



**Des Moines Pool Metropolitan Park District**  
**22015 Marine View Drive South**

July 21, 2020

6:00 p.m.

Regular Meeting (*Remote Meeting*)

Due to COVID-19 and Proclamation 20-28, all district meetings are held remotely. If you wish to listen in, please do so at (877) 309-2073, access code 782-540-381. Public comment can be made by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com). See stipulations below. For more information email Linda Ray at [linda.ray@desmoinespool.org](mailto: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](mailto: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**

June 16, 2020, Regular Meeting

June 25, 2020, Special Meeting

d. **CORRESPONDENCE**

None

e. **BANK TRANSFERS (REVENUE)**

\$10,621.50 was received in the month of June 2020

f. **VOUCHER APPROVAL**

\$30,409.23 was processed in June 2020 for warrant requests

g. **KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**

\$23,825.29 was processed in June 2020 for payroll

**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.

6:20 7. EXECUTIVE SESSION

8. OLD BUSINESS

- 6:30 a. Closure Update
- 6:40 b. 2019 Financial Report
- 6:50 c. Policy 250 – Social Media/Imagery
- 7:00 d. Mission, Vision, Values
- e. Resolution 2020-05 -- Board Meeting Time Change

9. NEW BUSINESS

- 7:15 a. 2021 Budget
- 7:25 b. COVID-19 Financial Update
- 7:40 c. Board Committees

UPCOMING MEETINGS

August 18, 2020, Regular Meeting, 7:00 p.m. (Location TBD)

ADJOURNMENT

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# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6a-g      **Assigned to:** Clerk of the Board      **Meeting Date:** 07/21/2020  
**Under:** Consent Agenda      **Attachment:** Yes

**Subject:** Consent Agenda

### Background/Summary:

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

Item 6a: Financial Summary

**Expenditures** June 2020: Total **\$54,234.52**

Admin Expenditures = \$25,908.69      Ops Expenditures = \$28,325.83      Capital Expenditures = \$0.00

**Revenue** June 2020: Total **\$52,412.96**

Property Taxes & Interest = \$41,791.46      Misc Revenue = \$0.00      MRP Revenue = -\$10,621.50

Item 6b: Staff/Committee Reports

- Committee
- District General Manager Administration Report

Item 6c: Adoption of Minutes

- June 16, 2020, Regular Meeting Minutes
- June 25, 2020, Special Meeting Minutes

Item 6d: Correspondence – None

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

Item 7f: Voucher Approval - The following voucher/warrants totaling **\$30,409.23** were approved for payment

- \$12,726.51 was processed on June 1, 2020
- \$4,337.40 was processed on June 12, 2020
- \$1,488.47 was processed on June 19, 2020
- \$10,549.51 was processed on June 23, 2020
- \$1,307.34 was processed on June 29, 2020

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$23,825.29** were processed for payment

- \$11,275.52 approved for payroll on June 12, 2020
- \$12,549.77 was approved for payroll on June 29, 2020

A total of **\$54,234.52** was processed in June 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 June 2020 totaling **\$54,234.52**.

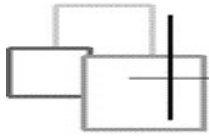
**Reviewed by District Legal Counsel:**    Yes \_\_\_\_\_    No x    Date: \_\_\_\_\_

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

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

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

**Notes:**



## 2020 EXPENDITURES -- June 2020

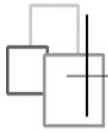
Beginning Balance = \$1,309,587.13

Ending Balance = \$

Category/ Acct #	Reference	Jun 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$734.47	\$4,826.34	\$12,800.00	7,973.66	38%
001-000-000-576-20-10-01	District Manager - Wage	\$6,275.79	\$36,057.62	\$98,365.00	62,307.38	37%
001-000-000-576-20-10-02	District Clerk -Wage	\$2,228.18	\$11,151.39	\$27,037.50	15,886.11	41%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$3,872.51	\$25,202.76	\$71,997.00	46,794.24	35%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,735.58	\$19,632.97	\$105,000.00	85,367.03	19%
001-000-000-576-21-30-01	Lifeguards	\$335.42	\$49,223.51	\$190,000.00	140,776.49	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	\$63.72	\$15,934.54	\$33,742.80	17,808.26	47%
001-000-000-576-20-21-19	Payroll Taxes	\$5,787.85	\$54,214.72	\$169,000.00	114,785.28	32%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$868.20	868.20	0%
001-000-000-576-21-33-00	Sick Pay	\$539.41	\$6,108.84	\$12,942.98	6,834.14	47%
	<b>Total Salaries &amp; Wages</b>	<b>\$23,572.93</b>	<b>\$220,135.21</b>	<b>\$750,310.50</b>	<b>537,009.43</b>	<b>29%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$2,168.73	\$15,678.87	\$35,728.00	20,049.13	44%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$675.00	\$2,000.00	1,325.00	34%
	<b>Total Personal Benefits</b>	<b>\$2,303.73</b>	<b>\$16,353.87</b>	<b>\$37,728.00</b>	<b>\$21,374.13</b>	<b>43%</b>
<b>Office Supplies</b>						
001-000-000-576-20-31-00	District Office Supplies	\$24.95	\$803.49	\$5,000.00	4,196.51	16%
001-000-000-576-21-35-04	Office Equipment (non-capitalized-SAA)	\$388.29	\$834.63	\$3,500.00	2,665.37	24%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$15.39	\$5,500.00	5,484.61	0%
	<b>Total Office Supplies</b>	<b>\$413.24</b>	<b>\$1,653.51</b>	<b>\$14,000.00</b>	<b>12,346.49</b>	<b>12%</b>
<b>Maintenance &amp; Repair Supplies</b>						
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	\$0.00	\$2,462.96	\$5,000.00	2,537.04	49%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$0.00</b>	<b>\$3,003.26</b>	<b>\$8,000.00</b>	<b>4,996.74</b>	<b>38%</b>
<b>Pool Supplies</b>						
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	\$2,589.98	\$1,000.00	(1,589.98)	259%
	<b>Total Pool Supplies</b>	<b>\$0.00</b>	<b>\$3,913.08</b>	<b>\$25,750.00</b>	<b>21,836.92</b>	<b>15%</b>
<b>Scholarships</b>						
001-000-000-576-20-40-20	Faith Callahan	\$0.00	\$1,577.94	\$18,000.00	16,422.06	9%
	<b>Total Scholarships</b>	<b>\$0.00</b>	<b>\$1,577.94</b>	<b>\$18,000.00</b>	<b>16,422.06</b>	<b>9%</b>
<b>Pool Equipment</b>						
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%
	<b>Total Pool Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,700.00</b>	<b>15,700.00</b>	<b>0%</b>

Category/ Acct #	Reference	Jun 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<b>Professional Svcs - Front Office</b>						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,025.00	\$5,630.50	\$14,000.00	8,369.50	40%
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$0.00	\$980.03	\$7,700.00	6,719.97	13%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,226.00	\$7,424.75	\$22,500.00	15,075.25	33%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$113.30	\$789.52	\$5,250.00	4,460.48	15%
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)	\$30.50	\$282.50	\$1,500.00	1,217.50	19%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$235.00	\$2,485.25	\$7,700.00	5,214.75	32%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$0.00	\$742.62	\$3,000.00	2,257.38	25%
	<b>Total Prof Services-Front Office</b>	<b>\$2,629.80</b>	<b>\$20,735.17</b>	<b>\$77,095.00</b>	<b>56,359.83</b>	<b>27%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$280.00	\$728.00	\$2,160.00	1,432.00	34%
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)	\$278.54	\$1,990.58	\$1,000.00	(990.58)	199%
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	\$4,041.46	\$6,798.00	2,756.54	59%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$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%
	<b>Total Prof Services-Maintenance</b>	<b>\$1,107.45</b>	<b>\$16,451.95</b>	<b>\$40,622.52</b>	<b>24,170.57</b>	<b>40%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$10,602.39	\$14,091.53	\$100,000.00	85,908.47	14%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$10,602.39</b>	<b>\$14,091.53</b>	<b>\$102,000.00</b>	<b>87,908.47</b>	<b>14%</b>
<b>Communications</b>						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$3,460.00	\$2,000.00	(1,460.00)	173%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$129.21	\$1,463.51	\$6,000.00	4,536.49	24%
001-000-000-576-20-42-00	Postage & Mailing	\$77.10	\$246.90	\$1,000.00	753.10	25%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$397.58	\$2,402.21	\$6,750.00	4,347.79	36%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$57.20	\$287.46	\$1,500.00	1,212.54	19%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$33.00	\$205.08	\$500.00	294.92	41%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$295.00	\$840.00	545.00	35%
	<b>Total Communications</b>	<b>\$753.09</b>	<b>\$8,360.16</b>	<b>\$18,590.00</b>	<b>10,229.84</b>	<b>45%</b>
<b>Training &amp; Travel</b>						
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)	\$441.51	\$1,205.91	\$2,500.00	1,294.09	48%
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%
	<b>Total Training &amp; Travel</b>	<b>\$441.51</b>	<b>\$3,153.84</b>	<b>\$14,500.00</b>	<b>11,346.16</b>	<b>22%</b>
<b>Advertising</b>						
001-000-000-576-20-41-07	District Advertising	\$1,469.67	\$3,127.54	\$22,500.00	19,372.46	14%
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	\$60.00	\$3,616.25	\$500.00	(3,116.25)	723%
	<b>Total Advertising</b>	<b>\$1,529.67</b>	<b>\$6,743.79</b>	<b>\$31,200.00</b>	<b>24,456.21</b>	<b>22%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$4,305.00	\$12,500.00	8,195.00	34%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$1,375.00	\$3,600.00	2,225.00	38%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$658.65	\$2,500.00	1,841.35	26%
	<b>Total Rentals &amp; Leases</b>	<b>\$992.50</b>	<b>\$6,338.65</b>	<b>\$18,600.00</b>	<b>12,261.35</b>	<b>34%</b>

Category/ Acct #	Reference	Jun 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<b>Utilities</b>						
001-000-000-576-21-47-00	Electricity (PSE)	\$3,222.36	\$34,197.55	\$75,000.00	40,802.45	46%
001-000-000-576-21-47-02	Water (Highline)	\$382.04	\$3,339.74	\$9,000.00	5,660.26	37%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$770.54	\$2,636.48	\$4,200.00	1,563.52	63%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$1,846.14	\$3,000.00	1,153.86	62%
	<b>Total Utilities</b>	<b>\$4,374.94</b>	<b>\$42,019.91</b>	<b>\$91,200.00</b>	<b>49,180.09</b>	<b>46%</b>
<b>Insurance</b>						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$12,332.00	\$16,000.00	3,668.00	77%
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$12,332.00</b>	<b>\$16,000.00</b>	<b>3,668.00</b>	<b>77%</b>
<b>Miscellaneous</b>						
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	\$2,262.41	\$2,699.13	\$1,000.00	(1,699.13)	270%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$22.74	\$255.94	\$1,500.00	1,244.06	17%
001-000-000-576-20-49-60	Dues/Membership/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%
	<b>Total Miscellaneous</b>	<b>\$2,285.15</b>	<b>\$5,767.29</b>	<b>\$7,375.00</b>	<b>1,607.71</b>	<b>78%</b>
<b>Intergovernmental Services</b>						
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)	\$255.56	\$529.43	\$1,000.00	470.57	53%
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)	\$1,286.82	\$2,201.82	\$1,000.00	(1,201.82)	220%
	<b>Total Intergov Services</b>	<b>\$1,542.38</b>	<b>\$23,517.42</b>	<b>\$44,000.00</b>	<b>20,482.58</b>	<b>53%</b>
<b>COVID-19</b>						
001-000-000-576-20-31-00	Office Supplies	\$153.45	\$153.45	\$0.00	(153.45)	0%
001-000-000-576-21-35-02	Janitorial Supplies	\$187.11	\$187.11	\$0.00	(187.11)	0%
001-000-000-576-21-43-06	First Aid Supplies	\$539.94	\$539.94	\$0.00	(539.94)	0%
001-000-000-576-21-49-01	Lifeguard Supplies	\$805.24	\$1,215.20	\$0.00	(1,215.20)	0%
	<b>Total COVID-19</b>	<b>\$1,685.74</b>	<b>\$2,095.70</b>	<b>\$0.00</b>	<b>(2,095.70)</b>	<b>0%</b>
<b>Capital</b>						
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%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,750.00</b>	<b>\$83,750.00</b>	<b>0%</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$25,908.69</b>	<b>\$186,321.78</b>	<b>\$575,505.50</b>	<b>389,183.72</b>	<b>32%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$28,325.83</b>	<b>\$217,162.27</b>	<b>\$752,408.50</b>	<b>535,246.23</b>	<b>29%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,750.00</b>	<b>83,750.00</b>	<b>0%</b>
	<b>GRAND TOTAL MO. EXPENDITURES</b>	<b>\$54,234.52</b>	<b>\$406,148.58</b>	<b>\$1,414,421.02</b>	<b>\$1,015,106.58</b>	<b>29%</b>



## 2020 REVENUE -- June 2020

Account #	Reference	Jun 2020	YTD Balance	2020 Budget	Budget Balance
<b>General Fund Taxes</b>					
001-000000-311-11-00-00	Property Taxes	\$39,218.48	\$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	\$1,040.44	\$1,440.32	\$0.00	\$0.00
	<b>Total General Fund</b>	<b>\$40,258.92</b>	<b>\$434,463.49</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Charges for Goods and Services</b>					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
	<b>Total Charges for Goods and Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
<b>Miscellaneous Revenues</b>					
001-000-000-361-11-00-00	Investment Interest	\$1,532.54	\$10,558.46	\$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	\$11,170.50	\$28,881.00	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	-\$549.00	\$22,874.43	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$637.00	\$0.00	\$0.00
	<b>Total Revenue</b>	<b>\$12,154.04</b>	<b>\$84,816.28</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Projects/Reserve</b>					
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
	<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,000.00</b>	<b>\$175,000.00</b>
	<b>Grand Total Revenue</b>	<b>\$52,412.96</b>	<b>\$504,443.20</b>	<b>\$200,000.00</b>	<b>-\$304,443.20</b>

# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Friday, July 16, 2020  
**To:** District Board Commissioners  
**From:** Scott Deschenes, District General Manager  
**Subject:** June 8, 2020 to July 10, 2020 District General Manager Report

## Week Ending June 12, 2020

### **BOARD MEETING**

Just a reminder that our board meeting will be this Tuesday, June 16 at 6:00pm. You should have each received a packet. If not, send me an email.

This meeting will be online. See below with login information.

June 16 Board Meeting (Des Moines Pool M.P.D.)  
 Tue, Jun 16, 2020 6:00 PM - 8:00 PM (PDT)

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

<https://www.gotomeet.me/MountRainierPool/june-16-board-meeting-des-moines-pool-mpd>

You can also dial in using your phone.

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

United States: [+1 \(571\) 317-3129](tel:+15713173129)

Access Code: 259-680-085

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

<https://global.gotomeeting.com/install/259680085>

**Agenda Packet:** Here is a link to the packet, if you need it.

<https://mtrainierpool.com/wp-content/uploads/20200616-Regular-Meeting-Packet.pdf>

### **CLOSURE UPDATE**

Staff performed deep cleaning and we are starting to setup to do projects with more staff in the building including the drop ceiling tile project. We are also starting to prepare the COVID-19 signage for the facility. We will discuss this in more detail at the board meeting on Tuesday.



### PHASE 1.5

On Tuesday, June 9, we were notified that pools statewide could open immediately with very limited services. From what I understand, the state did not consult the Washington Recreation and Parks Association (see message below.)

Hi Everyone,

I have had a lot of questions about the guidance released by the governor yesterday. I want to clarify that the WRPA did not consult on this guidance. As such, various flaws in the guidance can be found. We are working to get clarification on this guidance from the governor's office. This guidance appears to have aspects that violate specific WACs (ex. shower requirements). Our hope is that we can clarify if this guidance supersedes those WACs. While this document does allow for facilities to begin the process of reopening, please make sure you are consulting your health department as you do so. This guidance does not require you to open.

Below is a link to the Phase 1.5 Guidelines for Pools:

<https://www.governor.wa.gov/sites/default/files/COVID19%20Modified%20Phase%201%20Mini%20Golf%20Putt%20Putt%20and%20Water%20Recreation.pdf>

I spoke with another local pool and they will not open for 1.5 and are also waiting until Phase 3 as they also have a project occurring. The main reason for the delayed opening is that Labor and Industries has not approved lifeguard training curriculum (in-services) with current regulations. This is from a recap from the ORPA/WRPA webinar meeting we participated in:

We had a very productive call today with the WRPA, WA DOH, WA Governor's office, ORPA, and Oregon Health Authority. We have received a lot of clarification on the new guidance issued by the Governor's office. State WAC states lifeguards must have continuing training covering all aspects of rescues. This is currently not possible because no training guidance from the state has been approved. Our hope is that the guidance we submitted to L&I (and was already approved by DOH) will become that training guidance. Unfortunately, until L&I gives that approval, training cannot take place and as such, lifeguards cannot work.

### WCIA RISK REDUCTION GRANT

We received a matching grant for the proposed gate for the parking lot. We will discuss this at the board meeting next week.

## STAFF MEETINGS

On Monday we had a staff meeting at the pool to update our GANTT Chart and do a walkthrough with social distancing and other changes at the pool.

<https://www.sao.wa.gov/bars-annual-filing/covid-19-accounting-and-reporting/#COVID19BARSAIert>

Our Wednesday meeting was cancelled due to staff being ill.

On Friday, we had a work meeting on our re-opening plan. This past week has been dedicated to receiving, interpreting and implementing directives from the state and other aquatics professionals.

## NORMANDY PARK CITY SCENE AD

There still are a lot of uncertainties with our re-opening, so I am rerunning the ad attached to this email. It is a draft and not the final proof.

## WEBINARS/TRAINING

We are continuing to research as much information as we can before making decisions for re-opening.

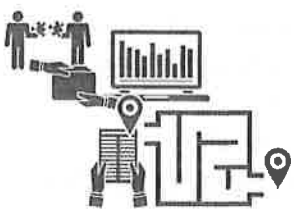
On Thursday and Friday, I participated in four webinars.

- **Sharpening the Focus of Social Equity to Make Strategic Budget Suggestions(ICMA):** This webinar was led by Government Alliance for Race and Equity (GARE). The presentation focuses on the 10 questions that every department should ask during the budgeting process in addressing equity as a part of the process and how to measure outcomes from the process. Although it is more tailored towards cities there was some good information.
- **The Future of Recreation (NRPA):** This covered how COVID-19 has changed parks and recreation (which includes aquatics) to offer more virtual events and classes. It also discussed how eSports is the big trend that many agencies are including to reach children in their community.
- **ORPA/WRPA Aquatics Roundtable (WRPA):** This was a group meeting with ORPA/WRPA that included health department officials from both states. It included discussion on Phase 1.5. It looks like most if not all members of WRPA are awaiting a ruling from L&I before pursuing re-opening, which will require non-contact training. Note-It appears that all WRPA members were caught off-guard by this decision.
- **Recreation Leading Recovery: Strategic Planning for the Rebound (ICMA):** The webinar was led by a management consultant organization for cities and a city in Alabama that is already open. They discussed the economic impact to the community, how their policies and plans stacked up to the reality of re-opening, and how to best implement these processes with their clients. One speaker talked about how there was a case at a park and how the agency responded to it. See a few slides below.

ICMA


Key Factors in Reopening Plans


- What makes our park and rec spaces / activities safer and healthier
- Mitigates risk for us as a city
- What aids consumer confidence
- What resources are required operationally



## Guest Engagement and Buy-in

- How tough are you going to be
  - How do you address that?
- Don't want this to be punitive
  - It's a privilege to be back
- "We are in this together"
  - Show up with respect
- Training





### GUIDANCE INFORMATION ON RE-OPENING

We are starting to get more and more information on the re-opening of pools. Here are some of the sources.

- CDC - <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>
- Oregon Health Association for Reopening Pools - <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351C.pdf>
- NRPA - <https://www.nrpa.org/our-work/Three-Pillars/health-wellness/coronavirus-disease-2019/>
- BCRPA - <https://www.lifesaving.bc.ca/Areas/Admin/Content/images/DashboardFilePdfUpload/DashboardFilePdf/Dashboard 5154001 Guidelines for Reopening BC's Pools and Waterfronts - May 19, 2020.pdf>
- CPRS - [https://files.secure.website/wscfus/10315773/26230915/covid-19-facility-guidelines-2020-final.pdf?fbclid=IwAR1NSHjnnikyBCWjDU9dqfBk-WC5N\\_BJfBbX1zd8eTCd4HXRevPBjvmrN3M](https://files.secure.website/wscfus/10315773/26230915/covid-19-facility-guidelines-2020-final.pdf?fbclid=IwAR1NSHjnnikyBCWjDU9dqfBk-WC5N_BJfBbX1zd8eTCd4HXRevPBjvmrN3M)
- American Red Cross - <https://www.redcross.org/take-a-class/coronavirus-information>
- Starguard - <http://www.starguardelite.com/news>

### RESEARCH

- Sweden Says Its No Lockdown Policy Might Have Been a Mistake - <https://www.marketplace.org/2020/06/03/sweden-covid-19-no-lockdown/>
- Tri-Cities Officials Blame Sports and Social Gatherings for New Coronavirus Spike - <https://www.tricityherald.com/news/coronavirus/article243274566.html>
- What Next Phase of Pool Re-Openings Looks Like in Oregon (video) - <https://www.youtube.com/watch?v=UU9I9XKwvvo&feature=youtu.be>
- Vilinius Shows How Pandemic is Remaking Our Cities - <https://www.theatlantic.com/international/archive/2020/06/coronavirus-pandemic-urban-suburbs-cities/612760/>
- WHO Walks Back Messaging on A-Symptomatic Carriers - [https://www.aquaticsintl.com/facilities/management-operators/who-walks-back-messaging-about-asymptomatic-covid-19-carriers\\_c](https://www.aquaticsintl.com/facilities/management-operators/who-walks-back-messaging-about-asymptomatic-covid-19-carriers_c)
- Washington State Schools to Re-open in Fall - [https://www.thenewstribune.com/news/local/article243459136.html?utm\\_source=pushly&intcid=%7B\\_explicit:pushly\\_566351%7D](https://www.thenewstribune.com/news/local/article243459136.html?utm_source=pushly&intcid=%7B_explicit:pushly_566351%7D)
- WIAA Releases Planning for Fall Sports - <https://www.kxly.com/wiaa-releases-plan-to-return-to-high-school-sports-in-the-fall/>

## Week Ending June 19, 2020

### BOARD MEETING FOLLOW-UP

Below are items brought up during the meeting.

- June 25 Special Meeting – I spoke with legal and our Executive Session is confirmed for **Thursday, July 25 at 7:00pm**. We will be putting information out soon on the meeting. Linda sent a meeting request, but if you did not receive it, below is the login information.

June 25 (7:00pm) - Special Meeting  
Thu, Jun 25, 2020 7:00 PM - 8:00 PM (PDT)

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

<https://global.gotomeeting.com/join/252777901>

You can also dial in using your phone.

United States (Toll Free): 1 877 568 4106

United States: +1 (646) 749-3129

Access Code: 252-777-901

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

<https://global.gotomeeting.com/install/252777901>

- Aquatics Manager Q1 Report - I sent each board member a copy of the summary presentation on Wednesday morning. If you need me to send it again, please let me know.
- Fall Sports – Although we have not gotten a go ahead, it looks like the WIAA is making plans to have sports this fall. <https://www.columbian.com/news/2020/jun/10/wiaa-will-remain-flexible-as-it-establishes-early-ready-to-play-guidelines-for-high-school-sports/>
- HSD Fall Information (Article) - It's Unlikely HSD Will Open in September with All Students Present - <http://waterlandblog.com/2020/06/15/its-unlikely-highline-public-schools-will-reopen-in-sept-with-all-students-present/>
- Annual Financial Report– The State came through in the 11<sup>th</sup> hour again and extended the financial report deadline to July 1. This does not affect us. I sent out a Word document link to download the document on DropBox yesterday for review. If you do not see it, please check your junk mail or email me to be resent the link. Just a reminder to have all edits back to me by Tuesday, July 7<sup>th</sup>.
- OPMA Extended – Although it has not been passed by a Governor's Proclamation, it appears that the OPMA will be extended to July 1.

### RE-OPENING PLAN

We are putting together a re-opening plan. We are awaiting more concrete information from the contractor to develop a timeline. We will use this to update the GANTT Chart. We are putting out messaging on this to keep our patrons and the general public informed. We hope to have a preliminary plan in the next couple of weeks and will start meeting on the document next week. Below are other items that staff is working on.

- Sanitation Stations – Lauryne has put together some sanitation stations for different areas of the building that has bottles of our hand sanitizer.
- Signage – Lauryne has also completed about 90% of our signage. We are now working on the larger specialty signs for the entry.
- Ceiling Tiles – Staff continues to replace tiles over the stands.

- Re-Opening Staff Meetings – We met on Tuesday for the Aquatics Manager Q1 Report, Wednesday on Messaging, Thursday on New Swim Lesson Format and Friday on Closure Project Update.

## RE-OPENING MESSAGING

Staff did research of other pools re-opening plans and messaging on their re-opening. We should have a message out soon. We are having a meeting on Wednesday, June 24 to finalize our plan. This should give us more concrete information. This week we had illness and technical issues that has pushed back our meetings.

## OPENINGS FOR PHASE 1.5

Although Labor and Industries has not issued a statement on training lifeguards that has pushed most WRPA Aquatics Group Pools to hold off on their re-opening plans, some pools have chosen to re-open. Here are the statuses of other local pools. Note-all information is based on web search on Wednesday, June 17.

- Evergreen Aquatic Center – Swim teams are open now, and opening June 22 to public.
- Tukwila Pool – Opening sometime around August 1.
- King County Aquatic Center – Closed.
- Federal Way CC – Closed until July 6.
- Matt Griffin YMCA – Opening in Phase 3.
- Kent YMCA – Opening in Phase 3.
- Covington Aquatic Center – Closed until further notice.
- *Note- The only other public pool we could see that was open when we did a quick search in Puget Sound was the Snohomish Aquatic Center and Fife Aquatic Center.*

## KING COUNTY ENTERS PHASE 2

King County enters Phase 2 today (Friday, June 19). This was exactly two weeks from the June 5 initiation of Phase 1.5, which was the minimum time for the county to meet requirements for this Phase. If the County meets all other requirements for the next two phases (3 weeks), we should enter Phase 3 on or around July 10 and Phase 4 on or around August 1. Entering Phase 2 has no changes, but Phase 3 is when pools were originally ordered to reopen at 50% capacity. For more on Governor's Safe Start Plan, click the link below.

[https://www.governor.wa.gov/sites/default/files/SafeStartWA\\_4May20\\_1pm.pdf](https://www.governor.wa.gov/sites/default/files/SafeStartWA_4May20_1pm.pdf)

## SMAC MEETING

We are meeting with Seattle Metropolitan Aquatic Club (SMAC) next Friday, June 26 at 10:00am.

## WEBINARS THIS WEEK

With all of the recent issues with COVID-19 and equity. I have been attending more webinars to obtain information about both items.

- Equity in Essential Services (NRPA) and the Public Health Crisis and Racial Inequities (ICMA/GARE) 2 Webinars– These webinars discussed how to ensure racial equity in re-opening your programs and services in response to COVID-19. It also discussed how racial inequalities effect health outcomes.

## Covid-19 New Normal

Framing C19:  
We're in this together

- Connect individual action to the common good
- Addressing specific populations' and neighborhoods needs.
- Look for opportunities to show the positive aspects of interconnection



www.nrpa.org



## Resilient Dallas Strategy



- **The Public Health Crisis and Racial Inequalities (G.A.R.E.)** – See section below for more information on G.A.R.E. I watched a portion of this meeting where a city in the South implemented GARES equity tools to work on equality in their community. The main part was the questions below.
  1. **Proposal:** What is the policy, program, practice or budget decision under consideration? What are the desired results and outcomes?
  2. **Data:** What's the data? What does the data tell us?
  3. **Community engagement:** How have communities been engaged? Are there opportunities to expand engagement?
  4. **Analysis and strategies:** Who will benefit from or be burdened by your proposal? What are your strategies for advancing racial equity or mitigating unintended consequences?
  5. **Implementation:** What is your plan for implementation?
  6. **Accountability and communication:** How will you ensure accountability, communicate, and evaluate results?

## **GOVERNMENT ALLIANCE FOR RACIAL EQUITY (G.A.R.E.)**

If you have been reading the weekly reports, you will see that I have been attending webinars regarding there programs. They also have some resources available on their webpage.

<https://www.racialequityalliance.org/resources/advancing-racial-equity-and-transforming-government-a-resource-guide-to-put-ideas-into-action/>

## **RESEARCH**

- It's Time to Rethink Government's People Management Practices - <https://www.governing.com/work/Its-Time-to-Rethink-Governments-People-Management-Practices.html>
- New DOH Report: Coronavirus Transmissions Increasing in Washington State - <https://www.kiro7.com/news/local/coronavirus-5-million-n95-masks-obtained-state-stockpile-more-way/XIDPHMLVOJAAREQ5YCL75367PU/>
- King County Applies for Phase 2 - <https://www.seattletimes.com/seattle-news/health/king-county-applying-for-phase-2-of-gov-inslees-four-phase-reopening-plan/>
- Re-Opening the Economy Maps: Containment Tracking - <https://www.governing.com/now/Reopening-the-Economy-Under-COVID-19-Tracking-Containment.html>

## **OFF**

Just a reminder that I will be off on Monday and Tuesday (June 22 & 23). Please call or text me at (253) 245-3810.

## **IN OFFICE**

I will be back in the office on Wednesday and Thursday of next week.

## **Week Ending June 26, 2020**

## **BOARD RETREAT**

Our next board retreat will be Tuesday, July 14. Please have any items you would like to discuss to us by Tuesday, July 7 to add to the packet.

Also, just a reminder that the Social Media Policy Edits and Goals Homework are also due on Tuesday, July 7. If you need me to resend either, please email me.

## **CLOSURE UPDATE**

- Heat Exchanger and Surge Pit Flange Repair – The heat exchanger will delivered on Monday, June 29<sup>th</sup> and MacMiller will start installation process. It should be completed by Tuesday, June 30<sup>th</sup>.
- Repair Projects – The staff are a little of halfway done with the drop ceiling tile project and making good progress removing grout from Men's public shower
- Updated GANTT Chart – We had a staff meeting on Wednesday and updated the GANTT chart for the re-opening process.
- Re-Opening Plan – We are working on a re-opening plan that we will present at the July 14<sup>th</sup>. Call me if you have any questions. Note-we are still receiving updates and legal interpretations of requirements that need to be hashed out before we make signage, finalizing plans and other

documents. This needs to be accounted in communicating items to the public to establish a clear message.

- **Deep Cleaning** – We are also scheduling another deep cleaning to ensure all of our marking tape is adhering to the walls.

## **MASKS NOW MANDATORY INDOORS**

Governor Inslee announced that masks are now mandatory at all indoor venues effective June 28. This will require us to have all patrons wear masks outside the water at the pool. We will ensure our signage reflects this. See article for more information.

<https://www.seattletimes.com/seattle-news/politics/inslee-orders-face-coverings-to-be-worn-in-public-to-help-stem-spread-of-coronavirus/>

## **UPDATED MODIFIED PHASE 1**

On Wednesday, June 24, an update was put out by the State on pool usage during Modified Phase 1. See link below.

<https://www.governor.wa.gov/sites/default/files/COVID19%20Modified%20Phase%201%20Mini%20Golf%20Putt%20Putt%20and%20Water%20Recreation.pdf>

I saw that other pools have been allowing swim practices with 2 people per lane, even though it is not stated in the guidance. I emailed the State's program manager for Water Recreation Facilities for clarification and below is his message to me.

The formula to calculate the maximum number of people (square footage of water surface area divided by 72) can be used to help facility managers determine the number of people to be allowed in a pool. However, facility managers must always keep in mind that the 6-foot minimum physical distancing is the golden standard that protects most people from COVID-19 transmissions. Even if you limit the number of people in the pool according to the formula, if they are all bunched together in a concentrated area, it serves no purpose. Keeping that in mind, the formula is only one of the guidelines. "Only one person in each lane" is another guideline that must be followed at all times. If two or more people are allowed to swim in the same lane, they may get within 6 feet of each other, and that is not allowed. If your entire pool is used for lap swimming, you can have only the same number of people in the pool as the number of lanes provided, regardless of what the formula may produce.

This formula will also affect how we train employees, offer swim lessons and other programming.

I also asked if the 6-foot golden rule would move into Phase 4 and here is the response I received.

The 6-foot physical distancing requirement needs to be adhered to through all phases including Phase 4 UNLESS the Governor directs us otherwise. Another possibility, though not sure how likely, is a development of a new idea/technology to prevent the spread of COVID-19 between people who are in close proximity that leads to a new guidance document from the Governor's Office that allows people to swim in the same lane within 6 feet of each other.

## **WRPA AQUATICS MEETING**

WRPA Aquatics Network met today to discuss new guidance from the Department of Health and the State. Many of the items discussed are above in the answers received from the state. WRPA has put all of the guidance documents and resources that have been created on their website:

<https://www.wrpatoday.org/aquatics-network>. There are only a handful of pools that open currently in the state currently but most are ramping up to open in a very limited capacity toward the end of the summer.

## HSD USAGE

I spoke with the school district and they gave me an update. A decision will be made on swim season around July 21. I also sent them the information on virtual swim meets that are happening around the country and we have the timing system and software to offer. Below are the tentative dates for swim meets for the 2020-2021 season.

<http://www.npslathletics.org/index.php?pid=0.53.0.5.220>

GIRLS SEASON – Practices tentatively start on August 24, 2020:

- Tuesday, September 22
- Tuesday, September 29
- Thursday, October 8
- Tuesday, October 13

BOYS SEASON –

- Thursday, December 3
- Thursday, December 17
- Thursday, January 7

## SMAC MEETING

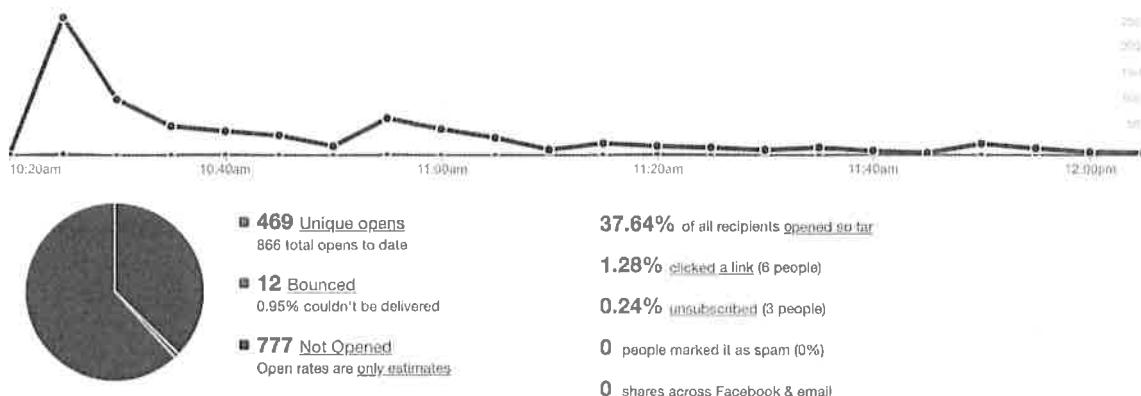
We met with SMAC on Friday and notified them of our plan to re-open and that we would start them up when the school teams start. We also let them know how the State Governor's Office and Department of Health are directing us to have one swimmer/household per lane (see updated Modified Phase 1 section above). Finally, we told them that our plan is to add them back when the high school practices start.

## RE-OPENING MESSAGING

We put out an email blast, updated the website and posted on social media an email blast about re-opening. See the message below.

<http://createsend.com/t/d-70E0E7D47B9F37AD2540EF23F30FEDED?fbclid=IwAR3Kj7H9qGWbo2IO6kP5KOxFmSEqPUWGYf61MVpEWJWaB17laSMd8SDrXsU>

Below is report with views within first two hours of email being sent...



## CORONAVIRUS WAIVERS

We worked with WCIA and Snure Law Firm to finalize our waivers and Linda was able to get them translated into Spanish. See attachments.

## OUT OF THE OFFICE

I will be out of the office, June 30-July 7. If you need to get a hold of me, please call me at (253) 245-3810.

## WEBINARS

- WCIA COVID-19: I participated in a WCIA webinar on COVID-19 in government processes. One item they discussed was Hybrid Meetings, which might be an option we explore for future board meetings.

## RESEARCH

- Snohomish and Pierce County See Spike in Cases During Phase 2 - <https://www.king5.com/article/news/health/coronavirus/snohomish-pierce-counties-eye-rising-case-counts-as-3rd-week-of-phase-2-approaches/281-58cc0381-fdf3-4f56-9eda-2669b82769fe>
- King County to Distribute 25 Million Face Coverings - <https://www.federalwaymirror.com/news/king-county-to-distribute-25-million-face-coverings-to-residents-businesses/>
- Tour of KC Landmarks Shows History of Racism/Discrimination - [https://www.kctv5.com/news/local\\_news/tours-of-kc-landmarks-highlight-history-of-racism-discrimination/article\\_55d0e168-b02a-11ea-8ae7-3bc215aea47d.html](https://www.kctv5.com/news/local_news/tours-of-kc-landmarks-highlight-history-of-racism-discrimination/article_55d0e168-b02a-11ea-8ae7-3bc215aea47d.html)
- Aquatic Facilities Gradually Re-Open After COVID-19 Closures - [https://www.aquaticsintl.com/facilities/aquatics-facilities-gradually-reopen-after-covid-19-closures\\_o](https://www.aquaticsintl.com/facilities/aquatics-facilities-gradually-reopen-after-covid-19-closures_o)
- Coronavirus Surge Raises Alarms as States Report New Highs - <https://www.nytimes.com/2020/06/24/business/stocks-markets-coronavirus.html>

## Week Ending July 2, 2020

## BOARD RETREAT

Just a reminder that our next meeting (Board Retreat) is Tuesday, July 14 at 6pm. We will go over...

- Mission, Vision and Values
- Goals and Objectives
- COVID-19-Related Expenditures
- Closure/Re-Opening Plan
- Equity

Also, please have your Goal Prioritizing Worksheet in on Tuesday, July 7. If you need me to send a copy of any of the documents, please let me know.

## DEADLINE FOR REGULAR BOARD MEETING MATERIALS

Just a reminder that your edits of the Social Media Policy and 2020 Financial Report are due on Tuesday, July 7. Our regular board meeting is Tuesday, July 21 at 6:00pm.

Note: I have received an edited form from Commissioner Achziger.

#### FOURTH OF JULY

Staff will be off for July 3 in accordance with the Fourth of July Holiday.

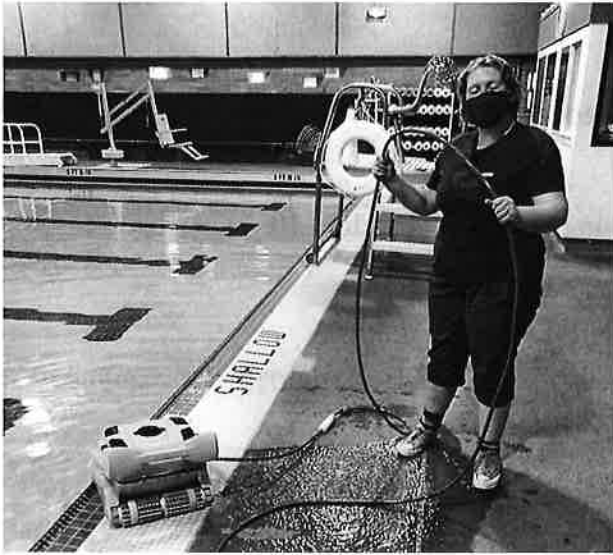
#### CLOSURE UPDATE

- Heat Exchanger Repair – The repairs were moved by MacMiller to next week starting on Monday.
- Other Closure Repairs-
  - Ceiling Tiles- Dominic and staff completed the ceiling tile work. No more ceiling tiles hanging down.



- Bench Sanding- Marty Martinson is sanding the men's locker room benches as a project.
- ADA Door Repair- Dominic had a company out on Thursday to repair the ADA mechanical door.
- Other Projects- More information to come in next week's report. Below are pictures from this week.





- Signage – Signage has been placed throughout the facility including the pictured information bulletin board created by Lauryne and other staff.



### **WRPA PROPOSAL TO INSLEE FOR PHASE 3 RE-OPENING**

Attached are the cover letter, proposal, event template, and event protocols matrix just sent from WRPA to the Governor's office, Health Secretary, State Parks Director, and State Emergency Management Division Director, on a WRPA proposal for injecting some flexibility into how parks and recreation agencies do events as part of the Phase 3 of the 4-phase "Safe Start" reopening initiative by Governor Inslee. I have attached a copy of the proposal.

### **POOL, YMCA and COMMUNITY CENTER OPENINGS**

- Evergreen – Open for modified Phase 1.
- Tukwila – Opening July 15<sup>th</sup>.
- Matt Griffin and Kent YMCA's – Opening for Phase 3.
- Seattle Pools – Not open with no re-opening date given.
- Federal Way Community Center – Closed until Phase 3.
- King County Aquatic Center – Closed with no date given.
- Covington Aquatic Center – Closed until further notice.
- Enumclaw Aquatic Center – Closed until September.

- Tacoma Metro Parks – Closed until further notice.
- Lindbergh (Renton) Pool – Closed until Phase 3.
- Henry Moses Aquatic Center (outdoor pool) - Closed until 2021 season.

## **EXTENSION OF OPMA**

See email below and attached documents about OPMA being extended until July 10.

## **RESEARCH**

- We Will Be Living With the Pandemic Well Into 2021  
- <https://www.bloomberg.com/news/features/2020-06-18/we-will-be-living-with-the-coronavirus-pandemic-well-into-2021>
- 800 King County Employees to Work Remotely Permanently  
- <https://www.king5.com/article/news/health/coronavirus/washington-king-county-seattle-coronavirus-covid-19-pandemic/281-ddd7dfb7-3e9d-4e99-b934-9a69504fa494>
- Should We Aim for Herd Immunity Like Sweden?  
- <https://medium.com/@tomaspuoyo/coronavirus-should-we-aim-for-herd-immunity-like-sweden-b1de3348e88b>
- Member Benefit: The ADA and COVID-19 - <https://www.nrpa.org/parks-recreation-magazine/2020/july/member-benefit-the-ada-and-covid-19/>
- An Employee at Your Aquatic Facility Says They Have Been Exposed to COVID-19: What Next? [https://www.aquaticsintl.com/facilities/an-employee-at-your-aquatics-facility-says-they-may-have-been-exposed-to-covid-19-what-next\\_o](https://www.aquaticsintl.com/facilities/an-employee-at-your-aquatics-facility-says-they-may-have-been-exposed-to-covid-19-what-next_o)

Note- It seems like an update always comes out after I send a report, so if anything changes, I will add it to next week's report, unless it is time-sensitive.

## **Week Ending July 2, 2020**

## **RETREAT**

Just a reminder that our retreat is Tuesday, July 14 at 6:00pm. Linda sent out the agenda on Thursday. Here is the login information.

July 14 Retreat - 6:00pm  
Tue, Jul 14, 2020 6:00 PM - 8:00 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.  
<https://www.gotomeet.me/MountRainierPool/july-14-retreat>

You can also dial in using your phone.  
United States (Toll Free): [1 877 309 2073](tel:18773092073)  
United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 469-522-549

New to GoToMeeting? Get the app now and be ready when your first meeting starts:  
<https://global.gotomeeting.com/install/469522549>

## PROCLAMATION EXTENSIONS

Proclamation 20.25 was extended again until August 6, 2020. This proclamation includes information on the mandated face mask wearing. We will update this information into the Safety Plan.

Gov. Jay Inslee announced the extension of the Safe Start proclamation until August 6. This extension clarifies the interaction between Safe Start and Department of Health Secretary John Wiesman's facial coverings order. It includes:

- The Yakima County business prohibition is extended statewide: No business may operate, allow a customer to enter a business, or conduct in-person business with a customer in any public setting unless the customer is wearing a face covering (as required, and with the exceptions outlined, in Order of the Secretary of Health 20-03);
- Individuals are prohibited from entering a place of business without wearing a face covering (again, per Order of the Secretary of Health 20-03); and
- Employers must notify the employer's local health jurisdiction within 24 hours if the employer suspects COVID-19 is spreading in the employer's workplace, or if the employer is aware of 2 or more employees who develop confirmed or suspected COVID-19 within a 14-day period.

The governor also announced additional clarification today for restaurant and taverns in Phases 2 and 3. This comes as more counties move forward under Washington's Safe Start recovery plan.

Under this guidance, bar-style seating and live music are hereby prohibited in Phase 2 and Phase 3.

Additionally, restaurants and taverns in Phase 2 or beyond are now permitted to resume self-service buffets, salad bars, salsa bars, and other similar communal food sources and drink stations, subject to business adherence to safety standards.

Find the full memo here.

Find the full guidance here.

Full list of current reopening guidance.

Brian also sent out an update that proclamation 20-28 (no in-person, public meetings) has also been extended. It is extended to August 1<sup>st</sup>.

## NEW COVID-19 SYMPTOMS

There is also an update to the symptoms for COVID-19 that we will update to the list on the Safety Plan. See article below.

<https://www.seattletimes.com/nation-world/cdc-adds-to-list-of-symptoms-for-covid-19/>

## PROJECTS/CLOSURE UPDATE

- Heat Exchanger, Surge Pit and Flange – MacMiller completed the repair of the heat exchanger and surge pit flange this week. They also let the cure for the surge pit an extra day. The surge pit and heat exchanger are now working, and the pool has been refilled and operational.
- Drop Ceiling Tiles – The project is complete. It included tiles in spectator area, locker rooms, and staff hallway.



- Facility Main Signage – I (Scott) put off creating the signage for the main entry for re-opening. I had a feeling that directives would change on symptoms, and they did. We are working on this next week to have in place for re-opening. We will leave the symptoms open due to the long list and changes. Also, since we were first going to make signage face masks went from recommended to required. If this is set to expire on August 6, we may have to make two signs (1) required and (2) recommended. We met on Friday to finalize the signage. We met today and are hoping to finalize signage next week.
- Website Changes – We are working to finalize changes to the website and reservation systems. We will post this information two weeks before re-opening.
- Refinishing Benches – A volunteer came in and refinished benches in the men's room. We will also be painting the support poles white too.



- Entry Door Repair – Dominic had a company come out and repair the ADA mechanism for the entry door. The door is working better than it has in years.
- Parking Lot Gates – We are attempting to schedule a meeting with WhiteFab to get the parking lot gates project rolling before re-opening.
- Bulkhead Cleaning – Staff is cleaning the scum off of the bulkhead.
- AHU Enclosure – Staff cleaned the enclosure which had blackberries that had grown up during the closure.
- Stainless Steel – Staff shined the stainless steel throughout the facility.
- Re-grouting Men's Showers - Staff will start re-grouting the men's showers next week.
- Landscaping Contract – We are planning on scheduling a meeting with the landscaper next week to have the landscaping maintained back to the level that is in the contract before re-opening.
- Backflow Prevention – Dominic is working to have our annual inspection for our backflow prevention.

## WRPA AQUATICS CONFERENCE

September 28 and 29

The Pacific Northwest Aquatic Conference is a two-day mini-conference consisting of multiple sessions and a combination of speakers that cover topics unique to aquatics that may not make the cut at a larger conference.

This is also an opportunity for Aquatic Professionals in the Greater Northwest area (B.C., WA, OR, ID) to come together for focused training on the issues they, as aquatic professionals, all share. This conference presents the opportunity to network and share ideas. This training has been brought about because of the uniqueness of what we do and the ever-changing requirements in training and working with large numbers of part-time staff and working with the risk management issues surrounding water.

For more information click link below.

<https://www.wrpatoaday.org/2020-aquatic-network-conference>

## HSD SWIM SEASON

We were notified by the school district that the Fall Season will be delayed two weeks. Their practices will not start the week of September 7<sup>th</sup>.

## RESEARCH

- White Center Among Hotspots for Coronavirus in King County - <https://www.king5.com/article/news/health/coronavirus/white-center-among-coronavirus-hotspots-in-king-county/281-eec44d75-7b89-4c9e-a9c2-4ce41ad4df88>
- National County-by-county Infection Map - <https://globalepidemics.org/key-metrics-for-covid-suppression/>
- Nearly 240 Experts Urge CDC/WHO that COVID-19 + Airborne Transmission - <https://www.usatoday.com/story/news/health/2020/07/06/covid-19-coronavirus-spreads-airborne-transmission-experts-say/5383598002/>
- Keeping Social Distancing In and Around Pool is Challenging for Swim Team Coaches - <https://www.chicagotribune.com/suburbs/la-grange/ct-dlg-swim-practice-covid-tl-0709-20200701-5enqemgrsnh5hla333fyeecci-story.html>
- Sacramento Pools ReOpen with Modifications as California Cities Move to Phase 3 - <https://www.abc10.com/article/news/local/sacramento/sacramento-public-pools-reopen-stage-3/103-e0db841c-d17a-476b-845a-1b0da78acb2f>
  - COVID-19, Where Things Stand As of July 2 (MRSC Blog) - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/July-2020/COVID-19-Where-Things-Stand-as-of-July-2.aspx>



# Des Moines Pool Metropolitan Park District

June 16, 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; Aquatic Coordinator Lauryne Newman and Aquatic Manager Dominic Finazzo. Commissioner Croom was absent.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – None

**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 May 2020 totaling \$43,465.99. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 4-0.

### OLD BUSINESS

#### a. Closure Update

District General Manager Deschenes presented slides outlining maintenance and projects being done during the COVID-19 closure of the pool. He explained that a re-opening is planned in August if we are given the go-ahead by the Governor and if the replacement of the heat exchanger and surge pit flange which are in progress does not cause a delay. Smaller projects such as ceiling tile replacement, re-grouting in the men's restroom, and deep cleaning are being done by staff members. The presentation is on file.

#### b. Re-Opening Plan

District General Manager Deschenes presented a re-opening plan which includes a patron screening process, staff temperature checks, and programs limiting physical contact to 6'. Information and reminders will be displayed on a lobby TV. The Aquatic Coordinator has personally made masks for the staff. They will be trained on proper wearing of the masks, social distancing measures, and facility cleaning protocols. Lockers will not be available to the public in the locker rooms.

The DGM will have costs associated with COVID available for review by the next meeting.

#### c. Aquatics Manager's 1<sup>st</sup> Quarter Report

Aquatics Manager Dominic Finazzo presented the 1<sup>st</sup> Quarter Report which is on file. He reported that attendance was up in January and February with a steep decline in March due to the quarantine. WCIA performed an audit on

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**Des Moines Pool Metropolitan Park District  
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the facility in January and we passed with flying colors. Twenty scholarships were awarded in January along with 35 rentals.

Routine maintenance was done to the boiler, mixing valves, and deck rings.

Aquatic Coordinator Lauryne Newman reported on swim lessons evaluations. All were positive with no negative comments. A copy of the survey results is on file.

**d. Policy 392 – Crisis Management Communication Plan (2<sup>nd</sup> Touch)**

The plan was sent to the Board Members for edits and none were received. As such President Young called for a motion to approve.

Commissioner Dusenbury made a motion to approve the Crisis Management Communication Plan in response to the COVID-19 pandemic. Commissioner Kasnick 2<sup>nd</sup>. Passed 4-0.

**e. Policy 250 – Social Media/Imagery (2<sup>nd</sup> Touch)**

Hearing that Commissioner Achziger had not had an opportunity to review the document, President Young asked for this item to be tabled and put on the agenda for the next meeting for discussion.

**f. Mission Vision and Values**

District General Manager Deschenes reported that at the February meeting, Commissioner Achziger was asked to re-draft the Mission statement for discussion at a later board meeting.

Commissioner Achziger stated since Commissioner Croom had asked for the re-wording of the Mission statement that was presented at the February meeting, he had sent a re-drafted copy to her for review but has not received her feedback.

As such, President Young asked to table the discussion to the next retreat, date to be determined.

**g. 2020 Goals and Objectives**

District General Manager Deschenes stated he had received comments from the Board and asked for a discussion at the next retreat.

President Young asked the Board members for availability for scheduling a retreat. Retreat will be held on 7/14 with the regular meeting on 7/21. Location of the meetings will be determined.

**NEW BUSINESS**

**a. 2019 Financial Report**

District General Manager Deschenes reported that the annual report had been submitted on May 29, just before the filing extension to June 17 was announced. He included a Statement of Significant Event along with projections for 2020. He will send the document out to the Board Members in Word format for their review and comments.

**b. Resolution 2020-04, Declaration of Emergency, Waiver of Emergency Bidding**

District General Manager Deschenes is calling for approval of Resolution 2020-04 on the basis of emergency repair to the heat exchanger and surge pit flange without the required three bid process. It is imperative that this repair be completed before the pool can re-open.

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**Des Moines Pool Metropolitan Park District  
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Commissioner Kasnick moved to approve Resolution 2020-04, Declaration of Emergency, Waiver of Emergency Bidding. Commissioner Dusenbury 2<sup>nd</sup>. Passed 4-0.

**c. 1<sup>st</sup> Quarter Financial Report**

District General Manager Deschenes gave an overview of 1<sup>st</sup> Quarter expenditures and revenue. The report is on file.

**d. Strainer Basket Repair**

District General Manager Deschenes reported that the pump strainer basket housing is beginning to crack. We do not yet have a quote from our vendor, Aquatic Specialty, which is expected to be approximately \$8,000. The repair is not imminent. The DGM will discuss in more detail at the next meeting.

**e. WCIA Risk Reduction Grant**

District General Manager Deschenes reported that the District was awarded a grant from WCIA in the amount of \$3,910 for construction of security gates at the Mt. Rainier Pool. The gates would assure that the parking lots are not used for illegal purposes after hours. In the past, drug paraphernalia and other dangerous items have been found at the back of the facility.

The District will employ the same company for installation of the gates that was used by City of Des Moines at the harbor parking lot. Total cost of the project is estimated at \$7,820.

**GENERAL DISCUSSION**

District General Manager Deschenes received a legal update on outstanding issues with Werlech Construction. The Board will discuss the matter at a special (remote) meeting on Thursday, 6/28 at 7:00 p.m. with legal counsel present. During the meeting an Executive Session will be called.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:04 pm.

**UPCOMING MEETINGS**

- June 25, 2020, Special Meeting, 7:00 p.m., Remote
- July 14, 2020, Retreat Meeting, 6:00 p.m., Location TBD
- July 21, 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

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Commissioner Young

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Commissioner Dusenbury

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Commissioner Kasnick

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Commissioner Croom

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Commissioner Achziger

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Linda Ray, District Clerk

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**Des Moines Pool Metropolitan Park District  
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DRAFT

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# Des Moines Pool Metropolitan Park District

June 25, 2020  
7:00 p.m.  
Remote Online

## MINUTES SPECIAL MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Present were Commissioners Dusenbury, Kasnick, Croom, and Achziger; District General Manager Deschenes and District Clerk Linda Ray; and Legal Counsel, Tom Burke.

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

### ADOPTION/MODIFICATIONS OF AGENDA

President Young called for adoption of the agenda as written. Commissioner Achziger so moved; Commissioner Kasnick 2<sup>nd</sup>. Motion passed 5-0.

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

District General Manager Deschenes told the Board the District is messaging via the website and Facebook that the pool is planning to re-open during Phase 4 along with most of the other pools in the area.

The planned maintenance to the surge pit is progressing. The manufactured part is expected to be received by next Monday and may be installed as early as Tuesday.

Upon re-opening, masks will be required of all staff members and, in accordance with the State mandate, patrons of the pool will be asked to wear masks in the facility until they enter the pool. Lockers and showers will be closed in the locker rooms per the State directive. Pool staff will control the number of people that enter and exit the building in order to maintain maximum pool users allowed in the facility.

The DGM spoke to the Program Manager for water facilities regarding distancing. It was indicated that no household should be closer than 6' of others. The State is suggesting only one person per lane for lap swimmers to maintain 6' distancing.

### PUBLIC COMMENT

The public was asked to submit comments via email for the public portion of the meeting and no comments were received.

### BUSINESS

An Executive Session was called at 7:06 p.m. in accordance with RCW 42.30.110(1)(d) to review negotiations on the performance of a publicly bid contract. The session will last approximately 40 minutes.

The meeting reconvened at 7:47 p.m.

Regarding counsel's recommendation, a motion was entertained to proceed with mediation. Commissioner Kasnick so moved; Commissioner Dusenbury 2<sup>nd</sup>. Passed 5-0

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**Des Moines Pool Metropolitan Park District  
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**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:50 pm.

**UPCOMING MEETINGS**

- July 14, 2020, Retreat Meeting, 6:00 p.m., Location TBD
- July 21, 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

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Commissioner Young

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Commissioner Dusenbury

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Commissioner Kasnick

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Commissioner Croom

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Commissioner Achziger

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Linda Ray, District Clerk

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## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/01/2020

Total Amount: \$12,726.51

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200526161334.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:

5/26/2020

Authorized District Signature

Date

A3D212E34481429...

DocuSigned by:

5/26/2020

Authorized District Signature

Date

2E03815D71304B0...

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

#### SUBMIT SIGNED DOCUMENT TO:

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

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

#### KING COUNTY FINANCE USE ONLY:

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

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



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200526161334.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			19109	05/14/2020	\$1,921.71	CONNECT UPGRADE ON BECSYS 5/MRP
CANON FINANCIAL SERVICES, INC.			21461918	05/13/2020	\$62.89	COPIER CONTRACT - MAY 2020
COMCAST			20200512CB	05/12/2020	\$226.33	TELEPHONE/INTERNET - 5/22 TO 6/21/2020
DEPARTMENT OF RETIREMENT SYSTEMS			20200526DOR	05/26/2020	\$605.50	DEFERRED COMP S DESCHENES MAY
JOE DUSENBURY			20200520JD08	05/20/2020	\$104.92	COMMISSIONER SUBSIDY - APR 2020
PHILLIPS PUBLISHING			1383DM	05/18/2020	\$896.75	DISPLAY AD SUMMER 2020 CITY CURRENTS
PHILLIPS PUBLISHING			1384DM	05/18/2020	\$595.00	DISPLAY AD SUMMER 2020 CITY CURRENTS
PUGET SOUND ENERGY			20200520PSE	05/20/2020	\$3,222.36	ELECTRIC/GAS UTILITY - 4/20 TO 5/19/2020
SHANE YOUNG			20200520SY10	05/20/2020	\$104.92	COMMISSIONER SUBSIDY - APR 2020
US BANK			20200511USB	05/11/2020	\$4,986.13	BANKCARD - 4/17 TO 5/10/2020



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/12/2020

Total Amount: \$4,337.40

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200608101433.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Inicia Croom</u>	<u>6/8/2020</u>
A3D212E Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

<u>Scott D...</u>	<u>6-8-20</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

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

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



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200608101433.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			16263	06/01/2020	\$280.00	JANITORIAL SVC - MAY & JUNE 2020
AQUATIC SPECIALTY SERVICES			19131	05/21/2020	\$446.87	POOL CHEMICALS
CENTRAL WELDING SUPPLY			CG87211	06/01/2020	\$208.57	BULK CO2
CENTRAL WELDING SUPPLY			RN5202437	05/31/2020	\$69.97	BEVCARB LIQ
DEPARTMENT OF RETIREMENT SYSTEMS			20200601DOR	06/01/2020	\$605.50	DEFERRED COMP S DESCHENES PE 6/10/2020
HIGHLINE WATER DISTRICT			20200521HWD	05/21/2020	\$382.04	WATER UTILITY - 4/22 TO 5/21/2020
NORTHWEST LANDSCAPING SERVICES			CD50084632	06/01/2020	\$548.91	LANDSCAPE SVC/MRP - JUN 2020
RECOLOGY			0003168379	05/31/2020	\$770.54	GARBAGE/RECYCLE UTILITY - MAY 2020
SNURE LAW OFFICE			20200601BS	06/01/2020	\$1,025.00	PROFESSIONAL SVCS - MAY 2020



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/19/2020

Total Amount: \$1,488.47

Control Total: 4

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200615110132.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

6/15/2020

Authorized District Signature

Date

DocuSigned by:

6/15/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

#### SUBMIT SIGNED DOCUMENT TO:

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Attn: Special Districts  
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Seattle, WA 98104

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

#### KING COUNTY FINANCE USE ONLY:

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

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



## Special District Voucher Approval Document

KC v2.0

**District Name:** Des Moines Pool Metropolitan Park District**File Name:** AP\_DMPOLPRK\_APSUPINV\_20200615110132.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CMIT SOLUTIONS EASTSIDE			8141	05/31/2020	\$1,226.00	IT SUPPORT - MAY 2020
COPIERS NORTHWEST			2153156	06/09/2020	\$50.41	COPIER EQUIPMENT
GRAINGER			9551323273	06/04/2020	\$187.11	CLEANING SUPPLIES
LINDA RAY			20200610LR_reimb	06/10/2020	\$24.95	REIMBURSEMENT - COSTCO



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/23/2020

Total Amount: \$10,549.51

Control Total: 4

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200617140411.csv

Fund #: 170950010

### CONTACT INFORMATION

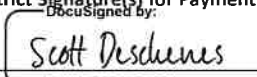
Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:  
  
 2F03815D7130480  
 Authorized District Signature

6/17/2020

Date

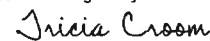
Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:


130212F34191438  
Authorized District Signature

6/17/2020

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\_20200617140411.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
COMCAST			20200608CB	06/08/2020	\$171.25	INTERNET/PHONE SERVICE - 6/18 TO JUL17/2020
MACDONALD-MILLER FACILITY SOLUTIONS			JC61916	05/29/2020	\$8,250.00	HEAT EXCHANGE/MRP
US BANK			20200610USB	06/10/2020	\$1,410.76	BANKCARD STMT - 5/13 TO 6/10/2020
ZEN 22015, LLC			20200701ZEN	06/17/2020	\$717.50	RENT DISTRICT OFFICE - JUL 2020



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/29/2020

Total Amount: \$1,307.34

Control Total: 5

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200623113547.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

6/23/2020

A3D212F34481129

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

### SUBMIT SIGNED DOCUMENT TO:

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

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

### KING COUNTY FINANCE USE ONLY:

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

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



## Special District Voucher Approval Document

KC v2.0

**District Name:** Des Moines Pool Metropolitan Park District**File Name:** AP\_DMPOLPRK\_APSUPINV\_20200623113547.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
DEPARTMENT OF RETIREMENT SYSTEMS			20200623DOR	06/23/2020	\$605.50	DEFERRED COMP S DESCHENES
JOE DUSENBURY			20200623JD08	06/23/2020	\$104.93	COMMISSIONER SUBSIDY - MAY 2020
JOHN QUENTIN KNOX			20200622JK	06/22/2020	\$441.51	AFO REIMBURSEMENT
SADIE IKEMEIER			20200623SI59	06/23/2020	\$50.47	PAYROLL PE 6/10/2020
SHANE YOUNG			20200623SY10	06/23/2020	\$104.93	COMMISSIONER SUBSIDY - MAY 2020



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

# ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date Jun 12, 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 05/25	170950010			24219		00000	11,275.52
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$11,275.52</b>

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

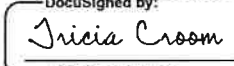
Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## 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 6/8/2020  
DocuSigned by: A3D212E34481429...  
 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 Jun 29, 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 6/25/2020	170950010			24219		00000	12,549.77
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$12,549.77</b>

**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  6/23/2020 Title Clerk of the Board Date Jun 23, 2020  
 Print Name  Phone # 206-429-3852 Email TriciaCroom@comcast.net

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7 Assigned to: District GM Meeting Date: 07/21/2020

Under: N/A Attachment: No

Subject: Executive Session

#### Background/Summary:

The board will go into Executive Session pursuant to RCW 42.30.110(1)(d) to review negotiations on the performance of a bid contract and RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation. Attorney Thomas Burke will be attending the executive session. The length of the executive session and time ending will be by public comment at the start of the meeting and any other business that proceeds the Executive Session.

Fiscal Impact: N/A

#### Proposed Motion:

*Language to Call Session:* The board will go into Executive Session pursuant to RCW 42.30.110(1) (d) to review negotiations on the performance of a bid contract and RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation. The executive session will be for     minutes until           .

Any direction given by the board will be made in open session and noted in the minutes.

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

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:

No attachments.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: 07/21/2020

Under: Old Business Attachment: No

Subject: (COVID-19) Closure Update

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

**Fiscal Impact:** Not known at this time.

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

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

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

Action Taken: Adopted        Rejected        Postponed       

Follow-up Needed: Yes        No        Reporting Back Date:       

**Notes:**

No attachments.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8b      **Assigned to:** District GM      **Meeting Date:** 07/21/2020

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

**Subject:** 2019 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.

Toni Nelson with MRSC has suggested COVID-19 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](http://www.mtrainierpool.com)) and reported to the state.

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

*Update July 14: This report was sent to the board for edits twice. Attached is the final copy to be approved and posted on the website.*

**Fiscal Impact:** N/A

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

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

<b>Two Touch Rule:</b>	<u>To be determined.</u>	<b>Committee Review</b>
	<u>05/19/2020</u>	<b>First Board Meeting (Informational)</b>
	<u>07/21/2020</u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:**

See attachments: 2020 Financial Report (hard copy).



## **DES MOINES POOL METROPOLITAN PARK DISTRICT**

### **2020 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, Washington state's governor 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, canceling public events, prohibiting public and private gatherings, and requiring people to stay home unless they leave for an essential function.

Mount Rainier Pool and the Des Moines Pool Metropolitan Park District administration office were closed as a result.

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 effective date at the filing of this report), which required all non-essential service personnel 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.

While the district electronically filed its 2020 Financial Report in May, due to Proclamation 20-28, the district will file its paper report in June once it can meet on non-COVID-19-related items and use resources only available in its offices. The directors are 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 issues.

At this time, the district tentatively plans 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,

*Scott Deschenes*

Scott Deschenes, district general manager  
Des Moines Pool Metropolitan Park District

## BUDGET

**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

2

**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

### 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.

During its first full-year of directly operating Mount Rainier Pool, the district eliminated a property rate surcharge by more than 20 percent, resumed swim lessons, implemented free-and-reduced programs, and partnered with fitness partners to decrease costs for adults and seniors in certain instances.

First, the district grew its staff from five to more than 45; was able to resume several programs after more than a year and a half closure; and is now open seven days a week.

Second, the district was able to stay within its budget, despite 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 standard American Red Cross Swim Lessons in February 2019. The district increased swim lessons 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 several free- and reduced-fee days to increase access to the pool and swim lessons. In 2019, we allocated more than \$6,400 in scholarships between May and December, which is our highest ever.

We also implemented free and reduced-fee days, including \$1 First Saturday Open Swims, Free Senior Thursdays, \$1 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 seek ways for adults to use 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 still plan to move forward by changing our closure window, continuing to lower the levy, introducing 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 midst of the coronavirus (COVID-19) outbreak. Our facility is closed, and 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, its lowest level since 2014, and 18 percent lower than in 2019.

This lowered the levy rate from \$.2771 in 2019 from its highest level of \$.3438 in 2018, which was due to the unforeseen closure repairs.

Third, the district plans on instituting several new programs throughout 2020, including an adult swim clinic and a middle school P.E./swim lesson class.

The adult weekly swim clinics are designed to help with adult fitness, mental health, and save lives. And, because the children of adult swimmers are statistically more likely to swim, it may ensure that their children learn to swim. The middle school program is important for expanding access to swimming for older children who missed the opportunity during the more traditional age 4-8 swim lesson window. We hope that by partnering with the school district, we will 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 operation. The district will continue to research the remaining life of the facility and the future of aquatics in the area. Updates will be available on the district's website and via our email notification system.

Respectfully,

*Scott Deschenes*

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](mailto:scott.deschenes@desmoinespool.org)**

**Web site: [www.mtrainierpool.com](http://www.mtrainierpool.com)**

### **Mount Rainier Pool**

**22722 19<sup>th</sup> Ave. S.**

**Des Moines, WA 98198**

**Phone: 206-824-4722**

**Email: [info@mtrainierpool.com](mailto:info@mtrainierpool.com)**

**Web site: [www.mtrainierpool.com](http://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 19<sup>th</sup> 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****
<b>GENERAL FUND</b>					
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
<b>CAPITAL FUND</b>					
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.

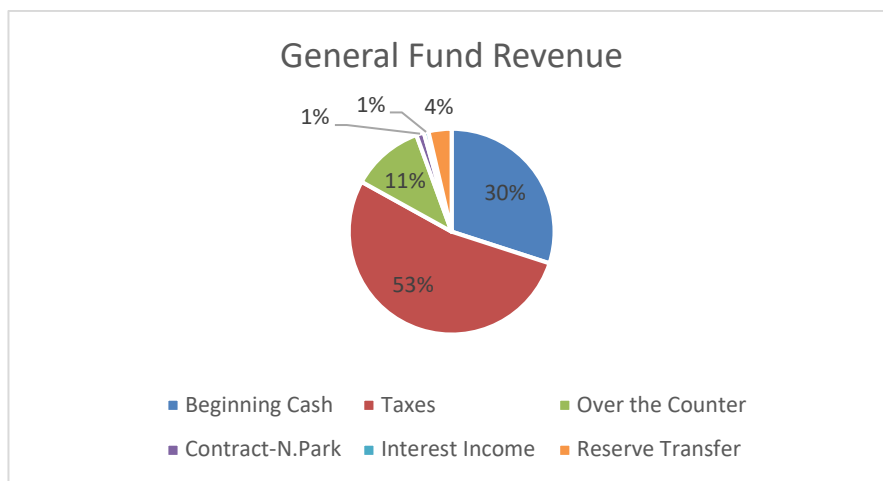
\*\*In 2018, District received Interfund Loan from King County.

\*\*\*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.

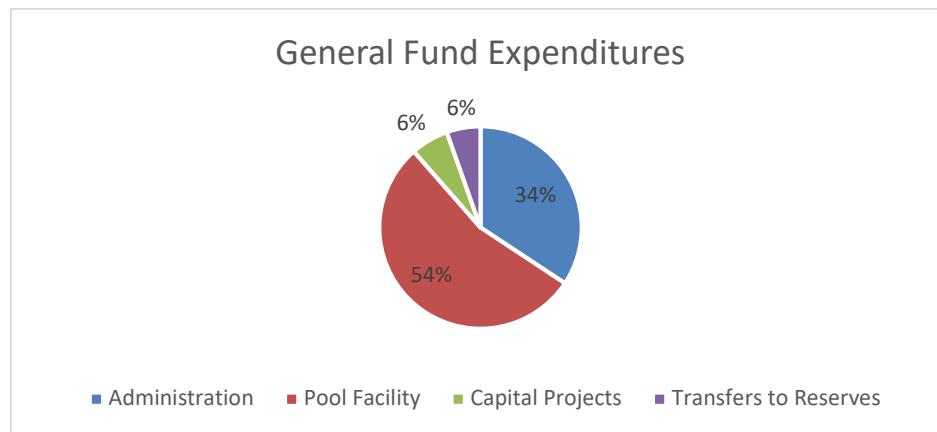
Revenue by Classification	2016	2017	2018	2019*	2020 Budget* Projections
Beginning Cash	\$340,194	\$572,492	\$481,467	\$481,467	\$619,000
Taxes	\$870,367	\$912,372	\$1,299,184	\$1,299,184	\$1,095,497
Over the Counter	\$0	\$0	\$14,408	\$14,408	\$235,000
Grants/Intergov't	\$0	\$8,054	\$82,500	\$82,500	\$0
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 as 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.

## BUDGET

### 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
<b>Total Projects - 2019</b>		<b>\$151,000</b>	

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.

# BUDGET

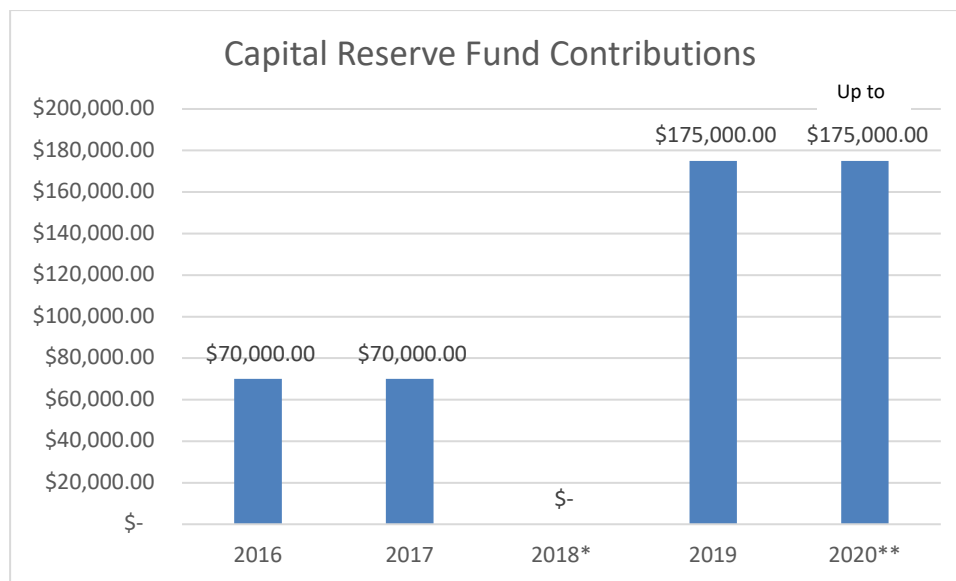
## Capital Project Reserve Fund

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.

## AGENDA ITEMS SUMMARY SHEET

- Policy 270, Technology Usage
- Employee Handbook

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## **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 preserve and manage the District's public reputation and allow the District to control and protect its legitimate interest in the efficient performance of the workplace.
- 1.4** The landscape of digital communications, the internet, and the way personnel and the public communicate and obtain information online is changing fast. To meet this challenge, 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 District's goals 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 outlined in this policy are not exclusive to any one particular form of Social Media. Instead, the guidelines apply to all types 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 the District is paying personnel for their services, has access because of their personnel status, is engaged in official District activities, or represents themselves as personnel of the District.  
  
*Off-duty*. personnel who respond to District incidents and are in uniform or otherwise identifiable as members of the District shall be considered on duty for purposes of this policy and shall be required to comply with 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 or similar to blogs, Facebook, Instagram, Snapchat, Twitter, YouTube, Flickr, LinkedIn.
- (i). *Social Media Administrator*. "Social Media Administrator" refers to the District General Manager or designee, who is responsible for administering District Social Media compliance with this policy.

## 3.0 GENERAL GUIDELINES

- 3.1 Public Record Act Compliance.** District Social Media and District images are subject to the state of Washington Public Records Act. Any content maintained in District Social Media 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 any legitimate request. Wherever possible, District Social Media shall clearly state that any information posted or submitted for posting is subject to public disclosure..

**3.2 Record Retention and Management.** Washington state law and District records retention schedules apply to District Social Media formats, content, and all District images. The District will preserve on a District server all records required to be maintained by the District for the required retention period. The District will keep these records 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. The District General Manager is the Social Media Administrator.
- 4.2. The District General Manager or designee must approve all District Social Media before use
- 4.3. The District General Manager or designee shall be responsible for administering and managing all District Social Media and shall ensure that:
  - (a). The District is prepared to expeditiously and efficiently comply with the Washington State Public Record Act requirements consistent with Section 3.1.
  - (b). The District complies with the applicable record retention requirements consistent with Section 3.2 and 3.3.
- 4.4. District Personnel shall be responsible for complying with this Policy and the guidelines established herein.
- 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 the District maintains it, 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 District's Social Media purpose and scope. District Social Media shall be linked to the District's official website substantially in the following form:
  - (a). *Des Moines Pool Metropolitan Park District is a municipal corporation of the state of Washington that provides aquatic education and recreation services. This site serves as a mechanism for communication between the public and the District on the listed topics related to the District's purpose of providing aquatic education and recreation services. The opinions expressed by visitors to this site do not reflect the views of the District. Any comments submitted to this site and any lists of users or links are public records subject to disclosure under RCW 42.56. Users recognize that there is no expectation of privacy in the use of the District's Social Media. Users should never disclose private or confidential information on this site.*

- (b). *Communications made on this site do not constitute official notice to the District or any District personnel. Public Record requests may not be made via this site. They 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 District General Manager shall ensure that all District Social Media use complies with the following

- (a). The District must be able to edit or remove content from Social Media sites immediately.
- (b). The District must comply with the Terms of Service of the Social Media forum hosting the District's Social Media.
- (c). District Social Media content will be managed consistent with the Public Use Guidelines. These guidelines shall be 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 Chief 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). Social Media use is not private. Any individual accessing, using, posting, or commenting on this site recognizes that the District is subject to the Washington State Public Records Act (RCW chapter 42.56)..
- (c). The District's Social Media constitutes a limited public forum. The District monitors this site regularly and reserves the right to restrict or remove any content it deems in violation of the District's Social Media Policy, 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 to assist a campaign for the election of a person to an office or the promotion of or opposition to a ballot proposition. Such use of District Social Media is expressly prohibited by this policy and RCW 42.17A.555, subject to the exceptions stated therein.
  - (iii). Profane language or content;

- (iv). Content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, status concerning 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 that page or site's policies. District Social Media is explicitly intended 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 websites, are not controlled, provided, 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 that violates the Public Use Guidelines

## 7.0 COPYRIGHT POLICY

- 7.1** All information and materials generated by the District and provided on District Social Media pages are the property of the District. The District retains copyright on all text, graphic images, and other content produced by the District and found on the page. Individuals may print copies of information and material for their non-commercial use, provided that they retain the copyright symbol or other such proprietary notice intact on any copyrighted materials they 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 District's express written permission. The use of the District logo is not permitted for any non-governmental purpose. Any person reproducing or redistributing third party copyright material must adhere to the terms and conditions of the third-party copyright holder. If you are a copyright holder and feel that the District did not use an appropriate credit line, please notify the District General Manager or designee with detailed information about the circumstances. This is 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). The District General Manager or designee must preapprove all use of District Social Media.
  - (b). District personnel must have preapproval by the District General Manager 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. Applicable District Resource Use Policy governs it.
  - (d). Personnel have no expectation of 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 personnel's representations without prior permission of the District General Manager 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 without advance written permission from the District General Manager or designee, any confidential information. Such confidential information shall include images related to District training, activities, or work-related assignments.

- (i). In no event shall the District name, logos, uniforms, equipment, or identifying information be used to promote a product, cause, political party, ballot measure, or political candidate.
- (j). Do not conduct political activities or private business.
- (k). Use of personally owned devices to manage the District Social Media activities or in the course of official duties is prohibited without permission from the District General Manager 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. The use of Social Media builds a record about the user and the District. When using Social Media, consider the impact the use will have on the user, the District, 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 is intended to protect the professional reputation of the District. It applies to personal Social Media use by personnel when that person's affiliation with the District is identified, known, or presumed. 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. 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 municipal government conduct.
- (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 District's activities, you must clarify that the comments are your views and opinions and not those of the District. Your entry should be accompanied by language substantially similar to the following: "The views expressed on this [blog, page, etc.] are my own and do not necessarily reflect the views of my employer."
- (e). Personnel are free to express themselves as private citizens on Social Media sites. However, their comments should not impair or impede the performances of their

## 250 – Social Media/Imagery

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

- (f). Personnel may use social media and images as necessary to engage in union activities and whistleblower type activities as protected by state and federal law.
- (g). Personnel shall not post, transmit, or otherwise disseminate any information or District images or videos to which they have access as a result of their District affiliation without the District General Manager or designee's permission.
- (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 District General Manager or designee. If a member receives such approval, the use of such information must comply with Section 8.2(d)(i).
- (i). 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 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 may not use District images in any manner when such use is 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.

**9.1.1** Personnel acknowledge that on-duty creation of images on private imaging devices creates district images. These images are subject to the Washington State Public Records Act and the Washington State Record Retention Schedules.

**9.1.2** Personnel who 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. 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 is transferred.

**9.1.3** Personnel must 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 Records Act. This applies to personnel who fail to transfer District images per Section 9.4(b) or who fail to delete such images from their private imaging device after such images are transferred.

**9.1.4** Personnel must have all patrons and there guardians where applicable that are photographed complete a Release and Assignment (See Attachment to this Policy). This form will be kept on file for six (6) years.:

- 9.2 When necessary for incident documentation, evidentiary, training, investigation, and/or public relations purposes, on-duty personnel may capture images as part of 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 to capture the images identified in Section 9.2 subject to the following restrictions:
- 9.5 The use of unauthorized helmet cams, dash cams, or other imaging devices is strictly prohibited. It shall be considered a serious disciplinary breach for the personnel involved and any officer who permits such use.
- 9.6 9.6 The use of District-owned imaging devices for personal purposes is strictly prohibited<sup>4</sup>

## 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. Advance written permission from the District General Manager or designee is required. This prohibition explicitly includes the posting of any images on personal Web sites or personal Social Media.
- 10.2 10.2 As soon as possible, after images are created using a District image device, those images shall be downloaded to the District's secure digital image database. The District's records officer shall establish such a database. After such digital images are appropriately downloaded to the digital image database, the images shall be securely erased from the imaging device's memory.
- 10.3 10.3 Non-digital District images, including negatives, prints, slides, etc. shall be transferred to the District record custodian upon developing 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 per the District's disciplinary policy and the applicable guidelines.



## Release and Assignment

*Giving Mount Rainier Pool permission to use your photo and/or words*

I give full permission and consent irrevocably and in perpetuity to Mount Rainier Pool/Des Moines Pool Metropolitan Park District and/or its clients, affiliates, agents and assignees, hereinafter called "District", to make or reproduce throughout the world, either alone or in conjunction with other material and photographs, audio recordings, films and videotapes or other media made in connection with the District incorporating my name, photograph, likeness and/or voice, either in whole or in part, in material prepared for purposes of advertising, research and client presentation.

It is further understood that the District may use said material with or without my name and that the District may make reasonable changes in testimonial copy, if any, provided the spirit and content of my remarks are not distorted.

I further waive any right of approval with respect to use of said materials and thereby release and discharge the District from any claim or liability, including without invasion of privacy or defamation of character based upon such use.

Printed Name: \_\_\_\_\_

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

Note: The information you provide on this form will be kept confidential. This form will be kept in the Mount Rainier Pool office that asked you to sign it. Thank you for your participation.

**Please complete sections 1 &/or 2 below whichever apply to you.**

### 1. Adult (18 & Older)

I understand that professional portraits for promotional use.

\_\_\_\_\_  
(please initial)

### 2. Minors (to be completed by legal parent or guardian)

I am the parent and guardian of the minor named herein and have the legal authority to execute the above release. I approve the foregoing and waive any rights regarding the foregoing matter.

#### STAFF ONLY

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

Staff Initials: \_\_\_\_\_

Please complete form before taking pictures.

Participant (Child) Printed Name \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8d    **Assigned to:** Commissioner Achziger    **Meeting Date:** 07/21/2020

**Under:** Old Business    **Attachment:**    Yes X    No \_\_\_\_\_

**Subject:** *Mission, Vision and Values*

**Background/Summary:**

The District reviewed their Mission, Vision and Values at the July 14 Retreat Meeting. The Board of Commissioner decided to place the Mission, Vision and Values on the agenda for the July 21 Regular Board Meeting.

**Fiscal Impact:** Not fully determined at this time..

**Proposed Motion:** I move to approve the updated Mission, Vision Values (as amended) to replace the existing Mission, Vision and Values.

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

**Three Touch Rule:**    N/A    Committee Review  
   10/08/2019    First Board Meeting (Informational)  
   07/21/2020    Second Board Meeting (Action)

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

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

**Notes:** See attached:  
             - 2016 Mission, Vision and Values  
             - Updated 2020 Mission, Vision and Values

## Mission, Vision and Values

**MISSION:** *To enhance our community's quality of life through aquatics.*

**VISION STATEMENT:** *To create a water-safe community that honors our Puget Sound heritage.*

**WE VALUE:**

- **Transparency** and **Accountability** in all we do.
- **Community** and **Inclusiveness** in that we value all members of our community
- **Dignity** and **Respect** in that we treat all people with dignity and respect.
- **Quality** and **Value** by providing quality aquatics to the community at a reasonable cost.
- **Safety** is at the core of all decisions we make.

## 201 – Mission, Vision, Core Values & Cultural Values

### 1.0 MISSION STATEMENT

*The Des Moines Pool Metropolitan Park District is the operator of Mount Rainier Pool.*

- *We provide aquatic programs and services for our constituents, affiliates and the interested public.*
- *We value all members of the swimming community, and the staff and volunteers who serve them.*
- *We are committed to excellence and the proliferation of swimming.*
- *We are committed to providing a safe and positive environment for all members of our community, regardless of race, gender, ethnicity, belief or economic circumstance.*

### 2.0 VISION STATEMENT

*To create a healthy community by embracing swimming as an essential life skill.*

### 3.0 CORE OBJECTIVES

*The Des Moines Pool Metropolitan Park District's mission is to grow and strengthen the activity of swimming. Specifically, we seek to:*

- *Rigorously strive to eliminate implicit bias in swimming*
- *Increase our reach by expanding participation in swimming throughout the community. Our goal is that every child will have the opportunity to swim.*
- *Promote swimming as a healthy lifestyle and encourage participation in aquatic endeavors.*
- *Restore and sustain the competitive success of local swimming affiliated teams on both local and regional levels.*

### 4.0 CULTURAL VALUES OPERATION PRINCIPLES

*The organizational and business culture of the Des Moines Pool Metropolitan Park District is founded upon a strong value system. This value system is the cornerstone for the attitude and work ethic to which we are all committed. In short, we will continue to:*

- 1) *Embrace the responsibilities of leadership and strive for excellence in everything we do.*
- 2) *Conduct business with integrity, transparency, and a spirit of stewardship - act in the best interests of swimming and our constituents.*
- 3) *Be service-oriented with our constituents, customers and each other.*

- 4) *Engage in disciplined planning, but not be afraid to act intuitively to confront challenges and seize opportunities.*
- 5) *Identify clear priorities and allocate our time and resources accordingly.*
- 6) *Hold ourselves and each other accountable to the highest standards of professionalism and transparency; treat others fairly and with respect.*
- 7) *Exhibit an entrepreneurial spirit, enthusiasm for expanding access, and a positive “I can do” attitude.*
- 8) *Encourage environments in which our patrons are safe.*
- 9) *Eliminate implicit bias and promote the importance of diversity and inclusion.*
- 10) *Strive to learn and improve, always be open to questions, and maintain a willingness to change.*

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8e      **Assigned to:** District GM      **Meeting Date:** 07/21/20

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

**Subject:** Board Meeting Time Change

**Background/Summary:**

At the District's Retreat on July 14, 2020 the Board of Commissioners discussed to change the meeting time from 6:00pm to 7:00pm. As the discussion was made at a Retreat where no final action can be made. The District directed staff to place it on the July 21, 2020 Regular Board Meeting Agenda.

This time change will take effect on Tuesday, August 18 for all future Regular Board Meetings. Retreats and other Special Meetings will be based upon the discretion of the consensus of the board.

**Fiscal Impact:** N/A

**Proposed Motion:** I move to change Regular Board Meetings of the Des Moines Pool Metropolitan Park District from 5:00pm to 6:00pm effective Tuesday, March 19, 2019.

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

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>7/14/2020 Retreat</u>	<b>First Board Meeting (Informational)</b>
	<u>7/21/2020</u>	<b>Second Board Meeting (Action)</b>

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

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

**Notes:**

See attached Resolution 2020-5 and amended 2020 Business Calendar.

**DES MOINES POOL METROPOLITAN PARK DISTRICT**

**RESOLUTION NO. 2020-05**

**RESOLUTION CHANGING REGULAR MEETING TIME**

**WHEREAS,** The regular monthly meetings of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT are held at 22015 Marine View Drive South, Des Moines, WA on the third Tuesday of each month at 6:00 p.m., and

In order to make the meetings more accessible to community members, the Board has determined that the meetings should be moved to begin at 7:00 p.m. from here forward.

**NOW THEREFORE, BE IT RESOLVED,** that BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT hereby adopts the following schedule change for all future regular monthly meetings.

Meetings will be held at 22015 Marine View Drive South, Des Moines, WA on the third Tuesday of each month at 7:00 p.m.

**Adoption.** ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 18th day of August 2020 the following Commissioners being present and voting:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
District Clerk

# 2020 BUSINESS CALENDAR

## DES MOINES POOL METROPOLITAN PARK DISTRICT

REGULAR BOARD MEETINGS – THIRD TUESDAY OF EACH MONTH @ 6:00PM\* or 7:00PM\*\*

January	14	5:00pm	Board Retreat (Special Meeting) <ul style="list-style-type: none"> <li>• Bylaws Review (A)</li> <li>• Mission Vision and Values Review</li> <li>• 2020 Goals Committee Review</li> </ul>
	21	6:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• Resolution President and Clerk of Board</li> <li>• Resolution Signature Authority</li> </ul>
February	18	6:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• Policy and Procedural Review (I)</li> <li>• MRP 2019 4<sup>th</sup> Quarter Report</li> </ul>
March	17	6:00pm	Regular Board Meeting
April	7 or TBD	TBD	Board Retreat (Special Meeting)
	21	6:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• 2019 Financial Report to State (I)</li> </ul>
May	19	6:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• 2019 Financial Report to State (A)</li> <li>• WCIA Contract Review/Audit-OSHA Check (I)</li> <li>• MRP 2020 1<sup>st</sup> Quarter Report</li> </ul>
June	16	6:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• WCIA Contract Review/Audit-OSHA Check (A)</li> </ul>
July	14	TBD	Board Retreat (Special Meeting) <ul style="list-style-type: none"> <li>• Budget</li> </ul>
	21	6:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• Start of Budget Process/Hand Out Workbooks (I)</li> </ul>
August**	18	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• MRP 2020 2<sup>nd</sup> Quarter Report</li> </ul>
September**	15	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• Estimate 2021 Levy Worksheet</li> <li>• 5-Year Capital and Equipment Replacement (I)</li> <li>• 1<sup>st</sup> draft of 2021 budget &amp; 2021 levy revenue</li> </ul>
October**	6 or TBD	TBD	Board Retreat (Special Meeting) <ul style="list-style-type: none"> <li>• Determine Subsidy Levels</li> <li>• Finalize 2021 budget &amp; levy requests; draft forms</li> <li>• Other Budget Work Items</li> </ul>
	20	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• Preview Preliminary Budget (I)</li> <li>• 5-Year Budget and Levy Certification Estimate</li> </ul>
November**	17	7:00pm	Regular Board Meeting <ul style="list-style-type: none"> <li>• Adopt 2021 Budget (A)L</li> <li>• Levy Certification (A)</li> <li>• MRP 2020 3<sup>rd</sup> Quarter Report</li> </ul>

December**	15	7:00pm	Regular Board Meeting <ul style="list-style-type: none"><li>• Proposed 2021 Work Calendar (I)</li><li>• Report Card Worksheet for 2020 Goals</li><li>• Both will be handled at 2021's First Retreat.</li></ul>
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Notes:

All decisions made by District will be three-touch rule:

1. (I) Informational: Information will be given to Board of Commissioners to develop viewpoints and questions. All questions will be referred to Committees.
2. Committees will help District Staff process information and help develop decisions that will best meet consensus.
3. (A) Action: The District will take action on items after the first two steps have properly helped vet the decision. In case of emergency, the District may elect to process a decision to help safeguard the District and its constituents.

If there is not a (I) or (A) next to the item, this means that there is no decision to be made, and no action required. These items are not subject to the three-touch rule.

Finally, the District Board of Commissioners and Staff will do their best to plan ahead, but items may come up that cannot be adequately planned for. The District will take action, and properly try to take these items into account for future business calendars. The District will ensure that all notifications meet all legal and best practice requirements.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9a      **Assigned to:** District G.M.      **Meeting Date:** 07/21/2020

**Under:** New Business      **Attachment:** No

**Subject:** 2021 Budget

**Background/Summary:**

The District General Manager will discuss the upcoming budget season and the implications of COVID-19 on the process.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary. Information Only.

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

**Two Touch Rule:**

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

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

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

**Notes:**

No attachments.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9b      **Assigned to:** District G.M.      **Meeting Date:** 07/21/2020

**Under:** New Business      **Attachment:** No

**Subject:** Effects of COVID-19 on Finances

**Background/Summary:**

The District General Manager will discuss the effects on COVID-19 on the District's finances.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion necessary. Information Only.

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

**Two Touch Rule:**

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

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

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

**Notes:**

No attachments. District GM will show updated Cash Flow Analysis during board meeting.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9c      **Assigned to:** President Young      **Meeting Date:** 7/21/2020

**Under:** New Business      **Attachment:** No

**Subject:** Committees

**Background/Summary:**

At the July 14, 2020 Retreat the Board of Commissioners Discussed forming committees. The board will continue this discussion at this meeting.

**Fiscal Impact:** N/A

**Proposed Motion:** I move to approve the appointment of board members to the following committees.

Commissioner \_\_\_\_\_ and Commissioner \_\_\_\_\_ to the Public Outreach Committee.

Commissioner \_\_\_\_\_ and Commissioner \_\_\_\_\_ to the Finance Committee.

Commissioner \_\_\_\_\_ and Commissioner \_\_\_\_\_ to the Capital and Contracts Committee.

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

**Three Touch Rule:**

	Committee Review
<u>7/14/2020</u>	First Board Meeting (Informational)
<u>7/21/2020</u>	Second Board Meeting (Action)

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

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

**Notes:**

No attachments.