



Des Moines Pool Metropolitan Park District

22015 Marine View Drive South

June 16, 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, access code 259-680-085. 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, June 16th. 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

May 19, 2020, Regular Meeting

d. CORRESPONDENCE

None

e. BANK TRANSFERS (REVENUE)

\$195.00 was received in the month of May 2020

f. VOUCHER APPROVAL

\$19,856.76 was processed in May 2020 for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$23,609.23 was processed in May 2020 for payroll

7. OLD BUSINESS

6:20 a. Closure Update

6:30 b. Re-Opening Plan

6:40 c. Aquatics Manager's 1st Quarter Report

6:50 d. Policy 392 - Crisis Management Communication Plan (2nd Touch)

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.

- 7:00 e. Policy 250 - Social Media/Imagery (2nd Touch)
- 7:10 f. Mission Vision and Values
- 7:20 g. 2020 Goals and Objectives Homework

8. NEW BUSINESS

- 7:30 a. 2019 Financial Report
- 7:40 b. Resolution 2020-04; Declaration of Emergency, Waiver of Emergency Bidding
- 7:50 c. 1st Quarter Financial Report
- 8:00 d. Strainer Basket Repair
- 8:10 e. WCIA Risk Reduction Grant
- Pool Parking Lot Gates

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: 06/16/2020

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 May 2020: Total **\$43,465.99**

Admin Expenditures = \$19,535.75 Ops Expenditures = \$22,316.40 Capital Expenditures = \$0.00

Revenue May 2020: Total **\$74,668.82**

Taxes & Interest = \$72,835.29 Misc Revenue = \$1,833.53 MRP Revenue = -\$0.00

Item 6b: Staff/Committee Reports

- Committee
- District General Manager Administration Report

Item 6c: Adoption of Minutes

- May 19, 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 **\$19,856.76** were approved for payment

- \$5,501.40 was processed on May 6, 2020
- \$5,179.25 was processed on May 11, 2020
- \$9,176.11 was processed on May 18, 2020

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$23,609.23** were processed for payment

- \$11,805.75 approved for payroll on May 6, 2020
- \$11,803.48 was approved for payroll on May 20, 2020

A total of **\$43,465.99** was processed in May 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 May 2020 totaling **\$43,465.99**.

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes _____ No X Report back date: _____

Notes:

Des Moines Pool Metropolitan Park District

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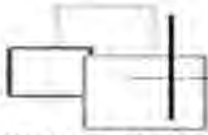
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_____ N/A Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

Follow-up Needed: Yes _____ No X Report back date: _____

Notes:



2020 EXPENDITURES -- May 2020

Beginning Balance = \$1,278,365.63

Ending Balance = \$1,309,587.13

Category/ Acct #	Reference	May 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$314.75	\$4,091.87	\$12,800.00	8,708.13	32%
001-000-000-576-20-10-01	District Manager - Wage	\$6,274.68	\$29,781.83	\$98,365.00	68,583.17	30%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,724.01	\$8,923.21	\$27,037.50	18,114.29	33%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,410.94	\$21,330.25	\$71,997.00	50,666.75	30%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,285.03	\$15,897.39	\$105,000.00	89,102.61	15%
001-000-000-576-21-30-01	Lifeguards	\$1,149.70	\$48,888.09	\$190,000.00	141,111.91	26%
001-000-000-576-21-30-02	Instructors	\$0.00	\$3,891.36	\$40,000.00	36,108.64	10%
001-000-000-576-21-32-02	Head Lifeguards	\$207.10	\$15,870.82	\$33,742.80	17,871.98	47%
001-000-000-576-20-21-19	Payroll Taxes	\$5,641.31	\$48,426.87	\$169,000.00	120,573.13	29%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$668.20	668.20	0%
001-000-000-576-21-33-00	Sick Pay	\$0.00	\$5,569.43	\$12,942.98	7,373.55	43%
	Total Salaries & Wages	\$23,007.52	\$197,101.69	\$750,310.50	560,582.36	26%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,478.84	\$13,510.14	\$35,728.00	22,217.86	38%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$540.00	\$2,000.00	1,460.00	27%
	Total Personal Benefits	\$1,613.84	\$14,050.14	\$37,728.00	\$23,677.86	37%
Office Supplies						
001-000-000-576-20-31-00	District Office Supplies	\$0.00	\$778.54	\$5,000.00	4,221.46	16%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$446.34	\$3,500.00	3,053.66	13%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$15.39	\$5,500.00	5,484.61	0%
	Total Office Supplies	\$0.00	\$1,240.27	\$14,000.00	12,759.73	9%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$540.30	\$3,000.00	2,459.70	18%
001-000-000-576-21-35-02	Janitorial Supplies	\$1,266.06	\$2,462.96	\$5,000.00	2,537.04	49%
	Total Maintenance & Repair Supplies	\$1,266.06	\$3,003.26	\$8,000.00	4,996.74	38%
Pool Supplies						
001-000-000-576-20-40-00	Employee Recognition	\$0.00	\$30.87	\$1,200.00	1,169.13	3%
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$837.77	\$20,000.00	19,162.23	4%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$454.46	\$2,750.00	2,295.54	17%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$0.00	\$300.00	300.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$2,999.94	\$1,000.00	(1,999.94)	300%
	Total Pool Supplies	\$0.00	\$4,323.04	\$25,750.00	21,426.96	17%
Scholarships						
001-000-000-576-20-40-20	Faith Callahan	\$0.00	\$1,577.94	\$18,000.00	16,422.06	9%
	Total Scholarships	\$0.00	\$1,577.94	\$18,000.00	16,422.06	9%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$5,500.00	5,500.00	0%
001-000-000-576-21-35-11	Ceiling Tile Replacement (ER&R)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-35-12	ADA Pool Stairs (ER&R)	\$0.00	\$0.00	\$6,000.00	6,000.00	0%
001-000-000-576-21-35-13	Emergency Lighting Replacement (ER&R)	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
	Total Pool Equipment	\$0.00	\$0.00	\$15,700.00	15,700.00	0%

Category/ Acct #	Reference	May 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Professional Svcs - Front Offc						
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)	950	\$4,605.50	\$14,000.00	9,394.50	33%
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)	\$1,294.75	\$6,198.75	\$22,500.00	16,301.25	28%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$0.00	\$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)	\$0.00	\$252.00	\$1,500.00	1,248.00	17%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$401.50	\$2,250.25	\$7,700.00	5,449.75	29%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$149.43	\$742.62	\$3,000.00	2,257.38	25%
	Total Prof Services-Front Offc	\$2,795.68	\$18,105.37	\$77,095.00	58,989.63	23%
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)	\$251.24	\$1,712.04	\$1,000.00	(712.04)	171%
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	\$3,492.55	\$6,798.00	3,305.45	51%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,573.80	\$9,147.60	\$20,119.52	10,971.92	45%
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	\$5,373.95	\$15,344.50	\$40,622.52	25,278.02	38%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$0.00	\$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	\$0.00	\$3,489.14	\$102,000.00	98,510.86	3%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$2,437.50	\$3,460.00	\$2,000.00	(1,460.00)	173%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$0.00	\$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)	\$181.25	\$2,004.63	\$6,750.00	4,745.37	30%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$0.00	\$230.26	\$1,500.00	1,269.74	15%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$0.00	\$172.08	\$500.00	327.92	34%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$236.00	\$840.00	604.00	28%
	Total Communications	\$2,618.75	\$7,607.07	\$18,590.00	10,982.93	41%
Training & Travel						
001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$7.36	\$1,500.00	1,492.64	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$754.40	\$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	\$0.00	\$1,792.00	\$2,500.00	708.00	72%
	Total Training & Travel	\$0.00	\$2,712.33	\$14,500.00	11,787.67	19%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$0.00	\$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	\$0.00	\$3,556.25	\$500.00	(3,056.25)	711%
	Total Advertising	\$0.00	\$5,214.12	\$31,200.00	25,985.88	17%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$3,587.50	\$12,500.00	8,912.50	29%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$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	\$717.50	\$5,346.15	\$18,600.00	13,253.85	29%

Category/ Acct #	Reference	May 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Utilities						
001-000-000-576-21-47-01	Electricity (PSE)	\$4,229.12	\$30,975.19	\$75,000.00	44,024.81	41%
001-000-000-576-21-47-02	Water (Highline)	\$394.18	\$2,957.70	\$9,000.00	6,042.30	33%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$385.27	\$1,865.94	\$4,200.00	2,334.06	44%
001-000-000-576-21-47-04	Sewer (Midway)	\$431.12	\$1,846.14	\$3,000.00	1,153.86	62%
	Total Utilities	\$5,439.69	\$37,644.97	\$91,200.00	53,555.03	41%
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	\$0.00	\$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/Membershp/Subscriptions	\$0.00	\$2,464.22	\$2,625.00	160.78	94%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$0.00	\$348.00	\$1,750.00	1,402.00	20%
	Total Miscellaneous	\$0.00	\$3,482.14	\$7,375.00	3,892.86	47%
Intergovernmental Services						
001-000-000-576-20-41-11	State Audit	\$0.00	\$4,554.36	\$6,000.00	1,445.64	76%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$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)	\$633.00	\$915.00	\$1,000.00	85.00	92%
	Total Intergov Services	\$633.00	\$21,975.04	\$44,000.00	22,024.96	50%
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	\$19,535.75	\$160,413.09	\$575,505.50	415,092.41	28%
	TOTAL OPERATIONS	\$22,316.40	\$189,246.40	\$752,408.50	563,162.10	25%
	TOTAL CAPITAL	\$0.00	\$0.00	\$83,750.00	83,750.00	0%
	GRAND TOTAL MO. EXPENDITURES	\$43,465.99	\$354,549.17	\$1,414,421.02	\$1,067,245.40	25%



2020 REVENUE -- May 2020

Account #	Reference	May 2020	YTD Balance	2020 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$72,835.29	\$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
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$1,440.32	\$0.00	\$0.00
	Total General Fund	\$72,835.29	\$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	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$1,638.53	\$9,025.92	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$103.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$21,762.39	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$0.00	\$17,710.50	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	-\$300.00	\$22,874.43	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$495.00	\$637.00	\$0.00	\$0.00
	Total Revenue	\$1,833.53	\$72,113.24	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$175,000.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$175,000.00	\$175,000.00
	Grand Total Revenue	\$74,668.82	\$504,443.20	\$200,000.00	-\$304,443.20

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Friday, June 5, 2020
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: May 14, 2020 to June 5, 2020 District General Manager Report

Week Ending May 14, 2020

BOARD MEETING

Just a reminder that our next board meeting is Tuesday (May 19) and that it will be remote again per Governor Inslee's orders.

As re-opening plans are changing daily, and there is no clear direction from the state, I have not put an insert into the agenda packet.

Here is the agenda. <https://mtrainierpool.com/wp-content/uploads/20200519-Regular-Meeting-Packet3.pdf>

Goto Meeting information:

Here is online meeting information. Again, you can either use the link or download the app for your cellular phone (video).

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

<https://global.gotomeeting.com/join/160249301>

You can also dial in using your phone.

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

United States: [+1 \(312\) 757-3129](tel:+13127573129)

Access Code: 160-249-301

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

<https://global.gotomeeting.com/install/160249301>

RE-OPENING PLAN

We are putting together a re-opening plan. We met on Wednesday and loosely outlined one (GANTT Chart), but there are just not enough information and too many variables at this time. When we have a concrete plan, we will share it with the board. We will make a presentation on things we are working on for re-opening. Again, at this time there is no conclusive information.

OFFICE INTERNET

We had to alter our plans for a video meeting this week due to poor internet quality in the office. It happens every couple of weeks. I am working with CMIT on alternatives to make the internet more consistent.

SCANNER

Our scanner has issues that we are working with CMIT on. We hope to have it fixed soon.

MASKS

We have ordered 450 masks and Laurayne is working with staff on making cloth masks. Dominic is also ordering face shields for deep cleaning.

BATTING CAGES

The batting cages next to the pool are being replaced. They are using part of our parking lot.

ARTICLES FOR NORMANDY PARK

I am altering the May is National Water Safety Month as an article for Normandy Park for their City Scene, and we will probably place our other article about Safety that we did for the Des Moines City Currents for their summer edition.

WRPA AQUATICS MEETING

The WRPA Aquatics Meeting was Thursday, May 14. Laurayne and Dominic attended remotely. A handful of members met with the representatives of the network met with the Health Department to discuss what insight they may have into what Phase 3 may look like for aquatic facilities. Ideas from that meeting included: lifeguards will most likely be able to perform their duties regularly by then, one agency discussed that they were not planning on strictly enforcing social distancing beyond posting signage since they would have a hard time determining who lived in the same household, we will need to look into if minors are allowed to work at this time, and how organizations envisioned their open hours to look.

SHAWN DEROSA AQUATICS MEETING

On Friday, I attended a Facebook Watch meeting of legal issues related to the COVID-19 and re-opening. It covered legal and operational considerations regarding re-opening pools.

RE-OPENING LEGAL MEETING

On Monday, I met with Legal to ensure there are no potential legal issues with re-opening.

TUKWILA MEETING

The Director of Operations at Tukwila and I have been talking about re-opening plans, PPE's and other items related to COVID-19. We have another meeting scheduled for Monday.

HEAT EXCHANGER/FLANGE

We are working with the Project Manager and MacMiller on options for the potential project. I will update you at the meeting.

AMERICAN RED CROSS MEETING

Our Northwest Red Cross Rep, Tatyana, will be holding a zoom call at 12pm, Friday, May 15th to discuss updates from the Red Cross. This week Counsilman-Hunaker will be on the call to COVID-19 information. We will update on this training in next week's report.

RESEARCH

- The Risks – Know Them – Avoid Them - https://www.erinbromage.com/post/the-risks-know-them-avoid-them?campaign_id=9&emc=edit_nn_20200511&instance_id=18384&nl=the-morning®i_id=57009452&segment_id=27239&te=1&user_id=9e7cdd0242ccd32030705f19ccd5151d
- A Summer without Swimming - <https://www.chicagotribune.com/coronavirus/ct-coronavirus-illinois-swimming-pools-parks-summer-20200512-t6wb7kfvsjamfcrqajocb5zapu-story.html>
- Boise Parks Decision to Keep Pool Closed this Summer - <https://www.ktvb.com/article/news/health/coronavirus/boise-parks-and-recreation-director-explains-decision-to-close-pools-coronavirus-covid-19/277-e936bbfc-42fc-47cf-90e5-747294af3ede>

Week Ending May 21, 2020

Note-I will be out of the office starting tomorrow, Friday, May 22 through Monday, May 25. Call me at 253.245.3810 if you have any questions.

BOARD MEETING FOLLOW-UP

Linda emailed all board members a word copies of the Crisis Communication and Social Media Policies. If you would rather get a physical copy, I will be in the office next week.

CLOSURE PROJECT

The heat exchanger/flange project is set to start next week. We will start staff teams working at pool when Phase 2 is in.

We are working on communication to the staff and public about the project and adjusting our timelines. There are a lot of variables and want to make sure that we are communicating information effectively.

Once we have this finalized, we will put it out to the staff, our partners and the public.

We will share a copy with the board when information is available.

We are also working on more projects for staff during this project.

HEAT EXCHANGER PROJECT

We have confirmation that the heat exchanger repair will start on Tuesday morning at 7:00am.

STAFFING

COMMUNICATIONS: Lauryne has been in constant contact with staff. We are finalizing interest in coming back.

UE FRAUD CLAIMS: We put out directions for staff to work with Unemployment to ensure they are not a victim. We put our directions to staff on checking themselves for unemployment fraud. We have not seen any false claims at this time but want to give them the information for them to check.

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2020/Unemployment-Claims-Fraud-Rise-During-COVID-19-Pan.aspx>

Dear Staff,

If you receive information in the mail from the Employment Security Department regarding an unemployment benefit claim that you did not file, you are advised to go to www.esd.wa.gov/fraud and report it immediately using the instructions on that page. District staff are closely monitoring unemployment claims as they arrive and will notify any employee who we believe may be the victim of a fraudulent unemployment claim. If your information has not already been used to file a fraudulent claim, you may be able to take a preventive approach to stop your social security number from being used in this manner and it will only take a few minutes of your time.

1. *Use this link, <https://secure.esd.wa.gov/home/SAWUserRegistration/SignUp>, to go to the Washington State Employment Security Department webpage to create a user account using your personal email address. After creating an account, ESD will send an email to verify your email address. Using the link in the email will bring you back to the website. At that point, you will insert your social security number and associate it with the account with your email address. This will not initiate an unemployment claim, but it will associate your social security number with the secure username and password that you use to set up the account.*
2. *Once your social security number is associated with the account you just created; it cannot be associated with another fraudulent account. This will prevent anyone else from using your name and social security number to set up a fraudulent account and to associate it with a different email address in the future.*

3. You may receive an error message stating "The Social Security number (SSN) you entered already exists and is linked to this partly hidden email address: xxx@xxx.". If you do not recognize the email address, contact the Employment Security Department at www.esd.wa.gov/fraud to have them close the existing account. Due to extremely high call volume, email is currently the preferred method of communication.

If you have any questions or concerns, please contact Lauryne and let her know that you think you have been hacked. We will check our records and follow up with Employment Security. Lauryne will notify you if there is anything else needed from you.

Thank you and we hope to be working again with you soon,

*Lauryne Bartlett, Aquatics Coordinator
206.309.9452*

UNEMPLOYMENT WEBINAR: Linda participated in an Unemployment Webinar hosted by Heartland, who provides our payroll solutions. The webinar focused on benefits available to those who have been laid off or furloughed, and how to re hire staff members or bring them back into the work force.

STAFF CERTIFICATIONS: Lauryne is updating the tracking on staff certifications and contacting staff to file 120-day extensions with Red Cross whose certifications will be expiring in the next several months.

PPE's

We are getting close to finalizing PPE's.

CLOTH MASKS: Lauryne is making 30 high-quality masks for staff. As always, she is going above and beyond. All masks are 100% cotton and have three layers, with the inside layer being cotton batting. They all have adjustable straps for a snug comfortable fit and are large enough to fit from the top of the nose to under the chin. They seem to be the most efficient and comfortable masks and will look uniform as well as keep our staff safe!

OTHER PPE's & SUPPLIES: Dominic has ordered more supplies and we should be good through the re-opening months.

STAFF MEETING

We had a staff meeting on Wednesday and are working at adjusting to the project. We should have an adjusted timeline soon. Our next staff meeting will be Wednesday at 1:00pm.

WEBINARS

RE-OPENING: I will be participating in the Considerations When Reopening Public Services During the COVID-19 Public Health Crisis-Webinar on Thursday, May 28 at 1:00pm. It is sponsored by WCIA.

ONLINE ENGAGEMENT: I will be participating in a webinar "Best Practices for Online Engagement" on Friday, May 29 at 11:00am. It is sponsored by MRSC.

MEMORIAL DAY HOLIDAY

Just a reminder this Monday, May 25 is Memorial Day. The management team will be off, but available at our cellular phones.

FINANCIAL REPORT

Linda and I will be in the office on Tuesday (and maybe Wednesday) if needed. We are filing the financial report. If anyone needs a physical copy of a document, please let me know.

DES MOINES CITY CURRENTS ADS

Here is the Des Moines City Currents Ads. The May is National Water Safety Month is ad is on page 3 and the re-opening information about the pool is on the back cover.

<http://www.philipspublishing.com/issues/citycurrents/index.html?page=16>

NORMANDY PARK CITY SCENE

We will be running the final page ad with re-opening information. Also, I am working with Normandy Park on altering the May is National Water Safety Month information into Summer Safety Water Tips.

<https://mtrainierpool.com/upcoming-events/summer-water-safety-tips-may-is-natl-water-safety-month/>

MRP

Dominic made a trip to supervise Aquatic Specialty Services at the pool on Wednesday and for chemical deliveries. He also returned the television to Walmart that was not properly installed. The television will be used to display programming and other notifications in the lobby.

SMAC INVOICE

Dominic is also finalizing the invoice for SMAC for the first quarter before we closed the pool.

AFO CLASS

Dominic, Lauryne and Quentin will all be taking an online AFO course next week.

WRPA AQUATICS

Staff attended a WRPA Aquatics meeting last Thursday. I have attached the minutes from the meeting.

RESEARCH

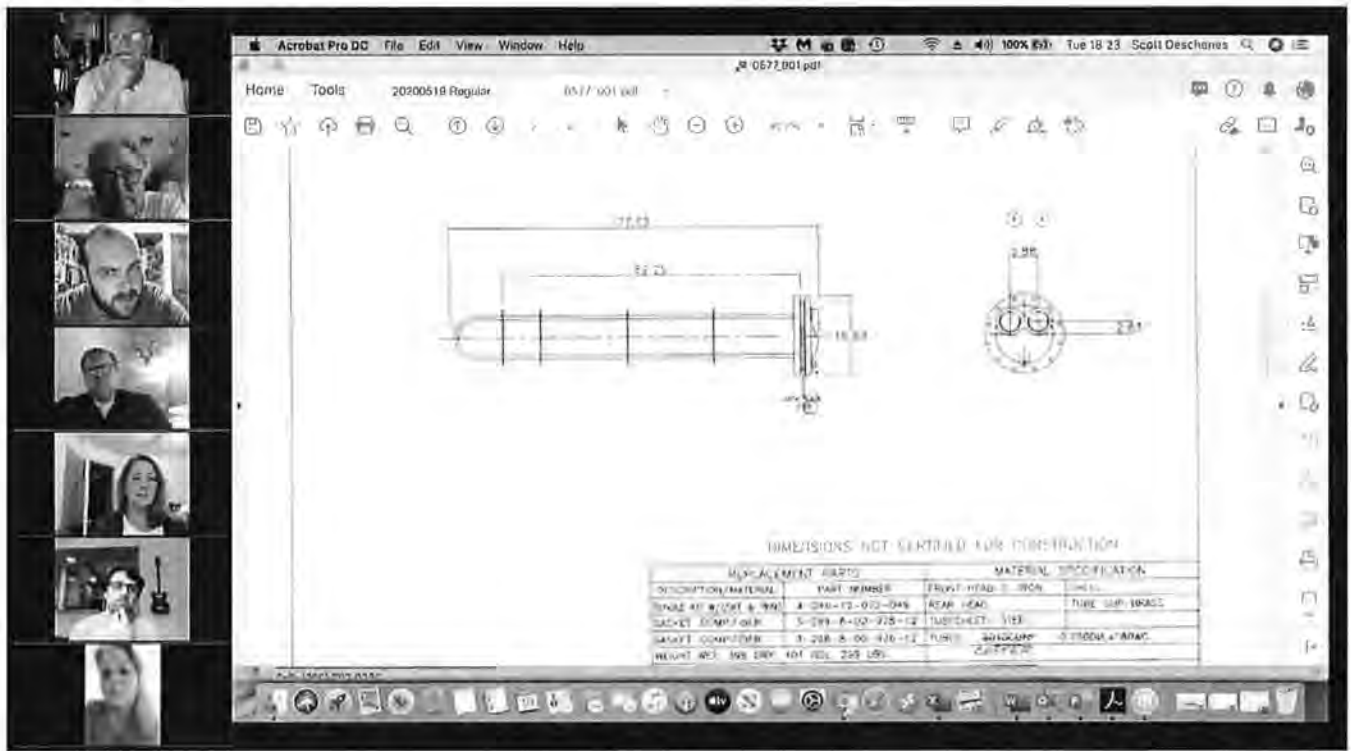
- Planning for the Safe Re-Opening of Public Buildings - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/May-2020/Planning-for-the-Safe-Reopening-of-Public-Building.aspx>
- Louisiana Reopens Pools at 25% Capacity (And Other State Capacities) - <https://swimswam.com/louisiana-allows-lap-swimming-to-resume-at-25-capacity/>
- Sweden Will Hold Virtual National Swim Meet in June - <https://swimswam.com/sweden-will-hold-a-virtual-national-championship-meet-in-late-june/>
- Due to COVID-19, City Suspending Camp KHAOS, Other Summer Programming - <http://waterlandblog.com/2020/05/20/due-to-covid-19-pandemic-city-suspending-camp-khoas-other-summer-programs/>
- Will Schools Return to "Normal" in the Fall? HSD Superintendent Releases Statement - <http://waterlandblog.com/2020/05/19/will-schools-return-to-normal-in-the-fall-highline-superintendent-releases-statement/>
- Riptide Club has Carefully Scripted Opening - https://www.hometownsource.com/sun_thisweek/sports/riptide-club-has-carefully-scripted-re-opening/article_b8c06f16-9b83-11ea-a8f5-b3d0b4298617.html

Week Ending May 28, 2020

Please see the weekly report and attached documents.

BOARD MEETING FOLLOW-UP

Each of you should have received the minutes from May 19th's Board Meeting sent out by Linda. If you missed it, I have attached them to this email.



INSLEE UPDATE

It appears King County will not be re-opening on June 1st. We will keep an eye on it to start up our closure projects.

<https://www.kuow.org/stories/king-county-not-expecting-clearance-for-non-essential-reopening-june-1>

Also, King County put out a dashboard on what needs to occur before the county is able to apply for Phase 2. It appears that they are still looking at increasing testing and reducing the number of cases. We will keep an eye on this.

<https://www.kingcounty.gov/depts/health/covid-19/data/key-indicators.aspx>

AMERICAN RED CROSS RE-OPENING GUIDELINES

The American Red Cross put the attached guidelines out for pools to re-open. Although our preliminary plan is pretty spot on, we will be making some changes to rescue EAP's that will require additional staff training.

CLOSURE PROJECTS

- Heat Exchanger and Surge Pit Flange- DVF UPDATE: MM was out on Tuesday to start the project. The old exchanger was removed the surge tank and the broken flange was removed. The sleeve that houses the heat exchanger is in sound condition and will remain. MacMiller has ordered new hardware that will arrive and be installed on Friday. The inside of the surge pit will be epoxied to seal for any leaks as the outside was done previously. A split flange will be fitted around the sleeve with a cap on the outside of the tank while the new heat exchanger is manufactured. This will allow us to circulate water and add chemicals on Monday, but we will not have heat to the pool until the new exchanger is installed.



- Ceiling Tiles: Dominic received and to installed plastic ceiling tiles over the stands in the spectator area, they are waterproof and will not sag as many of the old ones are. We ordered twenty to make sure that they worked, and the next shipment should be available for pickup next week at Lowes. See the picture below. (New panels are middle section.)



- Smaller Projects and Message: We are planning out maintenance projects for some part-time staff during Phase 2. We are also working on messaging these projects and the timing of the message on the heat exchanger.

AFO COURSE

Dominic, Lauryne and Quentin will be virtually attending an AFO course starting tomorrow. Public pools are required to have at least two staff members with an AFO or CPO certification.

STAFF CONTACT

Lauryne has kept on top of contacting staff during the closure. Some are interested in coming back early, while other parents are concerned about coming back too soon. She also put out the email last week to staff about the Employee Securities Fraud.

FACE MASKS

Lauryne has sent a picture of the face masks she has made for staff.



SMAC INVOICE

Dominic sent the Winter usage for SMAC before COVID-19 on Tuesday, May 26. We got an email response promptly after it was sent.

FINACIAL REPORT

Linda and I worked on the Financial Report this week and Linda filed it on Wednesday. The hard copy for the website will be added to our June 16 board packet.

WEBINARS

I attended two webinars this week: Considerations When Re-opening Public Services During the COVID-19 Crisis and Best Practices for Online Community Engagement.

- Considerations When Re-opening Public Services During the COVID-19 Crisis was provided by WCIA. This seminar gave legal opinions on re-opening. We are using the data to more finely tune our approach to re-opening.
- Best Practices for Online Community Engagement was provided by MRSC and on Friday, May 29. I will post information about this in next week's report.

WRPA LEGISLATIVE UPDATE

(From Doug Levy)

I would like to share several important updates concerning new Orders/Guidance from Governor Inslee affecting outdoor recreation; an update on a pending discussion over the 1% property tax limit; an update on a new 'framework' WRPA leadership is working on; and information provided to me by Elaine Ott of the Vashon Parks on a likely legislative bill in 2021 to fix a 'pro-rationing' issue that jeopardizes their future operations.

Governor's Orders, Guidance

With apologies if this is a duplication for any of you, there are several I want to ensure you are aware of:

- *Recently-issued guidance update from Governor (5/26/2020) that both clarifies for Phase 1 and for Phase 2 on: Gondola operations; Outdoor guided activities, including guided hikes, climbs, and bicycling and rafting tours; Charter boat excursions; Zoos, limited to outdoor exhibits only and at limited capacity in Phase 2; and "all other activities substantially similar in operation and equally able to meet the requirements mandated by this memorandum." Link to the memorandum and the updated guidance are here:*
https://www.governor.wa.gov/sites/default/files/COVID19Phase1and2OutdoorRecreationPart2Memo.pdf?utm_medium=email&utm_source=govdelivery
https://www.governor.wa.gov/sites/default/files/COVID19Phase1and2OutdoorRecreationGuidancePart2.pdf?utm_medium=email&utm_source=govdelivery
- *Governor's new order on faith-based gatherings/places of worships for Phase 1, Phase 2 – includes weddings. Here:*
https://www.governor.wa.gov/sites/default/files/COVID19Phase1and2ReligiousAndFaithBasedGuidance.pdf?utm_medium=email&utm_source=govdelivery
- *Just-issued Department of Health guidance on child care, youth development, summer day camps – thanks to Paul Simmons for passing along. Note it does NOT cover overnight camping or youth sports and athletic or activities that are included as part of K-12 or special education. Also, day camp that include sports-related activities must also follow forthcoming guidance for youth sports. Here it is:*
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DOH-OSPI-DYCF-SchoolsChildCareGuidance.pdf>

1% Property Tax

Following direction from the WRPA Executive Board and WRPA Legislative Steering Committee, I've taken a lead role in facilitating a June gathering of stakeholders from parks and recreation (President Paul Simmons, myself), local government, labor, police and fire, etc., to discuss the current 1% property tax limitation on all local agencies. This is a timely discussion, as we know that next Session (2021 Regular Session), the Legislature is expected to decide if it wishes to sunset, renew, or renew/broaden a current

four-year adjustment to the state's 1% limitation that the Legislature enacted in 2017 as part of its McCleary package related to K-12 education. Stay tuned for more details after we hold our first coalition meeting next month.

A next-up WRPA "Framework" document

FYI that some of our leaders within WRPA have decided not to rest on their laurels in creating a "WRPA Recovery Framework" under COVID-19 that was emulated by park-and-recreation associations in several other Western States. A particular shout-out to LEG Steering Committee Chair Roxanne Miles (Pierce County), who has done initial drafts of a framework for how we in the parks and recreation profession might organize and coordinate Phase 3 large gatherings not strictly on a numbers-driven basis, but by utilizing guidance and mitigation criteria from the likes of the CDC and Johns Hopkins. Early drafts have been put together and we will look to circulate something more broadly soon!

Vashon Park District bill to prevent 'pro-rationing'

*My thanks to Elaine Ott-Rocheford, Executive Director of the Vashon Park District, for alerting me on Wednesday to a likely 2021 Session bill that lawmakers from the 34th Legislative District will be running to address potential property tax "pro-rationing" issues impacting her Park District. **I've attached a Word Document with the e-mail thread that Elaine shared with me, as well as Excel documents showing the specific impact on Vashon from the current \$5.90/\$1000 property tax limitations as well as what Elaine heard from other Park Districts around the state when she queried them on this issue.***

*The usual protocol for us at WRPA is to **support** these types of bills that can assist a given local parks agency and do not adversely affect any other agency. That would be my recommended approach here, on a bill that Elaine and her District would have a lead role on. I would also want to find out if any OTHER park district is facing a very near-term 'pro-rationing' issue – if so, please let me know.*

That's all for now, folks. As always, if any questions, please ping me or call me!

*Doug Levy, Owner
Outcomes By Levy, LLC*

RESEARCH

- Normandy Park City Manager Report (Are Governor Inslee's Proclamations Law?) - <https://www.normandyparkblog.com/2020/05/23/city-managers-weekly-report-for-week-ending-may-22-2020/>
- City of Kent to Cut 37 Jobs - <https://www.kentreporter.com/news/city-of-kent-to-cut-37-jobs-to-help-combat-15-7m-budget-shortfall/>
- Reimagining the New Normal in Parks and Recreation - <https://www.nrpa.org/parks-recreation-magazine/2020/june/reimagining-a-new-parks-normal/>
- USA Swimming to Introduce Virtual Meets - <https://swimswam.com/usa-swimming-to-introduce-virtual-meets/>
- Implementing a Phased Approach to Re-opening Facilities- <https://icma.org/blog-posts/implementing-phased-approach-reopening-community-facilities>

Week Ending June 5, 2020

NEXT BOARD MEETING

Governor Inslee extended proclamation 20-28 to June 17 at midnight, so our June 16 board meeting will be virtual. Let Linda or I know if you need any other information for the meeting. Also, Inslee removed the “necessary and routine” language from his most recent post, so please send us any information that you would like added by Wednesday, June 10. See article for more information on changes as of June 1, 2020.

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/June-2020/COVID-19-Where-Things-Stand-as-of-June-1.aspx>

- **New Agenda Items** – If you would like to add anything to the agenda, please email the new item with an AIS (Agenda Information Sheet) by Tuesday, June 9, 2020.
- **Editable Documents** – Linda sent edits for the Crisis Management Communication Plan and the Social Media/Imagery Policy. Please also have these edits in by Tuesday, June 9, 2020.
- **Time:** Just a heads up that the meeting had 11 items on the agenda and may take about 2.5 hours.
- **Aquatics Manager Report** – The Aquatics Manager will be present to make his first quarter report, which was originally scheduled for the April meeting.

UPDATED SAFE START – STAY HEALTHY PLAN (INSLEE)

The governor has put out an updated plan. Each plan allows for three weeks between each Phase. King County is applying for a modified Phase 1 (to take place of Phase 2) the week of June 1. On the current trajectory, the earliest we would hit Phase 3 is probably the week of June 29, and the week of July 20 for Phase 4. We are estimated to re-open in mid-August with heat exchanger and flange repairs. <https://www.governor.wa.gov/news-media/inslee-announces-safe-start-%E2%80%94-washington%E2%80%99s-phased-reopening-county>

I discovered that King County is applying for Phase 1.5 and could be eligible to go into this Phase as early as Friday, June 5. After they apply, they have at least two weeks of no symptoms before they can apply for Phase 2. Below is a best-case scenario for re-opening of Phases, but I would estimate that you might add a couple of weeks due to application processes and not meeting requirements.

Phase	# of Weeks to Next Phase (ideal-if all conditions met)	Estimated Earliest Date Phase Will Start
1	3	N/A
1.5	2	June 5
2	3	June 19
3	3	July 10
4	N/A	August 1

☐ *Phases Mount Rainier Pool is eligible to reopen. Mount Rainier Pool is eligible to open at 50% capacity during Phase 3.*

CLOSURE UPDATE

- Heat exchanger split ring installed and temporarily capped (there are no leaks on the heat exchanger sleeve as there was previously.) The capped piping around the corner from the heat exchanger now has a very small leak (I put a bucket under it yesterday at 3pm and when I looked around 9:30am this morning, there was maybe an 1/8” of water in it). Scott Romano is getting an estimate from MacDonald Miller for extra epoxy to seal when we re-drain for heat exchanger installation. It seemed to work really well on the heat exchanger sleeve and should work well on the other.

- Heat Exchanger Fabrication – Eryn from MM stopped by on Tuesday to finalize measurements to send off to fabrication. It is good that we did this as the specifications on our previous one were slightly different than what will be optimal for our replacement.
- Preparation for Phase 2 – We will start closure projects during Phase 2. This is estimated to be around the week of June 29. We are preparing hand sanitizer, organizing PPE for easy access for the staff, getting bottled water and planning to hit the ground running this week.
- Staff have removed the pool covers to vacuum and brush the pool this week. There has been a fair amount of debris that has settled on the bottom and it is important to get it off the plaster so we can avoid staining.
- Deep Cleaning – The staff will be sanitizing the building and wiping down any high- touch areas.

IN OFFICE

I will be in the office next Monday and Tuesday to work with management staff on updating our GANTT chart, social distancing walkthrough, look at projects, putting together our agenda for the June 16 and finalizing the 2020 financial report for presentation.

LETTER TO EMPLOYEES

We have put together a return to work letter for employees. See attached. Currently, we have two additional employees that are helping clean and prepare the facility for additional staff to come back for Phase 2.

AFO CERTIFICATES

Dominic and Lauryne both passed their certification classes. We now have three AFO's on staff.

WEBINAR

- Public Online Engagement (MRSC): I participated on a webinar on Friday on Public Online Engagement. I feel that the information was for larger organization public meetings. They had some materials on setting up your camera, microphones, etc. that I can share if you are interested.
- How to Manage in a Crisis (MIT): This webinar covered how to more quickly adapt to change during a crisis.
- Working Differently in a Post-COVID World (ICMA): This webinar talked about how work has changed, how to assess your staff's morale and ideas on how to adjust to the current situation.

RESEARCH

- Swiss Cheese (Analogy) Approach to Safety Processes - <https://www.clickondetroit.com/health/good-health/2020/05/27/this-swiss-cheese-analogy-can-help-protect-you-from-the-coronavirus-covid-19/>
- Social Distancing Challenges at the Pool - <https://www.wate.com/video/social-distancing-challenges-at-the-pool/5519355/>
- Experts Say Pool Are Safe, But You Need to Practice Social Distancing - <https://www.youtube.com/watch?v=VBAlCvj5pEk>
- VB Lifeguards to Delay When They Start Patrol Due to COVID-19 - <https://www.wavy.com/news/health/coronavirus/vb-lifeguards-to-delay-when-they-start-beach-patrol-due-to-covid-19/>
- 3 Arguments for Financial Aid to Local Governments - <https://www.governing.com/finance/3-Arguments-for-Federal-Aid-to-State-and-Local-Governments.html>
- How to Build Your Own Contact Tracing Program - <https://www.routeifty.com/health-human-services/2020/05/building-contact-tracing-program/165590/>



Des Moines Pool Metropolitan Park District

May 19, 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 Dusenbury, Kasnick, and Achziger; District General Manager Deschenes and District Clerk Linda Ray; and Aquatic Manager Dominic Finazzo. Commissioner Croom joined the meeting after the Consent Agenda was approved.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

District General Manager Deschenes introduced agenda item 7f under Business entitled “Emergency Repair – Surge Tank Flange and Heat Exchanger”, along with an attached presentation.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT

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

CONSENT AGENDA

Commissioner Kasnick moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in April 2020 totaling \$58,485.65. Commissioner Achziger 2nd. The motion passed 4-0.

In compliance with Governor Inslee’s proclamations on COVID-19 and public meetings, all business discussed was relative to COVID-19.

BUSINESS

At DGM Deschenes request, item 7f was moved to the front of Business discussions.

f. Emergency Repair – Surge Tank Flange and Heat Exchanger”

The DGM welcomed Aquatic Manager Finazzo to the meeting and informed the Board that the heat exchanger was scheduled to be replaced last year. A temporary fix was put in place by the District’s vendor, MacDonald Miller, and it has been operating well up to the present. The flange is now deteriorating and needs to be replaced immediately. If the part fails, we will not be able to operate the pool at all. Water is beginning to drain from the flange. Project Manager Scott Romano had discussions with MacDonald Miller and the Aquatic Manager about replacement during closure.

The surge pit will need to be drained so that MacDonald Miller can get accurate measurements and then the part will be fabricated by an East Coast vendor. Cost will be approximately \$38,000 and downtime will be up to three months, taking closure of the pool into August. During the 3 month downtime, the heat exchanger will remain off providing no heat to the pool water hence a delayed re-opening.

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 – 05/19/2020**

The heat exchange and the flange were replaced in 2013 by a subcontractor of Auburn Mechanical. Accurate specs will be drawn upon replacement for future repairs.

The Board agreed that work should be scheduled immediately since re-opening the pool is not planned until Phase 3 of the State's plan which is presently sometime in July.

a. Closure and Re-opening Update

District General Manager Deschenes presented slides outlining safety measures that will be observed when the pool re-opens, as well as the plan for employing staff during the other phases. The presentation is on file.

The DGM has had phone meetings with the Tukwila Pool in an effort to coordinate processes. The Aquatic Manager and Aquatic Coordinator have been attending webinars offered by WRPA and Red Cross in order to remain informed as to what standards will be in affect when other facilities re-open.

The Mt. Rainer Pool has installed a sneeze guard at the front desk for staff protection and will require all staff members to wear masks while they are in the building. Staff will be asked to return to work during the maintenance closure to be trained in and to assist with readying the facility for social distancing.

b. COVID-10 Exposure Control and Recovery Plan

District General Manager Deschenes presented a roles and responsibilities plan which has been vetted by legal counsel and will remain a living document. The plan covers protective measures requirements and staff training, as well as what supplies will be needed during the present event and for others in the future.

Commissioner Kasnick moved to approve the COVID-19 Exposure Prevention, Preparedness, and Response Plan in response to the COVID-19 Pandemic; Commissioner Croom 2nd the motion. Passed 5-0.

c. Policy 392 – Crisis Management Communication Plan

The Crisis Management Communication Plan was introduced to help the organization properly communicate in the case of an emergency.

President Young voiced that he and other Board members would like more time to review the plan before acceptance and therefore would like to push approval until the June 16 meeting. Word formatted versions will be emailed to all Board members for review.

d. Policy 250 -- Social Media/Imagery Policy

District General Manager Deschenes drafted a Social Media Policy at the suggestion of legal counsel. A Word formatted copy will be sent to all Board members for review; and the document will be on the agenda at the June 16 meeting.

e. 2019 Annual Financial Report

District General Manager Deschenes reported to the Board that the deadline for submitting the Annual Financial Report for 2019 was only extended by two days; from May 28th to May 31st. The DGM and the District Clerk will meet in the District office next Tuesday to finalize the report for on-line submission. The report will contain a section on emergency declarations suggested by Toni Nelson, our former financial analyst, which may assist with emergency funding should the District decide to apply. A physical copy of the report will be sent to the Board Members for discussion at the June 16 meeting.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 05/19/2020**

GENERAL DISCUSSION

President Young stated that the present public meetings proclamation expires at the end of May enabling in-person meetings to resume. As this proclamation has not officially been rescinded or extended, he suggested that we wait to make plans for the June 16 meeting, until closer to the date.

Commissioner Dusenbury inquired if there has been any further movement with Werlech Construction. DGM Deschenes indicated there has been no word and that he will contact legal counsel before the next meeting for information.

Commissioner Achziger stated he would like to work on a photographic imagery policy. The Commissioner and District General Manager will collaborate on a draft.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:07 pm.

UPCOMING MEETINGS

- June 16, 2020, Regular Meeting, 6:00 p.m., location TBD

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

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Special District Voucher Approval Document

Scheduled Payment Date: 05/13/2020

Total Amount: \$5,501.40

Control Total: 12

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200506123324.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)):

DocuSigned by: <u>Scott Deschamps</u>	<u>5/6/2020</u>
Authorized District Signature	Date

DocuSigned by: <u>Jocia Croon</u>	<u>5/6/2020</u>
Authorized District Signature	Date

Authorized District Signature	Date
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Authorized District Signature	Date
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Authorized District Signature	Date
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Authorized District Signature	Date
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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_20200506123324.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CAMERON COCHRAN			20200506CC58	05/06/2020	\$25.24	PAYROLL PE 4/25/2020
CENTRAL WELDING SUPPLY			RN4202451	04/30/2020	\$69.97	POOL CHEMICALS
CHANCELLOR HOPPENRATH			20200506CH57	05/06/2020	\$25.22	PAYROLL PE 4/25/2020
DEPARTMENT OF RETIREMENT SYSTEMS			20200506DOR	05/06/2020	\$605.50	DEFERRED COMP S DESCHENES - PE 5/10/20
HANNA LAI			20200506HL44	05/06/2020	\$25.24	PAYROLL PE 4/25/2020
HIGHLINE WATER DISTRICT			20200423HWD	04/23/2020	\$394.18	WATER UTILITY/MRP - 3/19 TO 4/22/20
MEENA LAI			20200506ML54	05/06/2020	\$25.22	PAYROLL PE 4/25/2020
MIANNA BEHRENS			20200506MB31	05/06/2020	\$26.01	PAYROLL PE 4/25/2020
PUGET SOUND ENERGY			20200421PSE	04/21/2020	\$4,229.12	ELECTRIC/GAS UTILITY/MRP - 3/20 TO 4/20/20
SADIE IKEMEIER			20200506SI59	05/06/2020	\$25.24	PAYROLL PE 4/25/2020
TANNER HUCK			20200506TH27	05/06/2020	\$25.24	PAYROLL PE 4/25/2020
VICTORIA HA			20200506VH72	05/06/2020	\$25.22	PAYROLL PE 4/25/2020



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 05/15/2020
Total Amount: \$5,179.25
Control Total: 10
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20200511131808.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)):

DocuSigned by: <u>Scott Deschenes</u> 2E6B312E3447A011	<u>5/11/2020</u> Date
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Jocia Croom</u> A3D212E3447A011	<u>5/11/2020</u> 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_20200511131808.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG86682	04/28/2020	\$181.27	POOL CHEMICALS
CMIT SOLUTIONS EASTSIDE			8096	04/30/2020	\$68.75	IT SUPPORT - 4/22/20
CMIT SOLUTIONS EASTSIDE			8035	04/30/2020	\$1,226.00	IT SUPPORT - APRIL 2020
DEPARTMENT OF RETIREMENT SYSTEMS			20200511DOR	05/11/2020	\$605.50	DEFERRED COMP S DESCHENES
MIDWAY SEWER DISTRICT			20200425MSD/MRP	04/25/2020	\$431.12	SEWER UTILITY/MRP - FEB TO APRIL 2020
MOUNTAIN MIST			20200430MtM	04/30/2020	\$149.43	WATER DELIVERY - APR 2020
NORTHWEST LANDSCAPING SERVICES			CD50078517	05/01/2020	\$548.91	LANDSCAPE SERVICES/MRP - MAY 2020
RECOLOGY			3142843	04/30/2020	\$385.27	GARBAGE/RECYCLE UTILITY/MRP - APR 2020
SEATTLE KING CTY DEPT OF PUBLIC HEALTH			20200501SKCDPH	05/08/2020	\$633.00	ENVIRON HEALTH SVCS
SNURE LAW OFFICE			20200501BS	05/01/2020	\$950.00	PROFESSIONAL SERVICES - APR 2020



Special District Voucher Approval Document

Scheduled Payment Date: 05/22/2020
Total Amount: \$9,176.11
Control Total: 6
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20200518105516.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)):

DocuSigned by: <u>Scott Deschermes</u> 2E038A21034E	<u>5/18/2020</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Jocia Croom</u> A3D212E3448A27	<u>5/18/2020</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

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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_20200518105516.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BTOWN WEB			1003728	03/15/2020	\$2,437.50	WEBPAGE SUPPORT - MAR 2020
COMCAST			20200508CB	05/08/2020	\$181.25	INTERNET/PHONE-DMP - 5/18 TO 6/17/2020
GRAINGER			9526057188	05/07/2020	\$1,245.57	JANITORIAL SUPPLIES/MRP
GRAINGER			9526297842	05/07/2020	\$20.49	JANITORIAL SUPPLIES/MRP
MACDONALD-MILLER FACILITY SOLUTIONS			PM098194	04/01/2020	\$4,573.80	2ND QUARTER MAINT/MRP
ZEN 22015, LLC			20200601ZEN	05/18/2020	\$717.50	DISTRICT RENT - JUN 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 _____

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 5/10/2020	170950010			24219		00000	11,805.75
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$11,805.75

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  Title Clerk of the Board Date 5/6/2020

Print Name Tricia Croom Phone # 206-429-3852 Email TriciaCroom@comcast.net

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 May 28, 2020

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 5/25/2020	170950010			24219		00000	11,803.48
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$11,803.48

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

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

CONTACT INFORMATION

Typed or Printed

Contact Name Organization
 Email Phone # Ext Fax #

AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature DocuSigned by:
A3D212E34481429 Title Date
 Print Name Phone # Email

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District GM **Meeting Date:** 06/16/2020

Under: Old Business **Attachment:** Yes

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:** ????

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

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

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

Notes: See attached Closure Update Presentation



COVID-19 Closure Update

Des Moines Pool MPD
Board Meeting, June 16,
2020



Updates

Estimated Timeline

CIP Projects

Smaller Closure Projects

Communications

Estimated State Timeline

Phase	# of Weeks to Next Phase (ideal-if all conditions met)	Estimated Earliest Date Phase Will Start
1	3	N/A
1.5	2	June 5
2	3	June 19
3	3	July 10
4	N/A	August 1

Estimate Project Timeline

- Mid-August (Estimated)
- Would have limited access during Phase 3
 - Low Usage and Cost-Recovery
- Still not received delivery date from fabricator
- May end up closed for two weeks (est.) past when we could have opened, versus 8-10 weeks it would have been closed during full operational availability



Capital Projects

- Heat Exchanger
- Surge Pit Flange
- Surge Pit Sealing
- Re-drain for Heat Exchanger (NEW)
- Pump Strainer Repair (NEW)
 - Item 8d of the agenda



Smaller Projects

- Re-sand Benches in Locker Rooms
- Re-tile Men's Locker Room
 - Women's done in 2018
- Deep Clean Facility
- **Lauryne and Small Team** prepare facility for post COVID-19 operations
 - **Signage & Distancing Marking**
 - **Sanitation Stations**
 - **Alter Office Areas for Distancing**
- Drop Ceiling Tile Replacement
- Storage Organization
- Bulkhead descaling





Communications

Mediums to Update

- Signage
- Website
- Social Media
- Email Notifications

Timing

- Know timeline
- Projects then Re-Opening





Questions

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** District GM **Meeting Date:** 06/16/2020

Under: Old Business **Attachment:** Yes

Subject: Re-Opening Plan 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.

State and Health Department regulations are continuously changing. Management staff have been attending meetings, webinars and researching the internet for information to best plan for re-opening. The District GM has put together the attached report as of June 4, 2020 with items the board should be aware of for re-opening.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Informational only.

Reviewed by Legal Counsel: **Yes** ?? **No** _____ **Date:** ????

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

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

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

Notes: See attached issues to be aware of

Re-Opening Items

Mount Rainier Pool

Items for Board to Be Aware of...

- Potential Screening Issues
- Potential Changes to Entry and Registration Processes
- Potential Issues with Masks and PPE Wear
- Additional Trainings and Changes
- Reintroduction of Programs
- High Risk Users and Staff Issues
- Uncertain Future

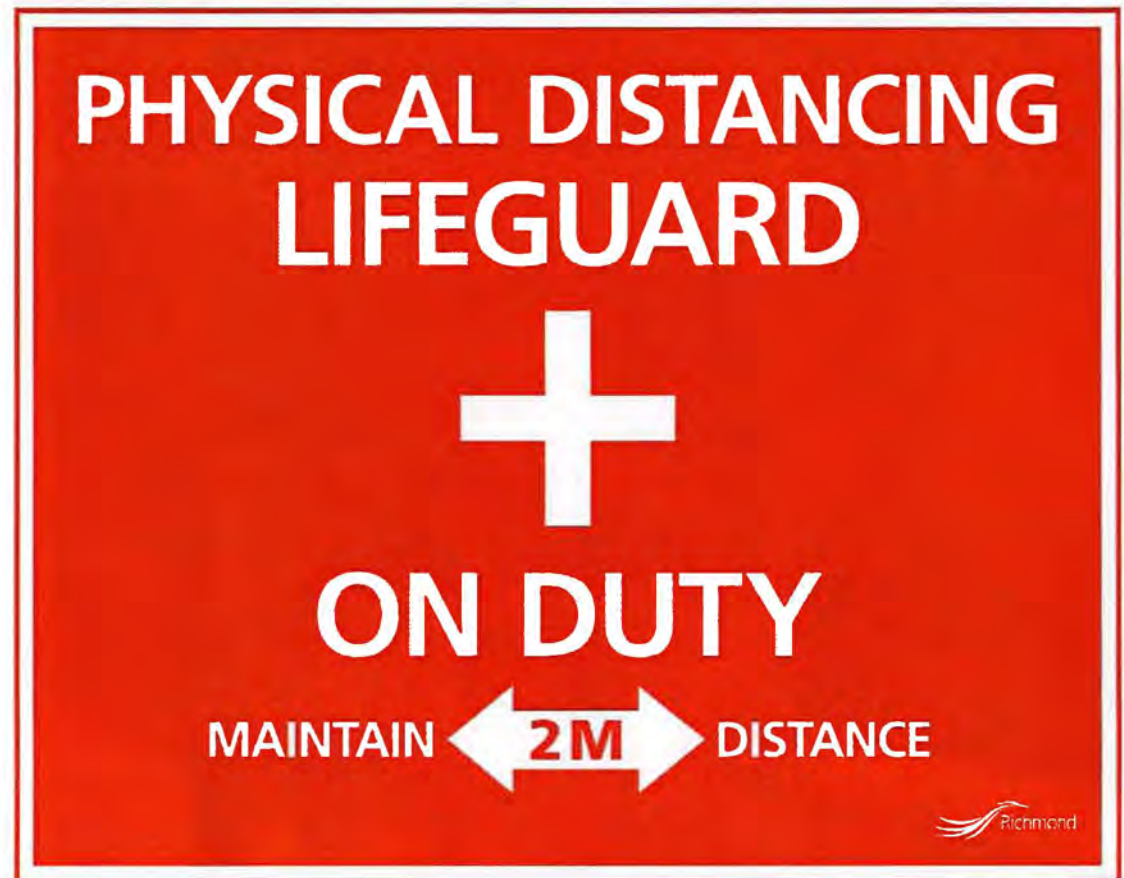
Screening

- Be careful not to break 4th Amendment Rights
- Ask verbal questions
- HIPAA issues – track with numbers for each employee, but cannot use names or initials



New Entry and Registration Processes

- Limit programs to 6' distance between households
- Social distancing processes and enforcement
- Marking areas
- Notifying through website, display tv, signage and markings
- Realign staff areas for safety
- Coffee maker and drinking fountains down



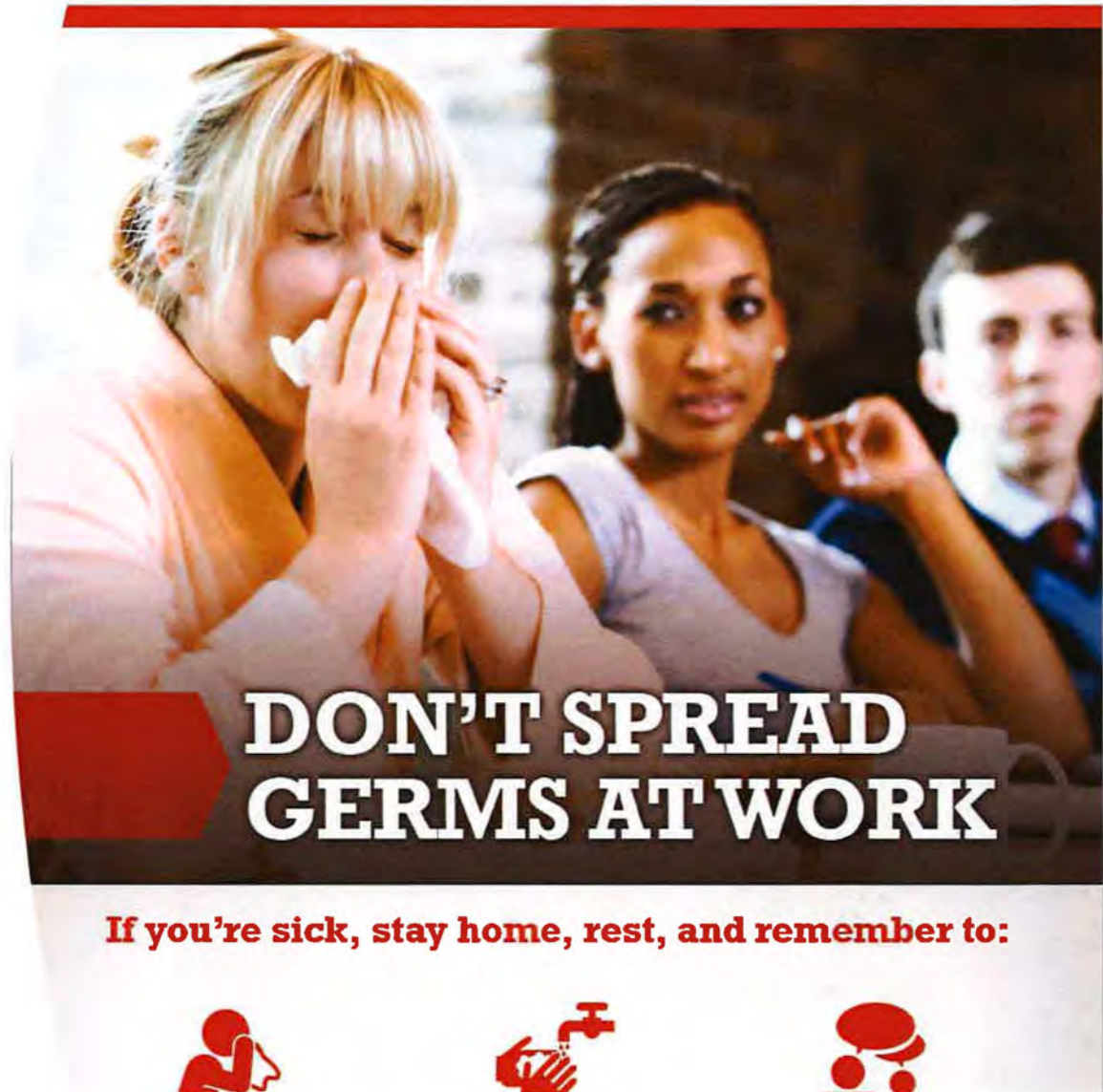
Masks/PPE Wear

- Strongly recommended but not required
- Must post signage (will do in different languages)
- All staff must wear masks outside of water
- Staff making masks and have 450+ disposable
- Will be trained on how to wear
- Knowing exceptions and laws



Trainings

- New Entry and Registration Processes
- Masks/PPE Wear
- Health Screening including using thermometers
- New Cleaning Processes
- Changes to Lifeguard and Water Safety Instructor Certifications
- Changes to Cleaning Protocols and Lessening High Touch Areas



New Cleaning Protocols

- New Processes for Deep Cleaning and High Touch Areas
- Update MSDS Book and notify staff of changes
- Build additional time into daily schedule
- Close areas to lessen high-touch areas
- Additional PPE worn for deep cleaning

CLEANING FOR COVID-19

COVID-19 (novel coronavirus 2019) is a respiratory illness that primarily spreads through the air and through personal contact with surfaces and infected people. COVID-19 is an enveloped virus, meaning it is easily compromised by proper cleaning and sanitizing. It is unknown how long COVID-19 can survive on surfaces, but it is recommended to clean and sanitize high contact surfaces at home, school, and the work place.



Remove visible soil and dirt from surfaces using soap and water.



Apply an EPA registered disinfectant to kill pathogens, including COVID-19. Common cleaners include:

- Clorox Disinfecting Wipes
- Lysol Brand Bleach Multi-Purpose Cleaner
- Purell Multi Surface Disinfectant



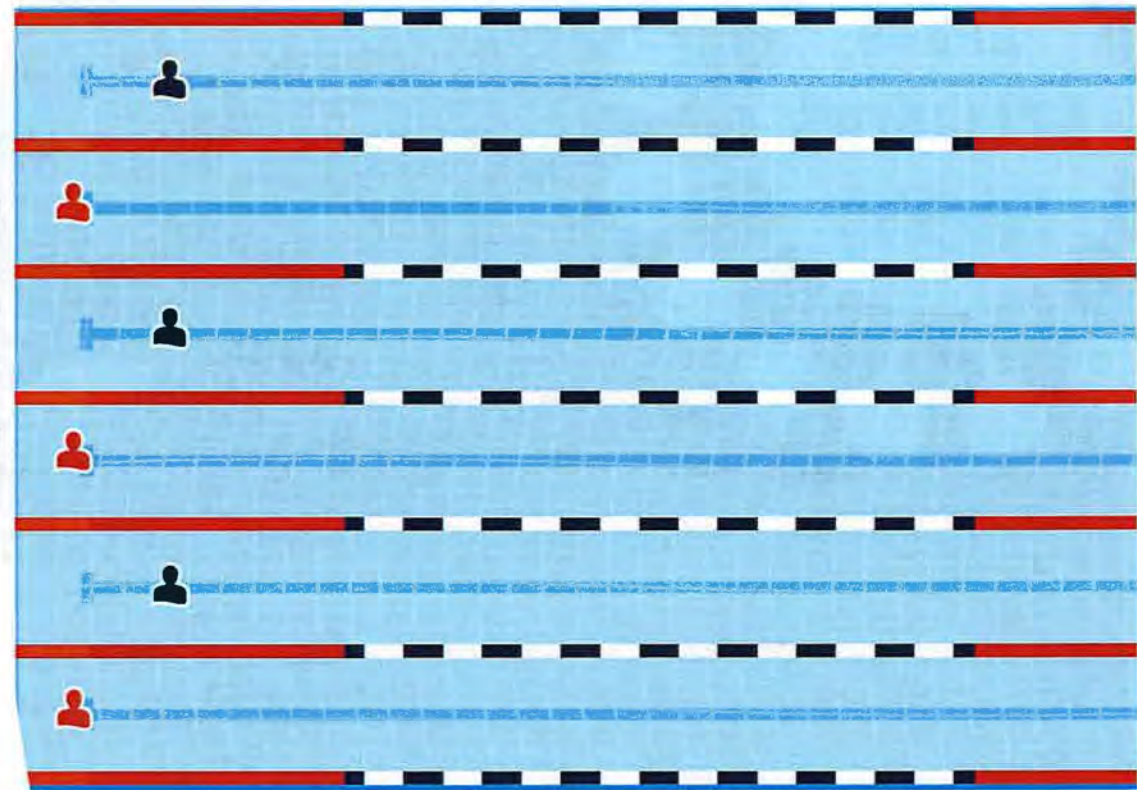
For effective sanitizing, wait the proper contact time as indicated on the product label.



Reintroduction of Programs

- Start Slow and reintroduce programs to ensure safety and continuity
- Redesign programs for limited touching and social distancing
- Retrain staff to teach new swim lessons and water exercise
- Work with rental groups on new expectations

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



12 SWIMMERS

High Risk Users and Staff

- If cannot require everyone to wear a mask, screening and enforcement might have potential issues
- Platoon: staff may have contact outside of work
- Specific high-risk user times
- High-risk staff, realign duties



Uncertain Future

- Inslee developed Phase 1.5 for King County, but no changes to other items
- May be other future phases
- Project effected by current climate
- Some parents concerned about safety of children

Prepare for a period of adjustment as we reopen

Pandemics occur in waves



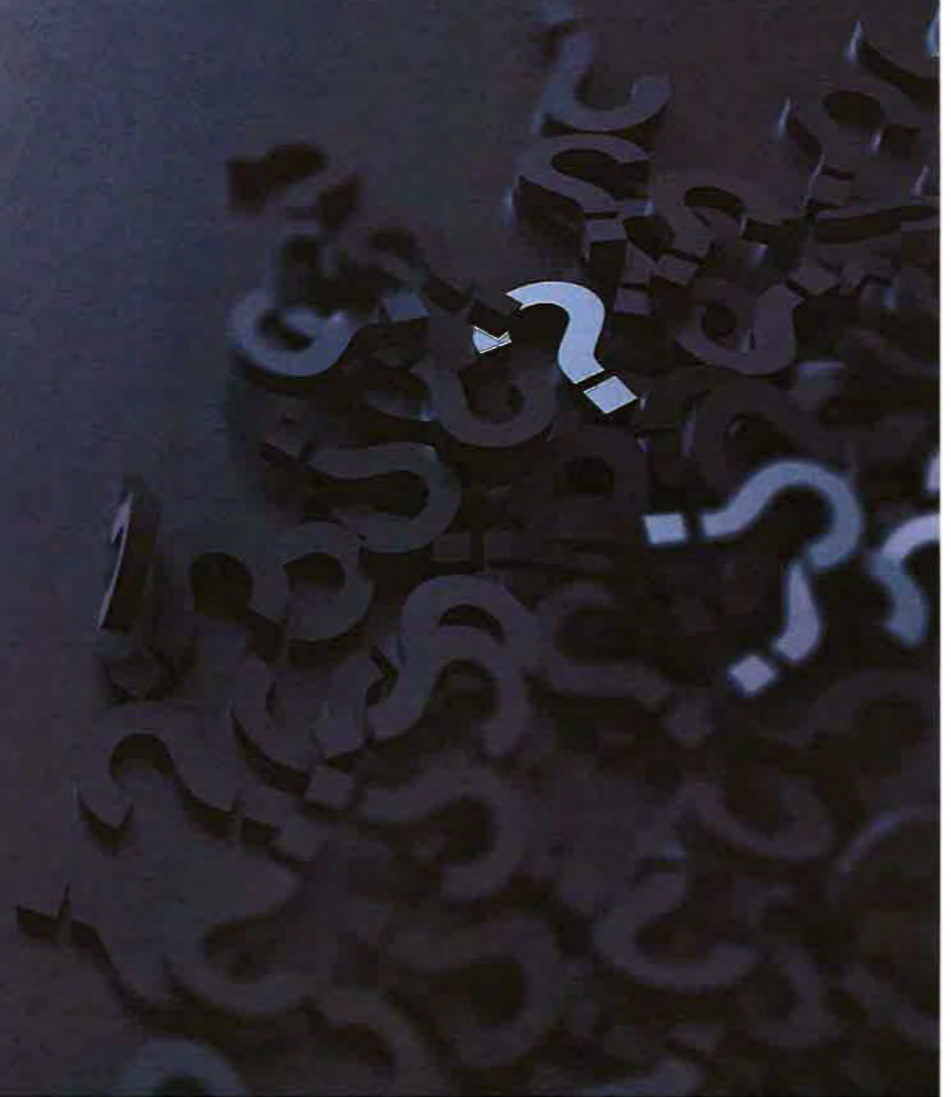
Focus on the fundamentals

We live in a highly specialized world and in times of great change it is easy to overlook **the fundamentals.**



Thornton May, Futurist

Questions



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c **Assigned to:** District GM **Meeting Date:** 06/16/2020

Under: Old Business **Attachment:** Yes

Subject: Aquatics Manager's 1st Quarter Report

Background/Summary:

The Aquatics Manager's 1st Quarter Report was originally planned to be presented at the April 21, 2020 board meeting. Due to Governor Inslee's Proclamation 20-28 only "necessary and routine" business could be performed at all online meetings. This measure was placed to ensure the public had access to business before non-COVID-19 related items were discussed. As of May 31, the Governor's office extended the proclamation, but have removed the "necessary and routine" business items.

The Aquatics Manager will be present to his report and results of swim lesson survey.

Fiscal Impact: N/A

Proposed Motion: No motion. Informational only

Reviewed by Legal Counsel: **Yes** **No** **Date:** _____

Two Touch Rule: TBD **Committee Review**
 6/16/2020 **First Board Meeting (Informational)**
 Not necessary **Second Board Meeting (Action)**

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

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

Notes: Attachments

1. 2020 Aquatics Manager's 1st Quarter Report
2. Swim Lesson Survey

OVERALL VISITATION REPORT

QUARTER 4 MONTHLY REPORT

October	November	December
3658	3067	1697

DAILY AND MONTHLY BREAKDOWN

In the future, we plan to break water exercise out on admissions and reports.

OCTOBER

	Admissions (POS + Members)	Swim Teams	Rentals/Meets	Swim Lessons	Special Event	Total Daily
1	49	29				78
2	45	78		69		192
3	36	78			25	139
4	62	29				91
5	6	18	50	50	33	136
6	12					12
7	51	78		69		198
8	45	29				74
9	39	78		69		186
10	47	78				125
11	84	29				113
12	16	18	50	50		134
13	9					9
14	42	78		73		193
15	56	29				85
16	48	78		73		199
17	47	78				125
18	49	29				78
19	5	18	50		49	88
20	9					9
21	54	78		73		205
22	35	29				64
23	49	78		73		200
24	34	78				112

25	45	29			12	81
26	21	18	50		66	155
27	3					3
28	47	78		73		198
29	41	29				70
30	48	78		73		199
31	29	78				107
T	1163	1425	200	745	125	3658

NOVEMBER

	Admissions (POS + Members)	Swim Teams	Rentals/Meets	Swim Lessons	Special Events	Total Daily
1	52	29				52
2	8	18	50		42	8
3	11		78			89
4	63	78		73		214
5	50	29				79
6	47	78		73		198
7	37	78			15	142
8	58	29				87
9	19	18	50			87
10	8					8
11	48	70				118
12	41	21				62
13	48	70		66		184
14	36	70				106
15	50					50
16	58	18	50		58	184
17	8					8
18	57	71		66		194
19	40	22				62
20	60	71		66		197
21	46	71				117
22	56	22				78

23	30	18	75			123
24	11					11
25	68	71		66		205
26	47	22				69
27	48	71		66		185
28	Closed					0
29	33	22			11	66
30	16	18	50			84
Total	1154	1038	303	476	96	3067

DECEMBER

	Admissions (POS + Members)	Swim Teams	Rentals/Meets	Swim Lessons	Special Events	Total Daily
1	19					19
2	44	79		66		123
3	45	27	50		98	220
4	55	79		66		55
5	39	79			18	57
6	62	27				62
7	14		50	70	32	116
8	7					7
9	76	79		66		76
10	45	27				45
11	42	79		66		42
12	46	79				46
13	61	27				61
14	16	18	75	70		86
15	13					13
16	61	79				61
17	16	27				16
18	13	79				13
19	61	79				61
20	38	27				38
21	40	18	75		14	58
22	35	79				35
23	43	79				43

24	CLOSED					0
25	CLOSED					0
26	37					37
27	6	27				33
28	23	18				41
29	7					7
30	65	79				144
31	32	27	50			82
T	1061	248	100	140	148	1697

SWIM LESSON INFORMATION

September- October

M/W Evenings (4:30-7pm): All 30 minutes.

9/16- 10/9

GROUP LESSONS	Instructors Available During This Time (Out of 5)	# of Group Classes Offered	Total Served (Out of 25 per 30 mins)	% of Ideal Capacity -Out of 25 (Doesn't Include Privates)*
4:30pm	3	3	15	60%
5:00pm	3	3	15	60%
5:30pm	3	3	15	60%
6:00pm	3	3	15	60%
6:30pm	3	2	9	36%
Totals	3	14	69	55.2%

Private Lessons:

Available Time Slots	Filled Time Slots	% of Capacity
7	0	0%

Waitlisted (& Unable to Get Into Classes) – 28

October- November

M/W Evenings (4:30-7pm): All 30 minutes.

10/14-11/6

GROUP LESSONS	Instructors Available During This Time (Out of 5)	# of Group Classes Offered	Total Served (Out of 25)	% of Ideal Capacity -Out of 25 (Doesn't Include Privates)*
4:30pm	3	3	14	56%
5:00pm	3	3	15	60%
5:30pm	3	3	14	56%
6:00pm	3	3	15	60%
6:30pm	3	3	15	60%
Totals	3	15	73	58.4%

Private Lessons:

Available Time Slots	Filled Time Slots	% of Capacity
15	15	100%

Waitlisted (& Unable to Get Into Classes) – 8

November- December

M/W Evenings (4:30-7pm): All 30 minutes.

11/13- 12/11

GROUP LESSONS	Instructors Available During This Time (Out of 5)	# of Group Classes Offered	Total Served (Out of 25)	% of Ideal Capacity -Out of 25 (Doesn't Include Privates)
4:30pm	3	1	3	12%
5:00pm	4	4	19	76%
5:30pm	4	4	18	72%
6:00pm	4	4	15	60%
6:30pm	4	4	14	56%
Totals	3	16	66	55.2%

Private Lessons:

Available Time Slots	Filled Time Slots	% of Capacity
36	9	25%

Waitlisted (& Unable to Get Into Classes) – 6

October- December

Saturday Mornings (7-11am): All 30 minutes.

10/19-12/14

GROUP LESSONS	Instructors Available During This Time (Out of 5)	# of Group Classes Offered	Total Served (Out of 25, P&C 30, Adult 10)	% of Ideal Capacity -Out of 25 (Doesn't Include Privates)*
7:00am (Adult Only)	1	1	3	30%
8:00am	3	1	5	20%
8:30am	3	3	15	60%
9:00am	3	3	15	60%
9:30am	3	2	10	40%
10:00am	3	3	13	52%
10:30am	3	2	9	36%
Totals	3	15	70	42.6%

Private Lessons:

Available Time Slots	Filled Time Slots	% of Capacity
72	40	56%

#Waitlisted (& Unable to Get Into Classes) - 6

SWIM LESSON PROCESS: The process for booking swim lessons is ideally five classes in the pool at one time, with four in the shallow end and one in the deep end. Classes are scheduled based on instructor availability. Registration opens and all class times that have three or more participants to the instructor are scheduled. Classes with 2 or less participants are cancelled and re-opened as Private or Semi-Private Lessons. Private lessons are booked on a specific date period. Thus, a time slot can look at 100% capacity, but we are serving one or two with the Private lesson, where a class would normally serve 4 to 5.

Note-The table above features percentages of our maximum capacity of instructors. The actual percentage of attendance for classes with instructors available is 84% (281/335).

Check-In Summary by Membership

Run On 01/22/2020 03:51 PM

Run By Dominic Finazzo

From 10/01/2019 12:00 AM

To 10/31/2019 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	139
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	108
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	2
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	26
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	28
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	14
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	45
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	75
9. 3-Month Facility Passes Adult 3-Month Pass	59
10. 3-Month Facility Passes Family 3-Month Pass	2
11. 3-Month Facility Passes Senior 3-Month Pass	68

12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	25
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	51
14. Annual Facility Passes - Pay at Once Adult Annual Pass	20
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	27
16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	131
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	13
18. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	22
	855

Totals for Check-In Summary by Membership

855

Check-In Summary by Membership

Run On 01/22/2020 03:52 PM

Run By Dominic Finazzo

From 11/01/2019 12:00 AM

To 11/30/2019 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	164
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	109
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	2
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	23
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	15

6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	5
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	25
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	56
9. 3-Month Facility Passes Adult 3-Month Pass	53
10. 3-Month Facility Passes Family 3-Month Pass	11
11. 3-Month Facility Passes Senior 3-Month Pass	64
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	36
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	28
14. Annual Facility Passes - Pay at Once Adult Annual Pass	28
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	9
16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	135
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	19
18. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	26
	808

Totals for Check-In Summary by Membership

808

Check-In Summary by Membership

Run On 01/22/2020 03:52 PM

Run By Dominic Finazzo

From 12/01/2019 12:00 AM

To 12/31/2019 11:59 PM

Membership Name

Total Check-Ins

1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	176
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	109
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	5
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	24
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	15
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	4
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	26
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	48
9. 3-Month Facility Passes Adult 3-Month Pass	64
10. 3-Month Facility Passes Family 3-Month Pass	5
11. 3-Month Facility Passes Senior 3-Month Pass	32
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	24
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	31
14. Annual Facility Passes - Pay at Once Adult Annual Pass	21
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	2
16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	85
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	17
18. Monthly Auto Billing- Facility Passes Family Monthly Auto-Bill (Requires 12-Month Commitment)	1
19. SILVER AND FIT PLAN Silver & Fit 2019-2020	11
20. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness 2019-2020	8
21. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	32

Totals for Check-In Summary by Membership

740

Check-In Summary by Membership**Run On** 01/23/2020 09:42 AM**Run By** Dominic Finazzo**From** 10/01/2019 12:00 AM**To** 12/31/2019 11:59 PM

Membership Name	Total Check-Ins
1. 10-Visit Lap Swim Passes (Formerly Punch Cards) Adult 10 Visit Lap Swim	479
2. 10-Visit Lap Swim Passes (Formerly Punch Cards) Senior 10 Visit Lap Swim	326
3. 10-Visit Lap Swim Passes (Formerly Punch Cards) Youth 10 Visit Lap Swim	9
4. 10-Visit Open Swim Passes (Formerly Punch Cards) Adult 10 Visit Open Swim	73
5. 10-Visit Open Swim Passes (Formerly Punch Cards) Senior 10 Visit Open Swim	58
6. 10-Visit Open Swim Passes (Formerly Punch Cards) Youth 10 Visit Open Swim	23
7. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Adult 10 Visit H2O Exercise	96
8. 10-Visit Water Aerobics Passes (Formerly Punch Cards) Senior 10 Visit H2O Exercise	179
9. 3-Month Facility Passes Adult 3-Month Pass	176
10. 3-Month Facility Passes Family 3-Month Pass	18
11. 3-Month Facility Passes Senior 3-Month Pass	164
12. 3-Month H2O Exercise Passes Adult 3-Month H2O Exercise Pass	85
13. 3-Month H2O Exercise Passes Senior 3-Month H2O Exercise Pass	110
14. Annual Facility Passes - Pay at Once Adult Annual Pass	69
15. Annual Facility Passes - Pay at Once Family Swimmer Annual Pass	38

16. Annual Facility Passes - Pay at Once Senior Swimmer Annual Pass	351
17. Monthly Auto Billing- Facility Passes Adult Monthly Auto-Bill (Requires 12-Month Commitment)	49
18. Monthly Auto Billing- Facility Passes Family Monthly Auto-Bill (Requires 12-Month Commitment)	1
19. SILVER AND FIT PLAN Silver & Fit 2019-2020	11
20. SILVERSNEAKERS/PRIME FITNESS PLAN SilverSneakers & Prime Fitness 2019-2020	8
21. Water Aerobics Class Passes - Annual Pay at Once Senior Annual Class Pass- Pay-at-once (Water Aerobics)	80
	2403

Totals for Check-In Summary by Membership

2403

General Ledger Summary

Run On 01/22/2020 12:43 PM

Run By Dominic Finazzo

From 10/01/2019 12:00 AM

To 10/31/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	\$0.00	\$183.63	(\$183.63)
2. Revenue	001.347.31 : Passes	\$0.00	\$2,540.82	(\$2,540.82)
3. Revenue	001.347.32: General Admission	\$8.59	\$1,179.26	(\$1,170.67)
4. Revenue	001.347.61: Swim Instruction	\$1,007.46	\$11,207.20	(\$10,199.74)
5. Revenue	001.347.62: Aquatic Fitness	\$42.50	\$1,187.87	(\$1,145.37)
6. Revenue	001.362.41: Single Event	\$0.00	\$613.65	(\$613.65)
7. Liability	000: Sales Tax	\$3.40	\$443.80	(\$440.40)
8. Asset	100: Payment Account	\$16,526.73	\$1,022.95	\$15,503.78
		\$17,588.68	\$18,379.18	(\$790.50)

Totals for General Ledger Summary

\$17,588.68 \$18,379.18 (\$790.50)

General Ledger Summary**Run On** 01/22/2020 12:44 PM**Run By** Dominic Finazzo**From** 11/01/2019 12:00 AM**To** 11/30/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	\$0.00	\$72.72	(\$72.72)
2. Revenue	001.347.31 : Passes	\$150.90	\$1,984.81	(\$1,833.91)
3. Revenue	001.347.32: General Admission	\$0.00	\$1,436.51	(\$1,436.51)
4. Revenue	001.347.61: Swim Instruction	\$604.73	\$4,906.13	(\$4,301.40)
5. Revenue	001.347.62: Aquatic Fitness	\$0.00	\$1,390.21	(\$1,390.21)
6. Revenue	001.362.41: Single Event	\$0.00	\$13,277.96	(\$13,277.96)
7. Revenue	576.2040.20: Scholarship Donation - Faith Callahan	\$0.00	\$1.00	(\$1.00)
8. Liability	000: Sales Tax	\$20.36	\$1,688.64	(\$1,668.28)
9. Asset	100: Payment Account	\$24,757.98	\$775.99	\$23,981.99
		\$25,533.97	\$25,533.97	\$0.00
Totals for General Ledger Summary		\$25,533.97	\$25,533.97	\$0.00

Run On 01/22/2020 12:44 PM

Run By Dominic Finazzo

From 12/01/2019 12:00 AM

To 12/31/2019 11:59 PM

General Ledger Summary

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	\$0.00	\$50.00	(\$50.00)
2. Revenue	001.347.31 : Passes	\$54.26	\$2,482.89	(\$2,428.63)
3. Revenue	001.347.32: General Admission	\$0.00	\$1,515.08	(\$1,515.08)
4. Revenue	001.347.61: Swim Instruction	\$1,022.19	\$8,589.18	(\$7,566.99)
5. Revenue	001.347.62: Aquatic Fitness	\$13.75	\$701.48	(\$687.73)
6. Revenue	001.362.41: Single Event	\$0.00	\$1,111.82	(\$1,111.82)
7. Liability	000: Sales Tax	\$9.23	\$540.51	(\$531.28)
8. Asset	100: Payment Account	\$14,298.86	\$1,099.43	\$13,199.43
		\$15,398.29	\$16,090.39	(\$692.10)

Totals for General Ledger Summary

\$15,398.29 \$16,090.39 (\$692.10)

General Ledger Summary

Run On 01/22/2020 12:45 PM

Run By Dominic Finazzo

From 10/01/2019 12:00 AM

To 12/31/2019 11:59 PM

GL Type	GL Code/Desc	GL Debit	GL Credit	GL Net
1. Revenue	001.341.71: Product Sales	\$0.00	\$306.35	(\$306.35)
2. Revenue	001.347.31 : Passes	\$205.16	\$7,008.52	(\$6,803.36)
3. Revenue	001.347.32: General Admission	\$8.59	\$4,130.85	(\$4,122.26)

4. Revenue	001.347.61: Swim Instruction	\$2,634.38	\$24,702.51	(\$22,068.13)
5. Revenue	001.347.62: Aquatic Fitness	\$56.25	\$3,279.56	(\$3,223.31)
6. Revenue	001.362.41: Single Event	\$0.00	\$15,003.43	(\$15,003.43)
7. Revenue	576.2040.20: Scholarship Donation - Faith Callahan	\$0.00	\$1.00	(\$1.00)
8. Liability	000: Sales Tax	\$32.99	\$2,672.95	(\$2,639.96)
9. Asset	100: Payment Account	\$55,583.57	\$2,898.37	\$52,685.20
		\$58,520.94	\$60,003.54	(\$1,482.60)

Totals for General Ledger Summary

\$58,520.94 \$60,003.54 (\$1,482.60)

POS Summary Report

Run On 01/22/2020 03:54 PM

Run By Dominic Finazzo

From 10/01/2019 12:00 AM

To 10/31/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	25	\$119.28
2. POS Item: Adult Lap Swim (Resident)	26	\$106.34
3. POS Item: Adult Open Swim (Non-Resident)	12	\$49.08
4. POS Item: Adult Open Swim (Resident)	53	\$180.73
5. POS Item: Adult Swim Goggles (Tax Included)	5	\$54.55
6. POS Item: Adult Water Exercise (Resident)	19	\$123.50
7. POS Item: First Saturday Open Swim \$1	24	\$21.84
8. POS Item: MRP Swim Pass	2	\$0.00
9. POS Item: No School Day	52	\$141.78
10. POS Item: Pad Lock	1	\$9.09
11. POS Item: Practice Card	15	\$0.00
12. POS Item: Senior Lap Swim (Non-Resident)	2	\$7.28
13. POS Item: Senior Lap Swim (Resident)	8	\$23.60

14. POS Item: Senior Open Swim (Non-Resident)	1	\$3.41
15. POS Item: Senior Open Swim (Resident)	3	\$8.18
16. POS Item: Senior Water Exercise (Resident)	25	\$125.00
17. POS Item: Swim Caps	4	\$29.09
18. POS Item: Teen Night Special Rate	7	\$6.37
19. POS Item: Under 2	2	\$0.00
20. POS Item: Youth Open Swim (Non-Resident)	7	\$23.87
21. POS Item: Youth Lap Swim (Resident)	15	\$44.32
22. POS Item: Youth Open Swim (Resident)	114	\$313.88
23. POS Item: Youth Swim Goggles (Tax Included)	10	\$90.90
24. POS Item: Youth Youth Lap Swim (Non-Resident)	1	\$3.64
	433	\$1,485.73

Totals for POS Summary Report

433 \$1,485.73

POS Summary Report

Run On 01/22/2020 03:54 PM

Run By Dominic Finazzo

From 11/01/2019 12:00 AM

To 11/30/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	47	\$224.22
2. POS Item: Adult Lap Swim (Resident)	51	\$208.59
3. POS Item: Adult Open Swim (Non-Resident)	13	\$53.17
4. POS Item: Adult Open Swim (Resident)	48	\$163.67
5. POS Item: Adult Swim Goggles (Tax Included)	2	\$21.82
6. POS Item: Adult Water Exercise (Non-Resident)	1	\$7.25
7. POS Item: Adult Water Exercise (Resident)	5	\$32.50
8. POS Item: Ear Plugs	1	\$7.27

9. POS Item: First Saturday Open Swim \$1	38	\$34.57
10. POS Item: MRP Swim Pass	8	\$0.00
11. POS Item: No School Day	22	\$59.98
12. POS Item: Pad Lock	1	\$9.09
13. POS Item: Practice Card	12	\$0.00
14. POS Item: Rental (Admin only)	5	\$13,155.23
15. POS Item: Senior Lap Swim (Non-Resident)	21	\$76.44
16. POS Item: Senior Lap Swim (Resident)	6	\$17.70
17. POS Item: Senior Open Swim (Non-Resident)	4	\$13.64
18. POS Item: Senior Open Swim (Resident)	2	\$5.45
19. POS Item: Senior Water Exercise (Resident)	14	\$70.00
20. POS Item: Swim Caps	1	\$7.27
21. POS Item: Swim Scholarship - Faith Callahan	1	\$1.00
22. POS Item: Teen Night Special Rate	4	\$3.64
23. POS Item: Under 2	3	\$0.00
24. POS Item: Youth Open Swim (Non-Resident)	18	\$61.38
25. POS Item: Youth Lap Swim (Resident)	11	\$32.49
26. POS Item: Youth Open Swim (Resident)	122	\$332.68
27. POS Item: Youth Swim Goggles (Tax Included)	3	\$27.27
28. POS Item: Youth Youth Lap Swim (Non-Resident)	11	\$40.01
	475	\$14,666.33

Totals for POS Summary Report

475 \$14,666.33

POS Summary Report**Run On** 01/22/2020 03:55 PM**Run By** Dominic Finazzo**From** 12/01/2019 12:00 AM**To** 12/31/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	68	\$324.46
2. POS Item: Adult Lap Swim (Resident)	46	\$188.14
3. POS Item: Adult Open Swim (Non-Resident)	18	\$73.62
4. POS Item: Adult Open Swim (Resident)	23	\$78.43
5. POS Item: Adult Swim Goggles (Tax Included)	2	\$21.82
6. POS Item: Adult Water Exercise (Non-Resident)	2	\$14.50
7. POS Item: Adult Water Exercise (Resident)	10	\$65.00
8. POS Item: Ear Plugs	1	\$7.27
9. POS Item: First Saturday Open Swim \$1	30	\$27.30
10. POS Item: Free Senior Thursday	4	\$0.00
11. POS Item: Key Chain Tag Replacement	1	\$4.55
12. POS Item: No School Day	55	\$149.97
13. POS Item: Practice Card	1	\$0.00
14. POS Item: Rental (Admin only)	1	\$780.00
15. POS Item: Senior Lap Swim (Non-Resident)	34	\$123.76
16. POS Item: Senior Lap Swim (Resident)	20	\$59.00
17. POS Item: Senior Open Swim (Non-Resident)	1	\$3.41
18. POS Item: Senior Open Swim (Resident)	2	\$5.46
19. POS Item: Senior Water Exercise (Resident)	2	\$10.00
20. POS Item: Swim Caps	2	\$14.54
21. POS Item: Swim Diapers	1	\$1.82
22. POS Item: Youth Open Swim (Non-Resident)	10	\$34.10
23. POS Item: Youth Lap Swim (Resident)	19	\$56.13
24. POS Item: Youth Open Swim (Resident)	104	\$283.54

25. POS Item: Youth Youth Lap Swim (Non-Resident)	3	\$10.91
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	460	\$2,337.73
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Totals for POS Summary Report

460	\$2,337.73
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POS Summary Report

Run On 01/22/2020 03:59 PM

Run By Dominic Finazzo

From 10/01/2019 12:00 AM

To 12/31/2019 11:59 PM

Item Description	Quantity	Total
1. POS Item: Adult Lap Swim (Non-Resident)	140	\$667.96
2. POS Item: Adult Lap Swim (Resident)	123	\$503.07
3. POS Item: Adult Open Swim (Non-Resident)	43	\$175.87
4. POS Item: Adult Open Swim (Resident)	124	\$422.83
5. POS Item: Adult Swim Goggles (Tax Included)	9	\$98.19
6. POS Item: Adult Water Exercise (Non-Resident)	3	\$21.75
7. POS Item: Adult Water Exercise (Resident)	34	\$221.00
8. POS Item: Ear Plugs	2	\$14.54
9. POS Item: First Saturday Open Swim \$1	92	\$83.71
10. POS Item: Free Senior Thursday	4	\$0.00
11. POS Item: Key Chain Tag Replacement	1	\$4.55
12. POS Item: MRP Swim Pass	10	\$0.00
13. POS Item: No School Day	129	\$351.73
14. POS Item: Pad Lock	2	\$18.18
15. POS Item: Practice Card	28	\$0.00
16. POS Item: Rental (Admin only)	6	\$13,935.23
17. POS Item: Senior Lap Swim (Non-Resident)	57	\$207.48
18. POS Item: Senior Lap Swim (Resident)	34	\$100.30
19. POS Item: Senior Open Swim (Non-Resident)	6	\$20.46

20. POS Item: Senior Open Swim (Resident)	7	\$19.09
21. POS Item: Senior Water Exercise (Resident)	41	\$205.00
22. POS Item: Swim Caps	7	\$50.90
23. POS Item: Swim Diapers	1	\$1.82
24. POS Item: Swim Scholarship - Faith Callahan	1	\$1.00
25. POS Item: Teen Night Special Rate	11	\$10.01
26. POS Item: Under 2	5	\$0.00
27. POS Item: Youth Open Swim (Non-Resident)	35	\$119.35
28. POS Item: Youth Lap Swim (Resident)	45	\$132.94
29. POS Item: Youth Open Swim (Resident)	340	\$930.10
30. POS Item: Youth Swim Goggles (Tax Included)	13	\$118.17
31. POS Item: Youth Youth Lap Swim (Non-Resident)	15	\$54.56
	1368	\$18,489.79

Totals for POS Summary Report

1368 \$18,489.79

SPECIAL EVENTS

October

Halloween Swim, October 26th, 2-4pm

Attendance:

- Pool- 48
- Stands-18
- Turned Away- 0
 - Total - 66

Notes: The Halloween Swim went very well. Staff decorated the lobby and the pool deck for the event. We had goody bags for attendees set out in the lobby, and the wibit was in the pool for all to enjoy. This event was lots of fun with a good turnout. I was very impressed by the innumerable amounts of positive feedback we received for this event and enthusiasm for coming special events from the public.

November

Harvest Swim, November 16th, 2-4pm

Attendance:

- Pool- 40
- Stands- 15
- Turned Away- 0
 - Total – 55

Notes: We had games in lobby including ring toss and stuff the turkey, pumpkin race, arts and crafts and word searches. Lots of participants decorated the hands we had prepared, and we decorated the lobby with them after. The wibit was in use the whole time.

December

Holiday Swim, December 21st, 2-4pm

Attendance:

- Pool- 6
- Stands- 4
- Turned Away- 0
 - Total - 10

Notes: There were fun games in the lobby: Pin the Tail on Rudolph and hat on Frosty, and a snowball toss. There was also a photobooth set up in the hallway with a festive frame for participants to take a picture with. We also did a photobooth giveaway prior to the event to bolster attendance. We had very low attendance for this swim. In the future, we will have this swim not fall on the same week as Christmas.

PROMOTIONAL DAYS: List of promotional days each month. All numbers are figured into admission column.

a. October

i. Free Senior Thursday:

1. Swimmers- 5
2. Water Exercise-14
3. Water Walkers-6
- a. Total - 25

ii. \$1 First Saturday Open Swim

1. Swimmers-26
2. Spectators- 7
3. Turned Away- 0
- a. Total 33

iii. 3rd Saturday Wibit Open Swim:

1. Swimmers-41
2. Spectators- 8

- 3. Turned Away- 0
 - a. Total 49
- iv. \$1 Final Friday Teen Night:
 - 1. Swimmers- 9
 - 2. Spectators- 3
 - 3. Turned Away- 0
 - a. Total - 12

b. November

- i. Free Senior Thursday:
 - 1. Swimmers-3
 - 2. Water Exercise-11
 - 3. Water Walkers-1
 - a. Total - 15
- ii. \$1 First Saturday Open Swim:
 - 1. Swimmers-38
 - 2. Spectators-4
 - 3. Turned Away-0
 - a. Total - 42
- iii. 3rd Saturday Wibit Open Swim: See Harvest Swim
 - 1. Swimmers-N/A
 - 2. Spectators-N/A
 - 3. Turned Away-N/A
- iv. \$1 Final Friday Teen Night:
 - 1. Swimmers- 0
 - 2. Spectators-0
 - 3. Turned Away- 0
 - a. Total - 0

c. December:

- i. Free Senior Thursday:
 - 1. Swimmers- 6
 - 2. Water Exercise- 9
 - 3. Water Walkers- 3
 - a. Total 18
- ii. \$1 First Saturday Open Swim:
 - 1. Swimmers- 27
 - 2. Spectators- 5
 - 3. Turned Away- 0
 - a. Total - 32
- iii. 3rd Saturday Wibit Open Swim:
 - 1. Swimmers-12
 - 2. Spectators- 7
 - 3. Turned Away- 0
 - a. Total 19
- iv. \$1 Final Friday Teen Night:

1. Swimmers-3
2. Spectators-1
3. Turned Away- 0
 - a. Total - 4

Overview of Pool Operations:

The Mt. Rainier Pool has continued to offer new programming with the rollout of Silver Programs. During Boy's Swim season we hosted other swim teams in the area that were displaced by pool closures. We also continued to improve the equipment at our facility to ensure that operations run smoothly. Our Teen Night Swims have had low attendance and we have decided to open it up to a larger demographic to see if that will bolster the numbers by including Tweens (ages 11-12). The night is now called TNT Night for Teens and Tweens.

WRPA Network and Aquatic Trends:

At the last WRPA meeting there were some interesting conversations that will be discussed again at future meetings:

- Recognition and unintentional blindness- Different organizations discussed how they combat these issues including silhouette testing, white caps, and other various recognition drills.
- Sexual harassment training for Aquatics- As our industry is a different sort of workplace to traditional jobs, there was a discussion about providing sexual harassment training and particularly if there were any specific trainings for Aquatics. The main issue that was discussed was patrons interacting with employees inappropriately and training staff to know what their rights are and what to do when the situations arise.

Staffing:

We currently have 50 part-time staff not including management. We have hired a new head guard who worked at FWCC and KCAC and previously worked at this facility under previous management (one month). He has around ten years of experience in Aquatics and is a great addition to our team.

Pool Water Temperature:

As directed by the board, we have logged the daily water temperature of the pool. The average for the fourth quarter was 83.6 degrees. This was including some boiler lockouts that we experienced that saw the temperature dip slightly on those days.

Programming Notes:

- **General:** We have kept the same operational hours as Summer. This has been tough to regularly staff and has resulted in the Aquatics Coordinator being in-program hours more than I would prefer. Many of the staff that had more availability in the summer now have obligations to their schoolwork, extracurricular activities and sports. We are

actively searching for potential staff members who have more availability in the mornings and weekends to alleviate this. We should also see in an increase in staff availability as high school swim season at the end of February.

- **Water aerobics:** We have had community members asking about having a Silver program water aerobics class, we are collecting requests and looking to build interest before implementing. We are also trying to work with Judson Park on being part of this class.
- **Swim Lessons:** M/W: 3 instructors and 4 instructors depending on the session (see charts above), Sat: 3 instructors.
- **Scholarship Information:**
From October to December we gave out twenty-four scholarships for a total of \$1521.60.
- **Private Party Rentals-** 39 rentals from October to December, 39 rentals x 25 swimmers= 975 swimmers.
- **SMAC Swim Meet-** November 3rd
- **USER GROUP INFORMATION**
Below is a breakdown of rental groups for 4th Quarter:
 - Alaska Airlines- November 20th, December 4th and 18th
 - Alpha Dive Team- Monday, Wednesday and Saturdays
 - MRHS Girls Swim and Dive Teams
 - MRHS Boys Swim and Dive Teams
 - HI/EV/TY Co-Op Swim and Dive Teams (during Evergreen Pool closure)
 - Kennedy Dive Team (during Tukwila Pool closure)
 - SMAC- Monday through Saturdays
- **PTSA Swims:**
 - We have held dates for four PTSA Nights on 10/18, 11/15, 11/22, and 12/20. None of them were utilized by any school that Lauryne reached out to (list of schools was included in last report).
- **Maintenance**
 1. MacMiller HVAC Specialist came out and did routine HVAC and Boiler Maintenance. We had several situations after MacMiller did routine boiler maintenance where the boiler was going into lockout mode and had to have a part replaced. The labor was included under our service contract.
 2. Aquatic Specialty Services- Monthly service (ongoing).
- **Issues**
 - The boiler had several instances where it was going into lockout. The part was replaced, and we have not had this issue since.
 - Men's Locker Room mixing valve had a piece of debris in it causing the hot water to be contaminated with cold water. MacMiller came out and removed the debris which solved the issue. This repair was completed under warranty.

- **Repairs/ Installs:**

1. Aquatic Specialty Services installed a SLS sensor and water solenoid to replace the autofill valve that was malfunctioning. This did not interrupt any programming and has been working well. We are one of the first organizations to have this equipment in our facility.
2. Boiler part replaced to mitigate lockouts.

- **Accident and Incident Reports:**

1. A patron fell on the sidewalk while walking between the high school and the pool. The person came in seeking first aid, lifeguards cleaned and bandaged the wound.
2. A swimmer's goggles fogged up while swimming and they hit their head on the bulkhead. They were given an icepack from staff.
3. A swim team member was accidentally struck in the nose by a passing swimmer's hand. They were given an icepack; they had no sign of head injury or concussion and were allowed to continue practicing.
4. A patron who had visited the pool for water walking, lost their balance and fell in the parking lot while trying to get into their car. Another patron leaving the pool heard the person call out for help and went to get an employee to assist. The helping patron and employee got the water walker to their feet and ensured that they got in their car safely. No first aid was performed.
5. An employee leaving the facility exited the facility after a shift to find that their front driver's side window had been broken out. The employee informed staff of the incident and the police were called. Staff were told by police to fill out a non-emergency report and that no units would be dispatched to the scene. Staff filled out an incident report to document the situation and informed management. The employee's parent arrived to take the car home. This was the first break-in incident we have had onsite since opening.

- **Community Outreach**

Events for Community Outreach during the 4th Quarter:

- On November 3rd staff went to the Des Moines Farmers' Market for the Holiday Market. Unfortunately, we did not have a booth as Laurayne was informed of it the day of but was able to still attend and see what it will look like for next year.

- **Marketing Update**

- City Scene
- City Currents
- No School Swims
- Special Promotions Calendar

- **Marketing Objectives to enhance our Mission:**

- Promote swimming as a lifelong and lifesaving skill, along with the importance of knowledge of how to be safe in, on and around the water through programming.
- Increasing opportunities for all community members to utilize Mt. Rainier Pool, regardless of age, swimming skill, and economic status.

- Creating and promoting programming that will enable public to use Mt. Rainier Pool from a young child through adulthood.
- Ensuring opportunities for teens/ young adults as a safe place to socialize and better their skills and knowledge of the water.
- Creating partnerships with other agencies in our community to offer opportunities for better access to our facility.

Swim Lesson Instructor Evaluation

Questions:	Excellent (4)	Good (3)	Fair (2)	Poor (1)
1. My child's progress was...	5	21	3	
2. The class organization and use of time was...	14	15		
3. Class started and ended on time...	26	3		
4. The instructor kept the class under control...	19	8	2	
5. The instructor showed enthusiasm...	19	6	3	
6. The instructor motivated the students....	17	9	3	
7. The instructor made positive corrections....	20	8	1	
8. The instructor gave clear, concise instructions...	21	7	1	
9. The instructor demonstrated all new skills...	17	10	2	
10. Students were given appropriate practice time...	16	12	1	
11. Would you recommend our swim lesson program to others?	Yes : 26	No:		

Comments or suggestions:

Parent and child: "It would be nice if the pool (lesson area) could be sectioned off giving more room to those learning to swim." - Patty Boyd

Level 3 and 6 (two kids in fam): "Very happy with the instructor."

Level 5: "My child is really improved and showing enthusiasm with his instructor, Thank you!"

Level 5: "Andrew really does great with the kids, my grand daughter has cried a few times and he is very encouraging and calms her to keep going."

Preschool: "Thank you Cameron, you did a great job with all the kids!"

PS 1: "Very happy. Carson likes Cameron."

Swim Lesson Instructor Evaluation

PS 1: "Cameron was great w7 the kids! Super enthusiastic - Grant loved his class and improved in both skill and confidence. Thank you!" - Jamie Kroeger

P3: "Instructor was patient and dedicated, however my child has been in the same level 3 times and still didn't pass."

No Class Listed: "Very happy with the class!"

P 2: "My child enjoys swim lessons and has made progress. One suggestion for students repeating the class would be to focus on not mastered skills over skills already mastered. Overall, my child is much more confident since beginning lessons here."

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District GM **Meeting Date:** 06/16/2020

Under: Old 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.

Updated (June 4, 2020): At May 19, the Board requested District Management Staff to send out an editable version of each document. The District Clerk sent the editable documents out the next day and the District GM sent out a reminder on Wednesday, June 4 with a request to have all edits in by Tuesday, June 9 for an edited document to be placed in the board packet for the June 16 meeting.

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>N/A</u>	Committee Review
	<u>05/19/2020</u>	First Board Meeting (Informational)
	<u>06/16/2020</u>	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes: See attached Crisis Management Communication Plan with edits



Policy 392 Crisis Management Communication Plan

Des Moines Pool Metropolitan Park District | May 19, 2020

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DRAFT

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.



MEDIA LOG

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.

REMEMBER THAT THE DISTRICT GENERAL MANAGER IS THE SPOKESPERSON FOR THE DISTRICT.

<u>AGENCY CALLED</u>	<u>CONTACT SPOKE TO</u>	<u>PHONE NUMBER</u>	<u>EMAIL</u>	<u>CONVERSATION</u>

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 #: 7e **Assigned to:** District GM **Meeting Date:** 06/16/2020

Under: Old 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: Emergency **Committee Review**
 05/19/2020 **First Board Meeting (Informational)**
 06/16/2020 **Second Board Meeting (Action)**

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes: Attachments:
1. Policy 250, Social Media/Imagery (w/edits)
2. 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

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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.*

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- (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;

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- (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

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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.

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- (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.

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- (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.

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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 #: 7f Assigned to: Commissioner Achziger Meeting Date: 06/16/ 2020

Under: Old Business

Attachment: None

Subject: Mission, Vision and Values

Background/Summary:

At the March 3, 2020 Board Meeting, Commissioner Achziger presented his update to the District's Mission, Vision and Values. He was requested to present an updated version of the Mission, Vision and Values for the March 17th Board Meeting.

Fiscal Impact: No fiscal impact.

Proposed Motion:

I move to replace the existing Mission, Vision and Values with the Mission, Vision and Values presented at the March 17, 2020 Board Meeting.

--or--

I move to replace the existing Mission, Vision and Values with the "amended" Mission, Vision and Values presented at the March 17, 2020 Board Meeting.

Reviewed by District Legal Counsel: Yes No Date: _____

Three Touch Rule: N/A Committee Review
10/08/2019 First Board Meeting (Informational)
03/17/2020 Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes: Commissioner Achziger will send the updated Mission, Vision and Values for the meeting to the District General Manager to be forwarded to the rest of the board.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7g Assigned to: District GM Meeting Date: 06/16/2020

Under: Old Business Attachment: Yes

Subject: 2020 Goals and Objectives (Homework)

Background/Summary:

In 2019, the District created a process for setting goals and objectives. The District GM is following the same process. At the District's Retreat on January 29, 2019, the Board of Commissioners gave the District General Manager an outline of items to be included in developing the 2019 Goals and Objectives.

I have attached the two sets of goals and objectives set up over the past couple of years and a homework sheet.

1/14 HOMEWORK: Please write up five goals that you would like to see the District pursue during 2020. Please email the District GM by Monday, January 20th.

1/21 HOMEWORK: The District GM will put these goals together to be handed out at the regular board meeting on January 21st for homework that will be put out to the board to vote on the importance and urgency of each goal.

2/18 BOARD MEETING: The voted items will be compiled into a spreadsheet that will be handed out to the board at the February 18th regular board meeting, along with a draft of the goals and objectives. If there are any changes, the board goals will be voted on at the March 17th regular board meeting.

3/17 BOARD MEETING: The goal-prioritizing homework will be handed out at the meeting to be completed by **Thursday, April 2nd**.

6/16 BOARD MEETING: Proclamation 20-28.4 has lifted the language of "necessary and routine" business. The attached goal-setting will be discussed and next steps/deadlines will be announced at the meeting.

Fiscal Impact: N/A

Proposed Motion: No motion necessary at this time.

Reviewed by Legal Counsel: Yes No Date: _____

Two Touch Rule: 1/14/20 Retreat Committee Review
1/21/20 First Board Meeting (Informational)
06/16/2020 Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes: See attached 2020 Goals Homework

2020 GOAL SETTING RESULTS & HOMEWORK

Des Moines Pool Metropolitan Park District

Please complete the attached homework. We have randomized board comments into the attached sheets. Please use the table information below to best prioritize these goals. Staff needs to know the priorities of the board to best execute their direction. **Please prioritize what you believe is most important and what is least important. This will help give staff the ability to prioritize their work to reflect the goals and ensures that resources are prioritized towards the highest goals.**

	<i>Urgent</i>	<i>Not Urgent</i>
<i>Important</i>	In Quadrant 1 we have important, urgent items – items that need to be dealt with immediately.	In Quadrant 2 we have important, but not urgent items – items that are important but do not require your immediate attention, and need to be planned for. <i>This quadrant is highlighted because Covey emphasizes this is the quadrant that we should focus on for long term achievement of goals.</i>
<i>Not Important</i>	In Quadrant 3 we have urgent, but unimportant items – items which should be minimized or eliminated. These are the time sucks, the “poor planning on your part does not constitute an emergency on my part” variety of tasks.	In Quadrant 4 we have unimportant and also not urgent items – items that don’t have to be done anytime soon, perhaps add little to no value and also should be minimized or eliminated. These are often trivial time wasters.

For more detailed information on this matrix. https://www.mindtools.com/pages/article/newHTE_91.htm

Below are goals that were presented by Board Members. Please help us by prioritizing what are the most important and urgent issues for the District. You can use the table on the first page for prioritizing goals.

	Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
1.	<p>Increase capacity of staff and support for management.</p> <ul style="list-style-type: none"> Why: This would allow us to expand our offerings to the public and take some strain off of management to focus on the expansion without sacrificing quality of our programming by spreading ourselves too thin. 				
2.	<p>Develop stronger community outreach efforts to increase the public's awareness of our organization's offerings within our service area.</p> <ul style="list-style-type: none"> Why: Increasing our presence in our community will help us create more interest of our facility and our offerings to the public. It will also give us an opportunity to hear what the needs of our community are and help us develop new and innovative ways to meet these needs. 				

	Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
3.	<p>Determine the end of life for this facility and options for Aquatics in Des Moines for the future.</p> <ul style="list-style-type: none"> • Why: This facility is living on borrowed time. King County parted with all Forward Thrust pools when they determined the cost of running the facilities was increasing. We are at a crucial point in the life of our facility when determining whether or not we should stay will need to be determined so we can look at aspects such as: <ul style="list-style-type: none"> ○ Should we continue to improve this facility (the boiler, domestic hot water tanks, heat exchanger, filters, HVAC, drain lines, building pumps...etc. all which will be costly repairs/ replacements)? ○ If a new facility is not built while this facility is still functioning, will there be a gap of aquatic offerings in this area? (It takes years to move through design and construction of a facility) ○ What will the future of aquatics look like in our community? What does the public want? 				
4.	<p>Increase our Red Cross Course Training Offerings.</p> <ul style="list-style-type: none"> • Why: By offering more training courses, we can train more of our staff, staff from other facilities and our community members to become lifeguards, lifeguard instructors, and water safety instructors. The more Lifeguard instructors we have, the more lifeguard courses we can offer and bring in additional income by holding more trainings. This will also give our staff opportunities to take on more responsibilities and become better qualified aquatics professionals. 				

	Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
5.	<p>Increasing our staffing that are available for daytime hours.</p> <ul style="list-style-type: none"> Why: Most organizations in the Puget Sound area will tell you that they struggle to find daytime staff that make it possible to offer daytime programming. By increasing the staff that are available during this timeframe will ensure that we can expand our programming in a sustainable way and offer items such as daytime swim lessons, Silver programs water aerobics as well as build redundancy during this time that would free up management staff to work on expanding programs instead of working in-program hours like providing breaks, periodically teaching classes, cashiering and lifeguarding. We need to look at creative ways to find these staff such as tapping into homeschooling students, retired individuals, and college students. At this time, we do not have much redundancy built into our morning staff. It tends to be a scramble to find employees to work these hours if we have an instructor or lifeguard who is sick or on vacation and management take on these responsibilities to fill the gaps. 				
6.	<p>Audit Procedures and Policies, and Employee Handbook for correctness, make updates as needed.</p> <ul style="list-style-type: none"> Many of our procedures and policies have changed since the Board approved them. These need to be audited by the District and pool management for authentication and updated to assure continuity. Review and update to the Employee Handbook on a regular basis, bringing changes to the Board as needed. 				
7.	Lease with HSD.				
8.	Complete Feasibility Study.				
9.	Discussions with Tukwila and HSD re: future of aquatics in the Highline area.				
10.	Pay Plan and strategies to find and retain staff.				

	Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
11.	Start planning for replacing the boiler.				
12.	<p>Make the pool an essential component of the Des Moines community specifically.</p> <ul style="list-style-type: none"> Why: If we ever hope to convince voters to approve additional taxation to maintain or replace the current pool, we need to make both the pool -- and swimming in general -- an indispensable part of the community. 				
13.	<p>Assure the public that we are committed to a culture of inclusion for people of diverse backgrounds, including, but not limited to, race age income, ethnicity, religion gender, gender expression, and sexual orientation.</p> <ul style="list-style-type: none"> Why: As a public facility, we are obligated to do this. But, also importantly, if we do not do this, we undercut our ability to maintain and advance swimming. Shifting demographics in the community we serve are rapidly being reflected in the demographics of our electorate. As a public agency reliant upon the good will of our voters, we must not become crosswise with their desires and aspirations. 				
14.	<p>Launch an initiative to assure that every child in our service area learns how to swim.</p> <ul style="list-style-type: none"> Why: Swimming is an essential life skill that has physical, educational and public safety values. If we believe that, we need to become missionaries of swimming and concentrate our efforts on completing this task as rapidly as possible. A significant benefit to this will be having convinced our electorate of the need to provide adequate support for the necessary facilities. 				

	Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
15.	<p>Develop working relationships and share best practices with other pool operations and school districts that serve similar communities.</p> <ul style="list-style-type: none"> Why? While it is great to consider what pool operations are doing in Spokane, Bellingham and Port Angeles, those are distinctly different communities from ours and do not reflect either the demographics or specific needs of Des Moines. Burien, Des Moines, Normandy Park, SeaTac, Tukwila and parts of both Kent and Federal Way are vastly more reflective of the needs of our citizens. By working in tandem with those entities, we can amass regional clout when it comes to advancing swimming. 				
16.	<p>Streamline our operations to divert as many resources as possible to teaching kids to swim.</p> <ul style="list-style-type: none"> Why: Pursuing universal swimming will not be an inexpensive task. We need to demonstrate to our constituents that we are using every tax dollar wisely. We need to wring the greatest value out of every dollar we manage. By doing so, we not only curry favor with our voters, which will be valuable when we have to ask for a new facility, we also become attractive to granting sources which might be amenable to directing private monies towards our endeavors. 				
17.	<p>Taking steps to form a public swim team for 2021.</p> <ul style="list-style-type: none"> Why: More potential staff, team for kids that cannot afford year-round swim program, especially if we utilize scholarship program to support. 				
18.	<p>Develop in-house programs to help support scholarships.</p>				
19.	<p>Fewer but more high quality special events.</p>				

	Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
20.	<p>Grow programming that supports equal access to aquatics for all members of the community through school outreach voucher program and a club “recreational and seasonal” swim team?</p> <ul style="list-style-type: none"> • Why: To ensure all people of the community have equal access to the pool through outreach and a “recreational” swim team. • The school outreach swim program would ensure that all members of the community would get access to swimming at an early age. Children that start late have a higher chance of quitting a sport. • Also, a “recreational” swim team could be offered for swimmers that cannot afford to pay hundreds to thousands of dollars, commit to a year-round activity or do not want to participate in a competitive environment. Other pools in King and Pierce Counties participate in these leagues and if we truly want to break down barriers, we should too. 				
21.	<p>Develop a plan for the Mount Rainier Pool that includes timeline for process to determine the short and long-term plans for the District.</p> <ul style="list-style-type: none"> • Why: The pool is 44-years old. Closures and increased maintenance costs will continue to increase. Beyond the physical elements, are there better ways to serve our community through aquatics? 				
22.	<p>Work to develop more interesting events through leveraging our younger staff or school outreach to help plan and promote at local schools.</p> <ul style="list-style-type: none"> • Why: Many parks and recreation organizations work with youth boards to develop better programming and help promote through the schools. It is also a great opportunity for young people to learn through helping execute and market the events and programs. 				

	Goals Presented by Board Members	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important
23.	<p>Better define the roles between board and staff duties.</p> <ul style="list-style-type: none"> Why: Good government organizations are built on a balance of power between the board and the staff. This can develop a good foundation that ensures all decisions are supported by all board members and the staff to ensure better execution. It will also ensure better long-term health for the organization. 				
24.	<p>Develop stronger community cohesion with other organizations including the city, other local government agencies and other local organizations.</p> <ul style="list-style-type: none"> Why: We need to work better with other organizations to ensure our mutual goals. A partnership with local organizations will ensure that we are best utilizing the resources in our community, not duplicating services and working together on projects that best serve the community. 				
25.	<p>Increase the number of scheduled swim lesson slots for our community.</p> <ul style="list-style-type: none"> Why: So that more children and adults can learn how to swim. 				
26.	<p>Increase the number of students involved in swim lessons.</p> <ul style="list-style-type: none"> Why: To see a longer diversity of people taking lessons in our community. 				
27.	<p>Assure the public that we are committed to a culture of inclusion for people of diverse backgrounds, including, but not limited to, race age income, ethnicity, religion gender, gender expression, and sexual orientation.</p> <ul style="list-style-type: none"> Why: There are demographics in our community that do not use or are not aware of the Mount Rainier Pool. Why? As a public facility, we are obligated to do this. But, also importantly, if we do not do this, we undercut our ability to maintain and advance swimming. Shifting demographics in the community we serve are rapidly being reflected in the demographics of our 				

	electorate. As a public agency reliant upon the good will of our voters, we must not become crosswise with their desires and aspirations.				
28.	See less turnover among the pool staff. Pay Play and strategies to find and retain staff. Why: Less turnover is a good thing. Turnover hurts and means more training, re-staffing, etc.				

Please bring this completed work to the next board meeting (T.B.D.). Note-if all board does not complete this process, it may force us to move this back to a later meeting.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: 06/16/20

Under: New 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.

Update May 30: The deadline was extended to June 17, 2020. District staff had submitted the report to the state on Wednesday, May 27th. The attached report is for the public to review on our website. It will be posted after it is finalized and approved by the board.

An editable version in Word will be sent out with this packet.

Fiscal Impact: N/A

Proposed Motion: I move to approve (as amended) the 2019 Annual Financial Report.

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

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

Action Taken: Adopted Rejected Postponed

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

Notes: See attached 2019 Annual Financial Report



DES MOINES POOL METROPOLITAN PARK DISTRICT

2019 BUDGET

Prepared By:

Scott Deschenes

District General Manager

and

Linda Ray

District Clerk

Board of Commissioners

Shane Young, President

Tricia Croom, Clerk of the Board

Gene Achziger

Eric Kasnick

Joe Dusenbury

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Statement of Significant Event (COVID-19)

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. This included closing of the Mount Rainier Pool and the Des Moines Pool Metropolitan Park District Administration Offices.

The Board of Directors issued a declaration of emergency for the District on April 21, 2020. 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 Phase 3 of the Safe Start Plan which has no definite opening date at the time this report was filed) which required all non-essential services to stay home. The District has closed its facilities and only staffed essential services until directed and will re-open with limited services in response to the Governor's proclamation.

Due to Proclamation 20-28 and the unknown potential impacts of the COVID-19 pandemic. The District will be electronically filing its report in May and filing its paper report in June after being able to meet on non-COVID-19 related items and use resources that are only available in its offices. The District is also delaying publication of this report to gain more information on the potential financial impacts on operations and the District's plans to address these measures.

At this time, the District is tentatively set to re-open in mid-to-late June with limited services and increased costs due to COVID-19. The projected budget numbers on this report reflect a full-year of uninterrupted services. Any updated projections will be included in budget packets for planning for the 2021 Budget and Levy Certification.

Sincerely,

A handwritten signature in cursive script that reads "Scott Deschenes".

Scott Deschenes, District General Manager
Des Moines Pool Metropolitan Park District



DES MOINES POOL METROPOLITAN PARK DISTRICT
KING COUNTY, WASHINGTON

RESOLUTION NUMBER 2019 – 04
AMENDED

CERTIFYING PROPERTY TAX LEVY AND
ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2020

WHEREAS, the King County Assessor has notified the Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that the estimated assessed valuation of property lying within the boundaries of said district for the year 2020 is \$4,645,333,100.00 and;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District as follows:

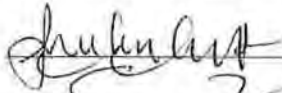
1. That the Honorable King County Council, be and is hereby requested to make a regular property tax levy for 2019, to be collected in 2020 for the DES MOINES POOL METROPOLITAN PARK DISTRICT in the amount of \$1,055,089 which includes new construction of \$20,593, any increase in state-assessed property and refunds in the amount of \$2,514.
2. That the Treasurer of King County, Washington be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above into the General (Current Expense) Fund of the DES MOINES POOL METROPOLITAN PARK DISTRICT
3. The budget of the DES MOINES METROPOLITAN PARK DISTRICT, for the year 2020 hereby adopts at the fund level in its final form and content as set forth in the comprehensive budget document, copies of which are on file in the office of the district, the following:
 - A. \$980,089 (\$ 959,496.00 in Levy and \$20,593 in New Construction) to the Current Expense Fund of the District
 - B. \$ 75,000.00 to the Capital Reserve Fund of the District
4. That certified copies of this resolution, together with exhibits, shall be delivered to:

Clerk's Office
Metropolitan King County Council
516 Third Avenue
Room W-1025
Seattle, WA 98104


Accounting Division
Department of Assessments
500 Fourth Avenue
Room 709
Seattle, WA 98104

BUDGET


ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 17th day of December 2019.



Commissioner



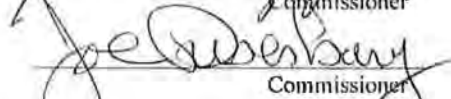
Commissioner



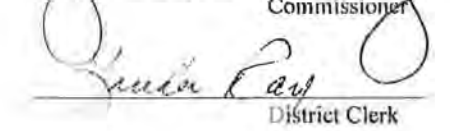
Commissioner



Commissioner



Commissioner



District Clerk

Budget Message from the District Manager

It is my pleasure to present the District Budget for the 2020 fiscal year. The district's budget serves three main purposes: formation of public policy, control of spending and a written financial plan that reflects the District's ongoing commitment to providing aquatic programs for patrons of all ages in a fiscally responsible and sustainable fashion.

2019 Accomplishments

The District had a number of accomplishments in 2019 as it had its first full-year of Mount Rainier Pool operations, lowered its tax rate by over 20%, re-introduced swim lessons, implemented free and reduced programs, and partnered with fitness partners to lower costs for adults and seniors.

First, 2019 was the first full-year that the District operated the Mount Rainier Pool. The District grew its staff from five to over forty-five, was able to re-implement a number of programs after over a year and a half closure, and is now open seven days a week.

Second, the District was able to stay within its budget, even though it lowered the tax rate by over 20%. This included paying for unforeseen, critical repairs and allocating \$175,000 to the Capital Reserve Fund. The District is starting up many new operations. As revenue comes in from these programs, there could be a continued impact on reducing future levies through a higher cost-recovery.

Third, the District introduced American Red Cross Swim Lessons in February 2019. The District has increased swim lessons to be offered Monday through Thursday evenings, Saturday mornings during the school year, and weekday mornings during the summer. We also continue to increase our private and semi-private swim lessons.

Fourth, the District implemented a number of free and reduced fee days to ensure everyone in the community has access to the pool and swim lessons. In 2019, we allocated over \$6,400 in scholarships between May and December (2019), which is our highest ever. We also implemented free and reduced days including \$1.00 First Saturday Open Swims, Free Senior Thursdays, \$1.00 Teen Nights and free water safety events including April Pool's Day and Summer Splashtacular. We also have kept fees low for No School Swim Days and other specialty programming.

Finally, the District continues to find ways for adults to utilize swimming and water exercise as a way to live healthier and battle the effects of aging. The District has partnered with the American Specialty Health and Tivity Networks to implement programs for Medicare eligible seniors and adults ages 18 to 64. Eligible programs include: SilverSneakers, Prime Fitness, Silver and Fit and Active and Fit (starting in 2020).

BUDGET

2020 Outlook

2020 has already started as a challenging year with the Coronavirus (COVID-19) Pandemic, but we will still plan to move forward including changing our closure window, continuing to lower the levy, adding new programming, offering more scholarships, and exploring the future of aquatics in Des Moines.

First, at the time of preparing this report, the country is in the middle of the Coronavirus (COVID-19) Outbreak. Our facility is closed and we are making sure that we are following all government mandates. We plan to move our facility closure up from August to ensure we are maximizing this time to complete critical repairs and other projects to lessen future closures and improve our patrons' experience. We are ensuring that we are following social/physical distancing, employee wellness screening, deep cleaning and other safety issues during the closure.

Second, the District has lowered its levy rate to an estimated \$.2227, which is its lowest level since 2014, and 18% lower than 2019. This lowered the levy rate from \$.2771 in 2019 and its highest level of \$.3438 in 2018, which was due to the unforeseen closure repairs.

Third, the District plans on instituting a number of new programs throughout 2020 including an Adult Swim Clinic and Middle School P.E./swim lesson class. The District is working on an adult weekly swim clinics that can help with adult's fitness, mental health and help save their lives. It also can better ensure that their children learn to swim. The Middle School program is important that access to water safety and will help them feel more safe in and around the water. We hope that by partnering with the school district we will be able to provide more potentially life-saving swim lessons to the community. Both programs are contingent on how the area rebounds from the COVID-19 pandemic.

Fourth, the District continues to broaden its scholarship program to serve the entire community. In 2020, the District allocated \$18,000 towards scholarships and received a grant from King County to cover \$5,000 more. The combined \$23,000 is the most ever allocated for scholarships.

Finally, the Mount Rainier Pool is entering its 44th year of operations. The District will continue to research the remaining life of the facility and the future of aquatics in the area. Check our website and join our email notification system for future updates.

Respectfully,



Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District

Vision, Mission, Values and Goals

Vision Statement

A water-safe community that honors our aquatic heritage

Mission Statement

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

Core Values

Accountability to the public we serve

Act with Integrity

Take Responsibility

Transparency

Treat people with dignity & respect

Goals

Understand & support our community's changing needs

Continue prudent use of taxpayer's funds

Promote & support aquatics programs

Provide a safe & functional facility

Communicate with the people we serve

Create a positive customer experience in terms of cost, quality, delivery, safety and morale

District Contact Information

Des Moines Pool Metropolitan Park District

22015 Marine View Drive South

Des Moines, WA 98198

Phone: 206-429-3852

Email: scott.deschenes@desmoinespool.org

Web site: www.mtrainierpool.com

Mount Rainier Pool

22722 19th Ave. S.

Des Moines, WA 98198

Phone: 206-824-4722

Email: info@mtrainierpool.com

Web site: www.mtrainierpool.com

Organizational Chart

DISTRICT ADMINISTRATION OFFICES

22015 Marine View Dr. S. #2B

Des Moines, WA 98198

(206) 429-3852

BOARD OF COMMISSIONERS

Shane Young
President

Tricia Croom
Clerk of the Board

Gene Achziger
Commissioner

Eric Kasnick
Commissioner

Joe Dusenbury
Commissioner

DISTRICT ADMINISTRATION STAFF

Scott Deschenes
District G.M.

Linda Ray
District Clerk

Brian Snure
Legal Counsel

MOUNT RAINIER POOL STAFF

22722 19th Ave S.

Des Moines, WA 98198

(206) 824-4722

Dominic Finazzo
Aquatics Manager

Lauryne Bartlett
Aquatics Coordinator

District Funds

The accounting rules applicable to the District requires the use of “fund accounting”, wherein the money received (revenues) and the money spent (expenditures) are accounted for in separate funds. This is done to ensure that money collected or designated by the District for a special purpose is spent for the purpose intended. The District budget has two major funds:

General Fund – This fund is used to account for the District’s ongoing activities. It includes aquatic programming, administration, planning, and facility maintenance. The General Fund accounts for the majority of the Des Moines Pool budget.

Capital Projects/Reserve Fund – This fund is used to accumulate dollars over a period of time to allow for the future purchase and/or acquisition of major equipment or aquatic facility upgrades/replacement.

Fund	2016	2017	2018	2019*	2020 Budget Projections****
GENERAL FUND					
Beginning Cash	\$340,194	\$572,492	\$336,467*	\$491,811	\$619,000
Revenues	\$901,837	\$1,300,817	\$1,437,823	\$1,473,355	\$275,000
Interfund Loan**	-	-	\$182,718	-	-
Expenditures	\$669,540	\$1,541,785	\$1,477,951	\$936,549	\$1,489,497
Ending Cash	\$572,491	\$461,625*	\$614,205	\$853,697	\$425,000
CAPITAL FUND					
Beginning Cash	\$350,000	\$420,000	\$145,000	\$0	\$175,000
Revenues	\$70,000	\$70,000	\$0	\$0	\$0
Transfer from General Fund	\$0	\$0	\$0	\$175,000	\$75,000
Expenditures	\$0	\$345,000	\$145,000	\$0	\$0
Ending Cash	\$420,000	\$145,000	\$0	\$175,000	\$250,000

*Switched Financial Process Systems between 2017 & 2018. Prior period adjustment of \$9,852.

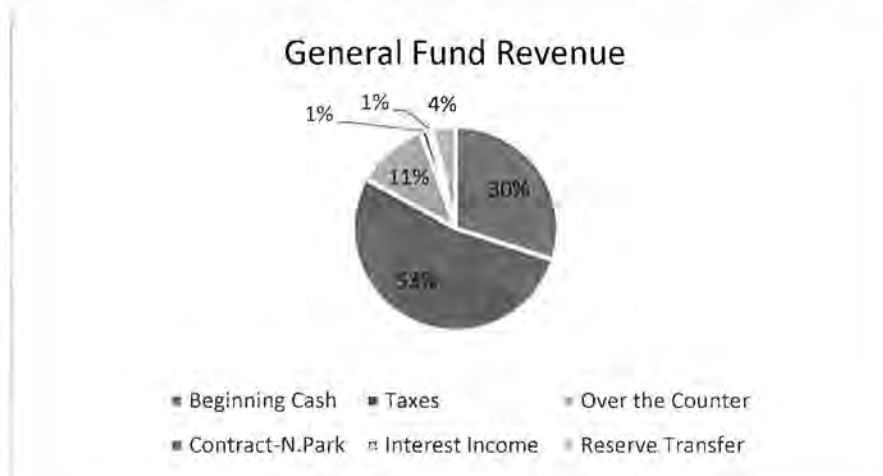
**In 2018, District received Interfund Loan from King County.

***Dependent on number of emergency projects during 2020.

****COVID-19 will affect revenues, expenses an cost-recovery actuals in 2020.

General Fund Revenue

General fund revenues consist of property taxes, intergovernmental grants, charges for services through interlocal agreement and interest income from investments. Due to the COVID-19 pandemic, revenues will be lower than forecasted due to closures and lower participation due to COVID-19.



Beginning Cash – represents the carry forward amount from the previous fiscal year.

Property Taxes – the primary revenue source for the district.

Intergovernmental Revenues (grants) – the 2020 budget does not anticipate grant income

Charges for Services – reflects a contractual agreement between DMPMPD and the City of Normandy Park for aquatic facility access.

Interest and Miscellaneous Income – interest earnings from King County Treasurer’s office.

Transfer from Reserves – transfer from capital reserves for capital projects of the district in 2019.

Over the Counter (Revenues) – in 2018 the District took over operations of the pool and it was the first time it receives revenues for usage of the Mount Rainier Pool.

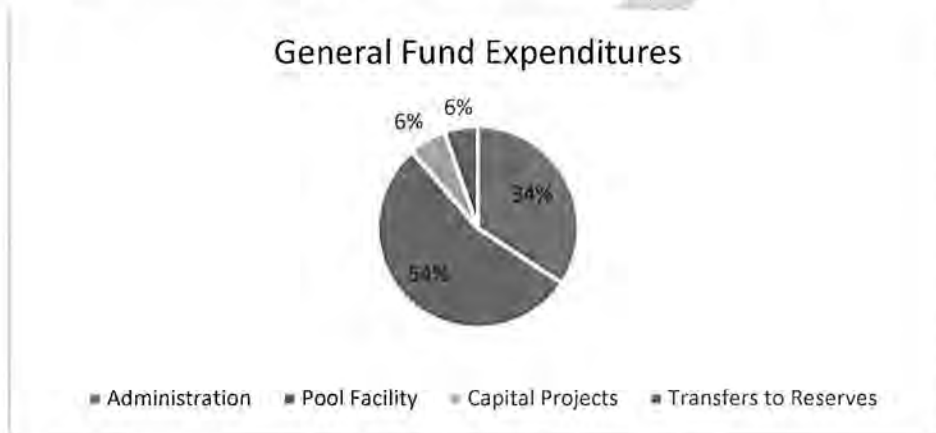
Revenue by Classification	2016	2017	2018	2019*	2020 Budget* Projections
Beginning Cash	\$340,194	\$572,492	\$481,467	\$481,467	\$619,000
Taxes	\$870,367	\$912,372	\$1,299,184	\$1,299,184	\$1,095,497
Over the Counter	\$0	\$0	\$14,408	\$14,408	\$235,000
Grants/Intergov't	\$0	\$8,054	\$82,500	\$82,500	\$0
Contract-N.Park	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Interest Income	\$6,470	\$10,391	\$6,594	\$6,594	\$15,000
Miscellaneous Income	-	-	\$9,562	\$9,562	\$0
Reserve Transfer	\$0.00	\$345,000	\$145,000	\$145,000	\$75,000**

*COVID-19 will affect revenues, expenses an cost-recovery actuals in 2020.

** For the 2020 Budget, the District allocated \$75,000 to go directly and any unused monies budget of the \$100,000 for unforeseen projects due to the age of the facility.

General Fund Expenditures

General Fund expenditures are used to support the ordinary operations of the District including aquatic programs, facility maintenance and all other central operations and services. 2018 and 2019 included start-up expenses and indirect expenses with the pool closures. 2020 was supposed to be the District’s first full-year of operations, but due to the COVID-19 pandemic, the District will have lower staffing expenses, higher COVID-19 safety measure expenses and a lower cost-recovery than projected.



Expenditures by Category	2016	2017	2018	2019	2020
Administration	\$255,379	\$451,075	\$276,331	\$396,000	\$475,505
Pool Facility	\$344,161	\$279,931	\$128,336*	\$752,077	\$752,409
Capital Projects	\$0	\$740,779	\$521,637	\$126,600**	\$83,750
Transfers to Reserves	\$70,000	\$70,000	\$0***	\$175,000	\$75,000
Total General Fund	\$669,540	\$1,541,785	\$926,304*	\$1,449,677	\$1,414,421

*Pool facility was closed for 266 of the 365 days in 2018.

**Due to the delay of the project. Some project overages will be paid in 2018 and the retainage and architecture fees will be paid in 2019 for the 2017 project. This also includes non-project critical repairs including the sewer pipe, heat exchanger and circulation pump.

***The General Fund Balance is low due to the 2017-2018 projects. The District will hold off on forwarding cash to reserves until the end of 2019.

Capital Projects and Expenditures for 2020

The projects listed have been identified by the District through a pool facility evaluation completed during 2018. The District intends to fund all projects identified and listed below through the General fund budget.

Project Name	Project #	Project Budget	Funding Source
Heat Exchanger Repair	2020-01C	\$51,000	General
Unforeseen Projects	2020-02C	\$100,000	General
Total Projects - 2019		\$151,000	

The District Board hired a consultant to determine the Capital needs of the Mount Rainier Pool in 2019. A report was made that reflected upcoming Capital, Equipment, Repair and Replacement and Future Projects. This report helped determine the direction and scope of future capital decisions.

The Heat Exchanger was patched in 2018, but will need to be replaced in the future.

For the 2020 Budget, the District allocated \$100,000 for unforeseen projects due to the age of the facility. Over the past couple of years unforeseen projects have occurred due to the age of the facility (44 years). Any unused expenses from this account will be transferred to the Capital Reserve Fund at the end of 2020.

The District also has allocated \$7,500 for architecture and \$1,250 for permits that if unused will be added to the Capital Reserve.

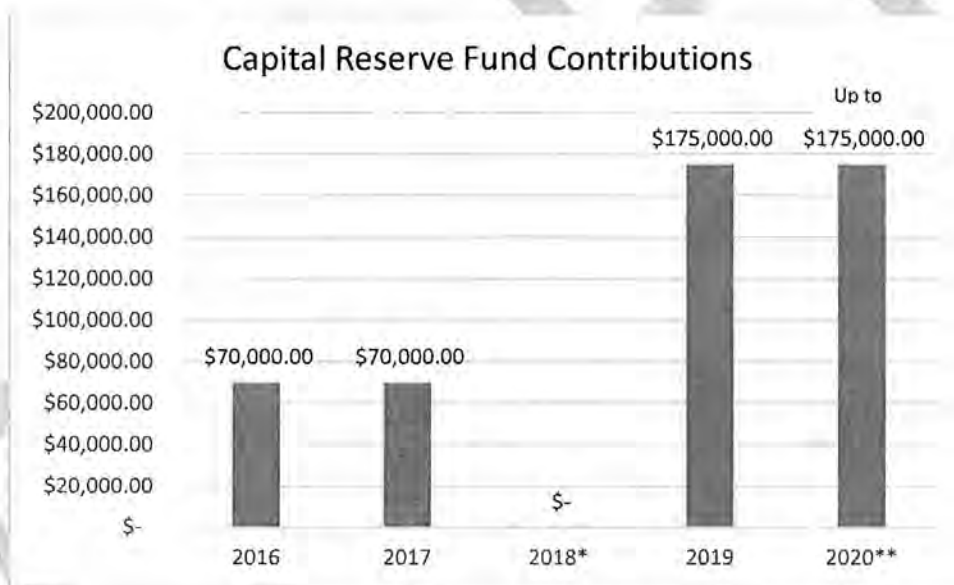
Capital Project Reserve Fund

The District had established and committed to increasing its capital project reserve fund to meet the future capital needs of the districts aquatic facility. Annual contributions were made from the general fund to a separate reserve fund. This annual commitment to reserves was set at \$70,000.

In 2017, critical, mandatory repairs were needed to keep the doors of the pool open. The Capital Reserve Funds were used to cover most of the costs. At the end of 2018, this fund's balance was at \$0.

In 2019, the District will set aside \$175,000 towards the Capital Reserve Fund. The increased amount is to cover the potential age-related repairs and replacement that could occur to the 44 year old facility.

In 2020, the District will allocate \$75,000 towards the Capital Reserve Fund. During the 2020 budget cycle, it was determined that any unused money allocated to Unforeseen Repairs (\$100,000) would also be allocated to the Capital Reserve Fund.



*2018 Capital Reserve Funds were used to pay for unforeseen repairs to Mount Rainier Pool.

**2020 Upto \$175,000 will be allocated to Reserve Fund.

Glossary of Terms

APPROPRIATIONS - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

CAPITAL ASSETS - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have a cost greater than \$5,000 and an initial useful life extending beyond a five years.

CAPITAL PROJECTS FUND - Funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets

CAPITAL OUTLAYS - Expenditures which result in the acquisition of or addition to capital assets.

INTERFUND TRANSFERS - flows of assets (such as cash or goods) without equivalent flows of assets in return and without a requirement for repayment

MAINTENANCE – routine, regularly scheduled events which extend the life of a capital item

NON-CAPITALIZED ASSETS – Building improvements, machinery, equipment, works of art, infrastructure, and all tangible or intangible assets that are used in operations with an initial cost less than \$5,000 and a useful life of less than 5 years.

BUDGET

PROJECT MANAGEMENT SYSTEM – DMPMPD uses Job Numbers to organize and track costs related to specific projects. The nomenclature is each new project number will be identified by the year plus the chronological numbering of projects for that year. As an example, the first project of 2014 will be identified with 2014-01. DMPMPD will further differentiate between projects by assigning the following suffix:

- C for Capital
- R for Repair/replacement
- M for Maintenance
- E for Equipment Purchase
- A for Administrative projects/purchases
- P for Professional Services (consultants, engineers, etc.,)

PUBLIC WORK – To ensure DMPMPD meets the State’s requirements for labor, construction, alternation, repair or improvement other than ordinary maintenance the District must adhere to elements of Washington State’s definition of a Public Work found in RCW 39.04.010. Public Work rules do not apply to equipment purchased or work contracted for services such as consultants.

REPAIR – corrects or prevents a failure of machinery, equipment or infrastructure and is expected to extend its useful life.

SMALL AND ATTRACTIVE ASSETS – see definition of “Non-Capitalized Assets”.

TAX ANTICIPATION NOTES (TANS) – AKA Interfund Loan. Notes issued in anticipation of future tax receipts, such as receipts of ad valorem taxes that are due and payable at a set time of year.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** 06/16/2020

Under: New Business **Attachment:** Yes

Subject: Resolution 2020-04; Declaration of Emergency, Waiver of Emergency Bidding

Background/Summary:

RCW 39.04.280 provides for the waiver of competitive bidding requirements under enumerated conditions including (1)(c) purchases in the event of an emergency.

During the second quarter of 2020, degradation of a surge pit flange, which is essential to transport hot water to the heating coils of the heat exchanger housed inside of the surge pit. The heat exchanger is used to heat the pool water. Also, the heat exchanger was also due to be repaired and is connected to the flange. These parts are critical to pool operations of the pool.

Due to the COVID-19 pandemic and four phases of re-opening, it was determined to use the existing closure time to make these repairs to lessen future downtime and lower future losses in operations, as the District has already lost significant operational revenues due to the pandemic.

The mechanical failure of the heat exchanger and surge flange required immediate repairs as it presented an immediate threat to the proper performance of essential functions of the District and the failure to undertake immediate repairs would have likely resulted additional damage to the Mount Rainier Pool's systems.

District staff determined that an emergency condition existed and proceeded with the necessary steps to repair the damages.

District staff contracted with MacDonald-Miller Facility Solutions to perform replacement of the existing pool water heat exchanger including:

- Isolate/drain the hot water lines and remove the pipe between the isolation valves and the heat exchanger with the insulation intact.
- Remove and dispose of the existing heat exchanger.
- Remove the existing CPVC sleeve that extends thru the wall of the concrete surge tank.
- The joint between the CPVC and concrete is leaking. Remove and dispose of the existing CPVC flange that is cracked.
- Furnish and install a new CPVC sleeve, flange, gaskets and bolts.
- Furnish and install epoxy to seal between the new sleeve and existing concrete.
- Furnish and install a new heat exchanger with 90/10 CuNi tubes and brass supports.
- Reconnect the hot water lines and check for leaks.
- One-year parts and labor warranty. Extended to Two-year parts and labor if maintained

Fiscal Impact: Estimated \$40,000 + tax

Proposed Motion: I move to approve (as amended) Resolution 2020-04; Declaration of Emergency, Waiver of Emergency Bidding

Reviewed by Legal Counsel: Yes No **Date:** Mult. Dates

Two Touch Rule: To be determined. **Committee Review**
06/16/2020 **First Board Meeting (Informational)**
Time sensitive. **Second Board Meeting (Action)**

Action Taken: Adopted Rejected Postponed

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

Notes:
See attachments:
1. Resolution 2020-04; Declaration of Emergency, Waiver of Emergency Bidding
2. MacMiller Repair Agreement
3. Repair Photos

RESOLUTION NO. 2020-04

DECLARATION OF EMERGENCY WAIVER OF COMPETITIVE BIDDING REQUIREMENTS

Background: RCW 39.04.280 provides for the waiver of competitive bidding requirements under enumerated conditions including (1)(c) purchases in the event of an emergency.

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- Furnish and install epoxy to seal between the new sleeve and existing concrete.
- Furnish and install a new heat exchanger with 90/10 CuNi tubes and brass supports.
- Reconnect the hot water lines and check for leaks.
- One-year parts and labor warranty. Extended to Two-year parts and labor if maintained

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Des Moines Pool Metropolitan Park District hereby ratify the staff's determination, declare an emergency, ratify the emergency repairs and contracts and ratify the waiver of the competitive bidding requirements.

Adoption: ADOPTED at regular meeting of the Board of Commissioners of Des Moines Pool Metropolitan Park District on June 16, 2020 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

DRAFT

April 27, 2020

Proposal # 3147R EE

Scott Deschenes
Des Moines Pool Metropolitan Park District
22015 Marine View Drive South
Des Moines, WA 98198

Subject: Removal & Replacement of the Pool Water Heat Exchanger

Job Site: Mt. Rainier Pool – 22722 19th Ave S, Des Moines, WA 98198

MacDonald-Miller Facility Solutions is pleased to provide you with the following proposal replace the existing pool water heat exchanger. The replacement heat exchanger is available in copper, 316 stainless steel and 90/10 copper-nickel "cupronickel". We are recommending the cupronickel alloy for this application. Following is our detailed scope of work and pricing.

INCLUSIONS:

- Isolate/drain the hot water lines and remove the pipe between the isolation valves and the heat exchanger with the insulation intact.
- Remove and dispose of the existing heat exchanger.
- Remove the existing CPVC sleeve that extends thru the wall of the concrete surge tank. The joint between the CPVC and concrete is leaking. Remove and dispose of the existing CPVC flange that is cracked.
- Furnish and install a new CPVC sleeve, flange, gaskets and bolts.
- Furnish and install epoxy to seal between the new sleeve and existing concrete.
- Furnish and install a new heat exchanger with 90/10 CuNi tubes and brass supports.
- Reconnect the hot water lines and check for leaks.
- One-year parts and labor warranty. Extended to Two-year parts and labor if maintained by MacDonald-Miller.

EXCLUSIONS:

- Tax
- Permits
- Off hour or weekend work
- Leak repairs or water sealing of surge tank
- Shutdown / re-energizing of existing services
- Any additional scope not specifically mentioned above

PRICING:

Total price per the above scope is	\$ 37,278
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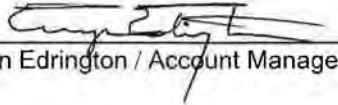
The preferred payment method is by check. Credit card payments will include a 3% surcharge of the invoice amount. We accept Mastercard and Visa.

Please indicate acceptance by signing below and returning to my attention via email at Erryn.Edrington@Macmiller.com. We appreciate the opportunity and your confidence in our services. Please feel free to call with any questions at (253) 798-5080 (Office) or 206-331-1362 (Cell).

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

and completion date: _____

MacDonald-Miller Facility Solutions, Inc.

Submitted by: 
Erryn Edrington / Account Manager

Scott Deschenes

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

Purchaser Des Moines Pool Metropolitan Park District

By Scott Deschenes, District GM Date April 29, 2020

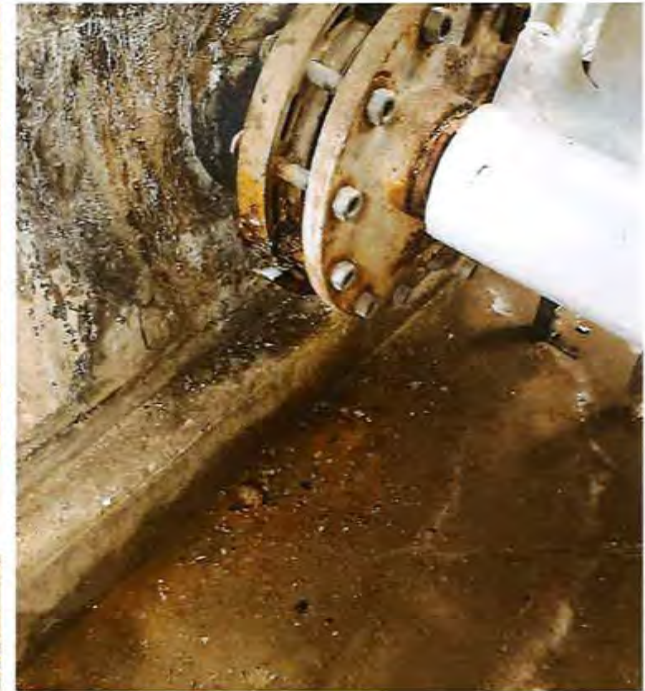
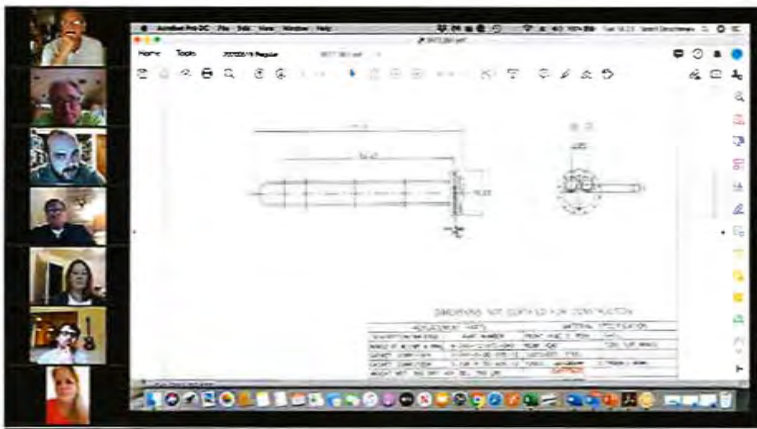
by Emergency Resolution 2020-03

TERMS AND CONDITIONS

TERMS AND CONDITIONS/CONSTRUCTION SERVICES

Acceptance	By authorizing MacDonald-Miller Facility Solutions, Inc. to provide the construction services contemplated by this Agreement, Customer agrees to the terms and conditions herein stated.
Scope of Obligations	MacDonald-Miller Facility Solutions, Inc. shall provide construction service when contracted for, pursuant to the attached proposal, purchase order or estimate of which these terms and conditions are a part.
Obligations of Customer	Customer shall extend all reasonable cooperation requested in terms of personnel; access to premises where work is to be performed; promptly providing information requested by contractor, and shall promptly notify MacDonalad-Miller Facility Solutions, Inc. upon observation of any unusual or unsafe condition.
Service Availability	MacDonald-Miller Facility, Inc. agrees to provide construction service during normal business hours, i.e., 6:00 am to 5:30 pm, Monday thru Friday, holidays excepted. Agreed upon changes are at the hourly rate and terms, including vehicle charges or special assessments, then in effect by MacDonald-Miller Facility Solutions, Inc.
Charges and Terms	Payment is due within 30 days of the invoice date. Any balance due after 30 days shall bear interest at the maximum legal rate permitted from the invoice date.
Taxes	There will be added to all charges the amount of any present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with respect to any services rendered or materials supplied.
Limitation of Liability	<p>MACDONALD-MILLER FACILITY SOLUTIONS, INC. SHALL NOT BE LIABLE TO CUSTOMER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING LOSS OF PROFIT OR GOODWILL, AS A RESULT OF ANY MATTER ARISING OUT OF OR RELATING TO THE CONSTRUCTION SERVICES PROVIDED UNDER THIS AGREEMENT AND/OR ITS SUBJECT MATTER WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.</p> <p>The customer agrees that MacDonald-Miller Facility Solutions, Inc.'s liability thereunder for damage shall not exceed the amount paid for construction services and only if such damage is the result of MacDonald-Miller Facility Solutions, Inc.'s negligence or willful misconduct or as spelled out in MacDonald-Miller's certificate of insurance.</p> <p>To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor and its agents and employees from any claims, damages, losses and expenses including attorney's fees to the extent caused by the negligent acts or omissions, or willful misconduct of the Owner.</p> <p>Unless stated in writing, MacDONALD-MILLER FACILITY SOLUTIONS, INC. DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTUCULAR PURPOSE.</p> <p>MacDonald-Miller Facility Solutions, Inc., shall not be responsible or liable for any loss, damages or delay in furnishing materials or failure to perform services when caused by fire, interruption of utility services, flood, acts of civil or military authorities, insurrection, terrorist act, riot, civil disorder, labor disturbances, or by any other cause which is unavoidable or beyond its control.</p> <p>If the Contractor is delayed by any act or neglect of Owner or a separate Contractor employed by Owner, the time for completion shall be extended as necessary and an extension of time to compete the work does not preclude recovery of damages for delay by Contractor.</p>
Default	If Customer does not pay any amount due thereunder, or breaches any of the terms of this Agreement, MacDonald-Miller Facility Solutions, Inc. may, in addition to any other legal remedies it may have, including the right to file a lien under state law, suspend work until payment is made.
Term	Prices will be subject to periodic changes due to change in labor and material rates. Prices proposed are good for 60 days.
General	<p>Either party may terminate this Agreement at any time for failure of the other to comply with any of its terms and conditions, but termination shall not relieve Owner of the duty to pay for work performed by Contractor.</p> <p>Customer represents that it has authority to enter into this Agreement. Owner warrants that to the best of its knowledge there are no unsafe conditions or hazardous materials or substances in, on, around or affecting the area where the work is to be performed.</p> <p>This Agreement shall be governed by the laws of the State where the work was done. In the event any party shall bring suit or action against the other for relief arising out of this Agreement, the prevailing party shall have and recover against the other party all court costs, disbursements, and a reasonable attorney's fee. Customer consents to and agrees to jurisdiction and venue of any proceeding in the District or Superior Court of the State of Washington for King County at MacDonald-Miller Facility Solutions, Inc.'s election.</p> <p>Making a final payment shall constitute a waiver of claims by the Owner except those arising from claims by third parties arising out of the contract, failure of the work to comply with the requirements of this contract, or manufacturer warranties passed on to the Owner by Contractor.</p> <p>The Owner and Contractor shall commence all claims and causes of action against the other whether in contract, tort, breach warranty or otherwise arising out of or related to this contract within 365 days following Contractor's completion of the work.</p> <p>Any notice required by this Agreement shall be deemed received, delivered in person, or by facsimile or sent by mail.</p>

Heat Exchanger and Flange Repairs



Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c Assigned to: District GM Meeting Date: 06/16/2020

Under: New Business Attachment: Yes

Subject: 2020 1st Quarter Financial Report

Background/Summary:

The Q1 (First Quarter) Financial Report was originally planned to be presented at the April 21, 2020 board meeting. Due to Governor Inslee's Proclamation 20-28 only "necessary and routine" business could be performed at all online meetings. This measure was placed to ensure the public had access to business before non-COVID-19 related items were discussed.

As of May 31, the Governor's office extended the proclamation, but have removed the "necessary and routine" business items.

Fiscal Impact: N/A.

Proposed Motion: No motion. Informational only

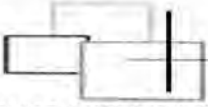
Reviewed by District Legal Counsel: Yes No Date: N/A

<u>Two Touch Rule:</u>	<u>TBD</u>	Committee Review (WCIA Audit)
	<u>06/16/2020</u>	First Board Meeting (Informational)
	<u>N/A</u>	Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes: Attached: 2020 1st Quarter Financial Report



2020 EXPENDITURES -- 1st Quarter

Category/ Acct #	Reference	Jan 2020	Feb 2020	Mar 2020	Total 1st Q Expenses	YTD Expense	2020 Budget	Budget Balance	% of Budget
Salaries & Wages									
001-000-000-576-20-10-00	Commissioners - Subsidies	\$524.60	\$1,049.19	\$839.38	\$2,413.17	\$3,777.12	\$12,800.00	9,022.88	30%
001-000-000-576-20-10-01	District Manager - Wage	\$6,273.99	\$5,981.26	\$5,530.49	\$17,785.74	\$23,507.15	\$98,365.00	74,857.85	24%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,827.74	\$1,833.08	\$1,726.25	\$5,387.05	\$7,199.20	\$27,037.50	19,838.30	27%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,411.89	\$3,849.61	\$4,410.59	\$12,672.09	\$16,919.31	\$71,997.00	55,077.69	24%
001-000-000-576-21-25-02	Aquatic Coordinator	\$2,107.04	\$3,378.46	\$3,546.86	\$9,032.46	\$12,612.36	\$105,000.00	92,387.64	12%
001-000-000-576-21-30-01	Lifeguards	\$13,495.76	\$15,832.88	\$15,202.54	\$44,331.18	\$47,738.39	\$190,000.00	142,261.61	25%
001-000-000-576-21-30-02	Instructors	\$700.51	\$1,286.90	\$1,358.01	\$3,345.42	\$3,991.36	\$40,000.00	36,108.64	10%
001-000-000-576-21-32-02	Head Lifeguards	\$3,549.89	\$4,062.03	\$5,851.35	\$13,263.36	\$15,863.72	\$33,742.80	18,079.08	46%
001-000-000-576-20-21-19	Payroll Taxes	\$10,950.04	\$11,649.28	\$12,225.48	\$34,824.80	\$42,785.56	\$189,000.00	126,214.44	25%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$868.20	868.20	0%
001-000-000-576-21-33-00	Sick Pay	\$228.48	\$855.80	\$1,017.86	\$2,102.14	\$5,569.43	\$12,942.98	7,373.55	43%
	Total Salaries & Wages	\$44,070.03	\$49,578.47	\$51,508.91	\$145,157.41	\$174,094.17	\$750,310.50	583,589.88	23%
Personal Benefits									
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,894.80	\$3,820.72	\$2,080.10	\$7,875.42	\$12,031.30	\$35,728.00	23,696.70	34%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$135.00	\$0.00	\$270.00	\$405.00	\$2,000.00	1,595.00	20%
	Total Personal Benefits	\$2,129.80	\$3,755.72	\$2,080.10	\$7,945.42	\$12,436.30	\$37,728.00	\$25,291.70	33%
Office Supplies									
001-000-000-576-20-31-00	District Office Supplies	\$0.00	\$675.05	\$239.04	\$914.09	\$778.54	\$5,000.00	4,221.46	16%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$0.00	\$446.34	\$446.34	\$446.34	\$3,500.00	3,053.66	13%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$0.00	\$15.39	\$15.39	\$15.39	\$5,500.00	5,484.61	0%
	Total Office Supplies	\$0.00	\$675.05	\$700.77	\$1,375.82	\$1,240.27	\$14,000.00	12,759.73	9%
Maintenance & Repair Supplies									
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$25.28	\$452.07	\$477.33	\$540.30	\$3,000.00	2,459.70	18%
001-000-000-576-21-35-02	Janitorial Supplies	\$504.77	\$433.83	\$59.15	\$997.55	\$1,198.90	\$5,000.00	3,803.10	24%
	Total Maintenance & Repair Supplies	\$504.77	\$468.89	\$511.22	\$1,474.88	\$1,737.20	\$8,000.00	6,262.80	22%
Pool Supplies									
001-000-000-576-20-40-00	Employee Recognition	\$0.00	\$30.87	\$0.00	\$30.87	\$30.87	\$1,200.00	1,169.13	3%
001-000-000-576-21-35-01	Pool Chemicals	\$439.01	\$205.60	\$193.18	\$837.77	\$837.77	\$20,000.00	19,162.23	4%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$343.92	\$31.54	\$375.46	\$454.46	\$2,750.00	2,295.54	17%
001-000-000-576-21-42-08	Uniforms & Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	300.00	0%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$1,532.33	\$0.00	\$1,532.33	\$1,942.29	\$1,000.00	(942.29)	194%
	Total Pool Supplies	\$439.01	\$2,112.72	\$224.70	\$2,776.43	\$3,265.39	\$25,750.00	22,484.61	13%
Scholarships									
001-000-000-576-20-40-20	Faith Callahan	\$877.10	\$616.04	\$84.80	\$1,577.94	\$1,577.94	\$16,000.00	16,422.06	9%
	Total Scholarships	\$877.10	\$616.04	\$84.80	\$1,577.94	\$1,577.94	\$16,000.00	16,422.06	9%
Pool Equipment									
001-000-000-576-21-35-08	Equipment - BecSys Probes (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,500.00	5,500.00	0%
001-000-000-576-21-35-11	Ceiling Tile Replacement (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-35-12	ADA Pool Stairs (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	6,000.00	0%
001-000-000-576-21-35-13	Emergency Lighting Replacement (ER&R)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
	Total Pool Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,700.00	15,700.00	0%
Professional Svcs - Front Offc									
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$788.00	\$837.50	\$1,525.00	\$3,130.50	\$3,955.50	\$14,000.00	10,344.50	26%
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$980.03	\$0.00	\$0.00	\$980.03	\$980.03	\$7,700.00	6,719.97	13%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,226.00	\$1,226.00	\$1,226.00	\$3,878.00	\$4,904.00	\$22,500.00	17,596.00	22%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$168.40	\$254.27	\$68.35	\$511.02	\$676.22	\$5,250.00	4,573.78	13%
001-000-000-576-21-42-02	Scheduling Software	\$0.00	\$0.00	\$2,400.00	\$2,400.00	\$2,400.00	\$0.00	(2,400.00)	#DIV0!
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,445.00	5,445.00	0%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize net)	\$0.00	\$130.20	\$89.50	\$199.70	\$252.00	\$1,500.00	1,248.00	17%
001-000-000-576-21-42-05	Payroll/HR (Haartland)	\$509.50	\$504.75	\$482.50	\$1,496.75	\$1,848.75	\$7,700.00	5,851.25	24%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$123.80	\$102.15	\$237.38	\$463.13	\$593.19	\$3,000.00	2,406.81	20%
	Total Prof Services-Front Offc	\$3,775.53	\$3,054.87	\$6,028.73	\$12,859.13	\$15,309.69	\$77,095.00	61,785.31	20%
Professional Svcs - Maintenance									
001-000-000-576-20-41-09	Janitorial Services-District Office	\$160.00	\$126.00	\$160.00	\$448.00	\$448.00	\$2,160.00	1,712.00	21%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,245.00	3,245.00	0%
001-000-000-576-21-31-02	CO2 Services (AirGas)	\$69.36	\$744.34	\$372.64	\$1,186.34	\$1,460.80	\$1,000.00	(480.80)	146%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$1,298.91	\$548.91	\$548.91	\$2,396.73	\$2,945.64	\$6,798.00	3,854.36	43%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$4,573.80	\$0.00	\$4,573.80	\$4,573.80	\$20,119.52	15,545.72	23%
001-000-000-576-21-48-11	Maintenance Contract (Aquatic Specialty)	\$165.00	\$379.31	\$0.00	\$544.31	\$544.31	\$3,000.00	2,455.69	18%
	Total Prof Services-Maintenance	\$1,691.27	\$6,374.36	\$1,081.55	\$9,147.18	\$9,970.55	\$40,622.52	30,651.97	25%

Category/ Acct #	Reference	Jan 2020	Feb 2020	Mar 2020	Total 1st Q Expenses	YTD Expense	2020 Budget	Budget Balance	% of Budget
Repairs & Maintenance									
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$319.00	\$2,445.50	\$1,228.16	\$3,992.66	\$4,546.79	\$100,000.00	95,453.21	5%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
	Total Repairs & Maintenance	\$319.00	\$2,445.50	\$1,228.16	\$3,992.66	\$4,546.79	\$102,000.00	97,453.21	4%
Communications									
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$82.50	\$0.00	\$82.50	\$1,022.50	\$2,000.00	977.50	51%
001-000-000-576-20-41-10	MS Subscription MS Office 365	\$0.00	\$669.90	\$332.20	\$1,002.10	\$1,334.30	\$6,000.00	4,665.70	22%
001-000-000-576-20-42-00	Postage & Mailing	\$0.00	\$8.10	\$181.70	\$189.80	\$169.80	\$1,000.00	830.20	17%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$630.14	\$397.94	\$171.37	\$1,199.45	\$1,823.38	\$6,750.00	4,926.62	27%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$0.00	\$115.65	\$57.18	\$172.83	\$230.26	\$1,500.00	1,269.74	15%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$0.00	\$75.83	\$33.00	\$108.83	\$172.08	\$500.00	327.92	34%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$0.00	\$118.00	\$59.00	\$177.00	\$236.00	\$840.00	604.00	28%
	Total Communications	\$630.14	\$1,447.92	\$814.45	\$2,892.51	\$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	\$0.00	\$7.36	\$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	\$0.00	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$498.40	\$0.00	\$498.40	\$764.40	\$2,500.00	1,735.60	31%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$148.57	\$148.57	\$148.57	\$2,500.00	2,351.43	6%
001-000-000-576-21-43-05	Swim Lesson Licensing (Amer Red Cross)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$160.00	\$983.00	\$1,143.00	\$1,792.00	\$2,500.00	708.00	72%
	Total Training & Travel	\$0.00	\$665.76	\$1,131.57	\$1,797.33	\$2,712.33	\$14,500.00	11,787.67	19%
Advertising									
					\$0.00				
001-000-000-576-20-41-07	District Advertising	\$560.00	\$566.66	\$3,263.37	\$4,390.03	\$4,426.37	\$22,500.00	18,073.63	20%
001-000-000-576-20-41-13	Sponsorship Supported	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
001-000-000-576-21-41-04	Ad Design	\$0.00	\$0.00	\$180.00	\$180.00	\$787.75	\$500.00	(287.75)	158%
	Total Advertising	\$560.00	\$566.66	\$3,443.37	\$4,570.03	\$5,214.12	\$31,200.00	25,985.88	17%
Rentals & Leases									
001-000-000-576-20-45-00	District Office Rental (Zen)	\$0.00	\$1,435.00	\$0.00	\$1,435.00	\$2,870.00	\$12,500.00	9,630.00	23%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$0.00	\$550.00	\$275.00	\$825.00	\$1,100.00	\$3,600.00	2,500.00	31%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$520.36	\$0.00	\$139.29	\$659.65	\$659.65	\$2,500.00	1,841.35	26%
	Total Rentals & Leases	\$520.36	\$1,985.00	\$413.29	\$2,918.65	\$4,628.65	\$18,600.00	13,971.35	25%
Utilities									
001-000-000-576-21-47-01	Electricity (PSE)	\$6,544.20	\$7,301.32	\$6,652.07	\$20,497.59	\$26,748.07	\$75,000.00	48,253.93	36%
001-000-000-576-21-47-02	Water (Highline)	\$578.35	\$625.97	\$726.16	\$1,930.48	\$2,563.52	\$9,000.00	6,436.48	28%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$649.72	\$365.27	\$60.41	\$1,095.40	\$1,480.67	\$4,200.00	2,719.33	35%
001-000-000-576-21-47-04	Sewer (Midway)	\$657.05	\$0.00	\$757.98	\$1,415.02	\$1,415.02	\$3,000.00	1,584.98	47%
	Total Utilities	\$8,429.33	\$8,312.56	\$8,196.60	\$24,938.49	\$32,205.28	\$91,200.00	58,994.72	35%
Insurance									
001-000-000-576-20-48-00	Insurance - WCIA, AWC	\$12,058.00	\$273.00	\$0.00	\$12,332.00	\$12,332.00	\$16,000.00	3,668.00	77%
	Total Insurance	\$12,058.00	\$273.00	\$0.00	\$12,332.00	\$12,332.00	\$16,000.00	3,668.00	77%
Miscellaneous									
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies	\$0.00	\$59.05	\$34.41	\$93.46	\$436.72	\$1,000.00	563.28	44%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$233.20	\$0.00	\$233.20	\$233.20	\$1,500.00	1,266.80	16%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$300.00	\$50.14	\$1,728.30	\$2,078.44	\$2,464.22	\$2,625.00	150.76	94%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$58.00	\$174.00	\$0.00	\$232.00	\$348.00	\$1,750.00	1,402.00	20%
	Total Miscellaneous	\$358.00	\$516.39	\$1,762.71	\$2,637.10	\$3,482.14	\$7,375.00	3,892.86	47%
Intergovernmental Services									
001-000-000-576-20-41-11	State Audit	\$730.73	\$3,933.63	\$0.00	\$4,664.36	\$4,554.36	\$8,000.00	1,445.64	78%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$15,426.01	\$30,000.00	14,573.99	51%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$273.87	\$273.87	\$1,000.00	726.13	27%
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$0.00	\$503.61	\$302.19	\$805.80	\$805.80	\$5,000.00	4,194.20	16%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$0.00	\$0.00	\$0.00	\$282.00	\$1,000.00	718.00	28%
	Total Intergov Services	\$730.73	\$4,711.11	\$302.19	\$5,744.03	\$21,342.04	\$44,000.00	22,657.96	49%
Capital									
001-000-000-584-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00	1,250.00	0%
001-000-000-584-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,750.00	\$83,750.00	0%
	TOTAL ADMINISTRATION	\$38,614.13	\$33,787.98	\$30,393.13	\$102,795.22	\$141,437.34	\$575,505.50	434,068.16	25%
	TOTAL OPERATIONS	\$36,870.50	\$50,154.91	\$47,753.49	\$134,778.90	\$164,161.50	\$752,406.50	588,247.00	22%
	TOTAL CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,750.00	83,750.00	0%
	GRAND TOTAL MO. EXPENDITURES	\$77,093.87	\$87,560.02	\$79,493.12	\$244,137.01	\$311,083.18	\$1,414,421.02	\$1,110,711.39	22%

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d Assigned to: District GM Meeting Date: 06/16/2020

Under: New Business Attachment: Yes

Subject: Strainer Basket Repair

Background/Summary:

Pump strainer repair: The pump strainer has an old rubber gasket which makes it harder to get a watertight seal and has a crack under one of the fasteners due to years of over tightening. This could potentially cause us an emergency shut down in the future. We are looking into one with metal "T" style fasteners as the plastic knobs tend to break easily (see pictures provided).

Per state law and Des Moines Pool Metropolitan Park District, Procurement Policy 520, projects below an agency's bid limits (\$20,000), competitive bidding is not required, and agencies may seek quotes directly from individual vendors.

Aquatic Specialties provides routine maintenance and knows the system well. We also have prioritized service to speed up repairs to fit within our current closure window.

Due to the existing closure and project, plus the delay a bidding process would have on existing operations and future revenues, the District management is recommending to give the District General Manager the signature authority to complete this project

Fiscal Impact: Estimated under \$8k + tax

Proposed Motion: I move to give the District General Manager authority to spend up to \$9,000 to complete the strainer basket repairs.

Reviewed by Legal Counsel: Yes No Date: _____

Two Touch Rule: TBD. **Committee Review**
06/16/2020 **First Board Meeting (Informational)**
Time sensitive **Second Board Meeting (Action)**

Action Taken: Adopted Rejected Postponed

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

Notes:

See attachments:

1. MacDonald-Miller Repair Agreement
3. Photos of Issue

Pump Strainer Repair



Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e **Assigned to:** District GM **Meeting Date:** 06/16/2020

Under: New Business **Attachment:** Yes

Subject: WCIA Risk Reduction Grant – Pool Parking Lot Gates

Background/Summary: Earlier in 2020, the District applied for a risk mitigation grant for the Mount Rainier Pool's parking lot. The grant application was for \$3,900 from WCIA to monies allocated for parking lot grants that would be shut after hours and on weekends to reduce illegal acts and protect the site from vandalism.

Staff find needles, broken drinking bottles and other signs of illegal behavior. They also have to deal with graffiti and illegal dumping. Also, there have been cars of loitering people that put staff who are trying to open and close the facility at risk.

The grant will go toward two gates that will be placed on either side of the roundabout at the entry that will block all access to the parking lot. The District will open and close the gates based on Mount Rainier Pool hours and lock the gates accordingly.

Finally, we will work with our towing service for people that leave their cars after hours.

Fiscal Impact: Under \$4k (Estimated under \$7.5k + tax (Minus \$3.9k Grant from WCIA))

Proposed Motion: I move to give the District General Manager and the WCIA Delegate, Eric Kasnick authority to sign the attached WCIA Risk Reduction Grant Acknowledgement Form.

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

Two Touch Rule: To be determined. **Committee Review**
06/16/2020 **First Board Meeting (Informational)**
Time sensitive **Second Board Meeting (Action)**

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

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

Notes:

See attachments:

1. WCIA Risk Reduction Grant Acknowledgement Form
2. WCIA Risk Reduction Grant for Parking Lot Gates.

Member: Des Moines Pool M.P.D. (Grant # M-3)

WCIA Risk Reduction Grant Acknowledgement

Congratulations! A Risk Mitigation Grant has been awarded to **Des Moines Pool M.P.D.** in the amount of **\$3,910.20 for Parking Lot Gate**. The conditions of the grant are stated in the Risk Reduction Grant Guidelines and further set forth below.

Conditions:

1. Grant funds must be used in accordance with the project as described in the risk mitigation grant application.
2. WCIA staff will reach out to the grantee via e-mail and ask for a status report by September 1, 2020. Grantee will need to provide an update at that time regarding the status of the project.
3. Grantee must provide a second written status report via e-mail to WCIA by November 2, 2020 describing the status of the project including a timeline for anticipated completion.
4. If at any time the Grantee decides to not move forward with the funded project, they are to contact WCIA as soon as possible so that the funds may be redirected and awarded to an alternate project.
5. All projects must be completed, installed, and/or purchased by December 7, 2020.

Please acknowledge your receipt of this agreement with the terms of this letter by signing and returning a copy of this letter within 10 days. Failure to meet any of these conditions may jeopardize any future grant awards.

If the signed acknowledgement letter is not received by WCIA within 10 days of notification of the grant award, the grant may be reallocated to another member.

Key dates: September 1, 2020-First status report due to WCIA
November 2, 2020-Second status report due to WCIA
December 7, 2020-Grant reimbursements due to WCIA

_____ Delegate Signature	Eric Kasnick _____ Delegate Printed Name	_____ Date
_____ Authorizing Authority Signature	Scott Deschenes _____ Authorizing Authority Printed Name (City Manager/Mayor/City or Town Administrator)	_____ Date

The WCIA Grant Committee is excited to support your project. Thank you for your good work!

Washington Cities Insurance Authority

Risk Reduction Mitigation Grant Application 2020

Submittal Date: March 2, 2020 Estimated Start Date: 06/01/2020
Member: Des Moines Pool M.P.D. Estimated Completion Date: 07/01/2020
Delegate: Eric Kasnick, B.O.C. Amount Requested: \$3,910.20
Person Submitting Application: Scott Deschenes District G.M.
Name Title
Contact Phone: (253) 245-3810 Contact Email: scott.deschenes@desmoine
Project Name and/or Description: Operation Secure Lot: Secure Parking Lot afterhours with gate.

Mitigation Grants:

1. Please specify the risk you wish to mitigate with the risk reduction dollars under this grant. Priority will be given to those projects that mitigate high risk/claim incidents in the member's risk profile.

The gate would diminish afterhours usage in our parking lot. Staff find alcohol, drug paraphernalia and other items when they open the facility. There are also suspicious vehicles that stay overnight in our parking lot. Even that we have cut back trees and shrubbery for better vision from the street, there are still blind spot around the back of the building that can be accessed by vehicle.

2. How will the grant funds be used to mitigate the risk you identified above? Please describe the project.

We would purchase a gate that would be shut at 15-30 minutes after close and re-opened 30-minutes before we open each day. This would keep the lot unavailable and not allow cars to pull around the back of the facility or in other spots that are difficult to monitor from the street.

3. What impact do you anticipate this mitigation will have on reducing loss exposure to your agency/city/town (Please specify if it will address any issues or possible exposures related to your annual audit or loss/run reports)?

The gate will eliminate staff and patrons to potentially harmful diseases such as Hepatitis C or HIV that could be passed through an exposed syringe. It also helps with safety of our staff and early morning patrons by ensuring that no one loiters after hours in our facility when both parties show up around 5:00am.

4. Describe any matching funds or in-kind labor/services contributions.

We will use our general fund to match any granted money. It will help our board better support money being spent on a security gate that is matched by a grant.

Signatures below indicate approval and acceptance of WCIA Grant Funding for the intended purpose stated in the application.

<hr/>	Eric Kasnick, Board Delegate	03/02/20
Delegate Signature	Delegate Printed Name	Date
<hr/>	Scott Deschenes, District G.M.	03/02/20
Authorizing Authority Signature	Authorizing Authority Printed Name (City Manager/Mayor/City or Town Administrator)	Date

For examples of funded projects, go to: <http://www.wciapool.org/services/RiskManagement>.

Whitefab

22803 86th Ave. S.
Kent, WA 98031

Estimate

Date	Estimate #
2/25/2020	1561

Name / Address
Des Moines Pool Metropolitan District Mt. Ranier Pool Scott Deschnenes

			Project
Description	Qty	Cost	Total
galvanized swing gate with 4 resting posts (option 1)	2	3,551.50	7,103.00T
Seattle sales tax		10.10%	717.40
		Total	\$7,820.40

Customer Signature _____

19th Ave S

19th Ave S

Map

23'

25'

GATE(S)
OPTION #1

Google

