728.30	\$2,078.44	\$2,625.00	546.56	79%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$0.00	\$232.00	\$1,750.00	1,518.00	13%
	Total Miscellaneous	\$1,762.71	\$2,637.10	\$7,375.00	4,737.90	36%
Intergovernmental Services						
001-000-000-576-20-41-11	State Audit	\$0.00	\$4,664.36	\$6,000.00	1,335.64	78%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$0.00	\$30,000.00	30,000.00	0%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$273.87	\$1,000.00	726.13	27%
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$302.19	\$805.80	\$5,000.00	4,194.20	16%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
	Total Intergov Services	\$302.19	\$5,744.03	\$44,000.00	38,255.97	13%
Capital						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,250.00	1,250.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$7,500.00	7,500.00	0%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$0.00	\$0.00	\$83,750.00	\$83,750.00	0%
	TOTAL ADMINISTRATION	\$30,393.13	\$102,235.22	\$575,505.50	473,270.28	18%
	TOTAL OPERATIONS	\$49,961.99	\$137,547.40	\$752,408.50	614,861.10	18%
	TOTAL CAPITAL	\$0.00	\$0.00	\$83,750.00	83,750.00	0%
	GRAND TOTAL MO. EXPENDITURES	\$79,493.12	\$242,034.87	\$1,414,421.02	\$1,183,226.99	17%



2020 REVENUE -- March 2020

Account #	Reference	Mar 2020	YTD Balance	2020 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$45,884.14	\$62,434.99	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$1,315.86	\$0.00	\$0.00
	Total General Fund	\$45,884.14	\$63,750.85	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$1,702.21	\$5,750.75	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$103.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue* (detail below)	\$101.57	\$21,140.30	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,159.25	\$17,710.50	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	(\$678.03)	\$23,009.43	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$42.00	\$84.00	\$0.00	\$0.00
	Total Revenue	\$2,327.00	\$67,797.98	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$175,000.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$175,000.00	\$175,000.00
	Grand Total Revenue	\$48,211.14	\$131,548.83	\$200,000.00	\$68,451.17

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Friday, April 17, 2020
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: March 13, 2020 to April 10, 2020 District General Manager Report

Week Ending March 13, 2020

Please see weekly report below and attached WCIA report documents.

BOARD MEETING UPDATE

The board meeting for Tuesday is a go with all five board members being available. Each of you should have received an agenda. Things may change, so if you become ill or feel that you might be contagious, please call us to inform us that you will be participating remotely. I have a conference call number available in case there is more than one commissioner. If you have an issue, please call me on Monday or Tuesday, if you need to call in.

CORONAVIRUS

As you were notified, we have cancelled swim lessons, water exercise, rentals and open swims for now. See message below. http://createsend.com/t/d-2DD5B3D2CC0AD12E2540EF23F30FEDED?fbclid=IwAR1wFMrhNyhR7HyGOzwPuDKwrYmAic0j-dP3R7eXVBdtg5FmrM_Ep7f51iw

We made this decision after attending the WRPA aquatics group and looking at what other local pools were doing. Also, the YMCA's and private agencies with pools are open.

Other pools were allowing their swim teams to practice, even some that were shutting down to the public.

Staff is constantly cleaning the facility, and managers/lead staff have been instructed to send ill staff home. We also have instructed staff that if they even have any of the symptoms to stay away from work. I personally have been out of the office this week.

For patrons, we have posted posters from the health department on the virus, vulnerable adults and social distancing.

Staff is continually monitoring the health departments and will make changes if needed.

We have updated the website, social media and sent out an email blast that was opened by over 500 people.

INCIDENT AT POOL (From Dominic)

I briefly discussed this over the phone with Scott but wanted to send a little update since the patron in the incident is a regular lap swimmer.

Around 12:15 today, we had a pool patron walk onto the pool deck from the women's locker room after getting dressed to leave, call out for help and collapse. Quentin activated the EAP and I responded to the pool deck. I found the patron unresponsive to my voice in a recovery position having tremors with her eyes closed and labored breathing. I immediately called 911 and supported her head. As EMS arrived, the patron

was able to respond to their inquiries. Her vitals were normal and EMS left once her mom was on the way. I sat with the patron until her mom arrived to monitor her condition. Her mom drove her home and left her car here to return for later and said that in the future, she will be accompanied by a family member anytime she swims.

The patron has a condition called POTS and resulted in symptoms similar to a grand mal seizure but is not. One of the EMS responders said that this is the first time he has seen this condition in his 25 years of service. Here is an article about the condition: <https://myheart.net/pots-syndrome/>

The staff handled the situation extremely well and were thanked for their prompt response to the situation. I debriefed with the staff on duty and all are fit to continue in all capacities of their positions (sometimes traumatic experiences can have psychological effects on responders that would make them ineffective at lifeguarding).

FIRE INSPECTION

The Fire Marshall inspected the pool this week. We passed with flying colors.

TOWING

Staff towed a car that was left at the pool for a couple of days. The car had a notice placed on it the day before, but the notice was still there. Signage is clearly posted about towing throughout the parking lot. This was a good dry run for the potential Spring Baseball season.

WCIA RISK MANAGEMENT AUDIT

Instead of presenting the WCIA Audit at our Tuesday board meeting, I have attached the information to this email. Eric is going to a risk management forum this summer, Dominic/Lauryne are taking his AFO and I will receive my CPRP, so we will be done by the end of summer with all of our requirements.

RESEARCH

- Managing Your Agency's Response to the Coronavirus- <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2020/Managing-Your-Agency-s-Response-to-the-Coronavirus.aspx>
- Washington DOH Coronavirus Page - <https://www.doh.wa.gov/Emergencies/Coronavirus>
- King County/Seattle DOH Coronavirus Page - <https://publichealthinsider.com/2020/03/11/new-limits-on-large-gatherings-other-emergency-strategies-to-slow-the-spread-of-covid-19/>

Week Ending March 20, 2020

CLOSURE UPDATE

We are looking into a potential fix for the heat exchanger. We completed a temporary fix on the unit, but feel it is important to see if we can get it repaired during the closure. We are looking into seeing if it is possibility. The repair would be around \$20k.

Dominic has set the temperature and chemical levels of the pool to optimize energy efficiency and chemical usage. The pool is covered, and the facility is shutdown to only essential staffing. He is checking the pool daily.

Lauryne is working on schedule for week of March 30, but this is dependent on a potential state-mandated lockdown.

MACMILLER

MacMiller was out completing boiler and HVAC maintenance on Wednesday. This is part of our annual maintenance contract and essential with the age of the equipment.

EMAIL ON CLOSURE PROJECTS

We are working on updating the list of closure projects for next week. This depends on if our state will be on lockdown and what those rules will be. Any workers will be checked before working and social distancing will be required of all staff.

PASS HOLDERS AUTODRAFTS

We placed all auto-drafts on hold until after we re-open. Auto-drafts are annual payments that are broken down into monthly payments for facility use and water exercise passes. We will add time on all passes, once we re-open.

UNEMPLOYMENT INFORMATION

Dominic and Lauryne have sent all staff an email with a link to unemployment information.

SWIM LESSON CREDITS AND REFUNDS

Lauryne and staff called swim lesson patrons and processed credits and refunds on Wednesday and Thursday. They will continue to call people today.

WEBINAR ON FISCAL IMPACT OF CORONAVIRUS

I am signed up for a free webinar on March 26 for the financial impacts of the coronavirus.

As the COVID-19 pandemic worsens, business activity rapidly dwindles, and staff members find themselves working from home, local finance officials and elected officials must think about the financial impacts to their agencies as well as local businesses and residents.

MRSC is offering a **free webinar on Thursday, March 26 from 11 AM-12 PM** to discuss some of the fiscal and operational issues officials should consider, including continuity of operations, impacts to agency revenues, impacts to local economic development, and opportunities for fiscal "first aid."

REMOTE WORK

Staff are providing daily check-ins on their work and projects.

EZ CONNECT

We discovered that by hooking up the EZ Connect for the Bcsys System that it could create a hole in our internet security. Due to this issue, we have decided to put the project on hold until the EZ Connect product can provide better security.

RESEARCH

- Fiscal Issues During Corona Virus Outbreak -<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2020/Fiscal-Issues-During-Coronavirus-Outbreak.aspx>
- Good (Long) Article on Why Acting on Coronavirus is Important -
<https://medium.com/@tomaspuero/coronavirus-act-today-or-people-will-die-f4d3d9cd99ca>
- California Lockdown Breakdown (May be here soon) -
<https://www.mercurynews.com/2020/03/20/coronavirus-lockdown-in-california-what-are-the-rules/>
- Six Benefits of Adult Swim Lessons -<https://swimrvablog.wordpress.com/2017/10/02/six-benefits-of-taking-adult-swim-lessons/>

- NRPA Resource Page on Coronavirus -<https://www.nrpa.org/our-work/Three-Pillars/health-wellness/coronavirus-disease-2019/>

Week Ending March 27, 2020

CLOSURE UPDATE

As you know, a stay-at-home order was issued by the governor on Monday night. This order will run through April 30th. Although this does not affect us being closed, we will have to hold off on our closure-related projects.

First, we will not need to have a special meeting in late-March or early-April due to the fact that only essential staff are able to be at the facility. This is only Dominic and Lauryne at this time. I also produced an essential employee letter that is for Linda, Dominic, Lauryne and myself in case they are stopped. All other employees are off. We are continuing to check voicemail and email communications.

Second, Linda is working on finalizing digital signatures. This will allow less face-to-face contact and save people from un-needed trips to the office. Each of you should have received an email from her on your capabilities for scanning. Please see her email for more information. The only board member we have heard back from at this time is Shane. Staff is only making trips to the pool to check on facility or pick up billing, checks and invoices, and to process payroll. Luckily, we have set some remote processes that should cut down on trips for all staff.

Third, we had a virtual meeting with Microsoft Teams, which is part of our Office package, on Wednesday. We are going to meet twice a week starting next week.

Fourth, it was asked in email by one of the board members on what we have done to the pool. The natatorium water and air temperature were turned down and the pool was covered the day we closed. Dominic lowered the chlorine level in the pool to save on chemical costs.

Fifth, we are using the data and building processes for potential emergency management plans for the future. This should help the district with future emergency situations.

If there are any other updates, we will include it in future reports.

GOVERNOR OPMA & PRA UPDATE

On Monday, March 24, the governor passed proclamations to clarify processes during the Stay Safe, Stay Home Order, which includes no in-person board meetings. See link below.

<https://www.governor.wa.gov/news-media/inslee-signs-additional-measures-help-mitigate-covid-impacts>

MRSC Information: Below is a link to MRSC's interpretation on implementing these recommendations.
http://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2020/Governor-Issues-Proclamation_20-28.aspx

We will send an email out about videoconferencing as we get closer to the April 21st meeting.

Also, we have posted a notice of this notification on our governance page, and will update it with further information.

MRSC FINANCIAL IMPLICATIONS ON CORONAVIRUS

Full-time staff participated in the Financial Implications on Coronavirus. We have implemented remote working and electronic signatures that meet what they presented.

They also posted an updated webpage for government... <http://mrsc.org/Home/Explore-Topics/Public-Safety/Emergency-Services/Public-Health-Emergencies/Coronavirus-COVID-19-FAQs.aspx>

UNEMPLOYMENT/FMLA/SICK LEAVE

Lauryne and Linda are working with staff on Unemployment and FMLA updates due to the Coronavirus. <https://www.dol.gov/agencies/whd/fmla/pandemic>

They are also notifying each one about the amount of accrued sick leave.

CREDITS AND REFUNDS

Staff continued to process refunds and credits. They have attempted to contact all people. All credits and refunds will be processed by the end of the week.

WRPA MEMBERSHIP

Just a heads up that we updated the WRPA membership to include current board and staff. You may start receiving emails from the organization.

GOVERNANCE WEBSITE

I noticed that some of the email contacts that were listed on the Governance page were old, so I have updated them. You may receive more emails than before.

PHONE TREE

We setup a phone tree between staff to keep everyone in contact. We are hoping this will help with better communication and to ensure we are properly communicating with all staff.

PEACHJAR

I got returns for our ads that we had setup on Peach Jar. We have credits that we can use when we reopen. This saved us \$400 + tax.

KING COUNTY FINANCE

King County Finance is only processing vouchers once a week. Linda is working to adjust to this process, but it still may affect payroll. Each of you will have your stipend mailed until this is over.

EMERGENCY MANAGEMENT

In our latest staff meeting, we talked about learning from this situation. Although we have comparable EAPs (Emergency Action Plans) to most other pools, we feel it would be good to use this situation to better plan for future outbreak (or similar situations) response with additional policies and procedures.

OFFICE 365

I went in and cleaned up some data on the office 365 accounts. Each of you has an Office 365 account. If you need help getting it set up, notify me, and I will give you your password and email. There are two ways you can use the Office 365 Suite (which includes Outlook, Word, Excel and other products), you can either login to use the product online, or you can download the product to your computer, phone or tablet. Again, email or call me at 253.245.3810 if you need assistance.

Note-you can utilize this license on up to 5 devices. See below for more info.

<https://support.office.com/en-us/article/video-what-is-office-365-847caf12-2589-452c-8aca-1c009797678b>

AQUATIC COORDINATOR'S NEW EMAIL

Lauryne's new email is lauryne.newman@desmoinespool.org.

ANNUAL FINANCIAL REPORT

Linda and I are both signed up for MRSC's financial workshop, April 6-10, and we have started working on the report. The report is due to the state by May 31st. We will present it at our next regular board meeting.

RESEARCH

- King County Covid Cases by Municipality - https://www.federalwaymirror.com/news/king-county-releases-breakdown-data-of-covid-19-cases-deaths/?fbclid=IwAR2xW6ecGs_xf0Ty42pS3gqinqN1tIKWYgrKYgwOXxiEZJ8pYKjNa6_R56s
- MIT-We're No Going Back to Normal - <https://www.technologyreview.com/s/615370/coronavirus-pandemic-social-distancing-18-months/>
- Coronavirus Response Resource Guide for Local Leaders - <https://www.governing.com/now/Coronavirus-Response-Resources-Guide-for-Government-Leaders.html>
- WHO: Safety of Pools - https://www.aquaticsintl.com/facilities/maintenance/world-health-organization-says-treated-water-safe-from-coronavirus_o
- New King County Covid 19 Dashboard - <https://www.kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/data-dashboard.aspx>

Week Ending April 2, 2020

CLOSURE

The Stay Home, Stay Healthy order is set to expire on Wednesday, April 8th. We are awaiting an extension by the governor and will update you with how this affects us.

<https://komonews.com/news/coronavirus/inslee-says-its-highly-likely-states-stay-home-order-will-be-extended>

RE-OPENING SAFETY

We are exploring safety barriers, physical/social distancing and sign-in options when we re-open to ensure the safety of our patrons and staff.

EMERGENCY MANAGEMENT PLANNING

We are using this situation to develop better emergency management planning. We are working on Continuity of Operations Planning (COOP)/Continuity of Government (COG) and Telecommuting Policies and Processes along with other research.

CREDITS AND REFUNDS

We finally wrapped up credits and refunds. We did have some families that elected to give their credit towards swim scholarships.

PHONES FORWARDED

We were having Dominic and Linda check messages as they went in to check equipment (Dominic) and the mail (Linda) to ensure there are no major breakdowns and bills and payroll are being completed timely. Linda has forwarded both phones to my Google Voice Account, so we can be more responsive.

FINANCIAL REPORT WORKSHOP

Just a heads up that Linda and I will be participating in a workshop on the Financial Report Workshop. It will be Monday through Friday (April 6-10), 10am-Noon (webinar). The financial report will be due on May 29th. We are working on the report and will have a draft at our next regular board meeting.

NATIONAL WATER SAFETY CONFERENCE

Lauryne and Dominic will be attending the National Water Safety Conference in Fort Worth, Texas virtually, April 6-9. The conference will be completely online. WCIA is also paying for her to attend. Below is the agenda for the conference.

<http://www.cvent.com/events/2020-national-water-safety-conference-online/agenda-06fcea39d73249f2b6c331e19b6d9440.aspx>

LIFEGUARD CLASS

We cancelled our Lifeguard Certification Course scheduled for next week. The class will be rescheduled when we re-open. Lauryne is calling participants.

AQUATIC FACILITY OPERATOR COURSE

The Aquatic Facility Operator Course that Dominic and Lauryne were going to take was canceled. Dominic will be taking a CPO (Certified Pool Operator) course that is also recognized. The course will be covered by WCIA. Legally, we are required to have two people on staff with an AFO/CPO certification. I am the other staff member with this certification, besides Dominic.

HOUSE BILL 2588

There was House Bill 2588 that effects special purpose districts that do not provide annual financial reports nor audits. We have submitted to both, so this law should not affect us. See link for more information.

<https://www.king5.com/article/news/investigations/gov-inslee-signs-bill-targeting-troubled-special-purpose-taxing-districts/281-de9f7fe9-c865-44ec-b198-42b13c566441>

PROPERTY TAX DELAY

King County has delayed the deadline for property tax payments to be June 1st. This means our property tax revenues first draws will be pushed back. We have enough money in reserves that this should not be an immediate issue.

<https://www.kingcounty.gov/depts/finance-business-operations/treasury/property-tax.aspx>

MIDDLE SCHOOL PROGRAM CURRICULUM

Lauryne is working with one of our staff, Natalie who is a certified teacher on the middle school swim program for the Fall.

AQUATICS MANAGER REPORT

Dominic is working on his report for the next regular board meeting.

RESEARCH

- Aquatics During COVID-19 (Note-some states have less stringent closures)-
https://www.aquaticsintl.com/facilities/coronavirus-throws-aquatics-season-into-question_o
- Aquatics During the Age of Coronavirus - https://www.aquaticsintl.com/facilities/management-operators/aquatics-during-the-age-of-coronavirus_o
- Italy's Outbreak is Slowing, So What Happens Next - <https://finance.yahoo.com/news/italys-outbreak-slowng-happens-next-060022780.html>
- How Cities Can Reopen After the Pandemic - <https://www.brookings.edu/blog/the-avenue/2020/03/24/how-our-cities-can-reopen-after-the-covid-19-pandemic/>
- PRA and 3rd Party Notice During Emergencies - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2020/The-PRA-and-Third-Party-Notice-During-Emergencies.aspx>
- Parks and Social Distancing Around the Country - https://www.efficientgov.com/coronavirus-covid-19/articles/covid-19-local-parks-departments-are-on-the-front-lines-of-social-distancing-enforcement-WXBROC9J17MyXfFB/?utm_source=EfficientGov+SafeGov+Newsletter&utm_campaign=50836f82e

d-EMAIL CAMPAIGN 2020 04 01 09 35&utm_medium=email&utm_term=0_dae70993c3-50836f82ed-60728595

Week Ending April 10, 2020

BOARD MEETING

I will be contacting each of you on setting up video conferencing for the April 21st meeting. I will send out an email on Tuesday, April 14 with this information.

We will be using a product called Goto Meeting (<https://www.gotomeeting.com/meeting/pricing>). All you will need is an internet browser to log-in on and/or a microphone or phone to listen and talk on. We looked at different software and this was the best option to also include the 1-800 number.

Below is the AGO's paper on public meetings during Proclamation 20-28.

[https://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/About the Office/Open Government/Open Government Training/AGO%20OPMA%20Guidance%20Coronavirus%20Updated%20March%2026%202020.pdf](https://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/About%20the%20Office/Open%20Government/Open%20Government%20Training/AGO%20OPMA%20Guidance%20Coronavirus%20Updated%20March%2026%202020.pdf)

STAFF IN-SERVICES

The pool staff is planning an in-service to go over a sexual harassment video and stay in contact with our staff during the break. There will be two separate trainings: one for managers and supervisors and one for employees. The managers and supervisors have their training scheduled for Monday at 2pm.

WCIA (INSURANCE) ON-LINE ACADEMY

I updated the WCIA Online Academy to include all staff and board members. WCIA is our insurance company. The academy has a number of trainings that you can take including board specific options. Most of the courses are 10-minutes to an hour in length. Each of you should have an email that you can access the trainings. Click link below to view the portal. <https://www.localgovu.com/wcia/>

EMAIL NOTIFICATION

This week we sent out an email update that was opened by over 450 people. We included some exercises for people to do while out of the pool. It is also posted on social media.

http://createsend.com/t/d-C65F49E4571796892540EF23F30FEDED?fbclid=IwAR0y0QXnZJqYEaXSovAhgEtbEsxk4hznQXv9kEhMB00SniflwicjyV_W4KU

NATIONAL WATER SAFETY CONFERENCE

The national water safety conference was a great way to re-invigorate our mindset and remember how important teaching water safety as a large part of our swim lesson program is. One of the points that was driven home often during the conference was educating parents and children about the dangers inherent surrounding any body of water including things you may not think of such as a bucket. They promoted children learning to swim at a young age as it's one of the highest unintentional rates of morbidity for children.

Many segments geared towards stories of families who had lost children and loved ones due to drownings, and the statistics behind learning how to swim at an early age. These topics are sometimes hard to watch but are a good reminder of why we do what we do and why there is such a passion surrounding water safety.

There was a significant amount of information regarding COVID-19, how the aquatics world has responded and how we will move forward. As a whole the conference had a lot of panel discussions that didn't pertain to us, but much of the information was newer to Lauryne and very interesting.

Another interesting presentation spoke about drains and VGB from a company that does research for suction-related injuries. They showed videos of simulations that tested each type of drain and varied the GPM on pumps to show if a pump is sucking too much water (higher GPMs) that it can still create problems even with a VGB compliant drain. In the United States we are lucky to have this kind of regulation, at another drowning prevention conference there was a different presentation about the prevalence of suction-related drownings in other countries.

All- in all there was a lot of good information. I believe it was all recorded, so if anyone is interested in seeing any of the presentations Lauryne or I can get you the recordings.

FINANCIAL REPORT WEBINAR

Linda and I participated in the Annual Financial Report webinar. It had some good information, but much of it was for cities and counties. All-in-all, there was some good information that should help us through the process this year.

We are in the process of compiling the report and should have a draft available at our next public meeting.

Extension – There may be a 30-day extension announced at the end of April. This would extend the deadline from May 29, 2020 to around June 28, 2020.

RESEARCH

- New Federal Laws that Support Employees During COVID-19 - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/April-2020-1/New-Federal-Laws-Support-Employees-During-the-COVI.aspx>
- Shore Aquatics (William Shore Pool) Construction Update - <https://www.sacpa.org/>
- UW Projections- <https://www.seattletimes.com/seattle-news/health/new-uw-analysis-lowers-coronavirus-death-projections-and-suggests-hospitalizations-may-have-already-peaked-in-washington/>

When Will Your City Feel the Fiscal Impact of COVID-19 - <https://www.brookings.edu/blog/the-avenue/2020/03/31/when-will-your-city-feel-the-fiscal-impact-of-covid-19/>



Des Moines Pool Metropolitan Park District

March 17, 2020
6:00 p.m.
District Office

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 6:00 p.m. Present were Commissioners Croom, Dusenbury, Kasnick, and Achziger, and District General Manager Deschenes. District Clerk Linda Ray was absent.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

President Young requested changes to the agenda due to COVID-19 as follows:

- Old Business items will be discussed at a later time
- New Business items will be covered to include COVID-19 and pool updates
- Add 8c. Wenatchee Youth Circus discussion to New Business

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT – None

CONSENT AGENDA

Commissioner Kasnick moved to approve. Commissioner Croom 2nd, Passed 5-0.

NEW BUSINESS

a. Corona Virus Update

District General Manager Deschenes reported that last Sunday evening, Governor Inslee made a proclamation that all public and recreational establishments will be closed until at least March 31st. The District made the decision to close Mt. Rainier Pool as of Monday, 3/16, after discussions with Tukwila and that Evergreen was also shutdown. Staff was notified via email and a general email was sent to the public. We will be offering extensions to anyone with a facility use and water exercise pass and credits or refunds for lessons. Each lesson participant family affected will be called individually to give them the opportunity to ask questions. We will follow the dictates from the State of Washington on the length of closure. Even after it is deemed safe to re-open, we will limit the number of programs offered in order to maintain a safe environment.

We are being flexible with leave for the staff and if they call out sick, we will not require a doctor's note when they return to work as long as they are not symptomatic. The managing staff is working to obtain a digital thermometer and will monitor staff upon entering the building. Only lead (essential) staff will be at the facility during the closure and will perform a deep clean. They will also re-organize storage to prepare for surplussing.

If we are closed after the first two weeks, we will use the time to perform needed maintenance that was planned for August, thus negating the need to close later this summer. Projects could include ceiling tile replacement, refinishing benches, repair grout in the men's showers, update asset management, and deep clean lockers.

22015 Marine View Drive South, Suite 2B Des Moines WA 98198

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 meeting room has limited access for wheelchairs and other mobility assistive devices. In order to accommodate individuals that require the use of such devices, please notify the District at least 48 hours in advance of the meeting to allow for relocation to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 03/17/2020**

If an extended closure is necessary, we will call an emergency meeting to discuss additional steps. Closure signage has been posted and COVID-19 signage has been posted in English and Spanish on the facility doors.

The DGM learned that the Federal Way pool will pay all employees through the end of the month; Shoreline and Tukwila will be putting together a fact sheet for their employees.

Some of our pool staff members are eligible for unemployment; the Aquatic Manager, Coordinator, and Head Guards will be the only ones paid at the present time. The District Clerk was given the opportunity to stay home this evening or any other time she does not feel comfortable coming in, but she is flexible and needs access to the server in the office to accomplish her tasks.

DGM Deschenes will email copies of this presentation to the Board members. This report will be on file in the office.

In order to keep some costs down, both the air and water temperature at the pool has been lowered temporarily; and the pool covers have been deployed. Our expenses and revenue are stable for the month of March.

b. Policy/Procedures Review

In past years, the Board has conducted an annual review of Policies and Procedures. The District Clerk has offered the option of providing these via thumb drive in Word format or Board members can review the pdfs on the website and send their changes to the District Clerk via email.

President Young suggested to postpone the review for now unless comprehensive changes are needed to existing individual policies.

c. Wenatchee Youth Circus

Commissioner Achziger reported that the Legacy Foundation will be sponsoring the Wenatchee Youth Circus at the Waterland Festival on July 18th and 19th. Destination Des Moines is the event sponsor with Des Moines Legacy Foundation as the financial sponsor. The group will need shower facilities for 75 individuals. He is asking if they can use the Mt. Rainier Pool, and if so, the District will be named as their in-kind sponsor. The group would also like access to the pool itself which would require lifeguard staffing, and access to the shower/changing facilities.

The Board agreed to Commissioner Achziger's proposal. Circus officials will be here March 28 or 29 to discuss logistics with Destination Des Moines and the District can confirm with them at that time.

GENERAL DISCUSSION

DGM Deschenes reported he had talked to several companies about repair or replacement of the failing caulk in the pool floor. He was told by a reputable vendor not to drain the pool to prevent further cracking. There is no need to repair the caulking because for now it is watertight. The DGM added that staff are not detecting any water loss or dirt seepage. A product called Underwater Magic can be applied to fill the crack for aesthetic purposes.

President Young asked Board members if they feel another meeting is needed prior to the April regular meeting on the 21st and discussed potential options for remote meetings. If a special meeting needs to be scheduled to further discuss repairs at the pool, this can be scheduled.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 03/17/2020**

Commissioner Achziger suggested to let the public know that while the pool is closed, maintenance that is normally performed in August is being done now to avoid closure in the summer.

ADJOURNMENT

With no further business, the meeting was adjourned at 6:35 pm.

UPCOMING MEETINGS –

- April 21, 2020, Regular Meeting, 6:00 p.m., District Office

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Kasnick

Commissioner Croom

Commissioner Achziger

Linda Ray, District Clerk

22015 Marine View Drive South, Suite 2B Des Moines WA 98198

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 meeting room has limited access for wheelchairs and other mobility assistive devices. In order to accommodate individuals that require the use of such devices, please notify the District at least 48 hours in advance of the meeting to allow for relocation to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/09/2020

Total Amount: \$16,303.58

Control Total: 21

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200306130221.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: LINDA RAY

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Ernie Kasnoff

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200306130221.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			18916	02/27/2020	\$850.00	AFO CLASS REGISTRATION
AWC EMPLOYEE BENEFIT TRUST			79141	11/29/2019	\$300.00	MEMBERSHIP RENEWAL - 2020
BREE CASWELL			20200306BC55	03/06/2020	\$67.83	PAYROLL PE 2/25/2020
CAMERON COCHRAN			20200306CC58	03/06/2020	\$291.48	PAYROLL PE 2/25/2020
CELINA LAM			20200306CL45	03/06/2020	\$314.35	PAYROLL PE 2/25/2020
CENTRAL WELDING SUPPLY			RN02202460	02/20/2020	\$69.97	750LB LIQ CARBON
CHANCELLOR HOPPENRATH			20200306CH57	03/06/2020	\$335.79	PAYROLL PE 2/25/2020
DEPARTMENT OF RETIREMENT SYSTEMS			20200306DOR	03/06/2020	\$650.50	DEFERRED COMP S DESCHENES PE 3/10/2020
HANNA LAI			20200306HL44	03/06/2020	\$202.28	PAYROLL PE 2/25/2020
HIGHLINE WATER DISTRICT			20200224HWD	02/24/2020	\$726.16	WATER UTILITY/MRP - 1/28 TO 2/19/2020
JARED WOLD			20200306JW61	03/06/2020	\$1,176.69	PAYROLL PE 2/25/2020
LINDA RAY			20200221LR	02/21/2020	\$34.41	REIMBURSEMENT FOR SHREDDING
MEENA LAI			20200306ML54	03/06/2020	\$221.73	PAYROLL PE 2/25/2020
MIANNA BEHRENS			20200306MB31	03/06/2020	\$425.87	PAYROLL PE 2/25/2020
MIDWAY SEWER DISTRICT			20200225MSD	02/25/2020	\$757.96	SEWER UTILITY/MRP - 12/25/19 TO 2/25/2020
NORTHWEST LANDSCAPING SERVICES			CD50068612	03/01/2020	\$548.91	MONTHLY LANDSCAPE MAINT/MRP - MAR 2020
PUGET SOUND ENERGY			20200221PSE	02/21/2020	\$6,652.07	ELECTRIC/GAS UTILITY/MRP - 1/21 TO 2/20/2020
SADIE IKEMEIER			20200306SI59	03/06/2020	\$233.43	PAYROLL PE 2/25/2020
SNURE LAW OFFICE			20200301BS	03/01/2020	\$1,525.00	PROFESSIONAL SERVICES - FEB 2020
TANNER HUCK			20200306TH27	03/06/2020	\$44.15	PAYROLL PE 2/25/2020
WASHINGTON RECREATION & PARK ASSOCIATION			5159	03/06/2020	\$875.00	MEMBERSHIP RENEWAL - 2020



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/24/2020

Total Amount: \$4,463.31

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200312142527.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

<u>Linda Ray</u>	<u>3/17/20</u>
Authorized District Signature	Date

<u>[Signature]</u>	<u>3-14-20</u>
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

_____	_____
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200312142527.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			16010	03/01/2020	\$160.00	DISTRICT JANITORIAL - MAR 2020
CENTRAL WELDING SUPPLY			EC220294	03/09/2020	\$302.67	CO2 BULK/MRP
CMIT SOLUTIONS EASTSIDE			7826	02/29/2020	\$1,226.00	IT SUPPORT SERVICE - FEB 2020
COPIERS NORTHWEST			2113842	03/09/2020	\$88.35	COPIERS LEASE 2/6 TO 3/5/2020
MOUNTAIN MIST			20200229MtM	02/29/2020	\$237.38	WATER/COFFEE SVC - FEB 2020
PHILLIPS PUBLISHING			1371DM	03/10/2020	\$896.75	DISPLAY AD DM CITY CURRENTS - SPR 2020
PHILLIPS PUBLISHING			1372DM	03/10/2020	\$595.00	DISPLAY AD DM CITY CURRENTS - SPR 2020
PHILLIPS PUBLISHING			1373DM	03/10/2020	\$896.75	DISPLAY AD DM CITY CURRENTS - SPR 2020
RECOLOGY			3091222	02/29/2020	\$60.41	GARBAGE/RECYCLE UTILITY - FEB 2020



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 03/24/2020
Total Amount: \$12,489.22
Control Total: 19
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20200318121806.csv
Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

Eric Karnick

Authorized District Signature

Date

[Signature]

Authorized District Signature

3/18/20

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

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Date Processed: _____



Special District Voucher Approval Document

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200318121806.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			18993	03/12/2020	\$170.51	MONTHLY MAINT - MAR 2020
BREE CASWELL			20200331BC55	03/18/2020	\$54.15	PAYROLL PE 3/10/2020
CAMERON COCHRAN			20200331CC58	03/18/2020	\$188.48	PAYROLL PE 3/10/2020
CELINA LAM			20200331CL45	03/18/2020	\$304.73	PAYROLL PE 3/10/2020
CHANCELLOR HOPPENRATH			20200331CH57	03/18/2020	\$212.28	PAYROLL PE 3/10/2020
CITY OF DES MOINES			7131	02/28/2020	\$302.19	CITY POOL SVC - FEB 2020
COMCAST			20200308CB	03/08/2020	\$171.37	TELEPHONE/INTERNET SVCS 3/18 TO 4/17/2020
DEPARTMENT OF RETIREMENT SYSTEMS			20200318DOR	03/18/2020	\$605.50	DEFERRED COMP S DESCHENES PE 3/25/2020
HANNA LAI			20200331HL44	03/18/2020	\$166.78	PAYROLL PE 3/10/2020
JARED WOLD			20200331JW61	03/18/2020	\$1,054.97	PAYROLL PE 3/10/2020
JOE DUSENBURY			20200331JD08	03/18/2020	\$104.92	COMMISSIONER SUBSIDY - FEB 2020
MEENA LAI			20200331ML54	03/18/2020	\$262.16	PAYROLL PE 3/10/2020
MIANNA BEHRENS			20200331MB31	03/18/2020	\$406.01	PAYROLL PE 3/10/2020
SADIE IKEMEIER			20200331SI59	03/18/2020	\$119.87	PAYROLL PE 3/10/2020
SHANE YOUNG			20200331SY10	03/18/2020	\$104.92	COMMISSIONER SUBSIDY - FEB 2020
TANNER HUCK			20200331TH27	03/18/2020	\$142.24	PAYROLL PE 3/10/2020
ULINE			117875275	03/10/2020	\$148.57	DESK SEATING/MRP
US BANK			20200331USB	03/10/2020	\$7,761.38	BANKCARD STMT 2/14 TO 3/10/2020
VICTORIA HA			20200331VH72	03/18/2020	\$208.19	PAYROLL PE 3/10/2020

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Mar 30, 2020

PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____
 ACH Debit Pay Code (COLXX) _____
 Automatic Withdrawal
 Book Transfers (Last 4 digits of the account) From _____ To _____
 Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 3/31/2020	170950010			24219		00000	24,767.43
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$24,767.43

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

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

CONTACT INFORMATION Typed or Printed

Contact Name Organization
 Email Phone # 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 *Eric Kasnick* Title Commissioner Date Mar 18, 2020
 Print Name Eric Kasnick Phone # 206-429-3852 Email eric.kasnick@desmoinespool.org

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Mar 13, 2020

PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____
 ACH Debit Pay Code (COLXX) _____
 Automatic Withdrawl
 Book Transfers (Last 4 digits of the account) From _____ To _____
 Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 3/10/2020	170950010			24219		00000	21,384.78
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$21,384.78

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

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

CONTACT INFORMATION Typed or Printed

Contact Name Organization
 Email Phone # 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 *Eric Kasnick* Title Commissioner Date Mar 6, 2020
 Print Name Eric Kasnick Phone # 206-429-3852 Email eric-kasnick@desmoinespool.org

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: District GM Meeting Date: 04/21/2020

Under: Business Attachment: Yes

Subject: Resolution 2020-03, Emergency Declaration

Background/Summary: A Resolution of Emergency Declaration can streamline processes such as purchases, expenditures, and implementing contracts. It could also become the baseline for potential reimbursement by the state or federal government. Without the emergency declaration, our agency may not be eligible for funds related to the emergency.

Fiscal Impact: Not known at this time.

Proposed Motion: I move to approve Resolution 2020-03, Emergency Declaration in response to the COVID-19 Pandemic.

Reviewed by Legal Counsel: Yes X No Date: 04/07/2020

Two Touch Rule: Emergency Committee Review
04/21/2020 First Board Meeting (Informational)
04/21/2020 Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes:
Attached: Resolution 2020-03 Emergency Declaration

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2020-03

DECLARATION OF EMERGENCY - COVID-19

WHEREAS: On January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS: On February 29, 2020 Governor Jay Inslee issued Proclamation 20-05 Declaring a State of Emergency in all counties of the State of Washington to address the impacts of COVID-19;

WHEREAS: On March 1, 2020 King County Executive Dow Constantine Declared a State of Emergency in King County to address the impacts of COVID-19;

WHEREAS: The cities served by Des Moines Pool Metropolitan Park District have formally declared states of emergency within Des Moines Pool Metropolitan Park District to address Covid-19;

WHEREAS: On March 13, 2020 President Donald Trump Declared a National Emergency relating to COVID-19;

WHEREAS: The Washington State and King County outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout the County and Washington State significantly impacts the life and health of our customers and District employees and constitutes a public emergency that affects life, health, and property;

WHEREAS: The Des Moines Pool Metropolitan Park District Board of Commissioners has determined that the impacts of Covid-19 on the District its customers and employees requires that the Board declare a state of emergency; and,

WHEREAS: The Des Moines Pool Metropolitan Park District Board of Commissioners has determined that in order to address the emergency, the District General Manager or designee requires the flexibility to make procurement, staffing and other decisions that may exceed the prior delegated authority of the General Manager.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Des Moines Pool Metropolitan Park District that:

1. It is hereby declared that there is an emergency due to the COVID-19 spread in Des Moines Pool Metropolitan Park District;
2. The General Manager or designee should have full authority to take all necessary actions to protect the District's customers and employees during such period as the declared Covid-19 emergency exists in King County;

3. Without limiting the foregoing grant of authority, the General Manager or designee is specifically authorized to combat such emergency and to protect the health and safety of persons and property by taking the following nonexclusive actions without additional authorization of the Board of Commissioners and without regard to limits previously established by the Board of Commissioners:
- a. Enter into contracts, incur obligations and make necessary expenditures in excess of policy and budgetary limits,
 - b. Waive the requirements of competitive bidding when necessary,
 - c. Employ temporary workers and make staffing and scheduling decisions as necessary.
 - d. Open and close public facilities to the public as necessary.

Adoption: ADOPTED at an open public meeting of the Board of Commissioners of Des Moines Pool Metropolitan Park District on April 21, 2020 the following Commissioners being present and voting:

DRAFT

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b Assigned to: District GM Meeting Date: 04/21/2020

Under: Business Attachment: Yes

Subject: Policy 392, Continuity of Operations Plan (COOP)/Staffing Update

Background/Summary:

Due to governor's proclamation 20-25, only essential services are able to go into work. It is important that we define what staffing is critical. Below is a description of why a COOP is needed?

Continuity of Operations Plan

From MRSC: "Continuity of operations" normally refers to the ability of local governments to continue the operation of essential government services with minimal disruptions during an emergency. As local governments have begun to respond to the COVID-19 emergency, this has meant the provision of police, fire, public health and other essential local government services.

However, due to the unique nature of the COVID-19 emergency and its likely duration, other types of local government programs and services, including administration, finance, planning, personnel, and other similar functions must also find ways to continue their operations provided that doing so will be both technically feasible and safe.

Staffing Update

All staff except for the staff listed in the COOP Plan are on furlough. We have setup a communication system to keep in contact and developed a remote in-service on sexual harassment. All furloughed staff has been given information for unemployment and any updates we receive. We are processing paperwork for unemployment as quickly as possible.

Fiscal Impact: Not known at this time.

Proposed Motion: I move to approve Policy 392, Continuance of Operations Plan in response to the COVID-19 Pandemic.

Reviewed by Legal Counsel: Yes X No Date: 04/07/2020

Two Touch Rule: Emergency Committee Review
04/21/2020 First Board Meeting (Informational)
04/21/2020 Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes:

See Attached:

1. See attached Policy 392, Continuity of Operations (COOP) Plan.
2. MRSC Article on Continuity of Operations.*

*<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2020/Continuity-of-Operations-During-COVID-19.aspx>



Policy 392 C.O.O.P. Plan

CONTINUITY OF OPERATIONS PLAN

Des Moines Pool Metropolitan Park District | April 21, 2020

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Introduction

The Des Moines Pool Metropolitan Park District “District”, which manages the Mount Rainier Pool “Pool” has essential operations that need to be performed or rapidly resumed in a disaster or emergency. While the impact of an incident cannot be predicted, planning for operations under such conditions may mitigate the effects of the disaster or emergency on people, facilities, and services. To that end, the district has prepared a Continuity of Operations (COOP)/Continuity of Government (COG) Plan (“Plan”) to serve as a guide for sustainment or resumption of essential services affected by a disaster.

The District intends to provide the highest level of response and recovery to an incident as possible; however, there is no guarantee that the District will have the capability or resources to meet the needs of every resident, patron, or business-partner before, during, or after a disaster or emergency.

This Plan establishes guidance to support District critical functions when a disaster or emergency threatens or impacts the Pool’s operations to the point that requires changes to the delivery of District services or the relocation of personnel or operations. The Plan provides guidance for when the District may need to implement COOP activities related to an incident that impacts essential functions, roles of staff, facilities, or delivery of services to District residents, patrons, or business-partners.

District employees may have identified responsibilities in an emergency that requires COOP and/or COG activities to sustain essential District functions. Such employees are expected to fill their COOP and/or COG role(s) to the extent practicable under the circumstances and consistent with relevant job descriptions, District personnel policies and any state or federal government directives.

Purpose

The ability of the District to support essential functions during times of disaster or emergency and to provide for the needs of residents, patrons, or business-partners within the District’s service area is a priority. To facilitate

implementation of this ability the District has coordinated the development of this Plan.

This Plan describes how the District will endeavor to perform essential, critical functions during and after a disaster or emergency that disrupts normal District operations. This Plan is intended to guide the District during an actual incident; however, specific actions will depend on the situation. This Plan serves a consolidated location for critical information related to the delivery of essential functions and the resources that facilitate services.

Authorities and References

This Plan has been developed to support implementation of the District:

- Mount Rainier Operational Plan
- Chapter 42.14 RCW

References that have supported the development of this Plan include:

- Des Moines Pool Metropolitan Park District Policy and Procedures

Scope and Applicability

This Plan applies to all District departments and personnel. COOP activities may be initiated at any time as determined necessary by the District leadership. COOP activities may be due to a natural, technological, or human-caused disaster or emergency; but not limited to these situations.

The scope of this Plan is focused on the critical services that should not be disrupted for more than twelve hours following an incident. The intent of this document is to provide a framework to support delivery of essential services.

Potential issues include a health crisis, earthquake higher than 4.6, weather-related (snow/ice), hazmat, power failure, terrorism or any other incident that may require a prolonged response.

Planning

Plan Objectives

The objectives of this COOP Plan are to:

- facilitate decision-making during COOP activities
- reduce disruptions to essential functions
- document the order of succession of critical management positions
- identify vital facilities, equipment, records, and other assets
- guide an orderly transition to COOP activities and return to operations

Planning Assumptions

Assumptions used to support the District's development of this Plan include but are not limited to:

- The District will follow the directives of City, State and Federal government (proclamations).
- Disasters, emergencies or threatened emergencies can adversely impact the District's ability to continue to support essential functions.
- When COOP activities are initiated, the District will implement a predetermined plan using trained and equipped personnel whenever possible.
- Personnel and resources located outside the area affected by the disaster or emergency may or may not be available to support District essential functions.
- Some District services may be limited or suspended to enable the District to concentrate on essential functions.
- The timeline for establishment of some essential functions may exceed 12 hours of the incident onset.
- Alternate support or delivery of essential functions may extend beyond the response phase of an incident and extend into long-term recovery.
- District staff may implement telecommuting practices to support delivery of essential services. (See Appendix E)
- Recovery from an incident may result in the decision to not restore certain District services, facilities, or positions.
- Staff members may be unavailable during or after a disaster or emergency and thus may be unable to support COOP activities due to childcare, illness or other outside issues.

- It may take days to weeks to reestablish District services and months to years to recover from an incident.



Planning Scenarios

Any or all scenarios that may result in the injury, death, or inability to account for District staff, elected officials, or the public at a District facility should have a plan. In addition, any or all scenarios may affect critical systems that the District relies on for normal business operations and service delivery.

Implementation

COOP Implementation

The District General Manager or designee, may direct the implementation of COOP activities. COOP activities are implemented based on known or anticipated threats and emergencies that may occur with or without warning. The District will use a phased approach for implementation, whereby essential functions are sustained or established early and additional services will follow as needed and available.

- Notice threats or emergencies: There are some threats that may provide advance warning that will allow notification of, direction to, and if necessary, the relocation of employees. Situations that may provide such warning include inclement weather or a threat of violence.
- No notice threats and emergencies during business hours: Incidents may not be preceded by warning, for example earthquakes, fire, or terrorist attacks. In these circumstances, employees should follow their emergency

procedures to stay safe and resolve the issue if possible. COOP activities will be initiated, if appropriate, and employees will be provided direction by their department leader or the District General Manager.

- No notice threats and emergencies during non-business hours: Incidents may also occur with no warning outside of business hours. In these circumstances, COOP activities will be initiated, if appropriate, and employees will be notified of any changes to working conditions as soon as possible through various communications methods.

Phases of COOP

The District will use a phased approach to the initiation, management, and eventual de-escalation of COOP activities.

Phase 1: Initiation

- Notification. The General Manager or designee shall inform the Board of Commissioners of an incident. The management team will assess the situation and determine if COOP activities are necessary. If it is determined that COOP activities are necessary the District General Manager, and the management team will be notified and directed to respond to a designated location. District employees, partners, and the public will be notified of COOP activities, as able and appropriate, using any or all communication resources available.
- Initial Actions. The COOP team will meet, in person or via teleconference, to determine what COOP activities are necessary and what direction will be given to the COOP Team for implementation. The General Manager will initiate public messaging and manage media interests. Key COOP staff will be notified to initiate COOP activities to support delivery of essential services at the primary site or a designated alternate site if necessary.
- Establish Operations. The COOP Team will inform the Board of Commissioners when facilities, systems, or resources are prepared to support delivery of essential services. Departments will provide essential services to the best of their ability with the capability available.

Phase 2: Alternate Operations

- Delivery of Essential Functions. The department(s) will deliver essential functions using temporary work procedures or from an alternate facility, if needed and able based on incident impact and resource availability.

- Establishment of Communications. The department(s) will establish communication internally, to external agencies, and to the public, as able and appropriate.
- Augmentation of Staff. As the situation progresses, additional staff will be activated to provide services and functions, as able and/or needed.
- Development of Plans for a Return to Operations. As soon as feasible, the management team will begin planning and preparation of activities to return to normal operations based on resources, staffing, and facility availability.

Phase 3: Return to Operations

- Ending Alternate Process. The management team will meet to identify the timeline of concluding COOP activities. Based on their decision the team will develop guidance for ending alternate operations and returning to a non-emergency status at the designated facility.
- COOP Management Team Conclusion. The COOP management team will demobilize the site they have been working from, including the delivery of all documentation related to COOP activities performed for critical functions. The District General Manager will provide public information regarding resumption of services and manage media interest.

The table below highlights the key COOP activities to be accomplished by phase. All activities are the responsibility of the management team. Lead until delegated to sub teams or staff.

Phase	Key COOP Activities
Phase 1- Initiation	<ul style="list-style-type: none"> • Instruct staff to ready alternate facility, if needed. • Notify impacted local, regional, and State agencies. • Activate plans to transfer to alternate facility. • Notify agency employees and contractors regarding activation of COOP plan and their status. • Assemble documents/equipment required for essential functions at alternate facility.

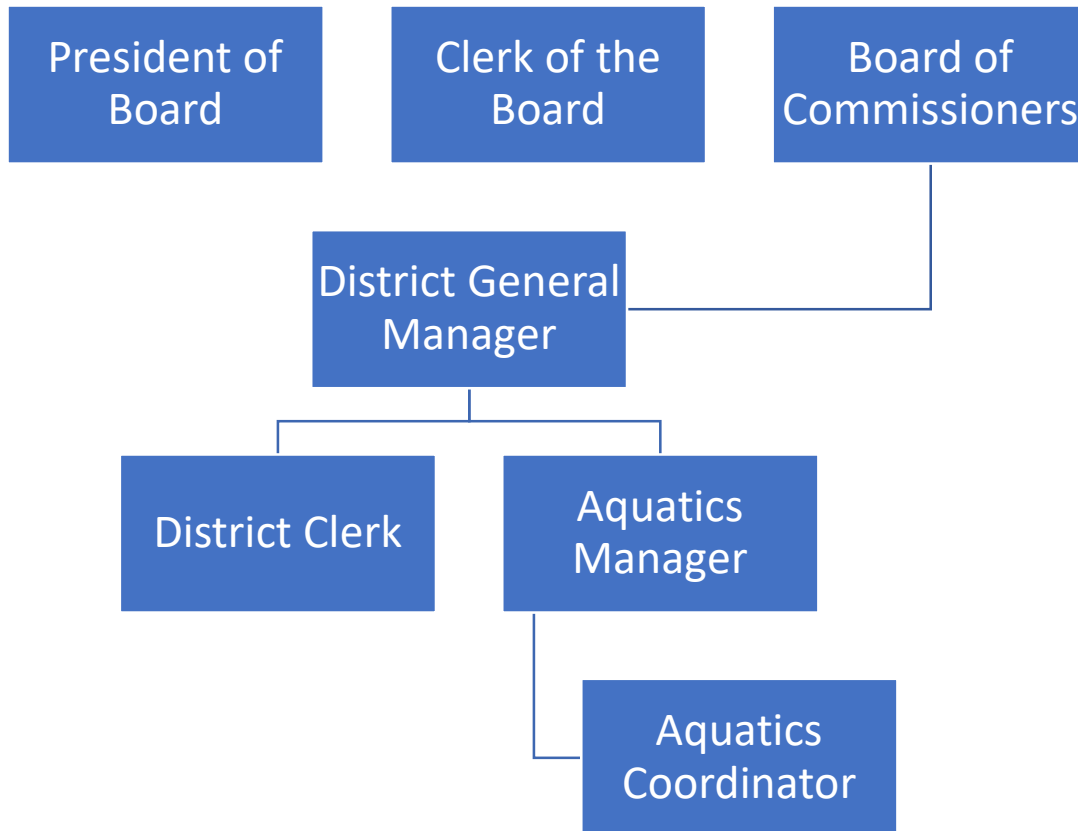
	<ul style="list-style-type: none"> • Continue essential functions at regular facility, if available, until alternate facility is ready. • Activate Facilities and Operations Teams as necessary.
Phase 2 - Alternate Operations	<ul style="list-style-type: none"> • Provide guidance to staff and information to the public. • Identify replacements for missing personnel (delegation of authority and orders of succession). • Commence full execution of operations supporting essential functions at the alternate facility.
Phase 3 - Return to Operations	<ul style="list-style-type: none"> • Supervise return to operations. • Demobilize COOP Team site(s). • Arrange employee emotional support, if needed. • Deliver public information of status.

Department COOP Responsibilities

Each department should have an organizational structure identified to support delivery of essential functions. Department activities are unique; however, at a minimum department’s should be prepared to:

- Facilitate department COOP activities;
- Support activation of alternate facilities, supporting communications, and information technology systems;
- Support COG activities as appropriate;
- Provide public information content to the District General Manager for dissemination;
- Assess and report situational status for department responsibility;
- Develop or implement temporary service plans;
- Coordinate resource support for employees emotional and physical wellbeing; and
- Lead department recovery activities.

COOP Organizational Chart of Essential Personnel



All other staff will be only used if necessary to supplement COOP operations.

Notification

The District recognizes that the COOP activities could be initiated under a variety of conditions; therefore, multiple notification systems may be used for contacting: COOP Team members, the Board of Commissioners and employees, as appropriate to the situation. Systems include but are not limited to telephone networks, technology-based mass notification tools or Outlook email. The appropriate authorized manager of each department will be responsible for making notifications when directed by the policy group to do so. Notification of operational changes will be provided to the public through as many available communication channels as possible, including but not limited to email notification system, social media, the District and Pool phone messages, local media, District's webpage, and postings at District facilities. The District recognizes that many people leverage social media for informational updates, below is the District's managed digital media communication accounts

that may be used to communicate changes or updates.

- Email: Campaign Monitor & CivicRec
- Text: CivicRec
- Social Media: Facebook and Twitter
- Website: Main Page Pop-Up

Essential Employees

Essential Functions

The District has identified essential functions and continuity of government priorities. The District also identified critical processes, services, systems, and equipment necessary to support each essential function, as well as key personnel required.

The following table provides a high-level summary of department specific areas of essential functions including the Continuity of Government (COG) status and Return to Operations (RTO) target for each function.

Staff Member	Function	Function Description
Board of Commissioners	Leadership	Maintain seat of governance and facilitate policy (if needed).
	Legislation	Support incident and COOP operations through actions and funding allocation.
	Outreach	Liaise with other jurisdictions and elected officials and staff and connect with the public.
District General Manager	Leadership	Provide leadership for the incident, the District, and the public.
	Research	Monitor state, federal and local outlets for updates, synthesize and communicate to staff.
	Communications	Facilitate internal and

		external messaging including website, social media and email notification systems.
	Intergovernmental Operations	Coordinate political official involvement.
	Technology Support	Support access to and use of telecom, internet, and computer hardware and software.
	Compliance	Enforce compliance with laws, contracts, and ADA requirements.
	Internal Recruitment	Fulfill requests for personnel for incident response.
	Support	Backup the District Clerk in case of illness or unavailable.
District Clerk	Employee payroll and benefits	Maintain continuity of payroll for District employees.
	Record Presentation	Protect vital records.
	Manage Money	Monitor and track cash available for District operations.
	Purchasing	Procure materials and professional services for incident needs.
	Support	Backup the District General Manager in case of illness or unavailable.
Aquatics Manager	Safety Assessment	Analyze and monitor the status of the safety condition of the Pool.
	Repairs and Support	Fix, mend, and service pool equipment.
	Risk Management	Identification, evaluation, and mitigation of risk.
	Support	Backup the Aquatics Coordinator in case of illness or unavailable.
Aquatics Coordinator	Workforce Management	Manage safety concerns and support and retain employees.

	Compensation	Manage and maintain pay and benefit system.
	Safety Training	Conduct just in time safety training for employees and volunteers for the incident.
	Support	Backup the Aquatics Manager in case of illness or unavailable.

If a member of this team is unable to perform their duties, alternative staff will be selected from the organization or contracted to complete work. This could be due to illness, family illness or other factors.

Order of Succession

If key positions are unavailable during an emergency, the District has an established Orders of Succession and when appropriate Delegations of Authority to support continuation of operations and governance.

The District recognizes the importance of leadership in the delivery of essential functions and thus has identified the following Order of Succession, based on position, to support operations during and emergency or disaster.

Department	Order of Succession
Board of Commissioners	<ol style="list-style-type: none"> 1. President 2. Clerk of the Board 3. Commissioner selected by Board in absence of President or Clerk of the Board.*
District Offices	<ol style="list-style-type: none"> 1. District General Manager 2. District Clerk 3. Aquatics Manager
Pool Operations	<ol style="list-style-type: none"> 1. Aquatics Manager 2. Aquatics Coordinator 3. District General Manager 4. Designee by District General Manager

* In the event more than four commissioners are permanently or temporarily unavailable to fulfill their statutory duties during an emergency, the following

procedures shall be used to appoint temporary interim successors pursuant to RCW 42.14.070. The remaining Board member (or the General Manager in the absence of all five commissioners) shall appoint two (or three) temporary interim successor board members to temporarily serve as a Board of three. The temporary interim successors shall serve until such time as two or more regularly elected or appointed commissioner are able to perform their duties or until such time as the County legislative body appoints sufficient commissioners to allow a quorum of the regularly elected or appointed commissioners to conduct business.

Alternate Facilities and Telecommuting

The District recognizes that normal operations may be disrupted and that there may be a need to perform essential functions at alternate locations including potential telecommuting.

If relocation is necessary, the District's management team will perform a site evaluation to confirm the facility is safe for use and to identify resources necessary to make the site operational for the designated department.

The District will prepare to relocate by informing employees of the need to relocate and of their role in the transition. Once the alternate site is established, staffed, and ready for operations, and if appropriate, public messaging will be provided via all methods available to inform the community of where and how to reach the services of the department.

The District will operate from the alternate location until such a time that the original facility is available for reoccupation, or a new location has been identified and prepared for operations. Transition to the original or new facility will initiate with establishment of the work area, followed by movement of personnel, notification of relocation, and implementation of service.

If situations require telecommuting, District staff will work on forwarding phones to alternative locations.

- Pool: The Mount Rainier Pool phone will be checked or forwarded to a designated staff member.
- District Offices: The District Offices phone number will be forwarded to the District General Manager or designee.

Communications

Communication is a critical capability for government as communication systems support connectivity to internal organizations, external partners, critical vendors and customers, and the public. To support communications during COOP activities, the District has identified primary and alternate communication resources to provide as many normal communication methods as possible, based on operational status, during a COOP scenario.

Systems may be limited due to infrastructure failures caused by the emergency or disaster, thus prioritization of capability may need to occur based on life safety, COG requirements, and incident management demands.

The majority of operations desire the ability to use telephone, email, and text messaging communication systems.

Vital Records and Databases

The District has identified vital records and databases which facilitate the performance of essential functions. Although most functions can be performed by using hard copy forms, the District benefits greatly by having access to electronic databases for research and verification purposes. Departments that rely on electronic documents and forms are encouraged to produce at least master hard copy versions.

Our key databases are mostly cloud-based including Office 365, CivicRec and Subitup. The District Clerk and District General Manager have remote access to the server. The District's IT provider, CMIT has access to a digital backup of the server in case of the server being damaged or destroyed.

The District Clerk maintains contact information for vendors and contractors available to support the restoration of vital records, systems, and processes.

Critical Systems and Equipment

The District has identified critical systems and equipment necessary to support a COOP incident. The primary equipment needed by both departments include technology-based solutions such as cell phones, computers, printers, and Microsoft Office and department specific operations software programs.

It is also paramount that the critical systems of the pool be monitored and tested throughout any extended closure. This will require the Aquatics Manager (or a designee) to make trips to the pool. It is also important that the security of the facility be monitored due to the potential hazard of the pool and its equipment.

External Contacts

The District contracts with a variety of vendors for support and delivery of essential functions. The expectation is that contracted vendors will have continuity plans to facilitate service delivery to the District.

The District values the partnership and agreements that have been established and intends to leverage those relationships as able for the support and delivery of essential functions during a COOP incident.

External contacts will be a part of each department's Go-Kit.

Go-Kits

Departments are expected to develop and maintain, at least quarterly, a "go-kit" comprised of critical documents (electronic and/or hard copy) including forms and files, staff rosters and contact information, key partner, customer, and vendor contact lists, and appropriate supplies to support initial COOP activities and establishment of service delivery from an alternate site. The department go-kit should be mobile and easily accessible by staff. All management staff should know the location of the go-kit, particularly personnel with a COOP department assignment. Each Go-Kit will include a thumb drive including department policy and procedures, employee handbook, contact list operations manual, employee contact list, board of commissioners contact list.

Each employee with a COOP designated role is expected to create a "go-kit" to enhance preparedness for responding to an incident. A go-kit should contain those items considered essential to supporting operations at an alternate site. Each kit may be somewhat unique, but most should include such items as COOP checklists, key contact lists (names, phones, addresses, etc.), files specific to positions, specialized tools routinely used, and maps of the local area and potential alternate sites.

Recommended go-kit items and a list of personal preparedness items all staff are encouraged to keep at their desk can be found in the Appendix of this Plan.

See Appendix A for more information on Go-Kits.

Shelter-in-Place Kit

Pool management is also responsible for setting up a shelter-in-place kit. If there is an emergency, the kit will include emergency food, water and other supplies to supplement an emergency prolonged stay at the pool facility. A three-day supply of dried food will be kept onsite for up to ten people.

Key staff members will know the location of this equipment. Any equipment that is not kept with the kit will have a list of locations of these items.

Click link for a list of shelter-in-place checklist.

<https://www.readyrating.org/DesktopModules/EasyDNNNews/DocumentDownload.ashx?portalid=1&moduleid=2542&articleid=25&documentid=39>

Employee Support

A situation that requires the implementation of COOP activities can be stressful and physically or emotionally upsetting to employees and volunteers. The District will endeavor to support and provide the appropriate resources to assist personnel with managing crisis stress management.

Resources may include access to an Employee Assistance Program (EAP), formal Critical Incident Stress Management (CISM) sessions, on site mental, emotional, or spiritual support staff, or referral to professional mental health providers.

COOP Plan Maintenance

The District intends to maintain a viable COOP capability through the review and update of this Plan partnered with training and exercising on COOP activities.

The District's COOP (management) team will coordinate the maintenance of this Plan.

Activity	Task	Review Frequency	Parties Involved
Overall Plan Update	Review entire plan for accuracy Incorporate lessons observed and improvement adjustments. Manage distribution of plan updates.	Annually, but also dependent on law changes and incidents	Management Team with board approval
Update Order of Succession	Obtain names of current incumbents and designated successors. Confirm or update Delegation of Authorities.	As-need and at least annually	Management Team
Checklists	Update and review checklists	As needed	Management Team
Orient Board of Commissioners	Brief on Plan, COOP concepts, and their responsibilities related to COOP activities.	Annually, but also dependent on law changes and incident	Management Team with board approval

Plan and conduct COOP activity Exercise	Conduct at least one drill, table-top, or functional internal exercise testing part or all COOP activities.	Annually	Management Team with staff support
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APPENDIX A – GO-KITS

Each Go-Kit is specific to the staff member. Please see the attached

CONTACT INFORMATION	
Hard copy of employee roster	
Hard copy of employee emergency notification contacts with numbers	
Hard copy list of emotional support resources	
PERSONAL SAFETY ITEMS	
Blankets	
Snacks and water (small but meaningful)	
Flashlight with batteries	
First aid supplies (including OTC medications)	
Comfort kits (tissues, toothbrush, comb, toilet paper)	
OPERATION ITEMS	
Computers with power and network connectors	
Thumb Drive (memory device) with current records/files, resources for all positions and functions.	
Basic office supplies (pen, paper, tape)	
Hard copy of important documents, contacts, and contracts/MOUs	
Keys for file drawers, facility, secured rooms	

Clothes, can opener, fire extinguisher...etc. (all things on chart below)

2 WEEKS READY

BUILD KITS

Plan to be on your own for at least 2 weeks



Water (1 gallon per person, per day)



Food (non-perishable)



Comfort/entertainment



Medical equipment



Glasses/eye care



First aid kit



Can opener



NOAA alert radio



Flashlight



Personal hygiene items



Tools



Pet supplies



Cash



Toilet paper



Medications



Identification & important documents



Sturdy shoes



Extra batteries



Warm clothes



Fire extinguisher



Keep at least 2 weeks of supplies in your home. Have smaller kits for work, for every family member, and pets. Have a vehicle safety kit too.

BE PREPARED

MAKE A PLAN

Determine an accessible meeting place in case you have to leave your home or work, so you can reunite your family.



LEARN ABOUT DISASTER PLANS FOR

Your work

Your children's school

Your medical and/or
transportation provider

Other places where your
family spends time



Check with your local emergency management office to:

- find out what hazards could affect your home and place of work
- sign up for emergency alerts and notifications
- identify your local emergency alert system (EAS) radio stations
- know your evacuation and alternate transportation routes



DEVELOP A COMMUNICATIONS PLAN



Write down emergency contact information



Texts are more likely to go through



Have an extra cell phone charger and batteries



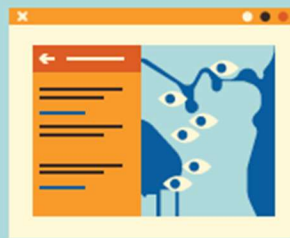
An out-of-area contact can serve as a relay point for family communication

HELP EACH OTHER

Know how you'll help people and pets who normally rely on you



Form a neighborhood group: for examples and suggestions, see Map your Neighborhood at: emd.wa.gov/myn



Help organizations in your neighborhood that may need support during a disaster



Attend free disaster skills workshops offered by your local emergency management office and learn basic survival skills



APPENDIX B – SHELTER IN PLACE SUPPLY CHECKLIST

Shelter-in-Place Supplies Checklist

▪ 29 July 2015

- Author: [WebTeam](#)
- Number of views: 45054

When an emergency happens at your facility, the first decision to make is whether to evacuate or take shelter. If ordered to shelter it is important to have sufficient supplies and equipment on-hand to support the needs of staff and visitors for periods ranging from several hours to several days. Use this checklist to determine if you have the necessary material on hand.

Communication Equipment:

- Communication devices/smart phones capable of receiving NOAA and news local news updates.
- Cell phones and/or satellite telephones have been tested and their limitations noted.
- There are portable generators on hand with vented exhaust systems that can supply power to the shelter during an emergency.
- There is/are public address system(s) in the shelters.
- There is/are a cache of office supplies in the shelter, e.g., paper, notepads, staplers, tape, whiteboards and markers, etc.
- There are hard-wired land lines in the shelter area.

Emergency Equipment:

- At least one current copy of the EAP is stored in the shelter.
- There are battery-powered or hand cranked flashlights, or glow sticks stored in the shelter area.
- Fire extinguishers, blankets, pry-bars (for opening doors that may have been damaged or blocked by debris), stretchers and Automated External Defibrillator(s) are stored in the emergency shelter.
- Trash receptacles, trash can liners and ties, a supply of commonly used tools, and portable heaters are pre-positioned in the shelter.

First-Aid Supplies including:

- Adhesive tape and bandages in assorted sizes are on-hand.
- Safety pins in assorted sizes are in the shelter.
- There is a supply of latex gloves in the shelter.
- Scissors and Tweezers are available in the shelter.
- Antiseptic solutions and antibiotic ointments are in the emergency kit.
- A supply of moistened towelettes are on-hand.
- A supply of non-prescription drugs (e.g. aspirin and non-aspirin pain relievers, anti-diarrhea medications, antacids, syrups of ipecac, laxatives) are available.
- Petroleum jelly is available in the emergency kit.
- Eye drops are available.
- Wooden splints are included in the emergency supply kit.
- Thermometers are available.
- Cotton towels are available.
- Fold up cots are stored in the shelter.
- There are first aid handbooks in the shelter.

Water and Non-Perishable Food:

There are adequate amounts of food and water for duration of the expected event(s) and number of personnel expected to seek shelter.

Sanitary Supplies:

Sufficient amounts of the following supplies are stored in the shelter:

- Toilet Paper.
- Paper towels.
- Personal hygiene items.
- Disinfectants.
- Chlorine bleach.
- Plastic bags.
- Portable chemical toilets, when regular toilets are not contained in the shelter.
- Plastic sheeting (preferably, pre-cut to size to cover any windows & doors and labeled).
- Duct tape for sealing cracks around doors and windows.



SEATTLE POLICE DEPARTMENT
AND SEATTLE FIRE DEPARTMENT



INFORMATION SHEET

Critical Incident Stress Management (CISM)

As professional emergency personnel, traumatic events and critical incidents can become routine. These scenes may be difficult, but our involvement is a necessary part of our job. If we see someone who needs first aid, we see to that person's needs. Likewise, we have an obligation to care for ourselves. Critical Incident Stress Management (CISM) is **necessary emotional first aid for emergency service providers.**

Critical incidents may evoke strong reactions which have the potential to interfere with a person's ability to function--during the event or at a later time. It is very common for people to experience stress related reactions when exposed to, or involved in, a critical incident. The responses may vary depending on the person and the circumstances. They may appear immediately, or days, weeks, or even months post-event.

Reactions experienced by emergency service providers are, in fact,

Normal Reactions in Normal People to Abnormal Events

Common Signs & Symptoms

PHYSICAL Chills, thirst, fatigue, nausea, fainting, twitches, vomiting, dizziness, weakness, chest pains, headaches, elevated blood pressure, rapid heart rate, muscle tremors, shock symptoms, grinding of teeth, visual difficulties, profuse sweating, difficulty breathing, etc. *Note: Any one of these symptoms may indicate the need for a medical evaluation. When in doubt, please contact your physician.*

COGNITIVE Confusion, nightmares, uncertainty, hypervigilance, suspiciousness, intrusive images, excessively blaming someone else, inattention, poor memory, disorientation of time, place or person, difficulty identifying objects or people, heightened or lessened levels of alertness, etc.

EMOTIONAL Fear, guilt, grief, panic, denial, anxiety, agitation, irritability, depression, intense anger, apprehension, emotional shock, emotional outbursts, feeling overwhelmed, loss of emotional control, inappropriate emotional responses, etc.

BEHAVIORAL Withdrawal, anti-social acts, inability to rest, intensive pacing, erratic movements, change in social activity, changes in sexual activity, change in speech patterns, loss or increase of appetite, increased alcohol consumption, etc.



Critical Incident Stress Management (CISM)

■ A Few Suggestions

- ✓ Especially within the first 24-48 hours moderate physical exercise, alternated with relaxation will alleviate some of the physical reactions.
- ✓ Maintain as normal a schedule as possible. Structure your time and stay active.
- ✓ Drink water and eat well-balanced and regular meals, even if you don't feel like it.
- ✓ Don't make any major life changes or decisions.
- ✓ Talk to people you trust.
- ✓ Utilize your Department's CISM Team members and services.
- ✓ Do things that you enjoy such as a hobby, sport activity, etc.
- ✓ Try to get plenty of rest.
- ✓ You may want to keep a journal.

■ For Family Members & Friends

- ✓ Be willing to listen without being judgemental.
- ✓ Be available to provide assistance, like cooking, cleaning, caring for the family, etc.
- ✓ Spend time with the involved person(s).
- ✓ Also give them some private time if they want it.
- ✓ Try not to take their strong responses personally.
- ✓ Avoid telling them that they are "lucky it wasn't worse." This type of statement does not console people. Instead, you may want to tell them that you are sorry that such an event has occurred.

With understanding and support, stress reactions usually pass more quickly. Occasionally the critical incident is so painful additional assistance from a professional counselor may be helpful.

There are also some excellent websites on the internet that have additional information on trauma and critical stress. Contact the CISM Team via the SPD or SFD Communications Section.

APPENDIX D – COOP TERMS

Activation. When COOP activities have been implemented whether in whole or in part.

Alternate facility. A location, other than the normal facility, used to carry out essential functions in a COOP situation.

Continuity of Operations (COOP). The activities of individual departments and their subcomponents to facilitate essential functions throughout an emergency and its short-term recovery.

This includes plans and procedures that:

- delineate essential functions;
- specify succession to office and the emergency delegation of authority;
- provide for the safekeeping of vital records and databases;
- identify alternate operating facilities;
- provide for communications;
- support personnel readiness and wellbeing; and
- validate the COOP capability through training and exercises.

COOP Incident. Any incident that causes the District to perform COOP activities to support continuation of essential functions.

Critical data and systems. Information essential to supporting the delivery of essential functions.

Critical equipment. Equipment essential to supporting the delivery of essential functions.

Delegation of authority. Specifies who is authorized to act on behalf of the agency head and other senior management and technical personnel for specific purposes.

Departments. The two districts of the Des Moines Pool Metropolitan Park District are separated into the District Offices (Administration) and the Mount Rainier Pool (Operations).

Essential functions. Functions that enable the COK to:

- maintain government status;
- provide vital services;
- support the safety and wellbeing of employees, contractors, customers, and the general public; and
- sustain the economic base due to an emergency.

Essential resources. Resources that support the agency's ability to provide essential functions.

Go-kit. A kit prepared by, and for, an individual or department who expects to deploy to an alternate location during an emergency. The kit contains items needed to minimally satisfy personal and professional needs during deployment.

Interagency Agreements. A written agreement entered between agencies that require specific goods or services to be furnished or tasks to be accomplished by one agency in support of the other.

Interoperable communications. Alternate communications that support the capability to perform essential functions, in conjunction with other agencies, until full operations can be resumed.

Legal and financial records. Records that are needed to protect the legal and financial rights of the District.

Management team. This team consists of the District General Manager, District Clerk, Aquatics Manager and Aquatics Coordinator.

Orders of succession. Provisions for the assumption of leadership positions during an emergency in the event that any of those leaders are unavailable to execute their duties.

Primary facility. The site of normal, day-to-day operations; the location where the employee usually goes to work.

Return to operations (RTO). The process by which the affected agency resumes full operations following COOP activities.

Risk analysis. The identification and assessment of hazards.

Virtual offices. A location or environment where an employee performs work through the use of portable information technology and communication packages.

Vital databases. Information systems needed to support essential functions during a COOP situation.

Vital records. Electronic and hardcopy documents, references, and records needed to support essential functions during a COOP situation. The two basic categories of vital records are emergency operating records and legal and financial records.

Information adapted from the Federal Emergency Management Agency (FEMA) Glossary of Terms.

APPENDIX E – TELECOMMUTING POLICY

272 – Telecommuting Policy

1.0 – PURPOSE

The purpose of the Telecommuting Policy is to establish policies and procedures to encourage, where appropriate, the use of telecommuting in order to attract and retain a diverse and talented work force by adopting workplace strategies that support flexibility and mobility in the workplace, to be an employer of choice, reduce costs, encourage affordable traffic mitigation, and further goals of local, state and national policies and regulations such as the Clean Air Act and the Commute Trip Reduction Law. Additionally, to provide the District with the ability to select and place employees in a telecommuting status, based on public health and safety recommendations and measures.

Telecommuting is supported as an alternative work arrangement and allows the District to implement telecommuting arrangements where appropriate for eligible employees. Telecommuting is not a right and requires prior approval of the District General Manager. The District or employee may discontinue the telecommuting arrangement at any time without advance notice.

2.0 – SCOPE

All employees must meet the criterion for Telecommuting and request the opportunity to do so.

3.0 – DEFINITIONS

“Telecommuting” means work performed at an employee’s residence to conduct an employee’s job duties, or at other locations when approved by employee’s direct supervisor.

“District Facilities” refer to the Mount Rainier Pool and District Offices.

4.0 – POLICY

An employee may be permitted to telecommute for all or a portion of the employee’s workweek, if approved in advance by the District General Manager. Telecommuting may be approved if the duties will not negatively impact service delivery, customer service, or the overall function of the work unit.

5.0 – TELECOMMUTING PROGRAM REQUIREMENTS

- → The duties, obligations and responsibilities of an employee who telecommutes shall remain the same as the employee’s duties, obligations and responsibilities prior to telecommuting.
- → The amount of time spent telecommuting during a work week may vary by position, department expectations and equipment needs.
- → Unless authorized by the District General Manager, telecommuting shall not generally be used as a substitute for dependent care. A telecommuting employee must make arrangements for dependent care during the telecommuting period to ensure that

¶

- dependent care does not interfere with the employee's performance of their job responsibilities. ¶
- Telecommuting employees shall not hold in-person business meetings with internal or external clients, customers or colleagues at their residence. ¶
 - A telecommuting employee may not perform work for a non-District employer during the telecommuting period. Unless a telecommuting employee is on pre-approved leave, the employee must communicate effectively with supervisors, co-workers, support staff and external clients during telecommuting period(s). ¶
 - FLSA-exempt employees must indicate the hours they will be available to be reached by staff and customers, which shall also be approved by the employee's supervisor. ¶
 - As part of approval of a telecommuting request, the supervisor may outline specific job assignments and expectations the telecommuting employee must perform. Work schedule variations are subject to supervisor approval. ¶
 - For Non-exempt employees covered under the Fair Labor Standards Act (FLSA), any hours beyond their normal work schedule must be authorized in advance by the employee's supervisor/director. ¶
 - Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their home during their defined work period. The employee is responsible for maintaining a safe and ergonomic work environment. The District will not provide office furniture to employees who telecommute. ¶
 - All District employees must use District issued equipment for telecommuting and follow all security measures setup by District). Personal devices are not allowed. This is to ensure the District's resources (i.e. computer systems, networks, databases, corporate data etc.) are protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue and damage to our public image. ¶
 - All remote access will be managed by the District's IT consultant. ¶
 - Telecommuters shall make every effort to secure District information in their residence and prevent unauthorized access to any District system or information. If District equipment is stolen or damaged while at the employee's residence, the employee is required to report the loss to their Supervisor, the District General Manager, and local law enforcement. ¶
 - The telecommuter, supervisor or District General Manager may end the telecommuting arrangement at any time. ¶
 - Telecommuters must understand and agree to the Program Requirements listed in this policy. ¶

¶

6.0 ELIGIBILITY ¶

Employees are eligible, if they: ¶

- Have job duties that are not required to be performed at the District's facilities. ¶

- → Can be available by cell phone, telephone, email or text, during all telecommuting hours.
- → There is minimal need for specialized material, equipment or other resources for telecommuting capability.
- → The employee's job is not dependent on the location of the workplace.
- → The employee shall have previously demonstrated to the department director's satisfaction, their capability to work productively without direct supervision.

7.0 EMPLOYEE RESPONSIBILITY

An eligible employee seeking to telecommute must submit a written request to their supervisor. The written request must include:

- → Proposed Telecommuting day(s) per week and number of hours per day requested and proposed duration of telecommuting arrangements.
- → Tasks the employee proposes performing while telecommuting.
- → Core working hours during which the telecommuting employee will be on work status and available to be reached by staff and customers.
- → Complete IT Department document *Remote Access Policy and Agreement* prior to start of telecommuting.

8.0 ASSIGNED TELECOMMUTING

Under other-than-normal circumstances, including but not limited to; natural disasters, risks to public safety and/or health, at the discretion of the District, employees may be asked to telecommute, in order to maintain effective operations of government.

While not all employees will be able to telecommute, the District will identify employees who are essential to daily operations, and make every effort to provide telecommuting options for them, if/when the current status of the District, City, County and/or State recommends or requires it. Assignment of telecommuting, to employees, will be consistent with the District's *Continuity of Operations Plan* (Policy _____).

.....Page Break.....



TELECOMMUTING REQUEST FORM Des Moines Pool Metropolitan Park District



Employees who wish to telecommute must complete and submit this form to supervisor for approvals prior to telecommuting. The District General Manager agrees to monitor the employee's performance and adhere to established guidelines and work standards.



Employee Name (Printed):		
Position Title:		
Supervisor:		
Days Requested to Telecommute:		
Primary Work Hours:		
Number Available At:		
Purpose of Telecommuting:		



Employee Agreement: I hereby request approval to telecommute. I understand that the District or employee may discontinue the telecommuting agreement at any time. I have read Telecommuting Policy 272, understand, and agree to adhere to all policies required to participate in the telecommuting program.



Employee: _____ Date: _____



Supervisor: _____ Date: _____



District GM: _____ Date: _____



Continuity of Operations During the COVID-19 Emergency

March 27, 2020 by Byron Katsuyama
Category: COVID-19



"Continuity of operations" normally refers to the ability of local governments to continue the operation of essential government services with minimal disruptions during an emergency. As local governments have begun to respond to the COVID-19 emergency, this has meant the provision of police, fire, public health and other essential local government services.

However, due to the unique nature of the COVID-19 emergency and its likely

duration, other types of local government programs and services, including administration, finance, planning, personnel, and other similar functions must also find ways to continue their operations provided that doing so will be both technically feasible and safe.

Fortunately, many local governments have sufficient IT infrastructure and support services in place to implement and/or scale up remote working arrangements that will allow local officials and staff to meet social distancing requirements (up to and including shelter in place orders) and continue most local government operations. Many local government IT systems allow remote workers to securely access government systems through virtual private network (VPN) connections or similar technologies.

For others it will be necessary to cobble together a combination of telephonic and/or web-based communication and connectivity solutions that will enable as much service continuity as possible. Remote working arrangements, however implemented, will play a vital role in the ability of local governments to maintain the continuity of their operations during the COVID-19 emergency.

In view of public health restrictions and requirements, some local government programs and facilities must be temporarily discontinued or closed. Cities have, for example, been closing community, youth and senior centers, and similar types of programs and facilities. In addition, some types of regular day-to-day business will have to be curtailed simply to allow officials and staff to concentrate fully on the demands of their COVID-19 response efforts.

MRSC has been monitoring the response by Washington local governments from the outset of this crisis. Below is a roundup of measures that local governments in Washington have taken or may want to consider taking to ensure the continuity of their operations as they respond to the COVID-19 public health emergency.

Governance

Governance operations include the continued functioning of city, county, and special district legislative bodies, as well as appointed advisory boards and commissions.

- Local governments have pivoted quickly to reliance on remote meetings for their legislative bodies using web-based platforms like [Zoom](#), [Skype](#), and [GoToMeeting](#). For more information see our FAQs on [how to conduct remote meetings and take public comment](#) and [technology options for remote public engagement](#).
- Keep members of your legislative bodies fully informed and up to date so they are ready and able to make decisions and take official actions as needed.
- Many local governments are cancelling and postponing non-essential advisory board and commission meetings. Remote meetings are also an option for these bodies where continued meetings may be required to meet mandatory deadlines.

Management

Management coordination and communications will play a critical role in maintaining the continuity of government operations since a large number of agency staff will be working remotely and will depend on regular communication for information and policy direction.

- Consider establishing a special COVID-19 response team to coordinate COVID-19 related actions agency wide. Woodinville expanded the size of their leadership team to enhance internal communications throughout their organization.
- Hold daily conference calls between senior management staff and between managers and department staff. Create and maintain an agenda of critical issues to maintain focus and assess progress.
- Web-based meeting tools like [Zoom](#), [Skype](#), and [GoToMeeting](#), are easy to use and work very well for staff meetings and can help to maintain team cohesion as workgroups that normally share the same physical space are now working remotely.
- Take advantage of professional networking tools like listservs or [LinkedIn](#) to communicate and share solutions.
- Encourage information sharing between peer agencies to take advantage of lessons learned that may be transferable to your organization.

Remote Working Arrangements

Telework arrangements will play a vital role in maintaining the continuity of local government operations as social distancing and possible shelter-in-place requirements are implemented.

- See our FAQ on [best practices for implementing telecommuting programs](#).
- If you don't have remote access available, look into web-based collaboration tools like [Google Docs](#), [Sharepoint](#), [box.com](#) or [Dropbox](#) that enable staff to share documents and work together online.
- Create and continually update telephonic and web-based contact information for all officials and staff as more move to remote working arrangements.

- Provide needed support for your IT staff who are under extraordinary pressure to implement and maintain unprecedented levels of telecommuting arrangements. This may include hiring temporary staff or contracting for support services.

Web-Based Communication and Service Provision

Your government's website is the best way to communicate with your residents. As local governments have sharply curtailed or eliminated public access to their central offices, they are beginning to provide various forms of virtual substitutes.

- Many local government websites now function as virtual city halls or county courthouses to continue offering services online, by email, or by phone. See, for example, [Kitsap County's Coronavirus Response: Government Services Online and By Phone](#) webpage or [Kenmore's service request](#) webpage. The key is to move as many services as possible online to your website or other electronic means to limit or eliminate the need for face-to-face interactions.
- Residents will be looking to local government websites for the latest information about alternative means of accessing services, office hours, facility closures, and program cancellations, as well as the latest about COVID-19 issues.
- Provide signage on building entrances alerting customers as to how they can contact departments to conduct business remotely, either by telephone or online.
- Staff who now are not working front counters can be reassigned to handle service requests via phone calls, emails, and electronic submittals.
- Social media platforms (e.g., Facebook and NextDoor), e-newsletters, email lists, and other electronic communications channels are also being enlisted as additional means for keeping necessary information flowing to the public.

Employee Support

At the heart of any local government's ability to continue offering needed public services and their support functions will be the care and support of its employees.

- Focus on employee physical health and safety throughout the organization so you can continue to provide services. A top priority is providing personal protective equipment (PPE) for first responders and others whose jobs involve elevated infection risks.
- These are stressful times for all employees as they work to balance the demands of their jobs along with concerns about the health and safety of their loved ones. Encourage staff to take advantage of employee assistance programs that offer counseling services for those who may be dealing with feelings of anxiety and/or depression. These services are often available to employee family members too.
- Assess which employees support [essential vs. non-essential programs](#) and if an employee gets sick, understand which programs may need back-up support.
- Additional leave coverage for employees is available from the Families First Coronavirus Response Act, which offers two sources of paid leave for government employees and some private sector employees. A [summary of the Act](#) has been provided by Summit Law Group. See our FAQ on [How does the new federal Families First Coronavirus Response Act \(FFCRA\) apply to local governments?](#)

- The COVID-19 emergency will likely require the application of novel operational solutions that are uniquely tailored to deal with the challenges that it is presenting. For example, Issaquah has implemented split shifts (two weeks on and two weeks off) for their public works crews so they could, if necessary, weather any quarantines and keep services going.
- Most local government employees will have at least two options if unable to work due to their child's school closure: (1) the expanded Federal Family and Medical Leave (effective April 2-December 31, 2020 as part of the Families First Coronavirus Response Act); and (2) their own accrued sick leave or other paid time off. These two options can be used in combination with one another. [Check this FAQ](#) for the details on these options and their application to exempt and non-exempt employees and see L&I's [About Paid Sick Leave and Coronavirus webpage](#) for details on how the state's requirements for paid sick leave apply to this situation.

Essential and COVID-19 Specific Services

Here are some examples of essential services that will continue to operate normally and some that may be specific to the COVID-19 response:

- Law enforcement services
- Fire and EMS services
- Roadway safety, including traffic signal maintenance
- Limited parks (which remain open with adherence to social distancing requirements) maintenance to empty garbage cans and perform safety checks
- Some cities have adopted continuity of operations or continuity of government plans that address essential vs. non-essential functions and line of succession issues during a pandemic. See: [Kenmore Pandemic Continuity of Operations/Continuity of Government Plan \(2020\)](#) and [Shoreline Pandemic Continuity of Operations/Continuity of Government Plan \(2020\)](#).
- Emergency Operations: Some cities have decided to activate their emergency operations centers per their emergency operations plans, while others have not. The city of Kirkland — which initially was at the epicenter of the COVID-19 outbreak — activated their emergency operations center as many of their first responders became directly involved with the efforts to assist the residents of a local nursing care facility that had been hard hit by the coronavirus.
- Think about where you would site an emergency medical facility if you needed to bring one online quickly. The city of Shoreline is [hosting a 200-bed field hospital](#) for King County on one of its soccer fields.
- What additional city functions would be necessary if the COVID-19 emergency becomes more protracted, and who would fill those roles? Currently, Governor Inslee's "stay home, stay healthy" order is set to remain in effect only through April 6, 2020, but at this point it seems likely that it will be extended beyond that date.

In many instances the things that local governments need to do to maintain continuity in their operations will be obvious, while in others that may involve uncharted territory the way forward will be less clear. In those instances agencies will have no choice but to respond with ingenuity and resourcefulness to continue providing services.

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.



About Byron Katsuyama

Byron began work at the Center as a Research Assistant in July 1978. He holds a B.A. degree in Political Science from the University of Washington and an M.P.A. from the University of Washington's Evan's School of Public Policy and Governance. After completing his M.P.A., Byron joined MRSC's consulting staff as a Public Policy and Management Consultant concentrating on municipal administration and policy analysis. Byron is responsible for research in such areas as emerging local government issues, best practices, strategic planning, performance measurement, and local government management. In addition to his consulting duties, Byron also maintains the "Focus" section of MRSC's website and is editor of our "In Focus" and "Ask MRSC" e-newsletters. He also coordinates our HR, Planning, Finance, Government Performance, and Council/Commission Advisors. In his own community of Kirkland, Byron also served for eight years as a member of the city's planning commission. Byron is a member of the Washington City/County Management Association (WCMA) and the International City/County Management Association (ICMA).

[VIEW ALL POSTS BY BYRON KATSUYAMA](#) ▶

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c Assigned to: District GM Meeting Date: 04/21/2020

Under: Business Attachment: Yes

Subject: Policy 272, Telecommuting Policy

Background/Summary: The district has implemented telecommuting to ensure the continuity of local government operations as social distancing and possible shelter-in-place requirements during the current Pandemic.

The attached policy develops a policy and processes that are part of the COOP (Continuity of Operations Plan).

This policy formalizes the process and ensures that it matches the needs of the board's oversight of the district.

Fiscal Impact: Not known at this time.

Proposed Motion: I move to approve (or not to approve) Policy 272 Telecommuting Policy in response to the COVID-19 Pandemic.

Reviewed by Legal Counsel: Yes X No Date: 04/07/2020

Two Touch Rule: Emergency 04/21/2020 Committee Review 04/21/2020 First Board Meeting (Informational) Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes: See Attached Policy 272, Telecommuting.

272 – Telecommuting Policy

1.0 PURPOSE

The purpose of the Telecommuting Policy is to establish policies and procedures to encourage, where appropriate, the use of telecommuting in order to attract and retain a diverse and talented work force by adopting workplace strategies that support flexibility and mobility in the workplace, to be an employer of choice, reduce costs, encourage affordable traffic mitigation, and further goals of local, state and national policies and regulations such as the Clean Air Act and the Commute Trip Reduction Law. Additionally, to provide the District with the ability to select and place employees in a telecommuting status, based on public health and safety recommendations and measures.

Telecommuting is supported as an alternative work arrangement and allows the District to implement telecommuting arrangements where appropriate for eligible employees. Telecommuting is not a right and requires prior approval of the District General Manager. The District or employee may discontinue the telecommuting arrangement at any time without advance notice.

2.0 SCOPE

All employees must meet the criterion for Telecommuting and request the opportunity to do so.

3.0 DEFINITIONS

“Telecommuting” means work performed at an employee’s residence to conduct an employee’s job duties, or at other locations when approved by employee’s direct supervisor.

“District Facilities” refer to the Mount Rainier Pool and District Offices.

4.0 POLICY

An employee may be permitted to telecommute for all or a portion of the employee’s workweek, if approved in advance by the District General Manager. Telecommuting may be approved if the duties will not negatively impact service delivery, customer service, or the overall function of the work unit.

5.0 TELECOMMUTING PROGRAM REQUIREMENTS

- The duties, obligations and responsibilities of an employee who telecommutes shall remain the same as the employee’s duties, obligations and responsibilities prior to telecommuting
- The amount of time spent telecommuting during a work week may vary by position, department expectations and equipment needs.
- Unless authorized by the District General Manager, telecommuting shall not generally be used as a substitute for dependent care. A telecommuting employee must make arrangements for dependent care during the telecommuting period to ensure that

272 – Telecommuting Policy

dependent care does not interfere with the employee's performance of their job responsibilities.

- Telecommuting employees shall not hold in-person business meetings with internal or external clients, customers or colleagues at their residence.
- A telecommuting employee may not perform work for a non-District employer during the telecommuting period. Unless a telecommuting employee is on pre-approved leave, the employee must communicate effectively with supervisors, co-workers, support staff and external clients during telecommuting period(s).
- FLSA-exempt employees must indicate the hours they will be available to be reached by staff and customers, which shall also be approved by the employee's supervisor.
- As part of approval of a telecommuting request, the supervisor may outline specific job assignments and expectations the telecommuting employee must perform. Work schedule variations are subject to supervisor approval.
- For Non-exempt employees covered under the Fair Labor Standards Act (FLSA), any hours beyond their normal work schedule must be authorized in advance by the employee's supervisor/director.
- Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their home during their defined work period. The employee is responsible for maintaining a safe and ergonomic work environment. The District will not provide office furniture to employees who telecommute.
- All District employees must use District issued equipment for telecommuting and follow all security measures setup by District). Personal devices are not allowed. This is to ensure the District's resources (i.e. computer systems, networks, databases, corporate data etc.) are protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue and damage to our public image.
- All remote access will be managed by the District's IT consultant.
- Telecommuters shall make every effort to secure District information in their residence and prevent unauthorized access to any District system or information. If District equipment is stolen or damaged while at the employee's residence, the employee is required to report the loss to their Supervisor, the District General Manager, and local law enforcement.
- The telecommuter, supervisor or District General Manager may end the telecommuting arrangement at any time.
- Telecommuters must understand and agree to the Program Requirements listed in this policy.

6.0 ELIGIBILITY

Employees are eligible, if they:

- Have job duties that are not required to be performed at the District's facilities.

272 – Telecommuting Policy

- Can be available by cell phone, telephone, email or text, during all telecommuting hours.
- There is minimal need for specialized material, equipment or other resources for telecommuting capability.
- The employee's job is not dependent on the location of the workplace.
- The employee shall have previously demonstrated to the department director's satisfaction, their capability to work productively without direct supervision.

7.0 EMPLOYEE RESPONSIBILITY

An eligible employee seeking to telecommute must submit a written request to their supervisor. The written request must include:

- Proposed Telecommuting day(s) per week and number of hours per day requested and proposed duration of telecommuting arrangements.
- Tasks the employee proposes performing while telecommuting.
- Core working hours during which the telecommuting employee will be on work status and available to be reached by staff and customers.
- Complete IT Department document *Remote Access Policy and Agreement* prior to start of telecommuting.

8.0 ASSIGNED TELECOMMUTING

Under other-than-normal circumstances, including but not limited to; natural disasters, risks to public safety and/or health, at the discretion of the District, employees may be asked to telecommute, in order to maintain effective operations of government.

While not all employees will be able to telecommute, the District will identify employees who are essential to daily operations, and make every effort to provide telecommuting options for them, if/when the current status of the District, City, County and/or State recommends or requires it. Assignment of telecommuting, to employees, will be consistent with the District's *Continuity of Operations Plan* (Policy _____).

TELECOMMUTING REQUEST FORM Des Moines Pool Metropolitan Park District

Employees who wish to telecommute must complete and submit this form to supervisor for approvals prior to telecommuting. The District General Manager agrees to monitor the employee's performance and adhere to established guidelines and work standards.

Employee Name (Printed):	
Position Title:	
Supervisor:	
Days Requested to Telecommute:	
Primary Work Hours:	
Number Available At:	
Purpose of Telecommuting:	

Employee Agreement: I hereby request approval to telecommute. I understand that the District or employee may discontinue the telecommuting agreement at any time. I have read Telecommuting Policy 272, understand, and agree to adhere to all policies required to participate in the telecommuting program.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

District GM: _____ Date: _____

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d Assigned to: District GM Meeting Date: 04/21/2020

Under: Business Attachment: Yes

Subject: Policy 527, Use of Electronic Signatures

Background/Summary: The district management staff suggests implementing a digital signature process through DocuSign for continuity of business during the COVID-19 Pandemic and for improved efficiency afterwards.

The attached Policy 527 "Use of Electronic Signatures" will allow the District to obtain digital signatures for vouchers, contracts and other important board and business documents. This will ensure efficiency of essential services including payroll, stipends and other pertinent processes.

Fiscal Impact: There is an annual fee of \$300 + applicable taxes.

Proposed Motion: I move to approve Policy 527 "Use of Electronic Signatures" in response to the COVID-19 Pandemic.

Reviewed by Legal Counsel: Yes No Date: 04/15/2020

Two Touch Rule: Emergency 04/21/2020 04/21/2020 Committee Review
First Board Meeting (Informational)
Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes:

See Attached:

1. See attached Policy 527 "Use of Electronic Signatures"
2. DocuSign Information. <https://www.docusign.com/products-and-pricing>

527 – Use of Electronic Signatures Policy

1.0 PURPOSE

To establish an electronic signature policy for the Des Moines Pool Metropolitan Park District “District” developed to:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District’s use of the current electronic signature provider DocuSign as the approved method for affixing an electronic signature to an electronic record. These policies will apply to any future replacement of the DocuSign platform.

Reducing the District’s reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact.

2.0 SCOPE

Streamlining the processes described herein that require wet signatures and replacing them with electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

3.0 REFERENCES

RCW Ch. 19.360 Electronic Signatures and Records
15 U.S.C Ch. 96 Electronic Signatures in Global and National Commerce Act

4.0 DEFINITIONS

“Designee” refers to a District Board Member or District Employee who has been designated by the District’s Board to sign District records on their behalf using an electronic signature.

“Electronic Signature”: An electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.

“Record”: Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure.

“Wet Signature”: A signature created when a person physically marks a document with the intent to sign the record.

5.0 POLICY

1. The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.
2. The District authorizes the use of the DocuSign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.
3. The District General Manager, District Clerk, Clerk of the Board, President of the Board, Board of Commissioners, and their designees are authorized to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.
4. The DocuSign electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following records: Minutes of Board Meetings, Board of Commissioner Sign-In Sheets for Stip-Ends, Resolutions and Ordinances Adopted by the Board of Commissioners, Claim Vouchers Approved by the Clerk of the board, and any and all contracts and agreements to which the District is a party.
5. Electronic signatures may be used on District records requiring execution by a third party.
6. This policy may be modified, rescinded, or replaced at any time by the Des Moines Pool Metropolitan Park District by a majority vote.

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e Assigned to: District GM Meeting Date: 04/21/2020

Under: Business Attachment: Yes

Subject: Economic and Budget Implications

Background/Summary: The current COVID-19 Pandemic will have impacts on the economy that will affect the community and the District.

Revenues and Expenses

It is too early to tell what the overall implications will be on revenues and expenses, but once we have a clearer path we will notify the board and update projections. It is important to realize that even though we are not bringing in revenue, we will have less expenses of operating the pool.

Property Taxes

The impact on property taxes will not Affect the District this year. Although King County has pushed the deadline back to July, we have adequate monies to cover this. Typically, it takes 18-24 months for a government agency, but according to the article, "When will you feel the fiscal impact of COVID-19?",

It is possible, however, that foreclosures in property-tax-dependent cities (due to unemployment and the inability to pay taxes and mortgages) might happen more quickly than anticipated, driving property tax revenue down sooner than the typical 18 to 24 months

Hopefully, the State and Federal measures will help reduce this, but we just do not have enough information at this time.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary.

Reviewed by Legal Counsel: Yes No Date:

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

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes: See attached article, "When will you feel the fiscal impact of COVID-19?" by the Brookings Institute.* *<https://www.brookings.edu/blog/the-avenue/2020/03/31/when-will-your-city-feel-the-fiscal-impact-of-covid-19/>

[Guidance for the Brookings community and the public on our response to the coronavirus \(COVID-19\)](#) »

[Learn more from Brookings scholars about the global response to coronavirus \(COVID-19\)](#) »

The Avenue

BROOKINGS

When will your city feel the fiscal impact of COVID-19?

Michael A. Pagano and [Christiana K. McFarland](#) Tuesday, March 31, 2020

The economic impacts of COVID-19 are already shaping up to be significant, yet uneven, across the country. Not only are workers and businesses affected, but so too is the fiscal capacity of governments that rely on a healthy economy for their revenue. As the crisis unfolds, the impact on cities' bottom line will be driven not only by overall economic conditions but specifically the parts of the economy where revenue is generated: retail sales, income and wages, and real estate.

To understand when cities can anticipate the brunt of COVID-19's impact on their general fund revenues, we examined the extent to which a city relies on general tax sources that respond quickly to economic swings. An important factor is whether the city's underlying regional economy is composed of industries that are more immediately exposed to coronavirus-related employment declines.

The results indicate an uneven geography of fiscal impact, with many heartland cities likely to be hit harder and more quickly than others.

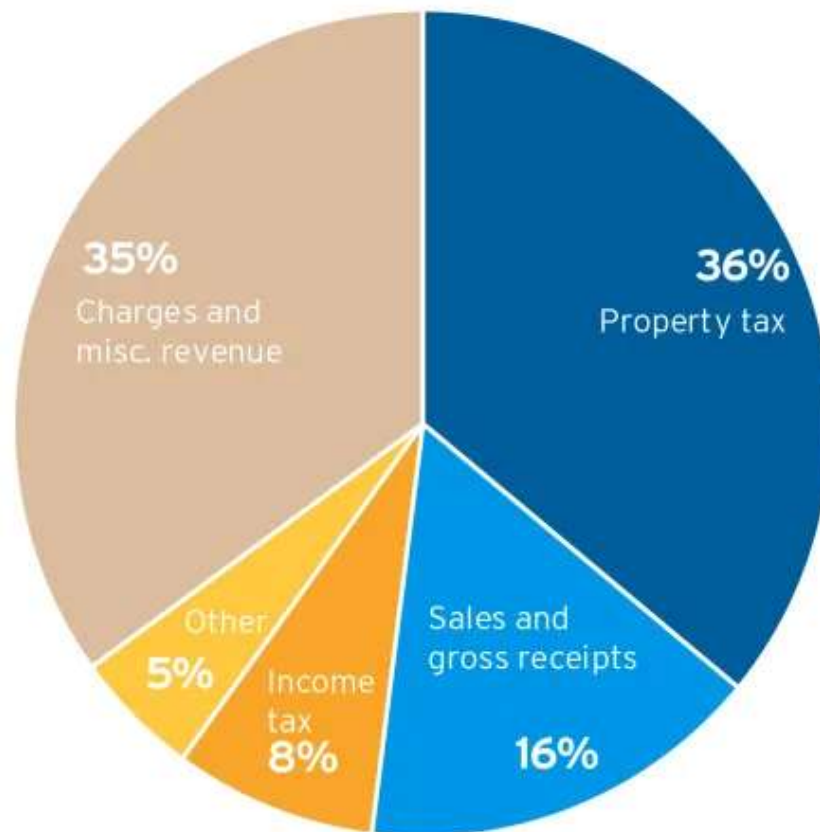
» [**Download the appendix table**](#)

A city's tax structure will affect its short-term outlook

Cities in the U.S. generate the majority of their revenue by designing their own tax and fee structures within the limits imposed by their states (e.g., property tax limits, debt limits, constraints on access to some tax sources). As a consequence, cities' tax structures vary across the country, with some relying heavily on property taxes and others primarily on sales taxes. Only a few cities—approximately one in 10—rely most on income or wage taxes.

FIGURE 1

Composition of municipal own-source revenue



Source: Authors' calculations of Census of Governments 2017 data.

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Federal aid amounts to some 5% of total municipal revenue, while state aid is 20% to 25%. In other words, a city's tax structure accounts for 70% to 75% of what it can spend to meet the health, safety, and welfare needs of its residents and visitors.

After less than a month of shelter-at-home edicts, it's clear that retail sales have plummeted and unemployment is skyrocketing. A city that generates the majority of its revenue from sales or income taxes will be hit hard and immediately when it experiences such consumer declines and job losses.

A city that relies on property taxes, however, will not experience such an immediate collapse in its revenues. Local assessment practices require that cities wait to estimate the value of land and property until the property is exchanged on the market or an assessment is conducted. Current property tax bills, therefore, typically reflect values of the property anywhere from 18 months to several years prior to collection. Property tax collection is less responsive, or "elastic," in the short term—but over time, as rising unemployment dampens real-estate demand, even these property-tax-dependent cities will feel COVID-19's impact.

In addition to taxes, approximately one-third of city-sourced revenues are derived from fees and charges for services such as trash collection and water. Although COVID-19 will adversely affect some fee-driven services (think transit and parking) because demand is reduced, it will affect other services (water, sewer, etc.) less severely, as residents remain in place and continue to use them.

Local industries will play a role, too

To illustrate the impact of tax structures on city-revenue responses to COVID-19, we evaluated the share of regional employment in high-risk industries (mining/oil and gas, transportation, employment services, travel arrangements, and leisure and hospitality) and the share of general fund revenues from sales and income taxes across 139 cities. These cities are diverse in their geographies, economies, and revenue structures.

Cities with both a vulnerable economic composition (greater than 15% share of employment in high-risk industries) and a tax structure that is highly reliant on elastic sources of revenue (greater than 25% share of general fund revenues) will feel a dip in revenues more quickly than those with alternative economic and fiscal structures.

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Map 1. Heartland Cities Stand to Be Most Fiscally Impacted More Immediately

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Source: Authors' calculations of city budget data; Zandi, "Covid-19: A Fiscal Stimulus Plan," Moody's Analytics 2020; Brookings analysis of Emsi data.

Note: High risk industries include mining (NAICS 21), transportation (NAICS 48), employment services (NAICS 5613), travel arrangements (NAICS 5615), and leisure & hospitality (NAICS 71 & 72)

This analysis reveals that many of the most fiscally impacted cities in the shorter term are in America's heartland. For example, 76% of Columbus, Ohio's general fund comes from income taxes, and 16% of regional employment is in highly vulnerable industries. Cities in Ohio rely heavily on the flat income tax, which correlates immediately to changes in employment.

In places that rely heavily on sales taxes—such as Tulsa, Okla., Lincoln, Neb., and Denver—the closing of retail sales outlets will generate an immediate reduction in city revenue. Oklahoma City's sales tax contributes 54% of its general fund revenues, for example, while 20% of its workers are in vulnerable industries.

A reliance on income taxes (as in Columbus) or sales taxes (as in Oklahoma City) will generate a strong shock to a city's fiscal system as the COVID-19 pandemic continues. The fiscal impacts will likely appear within a month or two, and require those cities to adjust their budgetary expenditures in short order.

TABLE 1

Cities with most immediate fiscal impacts from COVID-19

City	State	Share of general fund revenues from elastic sources, 2019	Share of metro employment in high risk industries, 2019
Columbus	OH	75.47%	16.0%
Cincinnati	OH	71.76%	17.1%
Bowling Green	KY	71.18%	16.5%
Toledo	OH	70.72%	16.7%
Cleveland	OH	67.52%	15.1%
Aurora	CO	66.12%	17.1%
Colorado Springs	CO	66.02%	16.5%
Springfield	MO	63.33%	16.7%
Grand Rapids	MI	62.19%	18.3%
Tulsa	OK	61.26%	17.9%
Louisville	KY	59.85%	16.6%
Fayetteville	AR	58.49%	19.1%
Akron	OH	56.87%	15.2%
Lexington	KY	54.79%	16.7%
Oklahoma City	OK	53.76%	20.1%
Denver	CO	52.93%	17.1%
Kansas City	MO	52.25%	15.6%
Birmingham	AL	51.30%	15.6%
Lincoln	NE	51.09%	16.7%

Note: High risk industries include mining (NAICS 21), transportation (NAICS 48), employment services (NAICS 5613), travel arrangements (NAICS 5615), and leisure & hospitality (NAICS 71 & 72)

Source: Authors' calculations of city budget data; Zandi, "Covid-19: A Fiscal Stimulus Plan," Moody's Analytics 2020; Brookings analysis of Emsi data.

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Those cities likely to feel mid- to longer-term impact are more reliant on property taxes and have a less-exposed local economy. Durham, N.C., for example, does not have a local sales or income tax, and less than 12% of regional employment is in high-risk industries.

It is possible, however, that foreclosures in property-tax-dependent cities (due to unemployment and the inability to pay taxes and mortgages) might happen more quickly than anticipated, driving property tax revenue down sooner than the typical 18 to 24 months.

The immediately impacted cities—those reliant on sales and incomes taxes with a high share of vulnerable industries—are likely to feel fiscal declines within the next month or two. Others are more likely to feel COVID-19's economic effects in the next few quarters to a year. Although higher reliance on property tax revenue is generally more favorable in the short term, a less-diversified structure will limit the resilience of city budgets in long term.

Strong Intergovernmental Partnerships are Vital

The fiscal capacity of local governments to manage public health and economic resilience in the face of COVID-19 is uncertain at best. The federal government has committed to providing much-needed assistance to cities to meet the immediate needs of residents, households, and small businesses on the economic margins. This includes expanded funding for Community Development Block Grants, transit, education, broadband, and housing and homelessness. Notably, cities with a population over 500,000 will also receive direct financial assistance via a stabilization grant program, the Coronavirus Relief Fund.

Unfortunately, the potential impact on most local budgets is largely unknown, because states will have maximum discretion to allocate resources to cities as they see fit based on population size. Future federal bills should consider much lower population thresholds for direct local funding.

Under the current bill, states and cities should coordinate in unprecedented ways to ensure that measures of local fiscal capacity—including tax structures and the share of high-risk workers—are considered in funding distribution.

States should also allow their local governments to modify tax structures so they are in line with their underlying economic bases. Flexibility to collect a better mix of sales, income, and property taxes will offer cities the tools they need to respond in the short and long term as economic conditions and the needs of their residents change. This flexibility will be especially important in the months ahead, as state revenues and aid to cities begin to take a hit.

American cities will face very different situations as COVID-19's economic impact becomes clear. The most effective solutions to this unprecedented situation will take into account the uneven magnitude and timing of the fiscal impact that cities will experience across the country.