



Des Moines Pool Metropolitan Park District
22015 Marine View Drive South

May 19, 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, May 19th. 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**

April 21, 2020, Regular Meeting

d. **CORRESPONDENCE**

None

e. **BANK TRANSFERS (REVENUE)**

\$58.00 was received by MRP in the month of April 2020

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

\$24,422.25 was processed in April 2020 for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$33,210.20 was processed in April 2020 for payroll

7. BUSINESS

- 6:20 a. Closure and Re-Opening Update
- 6:40 b. COVID-19 Exposure Control and Recovery Plan
- 6:50 c. Policy 392 -- Crisis Management Communication Plan Ver. 2
- 7:00 d. Policy 250 -- Social Media
- 7:10 e. 2019 Annual Financial Report

UPCOMING MEETINGS

- To be Determined.

ADJOURNMENT

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

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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:** May 19, 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 April 2020: Total **\$72,515.60**

• Admin Expenditures = \$38,642.12 Ops Expenditures = \$29,382.60 Capital Expenditures = \$0.00

Revenue April 2020: Total **\$372,894.37**

Taxes & Interest = \$372,349.28 Misc Revenue = \$680.09 MRP Revenue = -\$135.00

Item 6b: Staff/Committee Reports

- Committee
- District General Manager Administration Report

Item 6c: Adoption of Minutes

- April 21, 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 **\$25,052.25** were approved for payment

- \$3,365.36 was processed on April 3, 2020
- \$10,764.41 was processed on April 10, 2020
- \$3,468.93 was processed on April 23, 2020
- \$1,811.10 was processed on April 25, 2020
- \$5,642.45 was processed on April 30, 2020

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$33,433.40** were processed for payment

- \$19,335.19 approved for payroll on April 7, 2020
- \$14,098.21 was approved for payroll on April 20, 2020

A total of **\$58,485.65** was processed in April 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 April 2020 totaling **\$58,485.65**.

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

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

Action Taken: Adopted Rejected Postponed

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

Notes:



Ending Balance = \$1,278,365.63

Professional Svcs - Front Offc

| Category/ Acct # | Reference | Apr 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) | \$525.00 | \$3,655.50 | \$14,000.00 | 10,344.50 | 26% |
| 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 | \$4,904.00 | \$22,500.00 | 17,596.00 | 22% |
| 001-000-000-576-20-49-10 | Printing/Copying (Canon) | \$165.20 | \$676.22 | \$5,250.00 | 4,573.78 | 13% |
| 001-000-000-576-21-42-02 | Scheduling Software | \$0.00 | \$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) | \$52.30 | \$252.00 | \$1,500.00 | 1,248.00 | 17% |
| 001-000-000-576-21-42-05 | Payroll/HR (Heartland) | \$352.00 | \$1,848.75 | \$7,700.00 | 5,851.25 | 24% |
| 001-000-000-576-21-42-08 | Water/Coffee (Mountain Mist) | \$130.06 | \$593.19 | \$3,000.00 | 2,406.81 | 20% |
| | Total Prof Services-Front Offc | \$2,450.56 | \$15,309.69 | \$77,095.00 | 61,785.31 | 20% |

Professional Svcs - Maintenance

| | | | | | | |
|--------------------------|--|-----------------|-------------------|--------------------|------------------|------------|
| 001-000-000-576-20-41-09 | Janitorial Services-District Office | \$0.00 | \$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) | \$274.46 | \$1,460.80 | \$1,000.00 | (460.80) | 146% |
| 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 | \$2,943.64 | \$6,798.00 | 3,854.36 | 43% |
| 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 | \$823.37 | \$9,970.55 | \$40,622.52 | 30,651.97 | 25% |

Repairs & Maintenance

| | | | | | | |
|--------------------------|--|-----------------|-------------------|---------------------|------------------|-----------|
| 001-000-000-576-21-48-00 | Maintenance Services (non-contracted) | \$554.13 | \$3,489.14 | \$100,000.00 | 96,510.86 | 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 | \$554.13 | \$3,489.14 | \$102,000.00 | 98,510.86 | 3% |

Communications

| | | | | | | |
|--------------------------|---|-------------------|-------------------|--------------------|------------------|------------|
| 001-000-000-576-20-41-02 | Web Design & Maintenance | \$960.00 | \$1,022.50 | \$2,000.00 | 977.50 | 51% |
| 001-000-000-576-20-41-10 | MS Suscription MS Office 365 | \$332.20 | \$1,334.30 | \$6,000.00 | 4,665.70 | 22% |
| 001-000-000-576-20-42-00 | Postage & Mailing | \$0.00 | \$169.80 | \$1,000.00 | 830.20 | 17% |
| 001-000-000-576-20-42-01 | Telephone/Internet Services (Comcast) | 623.93 | \$1,823.38 | \$6,750.00 | 4,926.62 | 27% |
| 001-000-000-576-20-42-02 | Cell Phone (Google Fi) | \$57.43 | \$230.26 | \$1,500.00 | 1,269.74 | 15% |
| 001-000-000-576-20-42-03 | Work Email Accounts (Google Suite) | \$63.25 | \$172.08 | \$500.00 | 327.92 | 34% |
| 001-000-000-576-20-42-04 | Email Notification System (CampaignMonitor) | \$59.00 | \$236.00 | \$840.00 | 604.00 | 28% |
| | Total Communications | \$2,095.81 | \$4,988.32 | \$18,590.00 | 13,601.68 | 27% |

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) | \$266.00 | \$764.40 | \$2,500.00 | 1,735.60 | 31% |
| 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) | \$0.00 | \$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 | \$649.00 | \$1,792.00 | \$2,500.00 | 708.00 | 72% |
| | Total Training & Travel | \$915.00 | \$2,712.33 | \$14,500.00 | 11,787.67 | 19% |

Advertising

| | | | | | | |
|--------------------------|-----------------------------------|-----------------|-------------------|--------------------|------------------|------------|
| 001-000-000-576-20-41-07 | District Advertising | \$36.34 | \$1,657.87 | \$22,500.00 | 20,842.13 | 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 | 607.75 | \$3,556.25 | \$500.00 | (3,056.25) | 711% |
| | Total Advertising | \$644.09 | \$5,214.12 | \$31,200.00 | 25,985.88 | 17% |

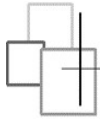
Rentals & Leases

| | | | | | | |
|--------------------------|-----------------------------------|-------------------|-------------------|--------------------|------------------|------------|
| 001-000-000-576-20-45-00 | District Office Rental (Zen) | \$1,435.00 | \$2,870.00 | \$12,500.00 | 9,630.00 | 23% |
| 001-000-000-576-20-45-01 | Storage Rental (AAAA) | \$275.00 | \$1,100.00 | \$3,600.00 | 2,500.00 | 31% |
| 001-000-000-576-20-45-02 | Miscellaneous Rentals | \$0.00 | \$658.65 | \$2,500.00 | 1,841.35 | 26% |
| | Total Rentals & Leases | \$1,710.00 | \$4,628.65 | \$18,600.00 | 13,971.35 | 25% |

Utilities

| | | | | | | |
|--------------------------|------------------------------|------------|-------------|-------------|-----------|-----|
| 001-000-000-576-21-47-01 | Electricity (PSE) | \$6,248.48 | \$26,746.07 | \$75,000.00 | 48,253.93 | 36% |
| 001-000-000-576-21-47-02 | Water (Highline) | \$633.04 | \$2,563.52 | \$9,000.00 | 6,436.48 | 28% |
| 001-000-000-576-21-47-03 | Garbage/Recycling (Recology) | \$385.27 | \$1,480.67 | \$4,200.00 | 2,719.33 | 35% |

| Category/ Acct # | Reference | Apr 2020 | YTD Expense | 2020 Budget | Budget Balance | % of Budget |
|-----------------------------------|--|--------------------|---------------------|-----------------------|-----------------------|-------------|
| 001-000-000-576-21-47-04 | Sewer (Midway) | \$0.00 | \$1,415.02 | \$3,000.00 | 1,584.98 | 47% |
| | Total Utilities | \$7,266.79 | \$32,205.28 | \$91,200.00 | 58,994.72 | 35% |
| 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 | \$343.26 | \$436.72 | \$1,000.00 | 563.28 | 44% |
| 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 | 385.78 | \$2,464.22 | \$2,625.00 | 160.78 | 94% |
| 001-000-000-576-20-51-50 | Fingerprinting/Background checks | 116 | \$348.00 | \$1,750.00 | 1,402.00 | 20% |
| | Total Miscellaneous | \$845.04 | \$3,482.14 | \$7,375.00 | 3,892.86 | 47% |
| Intergovernmental Services | | | | | | |
| 001-000-000-576-20-41-11 | State Audit | -\$110.00 | \$4,554.36 | \$6,000.00 | 1,445.64 | 76% |
| 001-000-000-576-20-51-00 | Election Costs | \$15,426.01 | \$15,426.01 | \$30,000.00 | 14,573.99 | 51% |
| 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 | \$0.00 | \$805.80 | \$5,000.00 | 4,194.20 | 16% |
| 001-000-000-576-21-49-20 | Permits and Fees (KCHD, CoDM, Cash Mgmt) | \$282.00 | \$282.00 | \$1,000.00 | 718.00 | 28% |
| | Total Intergov Services | \$15,598.01 | \$21,342.04 | \$44,000.00 | 22,657.96 | 49% |
| 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 | \$38,642.12 | \$140,877.34 | \$575,505.50 | 434,628.16 | 24% |
| | TOTAL OPERATIONS | \$29,382.60 | \$166,930.00 | \$752,408.50 | 585,478.50 | 22% |
| | TOTAL CAPITAL | \$0.00 | \$0.00 | \$83,750.00 | 83,750.00 | 0% |
| | GRAND TOTAL MO. EXPENDITURES | \$72,515.60 | \$311,083.18 | \$1,414,421.02 | \$1,110,711.39 | 22% |



2020 REVENUE -- April 2020

| Account # | Reference | Mar 2020 | Apr 2020 | YTD | Balance | 2020 Budget | Budget Balance |
|---------------------------------------|---|--------------------|---------------------|---------------------|---------|---------------------|----------------------|
| General Fund Taxes | | | | | | | |
| 001-000000-311-11-00-00 | Property Taxes | \$45,884.14 | \$370,588.18 | \$433,023.17 | | \$0.00 | \$0.00 |
| 001-000-000-311-11-00-01 | Timber Harvest Tax | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | \$0.00 |
| 001-000-000-317-20-00-00 | Leasehold Excise Tax | \$0.00 | \$124.46 | \$1,440.32 | | \$0.00 | \$0.00 |
| | Total General Fund | \$45,884.14 | \$370,712.64 | \$434,463.49 | | \$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 | \$0.00 | | \$25,000.00 | \$0.00 |
| | Total Charges for Goods and Services | \$0.00 | \$0.00 | \$0.00 | | \$25,000.00 | \$0.00 |
| Miscellaneous Revenues | | | | | | | |
| 001-000-000-361-11-00-00 | Investment Interest | \$1,702.21 | \$1,636.64 | \$7,387.39 | | \$0.00 | \$0.00 |
| 001-000-000-367-00-00-01 | Contributions/Donations (to Scholarships) | \$0.00 | \$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 | \$0.00 |
| 001-000-000-369-81-00-02 | Misc Revenue* (detail below) | \$101.57 | \$622.09 | \$21,762.39 | | \$0.00 | \$0.00 |
| 001-000-000-369-81-00-03 | MRP Cash Deposits | \$1,159.25 | \$0.00 | \$17,710.50 | | \$0.00 | \$0.00 |
| 001-000-000-369-81-00-04 | MRP Credit Card Deposits and Refunds | (\$678.03) | (\$135.00) | \$22,874.43 | | \$0.00 | \$0.00 |
| 001-000-000-369-81-00-05 | Reimbursements (Fitness Specialists) | \$42.00 | \$58.00 | \$142.00 | | \$0.00 | \$0.00 |
| | Total Revenue | \$2,327.00 | \$2,181.73 | \$69,979.71 | | \$0.00 | \$0.00 |
| Capital Projects/Reserve | | | | | | | |
| 301-000-000-397-00-00-00 | Transfer from General Fund - Capital | \$0.00 | \$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 | \$0.00 |
| | Total Capital Projects/Reserve | \$0.00 | \$0.00 | \$0.00 | | \$175,000.00 | \$175,000.00 |
| | Grand Total Revenue | \$48,211.14 | \$372,894.37 | \$504,443.20 | | \$200,000.00 | -\$304,443.20 |

*Misc Revenue = Lost/voided checks

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Friday, April 17, 2020
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: April 11, 2020 to May 8, 2020 District General Manager Report

Week Ending April 18, 2020

BOARD MEETING – APRIL 21st

Below is the message that I sent each of you about the board meeting next week:

Dear Board,

This email contains important information on how to virtually attend our next board meeting, which will be held at 6:00pm on Tuesday, April 21st. It will be a virtual meeting with no one in the office. See below for more information on the meeting, including how to log-in, your packet and other pertinent information.

GOVERNOR'S PROCLAMATION MEETING STIPULATIONS

Due to the coronavirus, all public meetings have been mandated to be either cancelled or be held remotely. There are also other stipulations to be aware of.

- There must be a call-in number for the meeting,
- Topics can only be COVID-19 related or regular business that is "necessary and routine", i.e., Consent Agenda
- And public comment can be suspended, but we will allow people to email their information by noon on Tuesday, April 21st.

MEETING INVITATION

We will be using Gotomeeting.com. Below is summary of the log-in information for the meeting:
 Regular "Virtual" Board Meeting - Des Moines Pool Metropolitan Park District
 Tue, Apr 21, 2020 6:00 PM - 8:00 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/800506205>

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 800-506-205

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/800506205>

WAYS TO PARTICIPATE

There are three ways to attend the meeting.

DESKTOP/LAPTOP

First, if you have a good computer with a camera and microphone, please use the link below.

https://www.google.com/search?q=how+to+attend+a+gotomeeting&oq=how+to+attend+a+goto&aqs=chrome.69j0l4.4523j0j4&sourceid=chrome&ie=UTF-8#kpvalbx=_7p6PXrD-PMvC-gTCnaLICg34

CELLPHONE/TABLET APP

Second, if you DO NOT have a good camera and microphone you can participate on your cellphone. You can download the Gotomeeting App.

- Gotomeeting – iPhone
App: <https://itunes.apple.com/us/app/gotomeeting/id1239774423?mt=8>
- Gotomeeting – Android
App: <https://play.google.com/store/apps/details?id=com.gotomeeting&hl=us>

PHONE (TOLL-FREE)

Third, you can always call in. You will not be on camera and not see the presentation slides of the meeting. You can call [1 877 309 2073](tel:18773092073).

The access code is 800-506-205.

For more information, see the “How to Attend” webpage below, which includes a video.

<https://support.goto.com/meeting/help/how-to-join-a-meeting-g2m030001>

SYSTEM CHECK

I will contact each of you starting Thursday (April 16) afternoon to check your system requirements. If you have an adequate understanding of the system, then email me that you do not need me to contact you. I also can be reached at (253) 245-3810.

PACKETS

Linda will send out the agenda packet on Thursday to your email. If you need a physical copy of the packet, please call me. Also, we will show parts of the packet on the screen and will also have a PDF link for you to download it during the meeting.

OTHER

Below are some videos to watch to help you with the process.

- How to Attend (video) - <https://support.goto.com/meeting/help/how-to-join-a-meeting-g2m030001>
- Best Practices in Using GoToMeeting (video)
- <https://support.goto.com/meeting/help/video-using-the-new-gotomeeting-in-session-experience-4-49>
- System Requirements for Attendees - <https://support.goto.com/meeting>
- AGO Opinion on Public Meetings During COVID-19
- [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)

Note- Wearing a microphoned headset or earphones helps eliminate echoing in the meeting.

Thank you,

Also, I also spoke with each of you and at this time, it appears that all board members will be attending the meeting.

The meeting information and toll-free number will be posted on our website for members of the community to listen in.

RE-OPENING

The management staff is developing schedules for re-opening that include contingency planning for physical/social distancing. They attended the National Water Safety Conference (virtual) last week, where there was a roundtable that discussed what programming would look like including programs, staffing and training.

For staff and patron safety, management will be installing a sneeze guard and credit card reader at the front desk and are discussing other changes that will promote safety throughout the facility. New policies and training for personal protective equipment (PPE) are also being discussed and planned.

We estimate that the facility will re-open no earlier than mid-May, but it does not hurt to be prepared.

INSLEE PRESS CONFERENCE

Governor Inslee had a press conference that shows our contingency plans for a staggered re-opening have a potential of occurring.

STAFF TRAINING

MANAGER SEXUAL HARASSMENT TRAINING

Management staff and Head Guards participated in an online conference call for Sexual Harassment Training for Managers and Supervisors. We used a video from ICMA that will give us credit for the training.

ANTI-HARASSMENT TRAINING

Dominic and Lauryne are working on a Zoom In-Service with the entire staff in the coming weeks that will include ICMA's Anti-Harassment Training. See Description below.

Promoting a Workplace Free of Harassment, Discrimination, and Retaliation-Employees Training

Description: This training provides an overview of what employees need to know in order to promote a respectful and professional workplace and avoid conduct that can lead to legal trouble. Upon completing this training, employees will: Have an understanding of unlawful discrimination, harassment, and retaliation.

Know what to do when they experience or observe discrimination, harassment, or retaliation in the workplace.

Differentiate between bullying and harassment How to avoid harassment and retaliation concerns.

BUDGETING DURING A CRISIS WEBINAR

I participated in an ICMA budgeting webinar, "Budgeting During a Crisis" on Friday, April 17. It had good information on what cities and counties are planning for in the future and estimates on future tax revenues.

STAFF MEETINGS

We had two staffing meetings this week: our main Tuesday meeting with the management staff and had another to test out the GoToMeeting for Thursday.

ADMINISTRATIVE

- **Unemployment:** Linda is continuing to process unemployment claims and payroll. She is trying to ensure both are processed expediently to ensure staff has access to unemployment and is paid as close to on-time as possible.

- **Payroll:** King County has been sending vouchers by FedEx. Most staff are paid by automatic deposit, but there still are a few that are paid by check that might be delayed by this process. (Note-the employee has the ability to choose how they are paid.)

RESEARCH

Cities with Stronger Social Distancing Show Stronger Economic Recoveries - <https://mitsloan.mit.edu/ideas-made-to-matter/cities-strong-social-distancing-see-stronger-economic-recoveries>

Coronavirus and Swimming Pools, What You Need to Know - <https://www.usms.org/fitness-and-training/articles-and-videos/articles/coronavirus-and-swimming-what-you-need-to-know>

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Week Ending April 24, 2020

Please see this week's report.

BOARD MEETING FOLLOW-UP

Thank you all for participating in the meeting. If you have any feedback on process for the next meeting, please let me know. Here is follow-up on a couple of items.

- **Heat Exchanger** – Scott Romano and Dominic are working with MaMiller to see if they can get the heat exchanger repair moved up.
- **South King Fire** – Once the current situation slows down, I will reach out to the Fire District.
- **Philips Ad** – We are working on the Philips ad this week and will send a draft to Commissioner Achziger by early next week.

(IN-SERVICE) STAFF HARASSMENT TRAINING

On Monday, we did a training with staff on harassment. We had wanted to do this last year, but it we had other in-water trainings that took priority. With the closure, we took advantage of Zoom calling to set the following training with frontline staff. This was the first of two trainings on harassment. The people that missed this training, plus the headguards will go through this training next Tuesday at noon (Zoom).



WRPA AQUATICS GROUP MEETING

The WRPA Aquatics Group met on Wednesday. Lots of interesting discussion including: managers seeking guidance on direction for what are organizations trying to accomplish when opening: maximizing revenue vs. running community programming; the possibility of running upper level classes or swim clinics as they are the easiest to do while social distancing, Brad Harpin discussed surveying swim lesson parents to see if/when they would be comfortable returning to these services; the possibility of taking reservations for pool space similar to a restaurant; the idea that if a facility had to clear a pool, would you be able to adequately enforce social distancing on deck; CDC guidelines for facilities (PPE worn by staff).

STAFF MEETINGS

We had two staff meetings this week. On Tuesday and Thursday. Thursday's meeting was focused on a Recovery/Re-Opening Plan for the next couple of weeks and to discuss direction from the board meeting.

WEBINARS

Managing Crisis Communications During the COVID-19 Pandemic(ICMA) – I attended this on Wednesday, where it discussed communication strategies during the pandemic. Below is a slide on moving your audience towards a Growth Zone through the Process.



The training also discussed policy changes for Social Media Policies that will better protect the organization. The presenters were from California and Florida, so I will vet any potential changes with legal before pursuing.

Continuity Planning and Virtual In-Services for Aquatic Facilities(NRPA)- Dominic and I attended a webinar on Thursday that covered In-Services and Agency approaches to re-opening. I feel we are doing well in our planning after attending the conferences. They also provided a link to a video from Starguard (SAI) that covered the information for lifeguards that was provided by their medical expert. See link below to watch the video. (55-minutes)
<https://www.youtube.com/watch?v=HQIsQF-hrV8&t=1s>

WCIA REQUIREMENTS

Each year we are required to attend a board meeting and minimum training requirements. We have already met this requirement for 2020 with the trainings we have done during the break.

I also spoke with our WCIA representative about information pertaining to our re-opening/recovery plans. She put me in touch with a couple of sources of information including some trainings through WCIA.

SUPPLIES

We are continuing to amass supplies for re-opening. Lauryne has obtained more hand sanitizer for re-opening. I will be picking up the remaining three gallons of hand sanitizer on Monday. This should give us four gallons to re-open with.

OFFICE TRIP

I will be stopping by the office on Monday to pick up some paperwork to work on and check on the facilities. If you need anything from the office, let me know.

TUKWILA MEETING

On Friday morning, Brad and I from Tukwila had a phone meeting. We talked about re-opening plans and where each of our organizations are in the process. We are also sharing information through the next planning steps.

INSLEE PRESS CONFERENCE

Governor Inslee had his press conference on Friday about re-opening of the construction industry. We are already working on having all of these in place by the time we re-open. Also, WRPA put an email out about recovery that I will include in next week's report.

RESEARCH

- The Dangers of Ending Social Distancing Too Early - <https://www.mi-reporter.com/northwest/the-danger-of-ending-social-distancing-too-early-public-health-seattle-king-county/>
- The Other Side of the COVID-19 Mountain - <https://icma.org/blog-posts/other-side-covid-19-mountain>
- Seattle Projects \$210-\$300 Million Hole in Budget - <https://www.seattletimes.com/seattle-news/politics/coronavirus-crisis-could-knock-210-million-to-300-million-hole-in-seattles-budget-city-says/>
- Governing: Dimmer Switch Approach to Re-Opening - <https://www.governing.com/now/Rheostat-Government-Replacing-the-On-Off-Switch-with-a-Dimmer.html>

Week Ending April 30, 2020

PROPERTY TAXES

Here is an update from King County Finance on property taxes:

Dear King County Special District Finance Managers,

I am pleased to share, as a follow up from my email below on March 30, that **the largest mortgage service providers paid their escrowed residential property taxes early this year** and total expected **tax receipts are nearly 60% collected** as of April 20th.

The last ten days of April has historically been the highest volumes of payments received and despite the extension, our revenue collections team is still seeing a high volume of mail this month. The treasury finance team will continue through the month of May to analyze the cash positions for districts that have bond payments due on June 1st to ensure that bond fund and general fund balances appear sufficient to cover those obligations.

Please contact me directly if you have any questions on this extension or on the timing impact on tax distributions to your districts. Again, King County appreciates your support as we all pull together to respond to this unprecedented crisis.

Stay safe,
Carol

CLOSURE PROJECTS

Other states have been re-opening and we are getting a glimpse into how the phases will occur. It looks like pools will not be included in Phase 1, so we are making plans to perform our normal August closure activities during this time. Each of these projects are spread throughout the facility to ensure proper distancing and to maximize our closure time. All projects are reliant on direction on re-opening from the State of Washington and availability of contractors.

- Heat Exchanger: We will be repairing the heat exchanger.
- Surge Pit Flange: We will also be repairing the flange that has been damaged since we took over operations. It has been degrading and leaking slowly and is essential to the heat exchanger being watertight.
- Roof Gutter: There was a gutter line that broke during the Fall that we will be repairing.
- Benches in Locker Rooms: We will be sanding and refinishing the benches in the locker rooms.
- Ceiling Tiles over Stands: This was a repair that was identified during the WCIA audit.
- Surplus: We need to prepare items from storage for potential surplus this summer. We have a lot of items that were removed from the pool. We also have old computer equipment that has been wiped for potential resale.
- Social Distancing Prep: We will also need to prep the facility for re-opening, including sneeze guard at the entry desk, new social distancing processes, new social distancing processes, and marking up facility for social distancing.
- Other: Time permitting, we may elect to do other smaller projects.

Note-we will start these projects when we have the ability to put non-essential staff back to work.

MAY 4 PROCLAMATION EXTENSION

On Wednesday, April 29, Governor Inslee had a very detailed news conference where he announced that the current order would be expanded past May 4 but did not give an exact date. We will await proclamations that should give more detailed direction.

<https://www.governor.wa.gov/office-governor/official-actions/proclamations>

WEBINAR

I am trying to gain as much information through the pandemic to figure out its effects. This week, I am attending two webinars. Both webinars were free.

- **How Your Agency can Survive and Recover Fiscally from the COVID-19 Outbreak**: It was very similar to the ICMA presentation, but they had some forecasting budget items they went over.
- **Employment Law and COVID-19**: The Families First Coronavirus Response Act (FFCRA) and the Coronavirus Aid, Relief and Economic Security Act (CARES Act) have created new rights such as expanded family and medical leave and emergency paid sick leave that local governments need to comply with. Neil Reichenberg, executive director, International Public Management Association for Human Resources, (IPMA-HR), will provide information on the major provisions of these laws and the regulations and guidance that have been issued by the federal government.

PHILIPS ADS

We have put together two ads for the next event. Thank you to Commissioner Achziger for helping edit the information. See attached pdf copies.

STAFF TRAINING

Pool management completed the second half of training of Promoting a Workplace Free of Harassment, Discrimination, and Retaliation-Employees. There was a total of 42 employees that went through this training. The training was from Local Gov U of our insurance company WCIA. We have submitted both trainings to WCIA for certificates.

MAY IS NATIONAL WATER SAFETY MONTH

Dominic and Lauryne are working on finalizing the email blast to go out for our May is National Water Safety Month that corresponds to water safety that we would normally provide with the April Pool's Day and Summer Splashtacular events.

Topics will include properly wearing lifejackets and other water-related dangers. We are also working on a small giveaway for people that complete these safety programs to attend the pool when we re-open.

WRPA RECOVERY PLAN FRAMEWORK

WRPA developed a Recovery Plan Framework that we will follow in developing our plan. See attached document. Note-one link requires access to the Washington Post. Click link below for

[Governor Inslee's Recovery Plan Policy Brief](#).

Inslee is supposed to have another press conference on Friday, but a time has not been released as of yet. You can watch all press conferences at TV Washington.

<https://www.tvw.org/>

RESEARCH

- Events and Programs: A COVID Conundrum (MRSC) - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/April-2020-1/Events-and-Programs-A-Community-Conundrum.aspx>
- My Coronavirus Story: Six-Weeks Out (Aquatics Intl) - https://www.aquaticsintl.com/lifeguards/heres-my-coronavirus-story-six-weeks-out_o
- Leading Change Through the Pandemic (ICMA) - <https://icma.org/blog-posts/leading-change-through-pandemic>
- Seven Things to Consider When Re-Opening a Community (ICMA) - <https://icma.org/blog-posts/seven-things-consider-when-reopening-communities>
-

Week Ending May 8, 2020

REMOTE MEETING PROCLAMATION EXTENSION

Governor Inslee extended the public meetings being remote through May 31. This means our May 19 meeting will be remote again. If you have any technical items that you think need to be worked out, please contact me. Just a reminder that all items on the agenda must be COVID-19 related or regular business.

From MRSC:

Wednesday, May 6

- [Proclamation 20-28.2](#) (issued May 5) recognizes the [legislature's extension of the Open Public Meetings Act and Public Records Act suspensions/waivers](#) (issued May 4) and also extends the governor's OPMA prohibitions. All of the PRA and OPMA suspensions, waivers, and prohibitions are extended through May 31, with the exception of the 5-day public records response deadline which is only waived through May 11 but might be extended further.
- Following the extension by the legislature and the governor, the Attorney General's Office extended its [OPMA Supplemental Guidance](#) through May 31.

OFFICE

I will be in the office next Wednesday, May 13 and Thursday, May 14. We are working on the agenda packet for May 19, GANTT Chart for next couple of months of re-opening and finalizing the 2019 Financial Report.

REOPENING PLANS

As mentioned above, we are developing reopening plans and will present information at the May 19 board meeting. We had two staff meeting this week and another next week where we are developing a timeline and process for re-opening.

NRPA has put some guidelines for parks and recreation facilities that we have referred to: <https://www.nrpa.org/our-work/Three-Pillars/health-wellness/coronavirus-disease-2019/path-to-recovery/>

PPEs

We are finalizing our orders for PPEs and supplies for reopening. Lauryne and Natalie are working with staff on making some cloth masks for staff to help reduce waste of our paper ones. They are following the CDC's guidelines on how to make them.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

NORTHWEST AMERICAN RED CROSS UPDATE MEETING

Lauryne and Dominic will be attending a virtual meeting on Friday, May 8th.

WRPA AQUATICS GROUP MEETING

Lauryne and Dominic will also be attending a virtual meeting with WRPA Aquatics Group on Thursday, May 14.

MAY IS NATIONAL WATER SAFETY MONTH

We put out the event on Email Blast, Facebook and the Website. It is too early to know about feedback.

- Email: https://desmoinespoolmetropolitanparkdistrict1.createsend.com/campaigns/reports/viewCampaign.aspx?d=d&c=C0916BA9C6D6048C&ID=8DB869E16A1784512540EF23F30FEDED&temp=False&tx=0&source=Report&fbclid=IwAR0TnWu1R68_GFGX_ILLYoCZR2FYIbkSE6DUxRM1u49G1xLr3I7rGfDWIP4
- Facebook Event: <https://www.facebook.com/events/166267351441881/>

HEAT EXCHANGER

Staff is working with MacMiller on feasibility of getting repairs done during closure. I will explain more at board meeting, unless there is an urgent update.

FINANCIAL REPORT

Linda and I are working on finalizing the 2019 Financial Report to be presented at our May 19 meeting. We were told twice that SAO was pushing to have it extended 30 days, but so far as the legislature has only extended it two days to May 31.

RESEARCH

- 7 Things to Consider When Re-Opening Your Community- *See Know Your Culture Section (ELGL)* - <https://elgl.org/seven-things-to-consider-when-reopening-communities/>
- City of Federal Way Prepare for Financial Impact of COVID-19 - <https://www.federalwaymirror.com/news/city-of-federal-way-prepares-for-financial-impact-of-covid-19/>
- Upstate Group Warns Lifeguards Aren't Ready for Pool Reopening - <https://www.wyff4.com/article/upstate-group-warns-lifeguards-arent-ready-for-pool-reopening/32370318>
- USA Swimming Sets Out Guidelines for Reopening - <https://www.swimmingworldmagazine.com/news/usa-swimming-sends-out-guidelines-to-make-practice-safe-for-athletes/>

- Sharing is Caring: Federal CARES Act and Local Government - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2020/Sharing-is-Caring-Federal-CARES-Act-and-Local-Gov.aspx>
- Mute Your Mic! Virtual City Council is in Session - <https://www.citylab.com/life/2020/05/city-council-video-remote-meetings-government-zoom-tech/610888/>



Des Moines Pool Metropolitan Park District

April 21, 2020

6:00 p.m.

Remote Online

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, District General Manager Deschenes and District Clerk Linda Ray.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA -- None

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

President Young addressed the Board by explaining that in accordance with Governor Inslee's Directive, we are permitted only to discuss normal business related to the District and issues related to COVID-19.

Commissioner Dusenbury thanked the staff for the Continuity of Operations plan and the Telecommuting plan. District General Manager Deschenes thanked Commissioner Achziger for his assistance in reviewing and editing the COOP plans.

PUBLIC COMMENT

The public was asked to submit comments via email and no comments were received.

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in March 2020 totaling \$79,408.32. Commissioner Croom 2nd. The motion passed 5-0.

BUSINESS

a. Emergency Declaration

President Young stated that an Emergency Declaration is necessary for reimbursement of funds by the federal government to sustain a business if needed. As Governor Inslee has extended the quarantine order we need to declare the emergency and get the resolution in place.

Commissioner Achziger moved to approve Resolution 2020-03, Emergency Resolution in response to the COVID-19 pandemic; Commissioner Dusenbury 2nd. Motion passed 5-0.

b. Policy 392, Continuity of Operations Plan (COOP) Staffing Update

District General Manager Deschenes said that we were required to close our offices and the pool facility on 3/16/2020. It is necessary to have steps in place for staffing during a prolonged emergency and should we be required to revisit a quarantine later this year. Commissioner Achziger provided edits where needed. A copy of the amended plan is contained in the packet posted online.

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 – 04/21/2020**

Commissioner Achziger inquired what services the District and the pool facility can provide in an emergency. He further stated that during an emergency and if our facility was intact, the pool might be used as a base of operations by county police and fire. The Commissioner urged the DGM to contact these agencies to find out if they would be open to this.

President Young mentioned the pool facility could also be used as an emergency venue for showers and sheltering or storage. In addition, the DGM added that the pool water can be utilized to fill fire pump trucks.

Commissioner Dusenbury moved to adopt the plan as amended; Commissioner Achziger 2nd. Passed 5-0.

c. Policy 272, Telecommuting Policy

The District instituted telecommuting to ensure continuity of operations during the sheltering in place order and the pandemic. Policy 272 provides details for that policy. The DGM explained that this policy does not cover duties of the Board members, but only District staff.

The DGM explained that the Aquatic Manager is physically checking on the facility as well as monitoring the sensors and overseeing general operations of the pool; the Aquatic Coordinator is managing staff questions and training events as well as assisting with general operations; and the District Clerk is handling administrative issues; i.e. payroll, payment of invoices, updating financial software, and HR issues. The staff is working either from laptops or are remoting into the server.

Commissioner Kasnick moved to approve Policy 272, Telecommuting Policy in response to the COVID-19 pandemic; Commissioner Croom 2nd. Passed 5-0.

d. Policy 527, Use of Electronic Signatures

DGM Deschenes feels that DocuSign is a good process improvement at a cost of \$300 for the year, giving us 3,000 signatures. With this software, remote signatures can be obtained for voucher requests and payroll eliminating the need for wet signatures or email approval that King County is accepting presently. He added that this will help during the current situation requiring remote work due to the COVID-19 pandemic.

Commissioner Croom moved to approve Policy 527, Use of Electronic Signatures in response to the COVID-19 pandemic; Commissioner Dusenbury 2nd. Motion passed 5-0.

e. Economic and Budget Implications

DGM Deschenes offered a presentation which covered an outlook on the next 6 to 18 months for the District and the community in the wake of the present pandemic. The presentation has been added to the meeting packet on-line.

Over the next few months with social distancing, the District will need to think about how to handle our memberships and how we will communicate this to the public. We will begin working on a communication plan for re-opening.

Commissioner Achziger inquired about what the District will communicate in the next issue of City Currents. DGM Deschenes suggests a message about what services we will offer when we do re-open and asked Commissioner Achziger to provide an article or editing an article about general water safety.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 04/21/2020**

The DGM mentioned that May is Water Safety Month and as such he would like to do online educational events culminating in a drawing for a 3-month free pass. He added that this would be a good way to educate youth about water safety for the summer.

Commissioner Dusenbury inquired about replacement of the heat exchanger and timing that work with our present closure. The DGM has attempted to contact our vendor, MacDonald Miller, but they have not responded. The cost will be approximately \$50K. The funds were included in the 2020 budget and additionally the District has received some property tax funds as a result of homeowners that pay their taxes as part of their mortgages. The DGM will continue to pursue the vendor through our Project Manager Scott Romano.

GENERAL DISCUSSION

President Young stated he was hopeful the District would have more information about the pandemic stay at home order later in May and called for the regular meeting to be held remotely.

ADJOURNMENT

With no further business, the meeting was adjourned at 6:41 pm.

UPCOMING MEETINGS –

- May 19, 2020, Regular Meeting, 6:00 p.m., location TBA

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

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/03/2020

Total Amount: \$3,365.36

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200326153931.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: _____

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)) :

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200326153931.csv

| Payee (Vendor Name) | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|----------------------------------|------------|-------------|----------------|--------------|-------------|--|
| ASSOCIATION OF WASHINGTON CITIES | | | 20200319NWA | 03/19/2020 | \$1,269.58 | EMP TRUST BENEFIT - DFINAZZO |
| CANON FINANCIAL SERVICES, INC. | | | 21234506 | 03/13/2020 | \$62.89 | COPIER EQUIPMENT/CONTRACT #05214/3091 |
| COMCAST | | | 20200312CB/MRP | 03/12/2020 | \$226.57 | TELEPHONE/INTERNET MRP - 3/22 TO 4/21/2020 |
| DEPARTMENT OF RETIREMENT SYSTEMS | | | 1389324 | 03/20/2020 | \$25.00 | OAS INSURANCE - 2019 TAX YEAR |
| GRAINGER | | | 9473789411 | 03/13/2020 | \$15.76 | JANITORIAL SUPPLIES/MRP |
| KING COUNTY FINANCE | | | 2123296 | 03/24/2020 | \$766.06 | 2019 ELECTION VOTERS' PAMPHLET |
| SOUTH KING FIRE & RESCUE | | | 0000276 | 03/10/2020 | \$282.00 | FIRE CODE PERMIT/MRP |
| ZEN 22015, LLC | | | 20200401ZEN | 03/26/2020 | \$717.50 | DISTRICT RENT - APR 2020 |



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/10/2020

Total Amount: \$10,764.41

Control Total: 17

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200406160059.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)) :

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200406160059.csv

| Payee (Vendor Name) | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|----------------------------------|------------|-------------|--------------|--------------|-------------|--|
| ASSOCIATION OF WASHINGTON CITIES | | | 79141-3 | 11/29/2019 | \$300.00 | ASSOCIATE MEMBER DUES - 2020 |
| CAMERON COCHRAN | | | 20200406CC58 | 04/06/2020 | \$213.33 | PAYROLL PE 3/25/2020 |
| CELINA LAM | | | 20200406CL45 | 04/06/2020 | \$250.52 | PAYROLL PE 3/25/2020 |
| CENTRAL WELDING SUPPLY | | | RN03202458 | 03/31/2020 | \$69.97 | POOL CHEMICALS/MRP - MAR 2020 |
| CHANCELLOR HOPPENRATH | | | 20200406CH57 | 04/06/2020 | \$63.38 | PAYROLL PE 3/25/2020 |
| DATAQUEST, LLC | | | 11750 | 03/31/2020 | \$116.00 | BACKGROUND CH/MRP NEW EE'S - MAR 2020 |
| DEPARTMENT OF RETIREMENT SYSTEMS | | | 2020406DOR | 04/06/2020 | \$560.50 | DEFERRRED COMP S DESCHENES PE 4/10/2020 |
| HANNA LAI | | | 20200406HL44 | 04/06/2020 | \$91.48 | PAYROLL PE 3/25/2020 |
| HIGHLINE WATER DISTRICT | | | 20200324HSW | 03/24/2020 | \$633.04 | WATER UTILITY/MRP - 2/19 TO 3/19/2020 |
| JARED WOLD | | | 20200406JW61 | 04/06/2020 | \$290.47 | PAYROLL PE 3/25/2020 |
| MIANNA BEHRENS | | | 20200406MB31 | 04/06/2020 | \$506.80 | PAYROLL PE 3/25/2020 |
| NORTHWEST LANDSCAPING SERVICES | | | CD50074668 | 04/01/2020 | \$548.91 | LANDSCAPE SVC/MRP - APR 2020 |
| PUGET SOUND ENERGY | | | 20200323PSE | 03/23/2020 | \$6,248.48 | ELECTRIC/GAS UTILITY/MRP - 2/20 TO 3/20/2020 |
| SADIE IKEMEIER | | | 20200406SI59 | 04/06/2020 | \$164.60 | PAYROLL PE 3/25/2020 |
| SNURE LAW OFFICE | | | 20200401BS | 04/01/2020 | \$525.00 | PROFESSIONAL SVCS - APR 2020 |
| TANNER HUCK | | | 20200406TH27 | 04/06/2020 | \$140.91 | PAYROLL PE 3/25/2020 |
| VICTORIA HA | | | 20200406VH72 | 04/06/2020 | \$41.02 | PAYROLL PE 3/25/2020 |



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/23/2020

Total Amount: \$3,468.93

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200416120503.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)) :

Email approval from Shane Young

4/16/2020

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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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200416120503.csv

| Payee (Vendor Name) | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|-------------------------|------------|-------------|----------------|--------------|-------------|---|
| CENTRAL WELDING SUPPLY | | | CG86393 | 04/07/2020 | \$204.49 | POOL CHEMICALS |
| CMIT SOLUTIONS EASTSIDE | | | 7933 | 03/31/2020 | \$1,226.00 | IT SUPPORT - MAR 2020 |
| COMCAST | | | 20200408CB/DMP | 04/08/2020 | \$171.17 | INTERNET/PHONE -DMP - 4/18 TO 5/17/2020 |
| COPIERS NORTHWEST | | | INV2126966 | 04/07/2020 | \$39.42 | COPIERS CONTRACT - ACCT #HML289-P |
| GRAINGER | | | 9492696274 | 04/01/2020 | \$80.38 | JANITORIAL SUPPLIES/MRP |
| GRAINGER | | | 9492997714 | 04/01/2020 | \$15.76 | JANITORIAL SUPPLIES/MRP |
| LAURYN BARTLETT | | | 20200409LB | 04/09/2020 | \$54.50 | REIMBURSEMENT - HAND SANITIZER |
| MOUNTAIN MIST | | | 20200331MtM | 03/31/2020 | \$130.06 | WATER/COFFEE SVC - MAR 2020 |
| ORCA PACIFIC INC. | | | 42230 | 04/06/2020 | \$554.13 | ORACHLOR 12.5% - 1 GAL |
| PHILLIPS PUBLISHING | | | 1532NP | 04/07/2020 | \$607.75 | DISPLAY AD SPR 2020 NP CITY SCENE |
| RECOLOGY | | | 0003118438 | 03/31/2020 | \$385.27 | GARBAGE/RECYCLE UTILITY/MRP - MAR 2020 |



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/25/2020

Total Amount: \$1,181.10

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200420133021.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)) :

email authorization from Shane Young

4/20/2020

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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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200420133021.csv

| Payee (Vendor Name) | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|---------------------|------------|-------------|------------------|--------------|-------------|---------------------------------|
| BREE CASWELL | | | 20200420BC55_2 | 04/20/2020 | \$28.34 | PAYCHECK PE 2/10/2020 REISSUE |
| DOMINIC FINAZZO | | | 20200420DF_Reimb | 04/20/2020 | \$15.60 | REIMBURSEMENT REISSUE |
| JOE DUSENBURY | | | 20200420JD08 | 04/20/2020 | \$209.83 | COMMISSIONER SUBSIDY - MAR 2020 |
| SHANE YOUNG | | | 20200420SY10 | 04/20/2020 | \$209.83 | COMMISSIONER SUBSIDY - MAR 2021 |
| ZEN 22015, LLC | | | 20200501ZEN | 04/20/2020 | \$717.50 | DISTRICT RENT - MAY 2020 |



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 04/30/2020

Total Amount: \$5,642.45

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200424100740.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Linda RayEmail 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)) :

| | |
|--|------------------|
| DocuSigned by: <u>Scott Deschenes</u> 2E03815D71304B0... | <u>4/24/2020</u> |
| Authorized District Signature | Date |
| _____ Authorized District Signature | _____ Date |
| _____ Authorized District Signature | _____ Date |

| | |
|---|------------------|
| DocuSigned by: <u>Jnicia Croom</u> A3D212E34481429... | <u>4/24/2020</u> |
| Authorized District Signature | Date |
| _____ Authorized District Signature | _____ Date |
| _____ Authorized District Signature | _____ Date |

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200424100740.csv

| Payee (Vendor Name) | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description |
|----------------------------------|------------|-------------|------------------|--------------|-------------|--|
| ASSOCIATION OF WASHINGTON CITIES | | | 20200501NWA | 04/21/2020 | \$1,269.58 | EMPLOYEE TRUST BENEFITS - MAY 2020 |
| BTOWN WEB | | | 1003780 | 02/01/2020 | \$960.00 | WEBSITE HOSTING - 2020 |
| CANON FINANCIAL SERVICES, INC. | | | 21348703 | 04/12/2020 | \$62.89 | COPIER CONTRACT - APR 2020 |
| COMCAST | | | 20200412CB/MRP | 04/12/2020 | \$226.19 | TELEPHONE/INTERNET - 4/22 TO 5/21/2020 |
| DEPARTMENT OF RETIREMENT SYSTEMS | | | 20200421DOR | 04/21/2020 | \$605.50 | DEFERRED COMP S DESCHENES PE 4/25/2020 |
| LINDA RAY | | | 20200423LR_Reimb | 04/23/2020 | \$300.00 | REIMBURSEMENT FOR DOCUSIGN SOFTWARE |
| US BANK | | | 20200410USB | 04/10/2020 | \$2,218.29 | BANKCARD STMT - 3/11 TO 4/10/2020 |

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 Apr 14, 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 4/10/2020 | 170950010 | | | 24219 | | 00000 | 19,335.19 |
| 2 | | | | | | | 00000 | |
| 3 | | | | | | | 00000 | |
| 4 | | | | | | | 00000 | |
| 5 | | | | | | | 00000 | |
| 6 | | | | | | | 00000 | |
| | | | | | | | Total | \$19,335.19 |

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 Linda Ray Organization Des Moines Pool Metropolitan Park District
 Email linda.ray@desmoinespool.org Phone # 206-429-3852 Ext Fax # N/A

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 see email approval Title President of the Board Date Apr 7, 2020
 Print Name Shane Young Phone # 206-429-3852 Email shaneyoung44@yahoo.com

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 Apr 29, 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 4/25/2020 | 170950010 | | | 24219 | | 00000 | 14,098.21 |
| 2 | | | | | | | 00000 | |
| 3 | | | | | | | 00000 | |
| 4 | | | | | | | 00000 | |
| 5 | | | | | | | 00000 | |
| 6 | | | | | | | 00000 | |
| | | | | | | | Total | \$14,098.21 |

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 Linda Ray Organization Des Moines Pool Metropolitan Park District
Email linda.ray@desmoinespool.org Phone # 206-429-3852 Ext Fax # N/A

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 email authorization _____ Title President of the Board Date Apr 20, 2020
Print Name Shane Young Phone # 206-429-3852 Email shaneyoung44@yahoo.com

ELECTRONIC PAYMENT REQUEST FORM



King County

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

INSTRUCTIONS AND DEFINITIONS

Please submit signed forms to Treasury Cash Management: cash.management@kingcounty.gov. If you have any questions please call 206-296-7310 or 206-296-7312 Monday - Friday.

ACH Credit - Treasury initiates a transaction to deposit funds into a bank account. Money settles one business day after initiation. Risk management payments associated with settlement of claims, and real estate purchases that must be paid in less than 24 hours. Treasury must receive your request no later than noon the day before the settlement date.

ACH Debit - Treasury initiates a transaction to withdraw funds from a bank account. Money settles one business day after initiation. Treasury must receive your request before noon the day before the settlement date.

Automatic Withdrawal - This selection is used when a non-county entity is allowed to withdraw funds from the county's main bank account. This entry can be initiated by the non-county, a county, or district entity. Only retirement payments to the State and tax payments to the IRS are permitted.

Book Transfers - Treasury initiates a transaction to move money from one bank account to another when the accounts are at the same bank.

Wire - Treasury initiates a transaction to deposit funds into a bank account. Settlement occurs same day. Risk management payments associated with settlement of claims, and real estate purchases that must be paid in less than 24 hours. Treasury must receive this request no later than noon the day before the wire is to be sent.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District GM **Meeting Date:** 05/19/2020

Under: Business **Attachment:** No

Subject: COVID-19 Closure Update

Background/Summary: The District is continuing to work to ensure that all state and health department directives are followed, while maximizing its resources to ensure the pool is re-opened on time and to work to reduce other future closures. We are also working to create the framework for a safe environment when we re-open.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Informational only.

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

| | | |
|------------------------|-------------------|--|
| Two Touch Rule: | <u>Emergency</u> | Committee Review |
| | <u>05/19/2020</u> | First Board Meeting (Informational) |
| | <u>05/19/2020</u> | Second Board Meeting (Action) |

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

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

Notes:

No attachments.

Update for May 19, 2020

Board Meeting

Closure and Re-Opening



Assumptions

- No outbreaks of COVID-19.
- Provide Safe Environment
 - Sanitation, PPEs, Cleaning High-Touch Areas, etc.
- Employees
 - Screened and No On-site Breakouts
- Teams
 - Separated in case outbreak in one team.
- Dates of Phases may change.

Inslee Re-Opening Process

WASHINGTON'S PHASED APPROACH

Reopening Business and Modifying Physical Distancing Measures

| | <div>1</div> Phase 1 | <div>2</div> Phase 2 | <div>3</div> Phase 3 | <div>4</div> Phase 4 |
|---------------------------------------|---|--|---|---|
| High-Risk Populations* | Continue to Stay Home, Stay Healthy | Continue to Stay Home, Stay Healthy | Continue to Stay Home, Stay Healthy | Resume public interactions, with physical distancing |
| Recreation | Some outdoor recreation (hunting, fishing, golf, boating, hiking) | All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.) | <ul style="list-style-type: none"> - Outdoor group rec. sports activities (5-50 people) - Recreational facilities at <50% capacity (public pools, etc.) | Resume all recreational activity |
| Gatherings (social, spiritual) | <ul style="list-style-type: none"> - None - Drive in spiritual service with one household per vehicle | Gather with no more than 5 people outside your household per week | Allow gatherings with no more than 50 people | Allow gatherings with >50 people |
| Travel | Only essential travel | Limited non-essential travel within proximity of your home | Resume non-essential travel | Continue non-essential travel |
| Business/ Employers | <ul style="list-style-type: none"> - Essential businesses open - Existing construction that meet agreed upon criteria - Landscaping - Automobile sales - Retail (curb-side pick-up orders only) - Car washes - Pet walkers | <ul style="list-style-type: none"> - Remaining manufacturing - New construction - In-home/domestic services (nannies, housecleaning, etc.) - Retail (in-store purchases allowed with restrictions) - Real estate - Professional services/office-based businesses (telework remains strongly encouraged) - Hair and nail salons/Barbers - Housecleaning - Restaurants <50% capacity table size no larger than 5 | <ul style="list-style-type: none"> - Restaurants <75% capacity/ table size no larger than 10 - Bars at <25% capacity - Indoor gyms at <50% capacity - Movie theaters at <50% capacity - Government (telework remains strongly encouraged) - Libraries - Museums - All other business activities not yet listed except for nightclubs and events with greater than 50 people | <ul style="list-style-type: none"> - Nightclubs - Concert venues - Large sporting events - Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene |

* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled) including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.

Assessment of Risk (1 of 3)

- **Contact intensity** was rated as low, medium or high, taking into account close contact vs. distant contact and duration of contact. For example, low contact intensity activities are brief and fairly distant, like walking past someone on a trail. High contact intensity involves prolonged close contact, like sharing a dorm room.
- **Number of contacts** were rated as low, medium or high, defined by the approximate number of people in the setting at the same time.
- **Modification potential** is defined as a **qualitative** assessment of the degree to which activities can be modified to reduce risk. In this case, high modification potential is better. For example, a high modification potential allows for substantial changes to the space or activity to limit contact. This may include implementing physical distancing measures, creating physical barriers between people, using technology to facilitate communication, or having people wear PPE. A low modification potential may only allow for one or two of these measures.

*The Johns Hopkins Bloomberg School of Public Health Center for Health Security recently released [Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors](#). The document provides an assessment of the risk of transmission in a variety of organizations and settings, including outdoor spaces, organized sports, community gathering spaces and schools and childcare facilities. Assessments were made across three dimensions – 1) contact intensity, 2) number of contacts, and 3) the degree to which activities are considered to be modifiable through mitigation measures.



Assessment of Risk

(2 of 3)

A variety of settings that park and recreation professionals often managed were assessed on these three levels:

| CATEGORY | CONTACT INTENSITY | NUMBER OF CONTACTS | MODIFICATION POTENTIAL |
|---|-------------------|--------------------|------------------------|
| Parks, walking paths, trails, dog parks | Low | Low | Low |
| Noncontact sports | Low | Medium | High |
| Beaches, piers | Low | High | Medium |
| Pools | Medium | Low | High |
| Gyms, fitness studios | Medium | Medium | Medium |
| Playgrounds, skateparks and other outdoor recreation spaces | Medium | Medium | Medium |
| Athletic fields and other outdoor congregate settings | Medium | Medium | Low |
| Community centers | Medium | High | Medium |
| Theatres, museums and other indoor leisure spaces | Medium | High | Medium |

Assessment of Risk (3 of 3)

Mount Rainier Pool Programming

| Phase | Activity | Contact Intensity | Number of Contacts | Modification Potential | Comments/Support |
|-------|--|-------------------|--------------------|------------------------|--|
| 3 | Lap Swimming | Low | Low | High | Start with one per lane to start with. |
| 3 | Water Walking | Low | Low | High | Limit number of water walkers at start. |
| 4 | Water Exercise | Low | Medium | Medium | Instructor teach from deck. May need limit usage at start. |
| 4 | Swim Teams (12 or less/ up to 2 a lane) | Medium | High | Medium | May need to work with teams to limit numbers in pool. Also modify spectators and coach access. |
| 4 | Swim Lessons | High | Medium | Medium | May need to alter programs to ensure social distancing. Some programs having parents with children in pool, while others are focusing on higher levels that do not require as many contacts. |
| 4 | Family Swims | High | Medium | Low | May need to severely limit the number of participants at first to ensure social distancing. |
| 4 | Lifeguard and Swim Instructor Training | High | Medium | Medium | Will need to hold off on training of staff that requires hands-on CPR and rescue training. |
| 4 | Rentals (<50) | Depends | Depends | Medium | Depends on number of participants, rental-type and willingness to modify. |
| Later | Swim Teams (13-18 or less/ up to 3 a lane) | Medium | High | Medium | A couple of weeks after installing 12 or under. |
| Later | Open Swims | High | High | Low | Need to wait to implement. |
| Later | Schools Days Out Programming | High | High | Low | Need to wait to implement. |
| Later | Birthday Parties | High | High | Low | Need to wait to implement. |
| Later | Swim Teams (19 or more/4 a lane or more) | Medium | High | Medium | May need to work with teams to limit numbers in pool. |
| Later | Rentals (>50) | High | High | Low | Probably lowest on priorities of all programs. May come this Fall, if best case scenarios for reduction of virus. |

Phase 1 –

Now through
T.B.D.

Develop COVID-19 Exposure and Recovery Plan

Amass enough PPE's for re-opening. (Also making cloth masks)

Develop GANTT Chart for Process for future phases.

All-staff training on PPE's, Teams, Sanitation, etc.

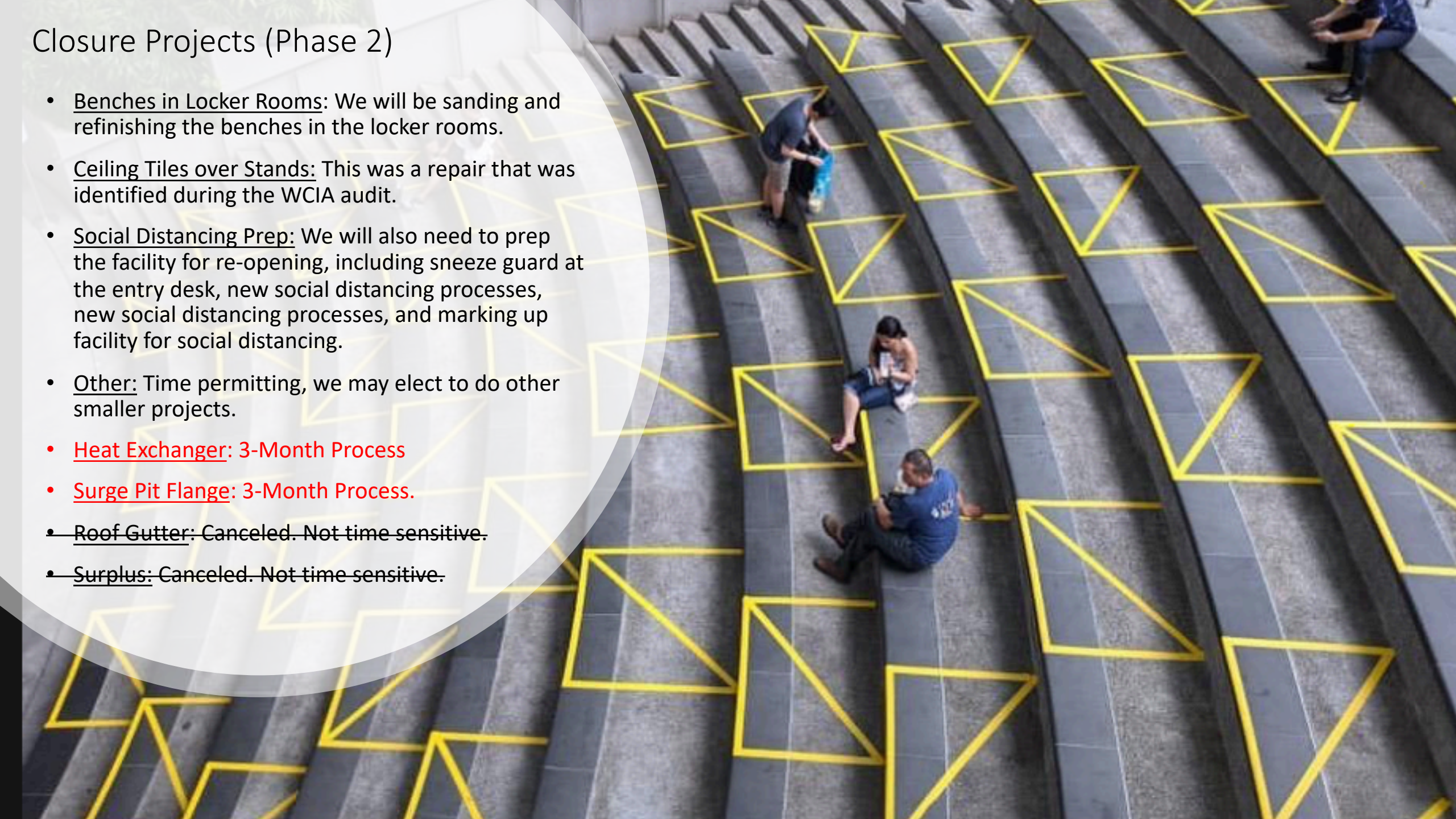
Phase 2 – To be determined.

- Staff separated into separate teams for Phases 2 and 3. (Includes separating management teams)
- Cleaning and Maintenance Projects
- Setup facility for physical/social distancing
- Update processes for Phase 3
 - Website
 - Email Blasts
 - Social Media (non-English speakers)
 - Signage
- Training for re-opening distancing processes



Closure Projects (Phase 2)

- Benches in Locker Rooms: We will be sanding and refinishing the benches in the locker rooms.
- Ceiling Tiles over Stands: This was a repair that was identified during the WCIA audit.
- Social Distancing Prep: We will also need to prep the facility for re-opening, including sneeze guard at the entry desk, new social distancing processes, new social distancing processes, and marking up facility for social distancing.
- Other: Time permitting, we may elect to do other smaller projects.
- Heat Exchanger: 3-Month Process
- Surge Pit Flange: 3-Month Process.
- ~~Roof Gutter: Canceled. Not time sensitive.~~
- ~~Surplus: Canceled. Not time sensitive.~~



Phase 3 – To Be Determined.

Limited Hours (50% or Less)

- Monday-Friday to start
- Split Shifts of Teams
- Opening Separate Times (More Sanitation In Between)

Limited Services

- Programming: Low Contact Intensity and Number of Contacts
Programming & Higher Modification Potential
 - Lap Swim
 - Water Walking
- Senior Only Times (Weekday Mornings)
- Scheduling Blocks: call in system to help monitor and enforce social distancing (Ask Screening Questions)

Social Distancing Officer

- Enforce social distancing. Especially with letting people into locker rooms. May not allow shower storage at first (USA Swimming).

Phase 4 - To be determined.

- Depends on Phases 2 and 3.
 - Add back swim lessons, swim teams, water exercise, etc.
 - May need to modify at first.
 - All events/programming kept under 50 people.
 - Develop programming to meet new normal for next two-years.
 - Swim lessons
 - Water Exercise
 - Swim Teams
 - Spectators
-



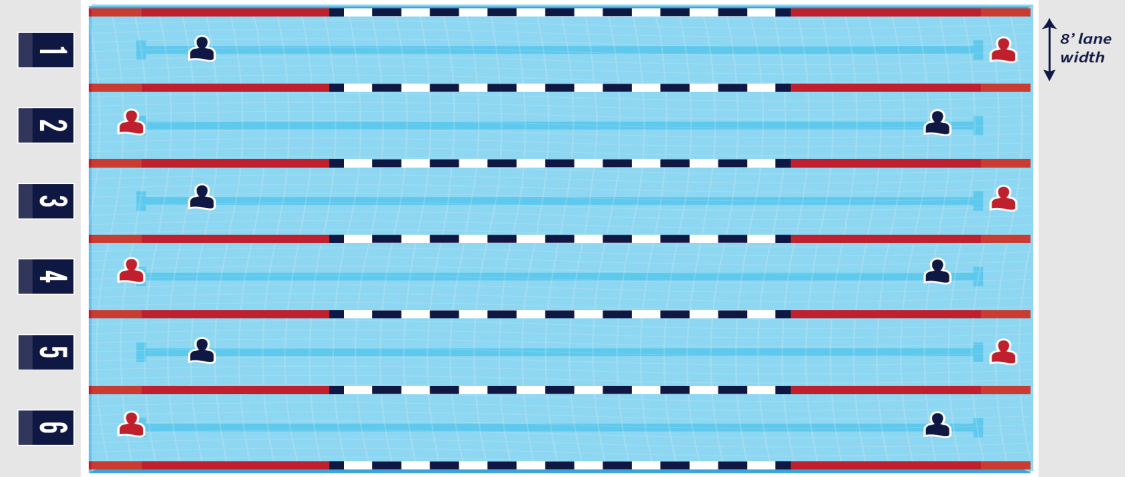
Swim Teams



Follow USA Swimming Re-Opening Guidelines.



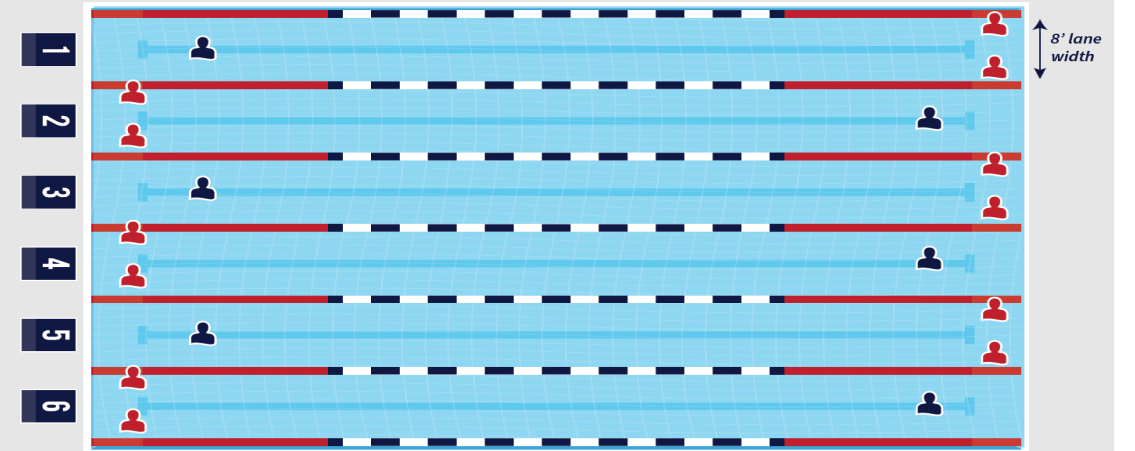
SOCIAL DISTANCING PRACTICE LAYOUT
25-YARD, 6-LANE POOL



12 SWIMMERS



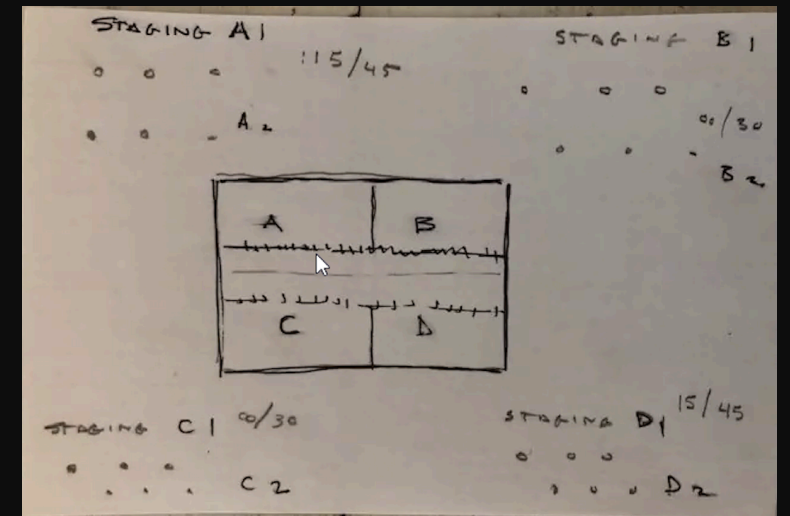
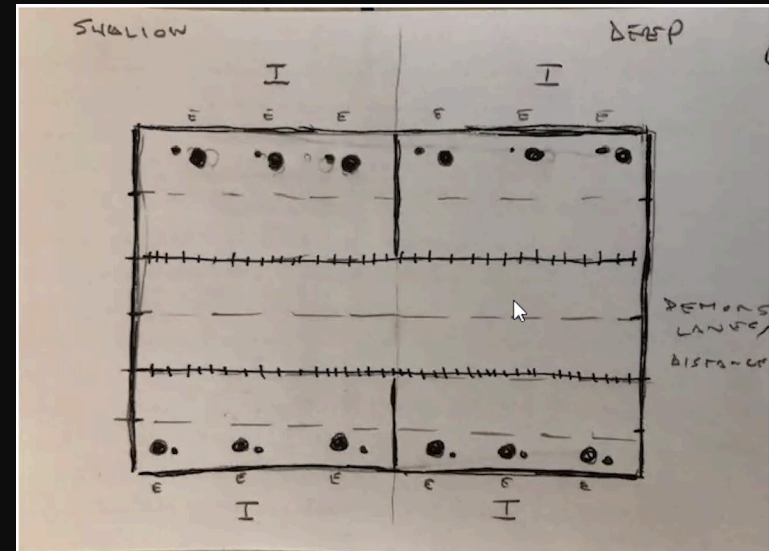
SOCIAL DISTANCING PRACTICE LAYOUT
25-YARD, 6-LANE POOL



18 SWIMMERS

Swim Lessons

- Developing alternatives for swim lessons
- Webinar led by Aquatics Expert, Pete DeQuincy
- Social distancing require changes to swim lessons for next couple of months to years
- *Dominic can explain these better.*



Water Exercise

- Instructors Teach from Deck
- Lower Numbers to Start
 - 6' Distance b/w students
 - Limited space in shallow end
- Equipment will need to be cleaned before and after usage/encouraged to bring their own
- Workouts modified to stay in place to limit contact





Questions

And Concerns..

“I cannot say whether things will get better if we change; what I can say is they must change if they are to get better.” —
Georg C. Lichtenberg

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** District GM **Meeting Date:** 05/19/2020

Under: Business **Attachment:** Yes

Subject: COVID-19 Exposure Prevention, Preparedness, and Response Plan

Background/Summary: The district will be required to have a COVID-19 related plan for re-opening. The District has created "COVID-19 Exposure Prevention, Preparedness, and Response Plan."

This plan addresses employee and patron screening, PPE requirements and other COVID-19 related safety items that need to be addressed when the Mount Rainier Pool re-opens.

Note-this document is a living document that may be updated depending on state health department, CDC and OSHA directives.

Fiscal Impact: Not known at this time.

Proposed Motion: I move to approve (as amended) the COVID-19 Exposure Prevention, Preparedness, and Response Plan in response to the COVID-19 Pandemic.

Reviewed by Legal Counsel: Yes X No **Date:** 05/06/2020

| | | |
|------------------------|-------------------|--|
| Two Touch Rule: | <u>Emergency</u> | Committee Review |
| | <u>05/19/2020</u> | First Board Meeting (Informational) |
| | <u>05/19/2020</u> | Second Board Meeting (Action) |

Action Taken: Adopted Rejected Postponed

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

Notes:

Attached: COVID-19 Exposure Prevention, Preparedness, and Response Plan.

COVID-19 Exposure Control and Recovery Plan DES MOINES POOL METROPOLITAN PARK DISTRICT

This Plan was formally adopted by the Board of Commissioners on May 19, 2020 and may be modified by the General Manager without further Board of Commissioner approval as necessary to meet changing circumstances.

The Des Moines Pool Metropolitan Park District (hereinafter “District”), which governs and manages the **Mount Rainier Pool** takes the health and safety of our employees, patrons and the general public very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the District must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Control and Recovery Plan to be implemented, to the extent feasible and appropriate, at the Mount Rainier Pool and District offices. The District has also identified its management team to monitor the related guidance that the State of Washington, King County Health, U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The District may also amend this Plan based on operational needs.

1. Role of Management Staff

Management staff must be familiar with this Plan and be ready to answer questions from employees. Management staff must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Management staff must encourage this same behavior from all employees.

2. Responsibilities of Employees

The Mount Rainier Pool (Des Moines Pool Metropolitan Park District) is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at the pool and district office, everyone must play their part. As set forth below, the District has instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to the management team if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your direct supervisor. If they cannot answer the question, please contact Scott Deschenes, District General Manager.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever; Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your direct supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

3. On-site Protective Measures

The District has instituted the following protective measures at all jobsites.

A. *General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- All meetings will be by telephone or videoconference, if possible. If meetings are conducted in-person, attendance will be collected verbally and the lead staff at meeting will sign-in each attendee. During any in-person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible. In closed spaces, only necessary employees should enter, and all employees should maintain social distancing while inside.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches.
- In addition to soap for handwashing, the Company will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
- Each employee should use their own equipment and not share with other employees. If there is not enough equipment, staff may wear glasses in place of eye protection or provide their own District approved masks. Staff may also bring their own protective gloves, if they do not feel comfortable using District provided gloves for deep cleaning.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles or bring their own reusable or disposable cups.
- Front desk employees and lifeguards must sanitize their work area upon arrival, throughout the workday, and immediately before departure. The District will provide alcohol-based wipes for this purpose. Staff will deep clean the bathroom and pool deck twice a day, and constantly clean door handles, handrails, benches and other high touch areas.

4. Patrons and Visitors to the Mount Rainier Pool

The number of visitors to the Mt. Rainier Pool, including the lobby and stands, will be limited to meet social distancing directives from Washington State and King County Health Department directive.

- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should drop items off at the door (if possible).

5. Employee and Patron Screening

Screen **everyone** who enters your facility, including:

- All employees before the start of each work shift.
- All visitors who enter the facility.

Ask the following questions when you screen employees and visitors:

"YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:"

- A new fever (100.4°F or higher), or a sense of having a fever?*
- A new cough that you cannot attribute to another health condition?*
- New shortness of breath that you cannot attribute to another health condition?*
- A new sore throat that you cannot attribute to another health condition?*
- New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?*

*If an employee or visitor answers **YES** to any of the screening questions, immediately activate your agency's emergency protocol for COVID-19. The designated screener should consider:

- A review of the screening results
- Recommendations for possible exclusion of the employee or visitor from the facility
- Recommendations for medical follow-up

6. Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for workers engaged in various tasks (fall protection, respirators, etc.), in response to COVID-19 the District will also provide:
 - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
 - Eye protection: Eye protection should be worn at all times while on-site.
 - Masks: in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, must be worn at all times by every employee on the worksite.
- Personal PPE: Staff have the right to wear their own masks, gloves and eye protection, but their equipment must first be inspected by Aquatics Manager or Coordinator.
- Site Shutdown: If appropriate PPE cannot be provided, the worksite will be shut down until enough equipment can be .

7. Sanitation and Cleaning

The District has instituted regular housekeeping practices, which include deep-cleaning and disinfecting frequently used areas daily, and other high touch areas and equipment frequently. Employees should regularly do the same in their assigned work areas.

- Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.
- Offices and breakroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the pool must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Regularly used equipment/tools should be cleaned at least once per day and before change in operator.
- The District will clean those areas that a confirmed-positive individual may have contacted, and it will do so before employees can access that work space again.
- The District will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
 - The District will maintain Safety Data Sheets of all disinfectants used on site.
- Post, in areas visible to all workers, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
- Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished.

8. Exposure Situations

A. Employees

The District is legally required to respond when an employee exhibits symptoms, tests positive or has been in close contact with someone who exhibits symptoms.

- **Employee Exhibits COVID-19 Symptoms:** If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The District will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor’s note clearing them to return to work.
- **Employee Tests Positive for COVID-19:** An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared. Employees

who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The District will require an employee to provide documentation clearing his or her return to work for anyone who has tested positive for COVID-19.

- **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19:** Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time. If the District learns that an employee has tested positive, the District will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the District will also notify any contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a member of the management team of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

B. Patrons/Public

If a patron exhibits **COVID-19 symptoms**, the patron will be restricted from access until he or she is symptom and provides a doctor's note clearing them to return to use of the facility.

- The note must include contact information for staff to confirm the authenticity of the note.
- Please allow three-business days for the note to be processed.
- All correspondence should be sent to Scott Deschenes, District General Manager at info@mtrainierpool.com.
- Questions can be referred to Scott Deschenes, District G.M. at (253) 245-3810.

For public safety, District staff have the right to refuse entry to anyone that shows symptoms.

9. OSHA Record Keeping

If a confirmed case of COVID-19 is reported, the District will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the

rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, the District will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

The District's assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the District will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

10. Confidentiality/Privacy

Except for circumstances in which the District is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The District reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The District also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c **Assigned to:** District GM **Meeting Date:** 05/19/2020

Under: Business **Attachment:** Yes

Subject: Crisis Management Communication Plan

Background/Summary: The district will be rolling out programs over the next couple of months in response to physical/social distancing. Even with the steps the District is taking to ensure proper social distancing, sanitation and employee and patron safety, there could be a situation that requires a plan to ensure proper communication in the instance of a crisis.

The attached Crisis Management Communication Plan is a process for the staff and board to refer to in these situations to ensure proper channels of communication are provided to battle misinformation.

Fiscal Impact: Not known at this time.

Proposed Motion: I move to approve (as amended) the Crisis Management Communication Plan in response to the COVID-19 Pandemic.

Reviewed by Legal Counsel: **Yes** X **No** _____ **Date:** 05/05/20

| | | |
|------------------------|-------------------|--|
| Two Touch Rule: | <u>Emergency</u> | Committee Review |
| | <u>05/19/2020</u> | First Board Meeting (Informational) |
| | <u>05/19/2020</u> | Second Board Meeting (Action) |

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

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

Notes:

Attached: See attached Crisis Management Communication Plan.



Policy 392, Ver. 2

Crisis Management Communication Plan

Des Moines Pool Metropolitan Park District | May 19, 2020

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CRISIS COMMUNICATION

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OVERVIEW

INTRODUCTION

Transparency is an important function of a public agency, especially in emergency situations. No operation or facility is immune from emergencies and the Des Moines Pool Metropolitan Park District (DMPMPD) recognizes its responsibility for the safety of its employees and patrons during such a time. In addition, the District has identified the need to protect property and assets and to expedite the recovery of its functions and activities. An important element of this process is a Crisis Management Communication Plan to ensure the district is communicating in an effective manner to patrons and public,

The Crisis Management Communication Plan will be implemented in the case of an emergency when communication to the public and media is critical.

The plan shall rely on the District General Manager, Aquatics Manager and other management team staff to ensure that all information in emergency situations are investigated, disseminated and accurately communicated to its employees, patrons, public and the media.

DMPMPD MANAGEMENT TEAM

The following individuals are members of the DMPMPD Management Team:

- District General Manager
- Aquatics Manager
- Aquatics Coordinator
- District Clerk
- Head Guard and Other Key Staff (if needed)

ACTIVATION OF THE CRISIS MANAGEMENT COMMUNICATION PLAN

In the event that the Emergency Response Provisions (Section 5) of the Mount Rainier Pool, Operations Manual is activated, the following DMPMPD Management Team members will assume their responsibilities as outlined. In all areas involving the District General Manager (as listed below), the Aquatics Manager will assume responsibilities if the District General Manager is not available.

Board President

1. Spokesperson
2. Call a special board meeting (if needed)
3. In absence of District General Manager and Aquatics Manager, the Board President may need to take on their roles listed below, and/or delegate those roles to other board members or staff.
 - a. Note-any other succession of the board will follow Article 5, "Elected Officers" of the District's Bylaws.

Board Members

1. Refer all requests to District Spokesperson
2. In absence of DMPMPD Management Staff, Board President may delegate Crisis Management Communication Plan items to board members.

District General Manager (DGM)

1. Make immediate contacts (Board of Commissioners, Management Team and Key Staff)
2. Spokesperson
3. Receive all media calls
4. Gather pertinent information for distribution to media
5. Delegate key employees to assist with gathering of information and to be interviewed by media
6. Notify victim's family of emergency situation

7. Call DMPMPD Management Team together
8. Produce memo regarding Media Crisis Policies for all District staff
9. Assist with Media Communication and Media
10. Notify other Agencies (if applicable)
11. Contact Attorney
12. Contact Insurance Company

Aquatics Manager

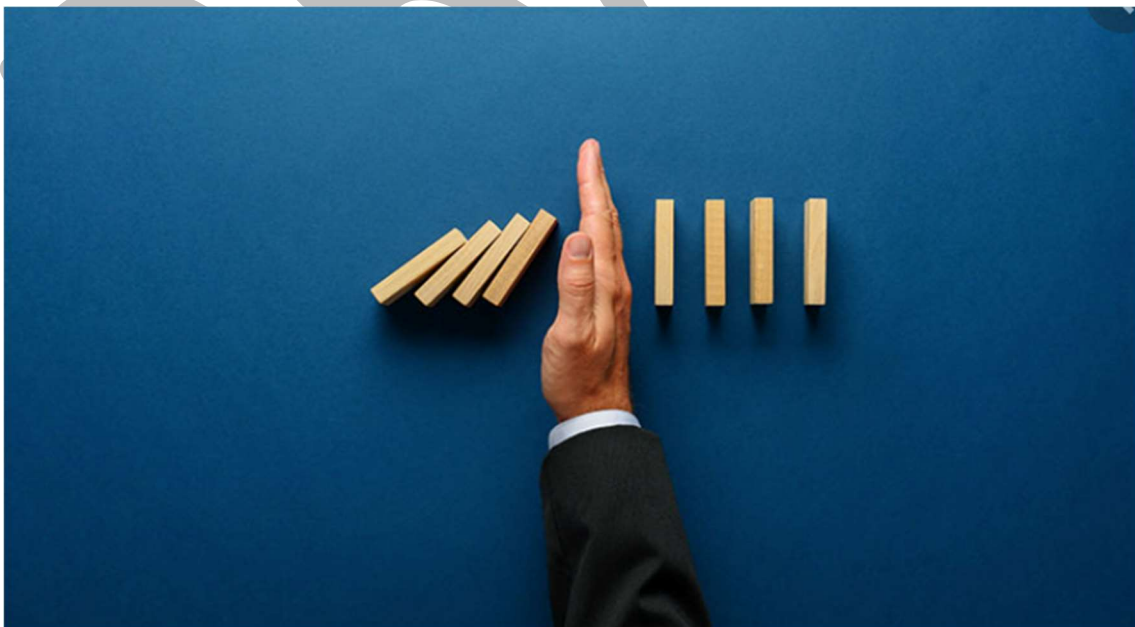
1. Make immediate contact with District General Manager and other management team members (if applicable).
2. Notify front line staff of crisis
3. Complete or review Accident/Incident Report and any other pertinent paperwork
4. Assist with media calls and communication
5. Contact EAP or other counseling services for employees or public involved in the crisis
6. Coordinate the identification of witnesses and gather contact information

Aquatics Coordinator

1. Assist Aquatics Manager with responsibilities (if needed)
2. Assist with photography/video capture of incident area (if needed)
3. Contact other managers (if needed)
4. Assist in other areas (if needed)

District Clerk

1. Assist District General Manager with responsibilities (if needed)
2. Contact other managers (if needed)
3. Assist in other areas (if needed)



CRISIS COMMUNICATION PHONE LIST Des Moines Pool Metropolitan Park District

EMERGENCY

| | <u>Emergency</u> | <u>Non-Emergency</u> |
|--------|------------------|----------------------|
| Police | 911 | 206.878.3801 |
| Fire | 911 | 253.839.6234 |

DISTRICT FACILITIES

| | |
|---|--------------|
| Des Moines Pool M.P.D. District Offices | 206.429.3852 |
| Mount Rainier Pool | 206.824.4722 |

BOARD OF COMMISSIONERS

| | |
|-----------------------------------|--------------|
| Shane Young (President) | 206.427.4649 |
| Tricia Croom (Clerk of the Board) | 206.427.1195 |
| Gene Achziger | 253.941.3785 |
| Joe Dusenbury | 206.795.4832 |
| Eric Kasnick | 206.824.5831 |

DMPMPD MANAGEMENT TEAM

| | |
|--|--------------|
| Scott Deschenes (District General Manager) | 253.245.3810 |
| Dominic Finazzo (Aquatics Manager) | 425.757.6047 |
| Lauryne Bartlett (Aquatics Coordinator) | 206.309.9452 |
| Linda Ray (District Clerk) | 971.274.1267 |

LEGAL

| | |
|-------------------------------|--------------|
| Brian Snure | 206.824.5630 |
| WCIA Insurance (Tanya Crites) | 206.687.7904 |

PRESS CONTACTS

| | |
|---------------------------------|----------------|
| Waterland Blog (Scott Schaefer) | 206.248.2565 |
| Kent Reporter | 253.872.6600 |
| Federal Way Mirror | 253.925.5565 |
| Seattle Times | 206.464.2121 |
| Highline Times | 206.878.3710 |
| King 5 | 206.448.4545 |
| Komo 4 | 206.404.4442 |
| Kiro TV 7 | 206.728.7777 |
| KCPQ 13 | 1.888.225.5322 |
| Komo 1000 | 206.404.4000 |
| Kiro 97.3 | 206.726.7000 |

CRISIS COMMUNICATION

In the unfortunate event of a crisis related to the Des Moines Pool Metropolitan Park District (DMPMPD), it is important to have one person available to receive updated information and to provide official information to the media. Otherwise, differing messages with inaccurate facts may be given to reporters resulting in catastrophic repercussions for the District. It may also prohibit important information from reaching the media.

What is a Crisis?

A crisis is a situation or event that causes (or has the potential to cause) keen public or media concern and a need to provide prompt, accurate information. The potential crisis lists are endless but see below for a list of potential incidents. If you know of a situation or event that could be of concern to the public or media, please contact the head of the Management Team immediately. The District has appointed District General Manager to decide whether the crisis management communication plan needs to be implemented or whether the situation needs to be monitored and handled carefully. If the head of the DMPMPD Management Team is not available, a potential or immediate crisis should be reported to any management team member.

- Drowning or other serious aquatic related emergency
- Missing Person
- Allegations of abuse
- Criminal act that has occurred on District Property
- Natural disaster
- Medical quarantine
- Airline accident

Please see Mount Rainier Pool Operations Plan for full list of Emergency Action Plans (EAPs).

Before a Crisis Occurs:

1. Designate a media spokesperson. This person will receive all media calls and coordinate all official information that is to be given to the media. The designated person should be the District General Manager, Board President or someone designated either by the District General Manager or Board President in their absence .
2. Inform all key staff and anyone who takes outside telephone calls that the District General Manager is to take media calls during a crisis. Put that information in writing near the telephones.
3. Inform all staff of the District that the District General Manager must be kept informed of important news and needs to be updated frequently in any emergency. All key staff must lend a helping hand to gather and investigate information during a crisis.
4. The management team, commissioners and staff should know how to reach the District General Manager by phone.
5. All key staff members will act as a crisis team that will assist with communications and develop specific strategies when a crisis occurs. The team will help gather accurate information.
6. Understand the role of our attorneys in our communications efforts. Attorney should be consulted when possible on any crisis that involves potential liability issues such as drownings, missing persons, abuse allegations, criminal acts, etc.
7. Compile a list of media contacts.
8. Determine where a news conference could be held, if ever necessary.
9. Practice implementing the plan.

CRISIS COMMUNICATION FACT SHEET
Des Moines Pool Metropolitan Park District

What Happened?

Who Is Involved?

When Did It Occur?

How Did It Occur?

Why Did It Occur?

Action Taken?

Emergency telephone numbers are listed on page 5 of this plan. Do not give these numbers out to the public or the media.

CRISIS COMMUNICATIONS – DISTRICT SPOKESPERSON

Keep the following information nearby in case of a crisis at the Des Moines Pool Metropolitan Park District or Mt. Rainier Pool. If there is accurate, up-to-date information available, that must be provided to the public in an emergency, the attached procedures will be followed, and the attached information will be important.

The District General Manager or designee will be the official spokesperson of the Des Moines Pool Metropolitan Park District. Contact the District General Manager immediately in a communications-emergency situation. If the District General Manager cannot be reached, the Aquatics Manager will take responsibility.

The District General Manager or designee will receive all media calls and coordinate all official information that is to be given to the media. The spokesperson will designate other individuals to be interviewed as appropriate and will assist the news media in getting access to the key individuals and accurate information.

The District General Manager must be kept informed of important news and must be updated frequently in any emergency. All staff members are delegated to assist in gathering and investigating information for its validity as it becomes available. If the news media cannot get accurate, prompt information through the District General Manager, they will quickly find their own sources to meet their deadlines.

CRISIS COMMUNICATION PROCEDURES FOR STAFF

1. Stay calm and in control. Notify the District General Manager that a crisis exists and give all information about the crisis to a management team staff member immediately (that is known at the time).
2. The District General Manager will quickly assemble the DMPMPD Management Team through the 'Phone Tree' (as shown below). Obtain and compile accurate information quickly.



3. The District General Manager will disseminate all related facts on the crisis as known.
4. The Aquatics Manager and Aquatics Coordinator (if needed) will inform key staff of the activation of the Crisis Management Communication Plan has been activated. Message to Staff will be as follows:
 - a. Brief objective description of situation.
 - b. Inform staff that they may receive phone calls from media or concerned patrons.
 - c. Instruct that if contacted to simply state that we do not have any details regarding the situation and that the District General Manager is the spokesperson and can be reached 253.245.3810.

- d. Write down any media contacts on 'Media Log' when called
5. Once information has been gathered, the DMPMPD Management Team would then determine the investigation and research roles of employees present. DMPMPD Management Team will direct all statements to 'Crisis Management Communication Plan.'
6. The District General Manager the Board President or in their absence a designee will provide all "official statements." Any employee who has spoken with the media must notify the District General Manager immediately and let the crisis team know what was said and to whom. The DMPMPD Management Team needs to be aware of the information being requested and/or disseminated.
7. The District General Manager shall notify and brief Legal Counsel and ask for immediate legal suggestions. The District General Manager will also notify the insurance company immediately. The insurance company may suggest the District utilize their Pre-Defense program in managing the situation.
8. The District General Manager shall be immediately available to the media and provide the media with information as soon as it is verified.
9. Let the media know what information we can and cannot provide. ("We cannot release the names of the accident victims yet, but as soon as we have notified the victims' family, we will let you know.")
10. No victim information of any kind can be released until family is notified and may not be mentioned at all, depending upon the victim's age.
11. Never speak "off the record". Treat everything you say as if it were going to be on the television and radio news, it just might be.
12. Liability or guilt must never be admitted under any circumstances.
13. Never say, "No comment." Instead, let the media know that the District General Manager will provide the information as soon as it is available.

Because official statements can come from either the District General Manager, the Board President or their designee, it is imperative that they be in close communication throughout the crisis. Each must let the other know what official statements have been made to the media and each must be kept informed of new or changing information.



WHEN DEALING WITH THE NEWS MEDIA

In a Crisis Situation, all information will be released from the District's Management Team. Employees that are knowledgeable of the event or who are witnesses to the event may be approached by reporters. Employees should automatically direct reporters to the District General Manager as the official spokesperson for the District.

1. As members of the Des Moines Pool Metropolitan Park District team of employees, you will be responsible for following the media policies of the District. (See Employee Handbook Section 8.13).
2. If you find yourself in an emergency situation, please take all immediate action. Once the situation is under control, notify your immediate supervisor and/or the Management team.
3. All contact with outside media sources such as reporters, producers and directors, print or television, must be referred to the District General Manager. If you can't remember that, refer them to your Department Head.
4. All media contact must be cleared through your District General Manager, who will in turn contact you if a reporter has been given your name as a media source.
5. Please do not talk to media without prior approval.
6. The procedure allows the District to protect the privacy of our staff and participants.
7. Do not speak about the incident with friends, relatives or anyone outside of work until cleared to. Stories can be exaggerated based on who is telling it, and inaccurate information can get into the wrong hands.

ON TALKING TO THE MEDIA

After you have received approval from the District General, you may speak with the media.

It is acceptable not to know the answer to a question. If so, just openly admit "I don't know." Direct the reporter at that time to the District General Manager as the Spokesperson. Do not say "No Comment" as the Reporters may interpret the "no comment" to imply guilt and reluctance to speak with the media.

When Speaking To The Media

- Stay Positive – Admit Crisis but never guilt or cause
- Only release verified information as directed by the Executive Director
- Reinforce rescue efforts, positive safety record, etc.
- Balance public statements with known facts
- Never say "No Comment"

Basic Media Response Outline

- Acknowledge incident
- Highlight rescue efforts
- Emphasize investigation efforts
- Provide facts as available and approved
- Always be honest
- Answer all phone calls from media in order they are received

Remember Following Responses

- "I know, and I can tell you...."
- "I know, and I can't tell you, and here's why...."
- "I don't know, but I'll find out"
- "Let me get back to you"

Remember that if you make a statement, you can be quoted. Reporters like short phrases that are easy to quote especially colorful phrases that make good headlines. Use caution as you speak. Don't let a friendly reporter disarm you. If you don't

want to read it in the paper, don't say it! If you don't have authority to speak to the press on behalf of the District your comments should be restricted to directing reporters to the General Manager.

When you are authorized to speak with reporters under this Policy or authorized by the General Manager, be sure to ask when the reporter's deadline is and respect it. Remember that journalists are under pressure due to time constraints and unfortunately, accuracy sometimes suffers as a result. When you respond to a reporter's questions and inquiries on time, they will appreciate your efforts. If you must respond to a question posed by a reporter later, get the appropriate information and respond before the deadline. The finished article will be more accurate.

1. If a reporter telephones you at home or work and catches you by surprise, you will probably need time to get your thoughts together before the interview. It is okay to tell the reporter that you will telephone him right back with accurate answers. Find out what he/she needs to know and what his deadline is. Before you call the reporter back, decide what you want to say and get the information you need.
2. Every reporter will want to know these fundamental questions: Who? What? When? Where? Why? And How?
3. You will also want the reporter and audience to understand the message you want to convey: The Des Moines Pool Metropolitan Park District is a caring organization dedicated to serving the people of this community. Think about your message as you answer the interviewer's questions. Weave that message into your answers. Give examples that express the District's concern. **For example:**

Who? "Several residents who live near the pool have expressed concern about the use of pesticides by the District. We understand their concern and we are making every effort to address this issue. We have spoken with the residents at length and have invited them to address the board at our next meeting."

What? "Because we realize that some of our citizens are concerned about the safety of pesticides, we have temporarily halted their application while we conduct a thorough study of this issue. Members of our staff have been researching literature about pesticides. We also had an international expert on this subject meet with our staff and discuss research findings on Roundup. He was most helpful in providing answers to our questions about the safety of these products. I would be happy to get his name for you. What is your deadline?"

4. Nothing is "off-the-record." Make sure you don't say anything that you don't want to read in print.
5. If the reporter asks you a question you are not prepared to answer, tell him/her you do not have that information. It is okay not to know. You are not required to answer every question.



Please list all contacts from the media in the order to which they are received. Record all conversations, getting the contact person's name, phone number, fax number and the agency in which they represent.

[illegible]

POST INCIDENT

Subsequent to any incident that requires the implementation of the Des Moines Pool Metropolitan Park District Crisis Management Communication Plan, the following will occur:

- The DMPMPD Management Team will meet within 24 hours of the conclusion of the incident to review the effectiveness of the operation of the team.
- Representatives of outside agencies that were involved in the incident will be included in the review process; e.g. Fire Department, Police Department, City of Des Moines, utility companies, and District's attorney.

MEDIA RELATIONS PLAN

The Des Moines Pool Metropolitan Park District has already established a good working relationship with the media. However, we should all strive to enhance these communications even further, especially during a time of crisis.

The following are some basic ideas to help provide guidelines in dealing with the media. Special attention is given to suggestions on how to deal with crisis or emergency situations.

The Crisis Management Team Must Know the Message to Convey

It is important for the Des Moines Pool Metropolitan Park District spokespersons to be well informed about the event and issues that will be the focus of news stories and/or community attention. The crisis committee will try to provide this information on a timely basis.

While it may not always be possible to know in advance of a reporter's call, there are certain messages that are always appropriate for this organization:

1. The District is a caring organization, dedicated to making the best possible decisions to serve the people of this community.
2. We are concerned about the taxpayers, park users and environment. Whatever policy decisions we make and whatever crisis we face, those concerns are paramount.
3. We will provide the media with any pertinent information they request. If we don't know the information, we will attempt to get it.

The Crisis Committee Must Know Their Audience

The kind of information you provide to the media depends on the audience that publication will be reaching. For example, the details you provide to the press would be of local human interest. It is important to change your editorial viewpoints when dealing with certain topics such as: guns in the parks, pesticides, safety, governance and other issues.

The audience for local publications is varied. It includes people of all ages and incomes, taxpayers, government employees, conservationists, developers and corporations. It includes all residents who live in the District boundaries. These residents include large families and people who live alone. Each group could be affected differently by what you say. How will this impact your message? What information would you like to offer to reassure each group?

What other information is your audience receiving? Are newspapers, magazines and special-interest groups printing articles that have an impact on park district policies? How will you address those issues?

The Crisis Committee Must Know the Reporter

Just as each newspaper and television station has its own focus and style, so does each reporter. Some are general assignment reporters who cover anything they are assigned. Others are feature reporters; developing in-depth stories about people, programs and parks. Specialty reporters may cover the park district for a business, governmental or arts viewpoint.

Become familiar with the journalist who covers the District. Read their articles. Do they report the information we provide, or do they do extensive research and write stories from their own perspective? Offer to clarify information for them so they report it accurately and suggest good sources for their research.

DRAFT

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District GM **Meeting Date:** 05/19/2020

Under: Business **Attachment:** Yes

Subject: Policy 250, Social Media/Imagery Policy

Background/Summary: The district will be rolling out programs over the next couple of months in response to physical/social distancing. Social media will play a role in communicating this information to the public.

Some members of our community who do not speak English or speak it as a second language utilize Facebook, because of its ability to translate posts into many languages. It is an important tool to ensure everyone has access to our communications.

Although, social media is referred to in Policy 270, Technology Usage Policy. The Social Media Policy is more comprehensive to include the public. Also, it does not conflict with the Employee Handbook.



Fiscal Impact: Not known at this time.

Proposed Motion: I move to approve (as amended) Policy 250 Social Media/Imagery Policy in response to the COVID-19 Pandemic.

Reviewed by Legal Counsel: Yes X No Date: 05/05/2020

| | | |
|-----------------|-------------------|-------------------------------------|
| Two Touch Rule: | <u>Emergency</u> | Committee Review |
| | <u>05/19/2020</u> | First Board Meeting (Informational) |
| | <u>05/19/2020</u> | Second Board Meeting (Action) |

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes:

Attached: Policy 250, Social Media Policy.

Links Not Included In Packet:

- [Policy 270, Technology Usage](#)
- [Employee Handbook](#)

250 – Social Media/Imagery

1.0 PURPOSE, SCOPE AND APPLICATION

- 1.1 This Policy applies to all Personnel
- 1.2 This Policy is not intended to interfere with or prohibit employee rights to engage in free speech protected union activities or other activities protected by state and federal law.
- 1.3 This Policy is intended to provide the District with the ability to protect and manage the District's public reputation and to allow the District to manage and protect its legitimate interest in the efficient performance of the workplace.
- 1.4 To address the fast-changing landscape of digital communications, the Internet and the way personnel and the public communicate and obtain information online, the District may consider using Social Media tools to communicate and reach a broader audience. The District encourages the use of Social Media to further the goals of the District and its mission where appropriate.
- 1.5 The District has an overriding interest and expectation in deciding what is "spoken" on behalf of the District on Social Media sites and through the use of digital images owned by the District. This policy establishes the District's policy on Social Media and the use and control of digital images in the following areas:
 - 1.5.1 District Personnel use, management, administration and oversight of District Social Media.
 - 1.5.2 Public use guidelines and restrictions for District Social Media.
 - 1.5.3 Guidelines and restrictions for personal use of Social Media by Personnel when Personnel's affiliation with the District is identified, known or presumed.
 - 1.5.4 Creation and control of digital images taken by District personnel to protect the privacy rights of department personnel and the public; to manage and comply with record retention and public record act requirements; and to maintain, preserve and enhance the professional image of the department.
- 1.6 The District endorses the secure use of Social Media to enhance communication and information exchange in accordance with the specific limitations and restrictions identified in this Policy.
- 1.7 The Guidelines set forth in this Policy are not exclusive to any one particular form of Social Media, rather the Guidelines apply to all forms of Social Media. Because emerging technology often outpaces the ability to govern its use, the District retains the right to modify its guidelines accordingly as unforeseen situations arise.
- 1.8 The District's use of Social Media shall follow the Standard Guidelines under Section 5 of this Policy.

2.0 DEFINITIONS

- (a). **District.** “District” refers to the Des Moines Pool Metropolitan Park District.
- (b). **District Social Media.** “District Social Media” refers to Social Media directly authorized and established by the District in accordance with the terms of this Policy as an official medium for District communications.
- (c). **Images.** “Images” include photographs, digital photographs, digital images, video recordings, or electronic files containing a graphic image or series of images, as well as any physical or digital reproduction or copies of digital photographs, digital images, video recordings, or files.
- (d). **District Images.** “District Images” include images taken by On Duty Personnel regardless of whether the Image was captured with a District owned or a private Imaging Device.
- (e). **Imaging Device.** “Imaging Device” includes any device capable of producing an image or digital image, including but not limited to a camera, video camera, digital camera or digital camcorder.
- (f). **On Duty.** “On Duty” refers to times in which Personnel are being paid by the District for their services, have access afforded to them because of their Personnel status, are engaged in official District activities, **or** are representing themselves as Personnel of the District. Off-duty personnel who respond to District incidents and are in uniform or are otherwise identifiable as members of the District shall be considered On Duty for purposes of this policy and shall be required to comply the all of the requirements of this policy.
- (g). **Personnel.** “Personnel” includes Commissioners, employees and volunteers of the District.
- (h). **Social Media.** “Social Media” includes, but is not limited to mediums such as, Blogs, Facebook, Instagram, Snapchat, Twitter, YouTube, Flickr, LinkedIn, etc.
- (i). **Social Media Administrator.** “Social Media Administrator” refers to the designated individual(s) responsible for administering District Social Media in compliance with this Policy.

3.0 GENERAL GUIDELINES

- 3.1 Public Record Act Compliance.** District Social Media and District Images are subject to State of Washington public records laws. Any content maintained in District Social Media that is related to District business, including a list of subscribers and posted communication, and all District Images are public records. The District is responsible for responding completely and accurately to any public records request for public records including District Social Media and District Images. Content related to District business shall be maintained in an accessible format and so that it can be produced in response to a request. Wherever possible, District Social Media shall clearly state that any information posted or submitted for posting are subject to public disclosure.

3.2 Record Retention and Management. Washington state law and District records retention schedules apply to District Social Media formats and content and to all District Images. The District shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a District server in a format that preserves the integrity of the original record and is easily accessible.

3.3 Mandatory Compliance. District Social Media shall not be created or used unless an archival system is established that allows compliance with the Washington State Public Records Act and the Department of Archives record retention requirements.

4.0 DISTRICT SOCIAL MEDIA RESPONSIBILITIES

- 4.1. All District Social Media must be approved by the General Manager or designee prior to use.
- 4.2. The Social Media Administrator or designee shall be responsible for administering and managing all District Social Media and shall insure that:
 - (a). The District is prepared to expeditiously and efficiently comply with the requirements of Washington State Public Record Act consistent with Section 3.1.
 - (b). The District is in compliance with the applicable Record Retention Requirements consistent with Section 3.2 and 3.3.
- 4.3. The Social Media Administrator is the District General Manager.
- 4.4. District Personnel shall be responsible for complying with this Policy and the guidelines established in this Policy.
- 4.5. The public shall be responsible for complying with the Public Use Guidelines.

5.0 DISTRICT SOCIAL MEDIA STANDARD GUIDELINES

- 5.1 **Identification of District.** District Social Media shall clearly indicate that it is maintained by the District, shall have the District logo and contact information prominently displayed and shall display or have a direct link to this Policy.
- 5.2 **District Purpose.** District Social Media shall include an introductory statement that clearly specifies the purpose and scope of the District's Social Media and shall be linked to the District's official website substantially in the following form:
 - (a). *Des Moines Pool Metropolitan Park District (www.mtrainierpool.com) is a municipal corporation of the State of Washington that provides aquatic recreation services. This site is intended to serve as a mechanism for communication between the public and the District on the listed topics related to the District's purpose of providing aquatic recreation services. The opinions expressed by visitors to this site do not reflect the opinions of the District. Any comments submitted to this site and any lists of users or links are public records subject to disclosure pursuant to RCW 42.56. Users recognize that there is no expectation of privacy in the use of the District's Social Media and*

users are cautioned to never disclose private or confidential information on this site.

- (b). Communications made on this site do not constitute official notice to the District or any District personnel. Public Record requests may not be made on this site and must be submitted directly to the District's Public Record Officer consistent with the District's Public Record Policy.*

5.3 District Social Media Administration. The Social Media Administrator shall insure that all District Social Media use complies with the following.

- (a).** The District must be able to immediately edit or remove content from Social Media sites.
- (b).** The District must be in compliance with the Terms of Service of the Social Media forum hosting the District's Social Media.
- (c).** District Social Media content is managed consistent with the Public Use Guidelines with such guidelines being liberally construed in favor of the Public.
- (d).** Objectionable Social Media content that is not in violation of the Public Use Guidelines may only be removed after consultation with the General Manager or District legal counsel

5.4 District Social Media Public Use Guidelines. District Social Media shall include a prominent statement of or link to the following Public Use Guidelines:

- (a).** Any individual accessing, using, posting or commenting on this site accepts without limitation or qualification, the District's Social Media Policy including but not limited to these Public Use Guidelines. The District retains the right to modify its Policies without notice and any such modification shall be effective immediately. Users of District Social Media further recognize that such use is governed by the terms of service and privacy policies of the underlying social media service provider.
- (b).** Any individual accessing, using, posting or commenting on this site recognizes that Social Media use is not private and that the District is subject to the Washington State Public Records Act (chapter 42.56 RCW).
- (c).** The District's Social Media constitutes a limited public forum. The District monitors this site on a regular basis and reserves the right to restrict or remove any content that is deemed in violation of the District's social media policy, these Public Use Guidelines or any applicable law. Public posts, comments or links that contain any of the following forms of content shall not be allowed:
 - (i).** Comments not topically related to the particular article/topic being commented upon;
 - (ii).** Uses for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Such a use of District Social Media is specifically prohibited by this Policy and RCW 42.17A.555, subject to the exceptions stated therein.

- (iii). Profane language or content;
 - (iv). Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - (v). Sexual content or links to sexual content;
 - (vi). Solicitations of commerce;
 - (vii). Conduct or encouragement of illegal activity;
 - (viii). Information that may tend to compromise the safety or security of the public or public systems; or
 - (ix). Content that violates a legal ownership interest of any other party.
 - (x). Content that violates the privacy policies or terms of use of the specific social media platform being used.
- (d). Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

6.0 LINKS POLICY. The District may select links to other Social Media pages and outside websites that offer helpful resources for users. Once an individual links to another page or site, the District's Policies no longer apply and users become subject to the policies of that page or site. District Social Media is intended specifically to share information about District programs, events and services. The District is not responsible for the content that appears on outside links and provides links as a convenience only. Users should be aware that external pages and sites, and the information found on those pages and sites, are not controlled by, provided by or endorsed by the District. The District reserves the right to delete links posted by outside individuals that violate the District's Public Use Guidelines at any time without notice.

6.1 The District specifically does not provide links to other pages or sites that are:

- (a). Associated with, sponsored by or serving a candidate for elected office.
- (b). Supporting, endorsing or seeking to defeat any candidate for elective office, or any ballot proposal.
- (c). Purely commercial pages with no affiliation to District projects, programs or objectives.
- (d). Individual personal homepages.
- (e). Individual religious pages.
- (f). Contain information violates the Public Use Guidelines

7.0 COPYRIGHT POLICY

- 7.1** All information and materials generated by the District and provided on District Social Media pages are the property of the District. The District retains copyright on all text, graphic images and other content that was produced by the District and found on the page. You may print copies of information and material for your own non-commercial use, provided that you retain the copyright symbol or other such proprietary notice intact on any copyrighted materials you copy. Please include a credit line reading: "credit: Des Moines Pool Metropolitan Park District Facebook (or Twitter or Instagram) Page" or "Courtesy of Des Moines Pool Metropolitan Park District."
- 7.2** Commercial use of text, District logos, photos and other graphics is prohibited without the express written permission of the District. Use of the District logo is prohibited for any non-governmental purpose. Any person reproducing or redistributing a third party copyright must adhere to the terms and conditions of the third party copyright holder. If you are a copyright holder and you feel that the District did not use an appropriate credit line please notify the District Social Media Administrator with detailed information about the circumstances, so that the copyright information can be added or the material in question can be removed.

8.0 USE OF SOCIAL MEDIA BY PERSONNEL

- 8.1** District Sanctioned Use – All Personnel representing the District via Social Media or using District Social Media shall adhere to the Public Use Guidelines and to the following:
- (a). All use of District Social Media must be preapproved by the Social Media Administrator or designee.
 - (b). District Personnel must have preapproval by the Social Media Administrator or designee before representing the positions of the District on Social Media.
 - (c). The use of District computers by Personnel to access Social Media is prohibited without authorization and is governed by any applicable District Resource Use Policy.
 - (d). Personnel have no expectation to or right of privacy when using District electronic resources or District Social Media.
 - (e). Personnel shall conduct themselves at all times as representatives of the District and, accordingly, shall be respectful of others, professional in tone and adhere to this Policy (including the Public Use Guidelines) and all personnel policies, rules, regulations, and general orders or policies of the District, and local, state and federal law.
 - (f). Do not post Images or other representations of other Personnel without prior permission of the Social Media Administrator or designee and the individual(s) depicted.
 - (g). Identify yourself as a member of the District.
 - (h). Personnel shall not post, transmit or otherwise disseminate confidential information, including Images, related to District training, activities, or work-related assignments without advance written permission from the Chief or designee.

- (i). In no event shall the District name, logos, uniforms, equipment or identifying information be used in a manner that gives the appearance of promoting a product, cause, political party, ballot measure or political candidate.
- (j). Do not conduct political activities or private business.
- (k). Use of personally owned devices to manage the District Social Media activities or in the course of official duties is prohibited without permission from the Chief or Designee.
- (l). Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.
- (m). Recognize that Social Media use is not private. Your use of Social Media builds a record about the individual and the District. When using Social Media consider the impact that the use will have on you, the District, your fellow employees, family members and the community.
- (n). Adhere to the terms of service any Social Media platform used.
- (o). Commissioners shall not communicate with each other regarding District business via Social Media or District Social Media.

8.2. Personal Use – This policy applies to personal Social Media use by Personnel when the member's affiliation with the District is identified, known or presumed and is intended to protect the professional reputation of the District. When using Social Media for personal use all Personnel shall adhere to the following:

- (a). Personnel may not use Social Media for personal purposes during work hours or with District resources including District computers and District internet access.
- (b). Personnel must use personal email accounts for personal Social Media activities not District email accounts.
- (c). Personnel should not use personal Social Media to disseminate District information, District Images or conduct District business. Personnel must understand that using personal Social Media to conduct District business may convert personal Social Media into public Social Media subject to the Public Records Act and other laws governing the conduct of municipal government.
- (d). When Personnel identify themselves as associated with the District while using Social Media for personal purposes, the Member must comply with the use restrictions in Section 8.1 and the following requirements:
 - (i). If your comments relate in any way to the activities of the District you must clarify that the comments are your own views and opinions and not those of the District with language substantially similar to the following: "The views expressed on this [blog, page, etc.] are my own and do not reflect the views of my employer."
- (e). Personnel are free to express themselves as private citizens on Social Media sites to the degree that their speech does not impair or impede the performances of their

duties or negatively impact the District's legitimate interest in the efficient performance of the workplace.

- (f). Personnel may use social media and images as necessary to engage in union activities and whistleblower type activities as protected by state and federal law.
- (g). Personnel shall not post, transmit, or otherwise disseminate any information or District Images or video to which they have access as a result of their District affiliation without advance written permission from the General Manager or designee.
- (h). Personnel shall not display District logos, uniforms, or similar identifying items on personal Social Media sites and web pages without advance written permission from the Chief or designee. In the event a member does receive such permission, the use of such information shall be conditioned on compliance with Section 8.2(d)(i).
- (i). When using Social Media, Personnel should be mindful that privacy does not exist in the world of Social Media.
- (j). Personnel may not directly or indirectly identify or disclose an association with the District through Social Media if the Social Media activities are inconsistent with, or would negatively impact the District's legitimate interest in the efficient performance of the workplace or the District's reputation or standing in the community.
- (k). Commissioners shall not communicate with each other regarding District business via Social Media.

9.0 CREATION AND USE OF IMAGES

- 9.1 Personnel are prohibited from using District Images in any manner when such uses are inconsistent with or would negatively impact the District's legitimate interest in the efficient performance of the workplace or the District's reputation or standing in the community.
- 9.2 On Duty Personnel shall be permitted to capture Images for incident documentation, evidentiary, training, investigation, and/or public relations purposes when such images are necessary for Personnel to perform their duties.
- 9.3 On Duty Personnel shall use District owned Imaging Devices if available while responding to, operating at, or returning from, any District incident or response.
- 9.4 If District owned Imaging Devices are not available, On Duty Personnel may use private Imaging Devices when necessary to capture the Images identified in Section 9.2 subject to the following restrictions:
 - 9.1.1 Personnel acknowledge that On Duty creation of Images on private Imaging Devices create District Images that are subject to the Washington State Public Records Act and the Washington State Record Retention Schedules.
 - 9.1.2 Personnel that use private Imaging Devices shall transfer all District Images to the District's record retention officer as soon as reasonably possible following the creation of the District Image. Such transferred Digital Images shall constitute the District's primary record and any images remaining on the private Imaging Device

shall be considered secondary transitory records with no retention value. Personnel are encouraged to delete such Images from their private Imaging Device after the Image has been transferred.

9.1.3 Personnel that fail to transfer District Images in accordance with Section 9.4(b) or that fail to delete such images from their private Imaging Device after such Images are transferred recognize that their private Imaging Devices may be subject to search by the District if necessary for the District to comply with its obligations under the Public Record Act.

9.5 The use of unauthorized helmet cams, dash cams or other Imaging Device is strictly prohibited, and shall be considered a serious disciplinary breach for the Personnel involved and any officer who permits such use.

9.6 The use of District owned Imaging Devices for personal purposes is strictly prohibited.

10.0 CONTROL AND PRESERVATION OF DIGITAL IMAGES.

10.1 No District Images may be used, printed, copied, scanned, e-mailed, texted, forwarded, posted, uploaded, shared, reproduced or distributed in any manner, except as provided herein without advance written permission from the General Manager or designee. This prohibition specifically includes the posting of any images on personal Web sites or personal Social Media.

10.2 All digital District Images shall be downloaded from the Imaging Device as soon as possible after the Image is created into a District Digital Image secured database as established by the District's records officer. After such Digital Images are properly downloaded the Digital Images shall be securely erased from on the Digital Imaging Device's memory.

10.3 Non digital District Images, including negatives, prints, slides, etc. shall be transferred to the District record custodian on development of the image. If non digital District images are not developed, the undeveloped film shall be transferred to the District record custodian.

11.0 DISCIPLINARY ACTION -- Violation of the District's guidelines for the appropriate use of Social Media may be subject to appropriate disciplinary action in accordance with the District's disciplinary policy and the applicable guidelines.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e **Assigned to:** District GM **Meeting Date:** 05/19/20

Under: Business **Attachment:** Yes

Subject: 2019 End-of-Year (EOY) Financial Report

Background/Summary: Each year the State Auditor's Office requires all taxing districts to complete an annual budget report (attached), due 150 days after fiscal year-end in accordance with RCW 43.09.230, which is May 29, 2020.

In two GFOA webinars it was reported the State Auditor's Office was pushing the legislature for a 30-day extension into late June. The extension was only granted for two-days until May 31, 2020.

COVID-19 Language: Toni Nelson with MRSC has suggested the following language

Once submitted the District GM or District Clerk will post the meeting on the District's Governance page on the Mount Rainier Pool website (www.mtrainierpool.com) and reported to the state.

Fiscal Impact: N/A

Proposed Motion: None. For Information only.

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

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| Two Touch Rule: | <u>To be determined.</u> | Committee Review First Board Meeting (Informational) Second Board Meeting (Action) |
| | <u>05/19/2020</u> | |
| | <u>To be determined.</u> | |

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

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

Notes:

Attachments:

1. 2019 Financial Report to state.
2. Email from MRSC Consultant, Toni Nelson on COVID-19 Language and Extension Information.

Meeting Handout: "2019 Financial Report to Public"

ANNUAL REPORT CERTIFICATION**Des Moines Pool Metropolitan Park District**

2969
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended December 31, 2019

GOVERNMENT INFORMATION:

Official Mailing Address 22015 Marine View Drive South, Suite 2B

Des Moines, WA 98198

Official Website Address _____

Official E-mail Address linda.ray@desmoinespool.org

Official Phone Number 206-429-3852

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Scott Deschenes, General District Manager

Contact Phone Number 206-429-3852

Contact E-mail Address scott.deschenes@desmoinespool.org

I certify 28th day of May, 2019, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Audit Contact or Preparer Signature: _____

MCAG NO.
2968

STATEMENT C-4

Des Moines Pool Metropolitan Park District

Page 1 of 2

FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the Year Ended December 31, 2019

| BARS Accounts | | Total for | 001 | 301 |
|--|--------------------------------|--------------|---------------|-----------------------------|
| | | All Funds 1/ | General Fund | Capital Projects/Reserve |
| | | Total Amount | Actual Amount | Actual Amount |
| Beginning Cash and Investments | | | | |
| 30810 | Beg Fund Bal-Reserved | \$0 | \$0 | \$0 |
| 30880 | Beg Fund Bal-Unreserved | \$491,811 | \$156,811 | \$335,000 |
| 38880/58880 | Prior Period Adjustments, net | \$0 | \$0 | \$0 |
| Operating Revenues | | | | |
| 310 | Taxes | \$1,182,346 | \$1,182,346 | \$0 |
| 320 | Licenses and Permits | \$0 | \$0 | \$0 |
| 330 | Intergovernmental Revenues | \$0 | \$0 | \$0 |
| 340 | Charges for Goods and Services | \$25,000 | \$25,000 | \$0 |
| 350 | Fines and Penalties | \$0 | \$0 | \$0 |
| 360 | Miscellaneous Revenues | \$266,009 | \$266,009 | \$0 |
| Total Operating Revenues: | | \$1,473,355 | \$1,473,355 | \$0 |
| Operating Expenditures: | | | | |
| 570 | Culture And Recreation | \$936,549 | \$936,549 | \$0 |
| 598 | Intergovernmental Payments | \$0 | \$0 | \$0 |
| Total Operating Expenditures: | | \$936,549 | \$936,549 | \$0 |
| Net Operating Increase (Decrease): | | \$536,806 | \$536,806 | \$0 |
| Nonoperating Revenues | | | | |
| 397 | Transfers-In | \$175,000 | \$0 | \$175,000 |
| Total Nonoperating Revenues: | | \$175,000 | \$0 | \$175,000 |
| Nonoperating Expenditures | | | | |
| 594-595 | Capital Expenditures | \$50,665 | \$50,665 | \$0 |
| 597 | Transfers-Out | \$175,000 | \$175,000 | \$0 |
| Total Nonoperating Expenditures: | | \$225,665 | \$225,665 | \$0 |
| Increase (Decrease in Cash and Investments | | \$486,141 | \$311,141 | \$175,000 |
| Ending Cash and Investments | | | | |
| 50810 | End Fund Bal-Reserved | \$0 | \$0 | \$0 |
| 50880 | End Fund Balance-Unreserved | \$977,953 | \$467,953 | \$510,000 |

DES MOINES POOL METROPOLITAN PARK DISTRICT
Notes to Financial Statements
JANUARY 1, 2019 THROUGH DECEMBER 31, 2019

Note 1 – Summary of Significant Accounting Policies

The (official name of the government) was incorporated on (date) and operates under the laws of the state of Washington applicable to a (type of government). The (city/county/district) is a (general/special) purpose local government and provides (list major types of services).

The (city/county/district) reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed but are not included in the financial statements. (see note to the financial statements)
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General (Current Expense) Fund

This fund is the primary operating fund of the DMPMPD. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

C. Budgets

The District adopts an annual appropriated budget for its funds. The budget is adopted at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations or these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follows:

| | Final Appropriated | Actual | |
|---------------------------|-----------------------|---------------------|-----------------|
| Fund/Department | Amounts | Expenditures | Variance |
| General Fund | \$1,134,577 | \$936,569 | \$186,189 |
| Capital Project /Reserves | \$258,000 | \$50,665 | \$258,000 |
| Total | \$1,392,577 | \$987,234 | \$405,343 |

D. Cash and Investments

See Note 2 – *Deposits and Investments*.

E. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of 1 year. Capital assets and inventory are recorded as capital expenditures when purchased.

F. Compensated Absences

Vacation leave for administrative employees, exempt employees, and full-time non-exempt employees may be accumulated at a rate that is dependent on their employment status and years of service and is payable upon separation or retirement. Sick leave may be accumulated up to 40 hours. Upon separation or retirement employees do not receive payment for unused sick leave. Payments are recognized as expenditures when paid.

G. Risk Management

The Des Moines Pool Metropolitan Park District is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and/or jointly contracting for risk management services. WCIA has a total of over 150 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles [1]. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$21 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$25 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$300 million per occurrence subject to aggregates and sublimits.

Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

Note 2 – Deposits and Investments

A. Deposits

It is the District's policy to invest all temporary cash surpluses. The interest on these investments is deposited into the general fund of the District.

All deposits and certificates of deposit are covered by the Federal Deposit Insurance Corporation and/or the Washington Public Deposit Protection Commission. All investments are insured, registered or held by the District or its agent in the government's name.

Investments are reported at original cost. Investments by type at December 31, 2019 are as follows:

| Type of Investment | Balance |
|--------------------|-----------|
| KC Treasurer | \$975,209 |

Note 3 – Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed (at/after) the end of each month.

Property tax revenues are recognized when cash is received by (city/county/district). Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The District's regular levy for the year 2019 was \$.2771 per \$1,000 on an assessed valuation of \$4,014,749,311 for a total regular levy of 1,112,477.

Note 4 – Employment Benefits

The District provides its administrative staff and managers with a fringe benefit option that allows the employee to select how they wish to apply the District's fringe benefit of 16% of gross wages. The benefit option provided allows the employee to select from two options, apply to medical insurance premiums or as a contribution to the State of WA, Deferred Compensation Program (DCP).

Note 5 – Other Disclosures

Des Moines Pool Metropolitan Park District

Schedule 01

For the year ended December 31, 2019

| MCAG | Fund # | Fund Name | BARS Account | Bars Name | Amount |
|------|--------|--------------|--------------|---|-------------|
| 2968 | 000 | General Fund | 3081000 | Reserved Cash and | \$0 |
| 2969 | 001 | General Fund | 3088000 | Unreserved Cash and Investments - Beginning | \$156,811 |
| 2969 | 001 | General Fund | 3111100 | Property Taxes | \$1,175,019 |
| 2969 | 001 | General Fund | 3172000 | Leasehold Excise Tax | \$7,327 |
| 2969 | 001 | General Fund | 3476000 | Normandy Park - Pool Use Fee | \$25,000 |
| 2969 | 001 | General Fund | 3611100 | Investment Interest | \$16,844 |
| 2969 | 001 | General Fund | 3688100 | Miscellaneous Other | \$249,164 |
| 2969 | 301 | Capital | 3088000 | Unreserved Cash and Investments - Beginning | \$335,000 |
| 2969 | 001 | General Fund | 5762010 | Swimming Pools | \$10,401 |
| 2969 | 001 | General Fund | 5762010 | Swimming Pools | \$74,818 |
| 2969 | 001 | General Fund | 5762010 | Swimming Pools | \$22,767 |
| 2969 | 001 | General Fund | 5762020 | Swimming Pools | \$32,054 |
| 2969 | 001 | General Fund | 5762020 | Swimming Pools | \$4,702 |
| 2969 | 001 | General Fund | 5762020 | Swimming Pools | \$1,529 |
| 2969 | 001 | General Fund | 5762020 | Swimming Pools | \$57,419 |
| 2969 | 001 | General Fund | 5762020 | Swimming Pools | \$18,965 |
| 2969 | 001 | General Fund | 5762020 | Swimming Pools | \$15,021 |
| 2969 | 001 | General Fund | 5762020 | Swimming Pools | \$36,140 |
| 2969 | 001 | General Fund | 5762020 | Swimming Pools | \$1,620 |
| 2969 | 001 | General Fund | 5762030 | Swimming Pools | \$3,143 |
| 2969 | 001 | General Fund | 5762030 | Swimming Pools | \$358 |
| 2969 | 001 | General Fund | 5762030 | Swimming Pools | \$160 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$129 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$5,225 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$1,835 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$16,688 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$14,353 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$20,499 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$1,883 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$4,168 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$1,483 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$272 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$5,323 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$1,056 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$352 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$773 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$1,026 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$71 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$8,610 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$2,625 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$1,211 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$12,274 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$783 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$1,275 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$949 |
| 2969 | 001 | General Fund | 5762040 | Swimming Pools | \$2,564 |
| 2969 | 001 | General Fund | 5762050 | Swimming Pools | \$158 |
| 2969 | 001 | General Fund | 5762050 | Swimming Pools | \$1,034 |

| | | | | | |
|------|-----|--------------------------|---------|--|-----------|
| 2969 | 001 | General Fund | 5762050 | Swimming Pools | \$5,238 |
| 2969 | 001 | General Fund | 5762050 | Swimming Pools | \$1,972 |
| 2969 | 001 | General Fund | 5762110 | Swimming Pools | \$48,007 |
| 2969 | 001 | General Fund | 5762120 | Swimming Pools | \$33,305 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$163,382 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$17,058 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$3,952 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$2,349 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$1,337 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$2,369 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$29,054 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$4,526 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$526 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$468 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$6,962 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$4,273 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$6,703 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$34,306 |
| 2969 | 001 | General Fund | 5762130 | Swimming Pools | \$628 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$1,280 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$2,781 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$688 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$6,587 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$4,950 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$686 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$12,243 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$1,568 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$538 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$484 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$450 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$1,497 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$790 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$55,650 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$10,121 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$3,889 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$6,982 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$42,457 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$60 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$17,424 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$2,552 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$7,867 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$1,374 |
| 2969 | 001 | General Fund | 5762140 | Swimming Pools | \$1,497 |
| 2969 | 001 | General Fund | 5088000 | Unreserved Cash and Investments - Ending | \$465,209 |
| 2969 | 301 | Capital Projects/Reserve | 5088000 | Unreserved Cash and Investments - Ending | \$510,000 |
| 2967 | 001 | General Fund | 3918000 | Intergovernmental Loans | \$0 |
| 2968 | 000 | General Fund | 3970000 | Transfers In | \$175,000 |
| 2968 | 000 | General Fund | 5881000 | Prior Period Adjustment | \$0 |
| 2968 | 000 | General Fund | 5917600 | Debt Repayment - Park Facilities | \$0 |
| 2969 | 001 | General Fund | 5947600 | Capital Expenditures - Park Facilities | \$50,665 |
| 2969 | 001 | General Fund | 5970000 | Transfer out | \$175,000 |

Des Moines Pool Metropolitan Park District

Schedule of Liabilities (Schedule 9)
For the year ended December 31, 2019

| Des Moines Pool Metropolitan Park District | | | | | | |
|--|---|------------|-------------------|-----------------|----------------|-----------------|
| Schedule (9) of Liabilities | | | | | | |
| For the Year Ended December 31, 2019 | | | | | | |
| I.D. No. | Description | Due Date | Beginning Balance | Additions | Reductions | Ending Balance |
| General Obligation Debt/Liabilities | | | | | | |
| 263.61 | King County TAN | 12/31/2019 | \$0 | \$0 | \$0 | \$0 |
| | Total General Obligation Debt/Liabilities: | | \$0 | \$0 | \$0 | \$0 |
| Revenue and Other (non G.O.) Debt/Liabilities | | | | | | |
| 259.12 | Compensated Absence Liability | 12/31/2019 | \$18,996 | \$22,768 | \$8,401 | \$33,363 |
| | Total Revenue and Other (non G.O.) | | \$18,996 | \$22,768 | \$8,401 | \$33,363 |

Des Moines Pool Metropolitan Park District
Schedule 19 – Labor Relations Consultant(s)
For the Year Ended December 31, 2019

Has your government agency engaged labor relations consultants? Yes X No

If yes, please provide the following information for each consultant:

| |
|--|
| Name of firm: |
| Name of consultant: |
| Business address: |
| Amount paid to consultant during fiscal year: |
| Terms and conditions, as applicable, including: Rates (e.g., hourly, etc.): Maximum compensation allowed: Duration of services: Services provided: |

MCAG No. 2969

**DES MOINES POOL METROPOLITAN PARK DISTRICT
LOCAL GOVERNMENT RISK ASSUMPTION
For the Year Ended December 31, 2019
Schedule 21**

1. Self-Insurance Program Manager: _____
2. Manager Phone: _____
3. Manager Email: _____
4. How do you insure property and liability risks, if at all?
 - a. Formal or informal self-insurance program/activity for some or all perils/risks
 - b. Belong to a public entity risk pool
 - c. Purchase private insurance
 - d. Retain risk internally without formal or informal self-insurance program/activity
5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
 - a. Self-insure some or all benefits
 - b. Belong to a public entity risk pool
 - c. All benefits provided by health insurance company or HMO
 - d. Not applicable – no such benefits offered
6. How do you insure unemployment compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)
 - b. Belong to a public entity risk pool
 - c. Pay taxes to the Department of Employment Security (“Taxable”)
 - d. Not applicable – no employees
7. How do you insure workers compensation benefits, if any?
8. Self-insured (“Reimbursable”)
9. Belong to a public entity risk pool
10. Pay premiums to the Department of Labor and Industries
11. Not applicable – no employees

If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.

If the local government answered (a) to any of the above questions, then answer the rest of the form in relation to the government's self-insured risks and copy the table below as needed. Please use a separate column for each peril/risk.

| | <u>Self-insurance program title or type of risk or peril covered by formal self-insurance:</u> | | | | |
|---|---|-----------------------|-----------------------|-----------------------|-----------------------|
| | <i>Program/Risk 1</i> | <i>Program/Risk 2</i> | <i>Program/Risk 3</i> | <i>Program/Risk 4</i> | <i>Program/Risk 5</i> |
| Self-Insurance as a <i>formal</i> program? | | | | | |
| If yes, do other governments participate? | | | | | |
| If yes, please list participating governments. | | | | | |
| Self-Insure as part of a joint program? | | | | | |
| Does a Third-Party Administer manage claims? | | | | | |
| If no, does somebody reconcile claims payments to the information in the claims management software? (Not applicable for self-insured unemployment compensation.) | | | | | |
| Has program had a claims audit in last three years? | | | | | |
| Are program resources sufficient to cover expenses? | | | | | |
| Does an actuary estimate program liability? | | | | | |
| Number of claims paid during the period? | | | | | |
| Total amount of paid claims during the period? | | | | | |
| Total amount of recoveries during the period? | | | | | |

Provide any other information necessary to explain answers to the Schedule 21 questions above.

Linda Ray

From: Scott Deschenes
Sent: Thursday, May 7, 2020 6:07 AM
To: Linda Ray
Subject: FW: MRSC Website Contact Us Form Submission

Extension (two-days) from Toni Nelson and other notes,

Scott Deschenes, District GM
Des Moines Pool Metropolitan Park District/Mount Rainier Pool
(206) 429-3852

"Do not follow where the path may lead. Go instead where there is no path and leave a trail."
-Ralph Waldo Emerson

From: Toni Nelson <tnelson@mrsc.org>
Date: Wednesday, May 6, 2020 at 5:38 PM
To: Qs <scott.deschenes@desmoinespool.org>
Subject: RE: MRSC Website Contact Us Form Submission

Hello Scott, you have asked whether the State has granted an extension on the filing of the annual financial report for local government and to that extent it's a yes and no answer. Yes, proclamation 20-34.2 extends the deadline however the extension only goes until the end of the current stay-home order which is May 31st. The result is only a two (2) day extension.

I would recommend that you include any financial reporting challenges that the district may have within the note disclosure for subsequent events. The SAO has also released a notice to all local government that they need to include an additional note disclosure for 'significant events' – specifically addressing the COVID-19 pandemic. There is no doubt that the COVID-19 pandemic is both a subsequent and extraordinary event. Here is my basis for language that you could develop:

BARS manual guidance – Other Disclosures:

- **Subsequent events** - occurring after the end of period but before issuance of the statements that are essential to a user's understanding of the financial statements (e.g., issuance of new debt, discontinuation or divestiture of major operations, settlement of major litigation, or an extraordinary event occurring after the end of the period).
- **Extraordinary events** - with a significant effect on reported cash transactions. The disclosure should describe the event and its impact on cash transactions. Extraordinary means both (1) unusual in nature (possessing a high degree of abnormality and clearly unrelated to, or only incidentally related to the ordinary and typical activities of the entity) and, (2) infrequent in occurrence (not reasonably expected to recur in the foreseeable future). For example, this may include a natural disaster, discontinuance of a major program or merger with another government.

While many reporting entities have not fully analyzed the fiscal impacts of COVID-19, the disclosure of **your entity's declaration** of an emergency would be an appropriate starting point to develop your note. If your entity has already laid off and/or furloughed employees, or adopted other measures that speak to this extraordinary event it should be included in the note disclosure.

Here is the sample language that SAO provided within the notes to financials that I think is a good starting point, I have taken the liberty of inserting some additional language and thoughts for your to fill in as appropriate for the district:

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of a deadly new virus. In the weeks following the declaration, precautionary measures to slow the spread of the virus have been ordered. These measures include closing schools, colleges and universities, cancelling public events, prohibiting public and private gatherings, and requiring people to stay home unless they are leaving for an essential function. The Board of Directors issued a declaration of emergency for the district on _____. On March 23, 2020 the Governor issued proclamation 20-25 "Stay Home, Stay Healthy" (extended by 20-25.1, 20-25.2 and 20-25.3 until May 31st) which required all non-essential services to stay home. The district has _____ in response to the Governor's proclamation.

This would be a good place to insert the inability to devote the time needed to prepare the annual financial report and the inability to verify its accuracy due to _____. [Include information about actual or potential financial or operational impact on the government, and management's plans to address the situation, to the extent known.] The length of time these measures will be in place, and the full extent of the financial impact on the (city/county/district).

Scott, keep in mind that if the district has not analyzed the fiscal impacts, there is no requirement to disclosure anything other than a statement that "as a result of the COVID-19 pandemic it is anticipated that the district will have revenue shortfalls that are yet to be determined".

I hope that you find this helpful.

Toni Nelson
Finance Consultant
206.625.0916 x 109 | MRSC.org | Local Government Success

From: mrscwebsite@mrscwebsite.mrsc.org <mrscwebsite@mrscwebsite.mrsc.org>
Sent: Wednesday, May 06, 2020 2:15 PM
To: MRSC <MRSC@mrsc.org>
Subject: MRSC Website Contact Us Form Submission

Contact Information

Name: Scott Deschenes
Email: scott.deschenes@desmoinespool.org
Phone Number: 2064293852
Company/Organization: Des Moines (WA) Pool Metropolitan Park District

Reason for contacting us: Other
Preferred Method of Reply: Email

Message

At a couple of webinars, it was mentioned that the state might give an extension for annual financial reporting to June. I have not seen any updates and wonder if this is not happening. Thank you,

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7f **Assigned to:** District GM **Meeting Date:** May 19, 2020

Under: Business

Attachment: Presentation

Subject: Emergency Repair – Surge Tank Flange and Heat Exchanger

Background/Summary:

MacMiller repair of heat exchanger was due to be completed during the closure. They came out last month and inspected the unit.

It was determined at that time, the closure would be longer than anticipated and the repairs were not eminent until a future date. We also looked at replumbing the pipe as a workaround.

Last week, we noticed that the flange was starting to fail.

The repair is estimated at \$ 37,278 + 10% tax = \$41,005.80.

More information will be presented in the presentation.

Fiscal Impact: No motion at this time, we will present resolution at first regular board meeting after Proclamation 20-28 is lifted.

Proposed Motion: No motion. Information Only.

Reviewed by District Legal Counsel: **Yes** X **No** **Date:** 04/27/2020

Reviewed by WCIA Insurance Carrier: **Yes** **No** X **Date:** Not Yet

Two Touch Rule:

| | |
|-------|--|
| _____ | Committee Review |
| _____ | First Board Meeting (Informational) |
| _____ | Second Board Meeting (Action) |

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

Follow-up Needed: **Yes** X **No** **Report back date:** To Be Determined.

Notes: I have not had a chance to contact WCIA on Boiler Insurance.

Heat Exchanger and Surge Pit Flange Emergency Repair

Situation, Task and Result Analysis

Situation

Heat Exchanger:

- Heat Exchanger was due for repair since 2017.
- Noticed damage during end of 2018 repairs.
- Without operating water will be too cold to operate.

Flange:

- Noticed a little cracking 6-months ago but got much worse over last week.
- Were going to replace it during Heat Exchanger repair. Copper was braised externally from inside of surge pit and did not require us to remove flange to plug any heat tubes (due to condition of flange)
- Over last week, the part has been deteriorating rapidly and leaking more water.
- If part breaks will not be able to operate pool.

Tasks - Options





- MacMiller Option #1.
 - Repair two to three months.
 - Need to drain surge tank, fabricate part and replumb current flange.
 - Original project to start this Friday, May 22.
 - \$38k...Unless need other parts replaced.
- MacMiller Option #2:
 - I asked them to look at an old option that we would replumb around surge pit to avoid a closure.
 - Problems:
 - Same window, \$20k+ more expensive and additional plans and permits (more \$)
 - Would still have to replace flange and put a water-tight plug on pipe where existing heat exchanger would enter surge pit.



Result

WASHINGTON'S PHASED APPROACH

Reopening Business and Modifying Physical Distancing Measures

| |  Phase 1 |  Phase 2 |  Phase 3 |  Phase 4 |
|---------------------------------------|--|---|---|--|
| High-Risk Populations* | Continue to Stay Home, Stay Healthy | Continue to Stay Home, Stay Healthy | Continue to Stay Home, Stay Healthy | Resume public interactions, with physical distancing |
| Recreation | Some outdoor recreation (hunting, fishing, golf, boating, hiking) | All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.) | - Outdoor group rec. sports activities (5-50 people) - Recreational facilities at <50% capacity (public pools, etc.) | Resume all recreational activity |
| Gatherings (social, spiritual) | - None - Drive in spiritual service with one household per vehicle | Gather with no more than 5 people outside your household per week | Allow gatherings with no more than 50 people | Allow gatherings with >50 people |
| Travel | Only essential travel | Limited non-essential travel within proximity of your home | Resume non-essential travel | Continue non-essential travel |
| | | - Remaining manufacturing - New construction - In-home/domestic services (nannies, housecleaning, etc.) | - Restaurants <75% capacity/ table size no larger than 10 | |

- Two to Three Month Closure
- Utilize Current Closure
 - Two to Three Month Window
 - Mid-Late July to Mid-Late August
- Utilize Limited Services
 - Phase 3 Est. – June 22 at earliest (Up to 50% Capacity)
 - Swim Lessons – Push to Phase 4 (<50 People)
 - Limited services until Fall
- If wait, possibility of unplanned emergency shut down w/ 160-degree water from closed loop could damage boiler.
- If wait...Potential Interruptions:
 - HSD Swim Teams (Contract)
 - Swim Lessons (non-modified)
 - Swim Teams w/o Outdoor Pools
 - Family and Open Swims
- Low revenue months during project.
- Part-time work for staff during closure.