



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

August 18, 2020

7:00 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 1(866) 899-4679, access code 345-416-197. 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**

7:00 1. **CALL TO ORDER ROLL CALL**

7:03 2. **PLEDGE OF ALLEGIANCE**

7:06 3. **ADOPTION/MODIFICATIONS OF AGENDA**

7:09 4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

7:12 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, August 18th. 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.*

7:15 6. **CONSENT AGENDA**

a. **EXPENDITURE/REVENUE SUMMARY**

b. **STAFF/CONTRACTOR/COMMITTEE REPORTS**

Board Committees

District General Manager Administration Report

c. **ADOPTION OF MINUTES**

July 14, 2020, Special Meeting

July 21, 2020, Regular Meeting

d. **CORRESPONDENCE**

None

e. **BANK TRANSFERS (REVENUE)**

\$60.00 was received in the month of July 2020

f. **VOUCHER APPROVAL**

\$59,257.99 was processed in July 2020 for warrant requests

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

\$25,294.80 was processed in July 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.

7:20    **7. EXECUTIVE SESSION**

**8. OLD BUSINESS**

- 7:40        a. Re-Opening Update
- 7:50        b. Board Committees
  - Resolution 2020-08 Board Committees
- 8:00        c. Safety Plan Update

**9. NEW BUSINESS**

- 8:10        a. Process for Filling Vacancies
  - Resolution 2020-06 Process for Filling Vacancies
- 8:20        b. Appointment of Clerk of Board
  - Resolution 2020-07 Clerk of the Board Appointment
- 8:30        c. Acknowledging Racism
  - Resolution 2020-08 A Resolution Acknowledging Racism
- 8:40        d. 2021 Budget Retreat Preparation

**UPCOMING MEETINGS**

September 15, 2020, Regular Meeting, 7:00 p.m. (Location TBD)

**ADJOURNMENT**

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

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# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6a-g      **Assigned to:** Clerk of the Board      **Meeting Date:** August 18, 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** July 2020: Total **\$84,552.79**

Admin Expenditures = \$20,555.83      Ops Expenditures = \$58,570.77      Capital Expenditures = \$0.00

**Revenue** July 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

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- July 14, 2020, Retreat Meeting Minutes
- July 21, 2020, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 7f: Voucher Approval - The following voucher/warrants totaling **\$59,257.99** were approved for payment

- \$5,148.30 was processed on July 10, 2020
- \$5,623.34 was processed on July 14, 2020
- \$39,469.91 was processed on July 21, 2020
- \$9,016.44 was processed on July 27, 2020

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$25,294.80** were processed for payment

- \$10,736.51 approved for payroll on July 9, 2020
- \$14,558.29 was approved for payroll on July 21, 2020

A total of **\$84,552.79** was processed in July 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 July 2020 totaling **\$84,552.79**.

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

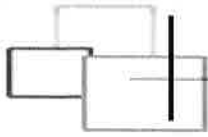
**Two Touch Rule:**                      N/A      **First Board Meeting (Informational)**  
   N/A      **Second Board Meeting (Action)**

**Action Taken:**    Adopted      Rejected      Postponed

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

**Notes:**





## 2020 EXPENDITURES -- July 2020

Beginning Balance = \$1,307,139.97

Ending Balance = \$1,229,069.85

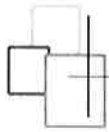
Category/ Acct #	Reference	Jul 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$944.25	\$5,770.59	\$12,800.00	7,029.41	45%
001-000-000-576-20-10-01	District Manager - Wage	\$6,276.33	\$42,333.95	\$98,365.00	56,031.05	43%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,702.87	\$12,854.26	\$27,037.50	14,183.24	48%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,410.26	\$29,613.02	\$71,997.00	42,383.98	41%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,603.80	\$23,236.77	\$105,000.00	81,763.23	22%
001-000-000-576-21-30-01	Lifeguards	\$2,300.80	\$51,524.31	\$190,000.00	138,475.69	27%
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	\$23.90	\$15,958.44	\$33,742.80	17,784.36	47%
001-000-000-576-20-21-19	Payroll Taxes	\$6,091.56	\$60,306.28	\$169,000.00	108,693.72	36%
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	\$0.00	\$6,108.84	\$12,942.98	6,834.14	47%
	<b>Total Salaries &amp; Wages</b>	<b>\$25,353.77</b>	<b>\$245,488.98</b>	<b>\$750,310.50</b>	<b>511,655.66</b>	<b>33%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$5,291.19	\$20,970.06	\$35,728.00	14,757.94	59%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$810.00	\$2,000.00	1,190.00	41%
	<b>Total Personal Benefits</b>	<b>\$5,426.19</b>	<b>\$21,780.06</b>	<b>\$37,728.00</b>	<b>\$15,947.94</b>	<b>58%</b>
<b>Office Supplies</b>						
001-000-000-576-20-31-00	District Office Supplies	\$203.25	\$1,006.74	\$5,000.00	3,993.26	20%
001-000-000-576-21-35-04	Office Equipment (non-capitalized-SAA)	\$0.00	\$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>\$203.25</b>	<b>\$1,856.76</b>	<b>\$14,000.00</b>	<b>12,143.24</b>	<b>13%</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	\$228.29	\$2,691.25	\$5,000.00	2,308.75	54%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$228.29</b>	<b>\$3,231.55</b>	<b>\$8,000.00</b>	<b>4,768.45</b>	<b>40%</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	\$48.40	\$502.86	\$2,750.00	2,247.14	18%
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>\$48.40</b>	<b>\$3,961.48</b>	<b>\$25,750.00</b>	<b>21,788.52</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 PProbes (ER&R)	\$0.00	\$0.00	\$5,500.00	5,500.00	0%
001-000-000-576-21-35-11	Ceiling Tile Replacement (ER&R)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-35-12	ADA Pool Stairs (ER&R)	\$0.00	\$0.00	\$6,000.00	6,000.00	0%
001-000-000-576-21-35-13	Emergency Lighting Replacement (ER&R)	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
	<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	Jul 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<b>Professional Svcs - Front Offc</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)	\$1,500.00	\$7,130.50	\$14,000.00	6,869.50	51%
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	\$8,650.75	\$22,500.00	13,849.25	38%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$150.10	\$939.62	\$5,250.00	4,310.38	18%
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)	\$30.00	\$312.50	\$1,500.00	1,187.50	21%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$248.50	\$2,733.75	\$7,700.00	4,966.25	36%
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 Offc</b>	<b>\$3,154.60</b>	<b>\$23,889.77</b>	<b>\$77,095.00</b>	<b>53,205.23</b>	<b>31%</b>
<b>Professional Svcs - Maintenance</b>						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$160.00	\$888.00	\$2,160.00	1,272.00	41%
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)	\$364.49	\$2,355.07	\$1,000.00	(1,355.07)	236%
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	\$4,590.37	\$6,798.00	2,207.63	68%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$4,573.80	\$13,721.40	\$20,119.52	6,398.12	68%
001-000-000-576-21-48-11	Maintenance Contract (Aquatic Specialty)	\$170.51	\$714.82	\$3,000.00	2,285.18	24%
	<b>Total Prof Services-Maintenance</b>	<b>\$5,817.71</b>	<b>\$22,269.66</b>	<b>\$40,622.52</b>	<b>18,352.86</b>	<b>55%</b>
<b>Repairs &amp; Maintenance</b>						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$37,849.57	\$51,941.10	\$100,000.00	48,058.90	52%
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>\$37,849.57</b>	<b>\$51,941.10</b>	<b>\$102,000.00</b>	<b>50,058.90</b>	<b>51%</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	\$213.54	\$1,677.05	\$6,000.00	4,322.95	28%
001-000-000-576-20-42-00	Postage & Mailing	0	\$246.90	\$1,000.00	753.10	25%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$637.55	\$3,039.76	\$6,750.00	3,710.24	45%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$354.69	\$642.15	\$1,500.00	857.85	43%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$0.00	\$205.08	\$500.00	294.92	41%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$354.00	\$840.00	486.00	42%
	<b>Total Communications</b>	<b>\$1,264.78</b>	<b>\$9,624.94</b>	<b>\$18,590.00</b>	<b>8,965.06</b>	<b>52%</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)	\$0.00	\$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>\$0.00</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	\$592.74	\$3,720.28	\$22,500.00	18,779.72	17%
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	\$3,676.25	\$500.00	(3,176.25)	735%
	<b>Total Advertising</b>	<b>\$652.74</b>	<b>\$7,396.53</b>	<b>\$31,200.00</b>	<b>23,803.47</b>	<b>24%</b>
<b>Rentals &amp; Leases</b>						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$5,022.50	\$12,500.00	7,477.50	40%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$1,650.00	\$3,600.00	1,950.00	46%
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>\$7,331.15</b>	<b>\$18,600.00</b>	<b>11,268.85</b>	<b>39%</b>

Category/ Acct #	Reference	Jul 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
<b>Utilities</b>						
001-000-000-576-21-47-00	Electricity (PSE)	\$3,228.75	\$37,426.30	\$75,000.00	37,573.70	50%
001-000-000-576-21-47-02	Water (Highline)	\$460.20	\$3,799.94	\$9,000.00	5,200.06	42%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$2,636.48	\$4,200.00	1,563.52	63%
001-000-000-576-21-47-04	Sewer (Midway)	\$229.91	\$2,076.05	\$3,000.00	923.95	69%
	<b>Total Utilities</b>	<b>\$3,918.86</b>	<b>\$45,938.77</b>	<b>\$91,200.00</b>	<b>45,261.23</b>	<b>50%</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	-\$548.55	\$2,150.58	\$1,000.00	(1,150.58)	215%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$255.94	\$1,500.00	1,244.06	17%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$0.00	\$2,464.22	\$2,625.00	160.78	94%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$0.00	\$348.00	\$1,750.00	1,402.00	20%
	<b>Total Miscellaneous</b>	<b>-\$548.55</b>	<b>\$5,218.74</b>	<b>\$7,375.00</b>	<b>2,156.26</b>	<b>71%</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)	\$0.00	\$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)	\$0.00	\$2,201.82	\$1,000.00	(1,201.82)	220%
	<b>Total Intergov Services</b>	<b>\$0.00</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	\$0.00	\$153.45	\$0.00	(153.45)	0%
001-000-000-576-21-35-02	Janitorial Supplies	\$0.00	\$187.11	\$0.00	(187.11)	0%
001-000-000-576-21-43-06	First Aid Supplies	\$0.00	\$539.94	\$0.00	(539.94)	0%
001-000-000-576-21-49-01	Lifeguard Supplies	\$190.68	\$1,405.88	\$0.00	(1,405.88)	0%
	<b>Total COVID-19</b>	<b>\$190.68</b>	<b>\$2,286.38</b>	<b>\$0.00</b>	<b>(2,286.38)</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>\$20,555.83</b>	<b>\$206,877.61</b>	<b>\$575,505.50</b>	<b>368,627.89</b>	<b>36%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$58,570.77</b>	<b>\$275,733.04</b>	<b>\$752,408.50</b>	<b>476,675.46</b>	<b>37%</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>\$84,552.79</b>	<b>\$490,510.69</b>	<b>\$1,414,421.02</b>	<b>\$930,744.47</b>	<b>35%</b>







## 2020 REVENUE -- July 2020

Account #	Reference	Jul 2020	YTD Balance	2020 Budget	Budget Balance
<b>General Fund Taxes</b>					
001-000000-311-11-00-00	Property Taxes	\$10,699.82	\$555,776.76	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$2,480.76	\$0.00	\$0.00
	<b>Total General Fund</b>	<b>\$10,699.82</b>	<b>\$558,257.52</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	\$1,527.02	\$12,085.48	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations ( to Scholarships)	\$0.00	\$103.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$0.00	\$21,762.39	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$0.00	\$28,881.00	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$0.00	\$22,025.43	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$60.00	\$697.00	\$0.00	\$0.00
	<b>Total Revenue</b>	<b>\$1,587.02</b>	<b>\$85,554.30</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>\$12,286.84</b>	<b>\$643,811.82</b>	<b>\$200,000.00</b>	<b>-\$443,811.82</b>



# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Friday, August 11, 2020  
**To:** District Board Commissioners  
**From:** Scott Deschenes, District General Manager  
**Subject:** July 10 , 2020 to August 7, 2020 District General Manager Report

## Week Ending July 10, 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

United States: +1 (646) 749-3129

**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.wrpatoday.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>

### **Week Ending July 24, 2020**

#### **ROLLBACK OF RESTRICTIONS**

On Thursday, Governor Inslee rolled back restrictions on swimming pools to only have five people in the facility at a time. The problem we have is even though there was an announcement, there still are the details that need to be updated before making a reopening announcement that would include directions on usage. (The new requirement would only allow us to provide services to five or less people at a time, which is less than half of what we were originally looking to serve.) I spoke with the Program Manager at Washington State DOH, and we got an email from the WRPA Aquatics Group later on Thursday (see message below) that there are details that need to be hammered out on regulations that will affect the way we provide services. We should know more next week. We are also participating in a group call on Thursday, July 30 through the WRPA Group on this. In the past there was a

representative from WA DOH and another from Inslee's office, but I do not know if they will be on this call. Below is a message from the WRPA Aquatics Group.

Hello Everyone,

Today the Governor announced new restrictions that will affect pool operations. Starting July 30th facilities in phase 2 will only be able to have five people in their facility (other than instructors/staff) at any one time regardless of facility size. In addition, facilities in phase 2 will be limited to small group or private instruction only. No general entry (i.e. lap swim, individual fitness without an instructor) will be allowed until phase 3.

For facilities in phase 3, pools will be able to have groups of up to 10 but no more than 25% of capacity. They are able to offer private, small group, or general entry swimming as long as they are still within the stated occupancy limits.

For your reference, the email we received from Jon Snyder (Outdoor Recreation Policy Advisor for the Governor) about this:

All,

*Because of the ongoing pandemic and the sharp rise in virus transmission in our state there are a number of areas where we will be announcing new restrictions on activities that previously had more latitude. The goal is to reduce interactions and mobility to slow the spread of transmission. One of these areas is indoor recreation. The changes are as follows:*

*Phase 2:* *We will be enforcing the social gathering limits on staffed indoor sports, fitness and training facilities in Phase 2. This includes: gyms, fitness studios, pools, ice rinks, volleyball courts, tennis facilities, other facilities that provide private instruction for personal fitness training that requires access to specialized equipment, including but not limited to gymnastics, weight and resistance training, martial arts, yoga, and similar instructor-led fitness services. These facilities are limited to small group instruction or private training, not to exceed five participants per session, not including the instructor or staff.*

*This means these facilities will be limited to no more than five people total occupancy, at any one time, regardless of facility size (not counting staff).*

*Phase 3:* *We will be enforcing gathering limits on group training classes, and allowing general entry to staffed indoor sports, fitness and training facilities in Phase 3. This includes staffed indoor sports, fitness and training facilities authorized in Phase 2: gyms, fitness studios, pools, ice rinks, volleyball courts, tennis facilities, other facilities that provide private instruction for personal fitness training that requires access to specialized equipment, including but not limited to gymnastics, weight and resistance training, martial arts, yoga, and similar instructor-led fitness services. Group training classes are limited to 10, and general occupancy is limited to 25 percent of a facility's capacity.*

*Phase 4:* *There will be no indoor family entertainment/recreational centers (mini golf, bowling alleys, arcades, trampoline centers, etc.) until Phase 4.*

*These new guidelines will be published shortly along with updates to existing guideline documents. We realize for some businesses this is a shift from current practice and in some cases*

*a departure from clarification that we have provided you. Unfortunately this is necessary at this time. We realize this may impact you significantly and we value an ongoing dialogue about those impacts. I have left all cc'd emails visible in this message in case you have an interest in communicating with each other and sending a unified letter to us with any concerns you may have. We appreciate your partnership in this time of crisis.*

**Jon Snyder**

This announcement is also listed on the Governor's webpage here:

<https://www.governor.wa.gov/news-media/inslee-announces-rollbacks-some-activities-slow-covid-19-exposure>

That page will link you to the Governor's medium page (linked below) for a slightly more detailed description.

<https://medium.com/wagovernor/inslee-announces-rollbacks-to-some-activities-to-slow-covid-19-exposure-19003e510127>

As stated in Jon's email, the specific guidance for pools will be updated soon. While we recommend you start planning for this change right away, there are still a myriad of questions that this new guidance raises. Questions include:

- How will this affect outdoor facilities? Indoor/Outdoor combination facilities?
- How will this affect facilities that share their buildings with other programs? (Childcare, youth sports, fitness areas, etc)
- What defines a facility? Entire property or individual buildings?

I will be reaching out to our contacts in the state DOH and Governor's office with these questions. If you have any specific questions about this new guidance that you would like added to the list, please let me know ASAP. I will be setting up a zoom aquatics meeting for us next week, Thursday July 30th at 10:30am. I will send out another email tomorrow with the login information. Thanks,

## **BOARD MEETING WRAP-UP**

Staff is already working on the next board meeting. We will have a number of resolutions (Board Committees, Process for Appointing New Commissioner, Appointing New Clerk of the Board and Acknowledging Racism in Pools) that will be on the agenda for the August 18 board meeting. We have website changes (see below) that will include updating people of our new 7pm meeting time.

One thing of note: we originally were going to let households share the same lane, but after looking at Washington DOHs communication and that we would not be able to ensure six feet of social distancing, we chose to make it one person a lane with no household exception.

## **CLOSURE UPDATE**

- Shower Grouting – Staff completed grouting the men's showers. (Note- the women's showers were completed during our 2018 closure.) Staff removed all of the black grout that was used before and replaced it with the original white grout. Note- the picture is before the tiles were cheese-clothed to remove dust.





- In-Service – Staff had an in-service on Wednesday.
- Benches – Marty completed the benches in the women's locker room.



- Preparing Facility for Re-opening – Staff is continuing to prep the facility for re-opening.
- Deep Cleaning – We have a company deep cleaning starting today.
- Next Week – Next week will be our final week before re-opening. Staff will be putting the final touches on preparing the facility and preparing staff for re-opening under the new normal.

## WIAA HS GIRLS FALL SEASON

Even though there are reports that High School Girls' Swimming and Diving are on schedule to start in September 7, WIAA is still discussing this issue with Washington State DOH...

<https://www.covingtonreporter.com/sports/wiaa-modifies-prep-sports-calendar/>

They have another meeting on July 28, we might have more information by then.

The importance of this, is that it will help determine our schedule moving forward this Fall.

#### **WEBSITE UPDATES**

Beyond updating the information for COVID-19 messaging. We will also be making updates to the Governance page. We will have more information when it is completed, but we will just be adding all of the new policies, reports and plans that have been passed recently.

We are also working on a page to have all of our information in Spanish. This might take a little longer, but we hope to at least have a new blog with the information in Spanish.

We also need to update the new Mission, Vision and Core Values to parts of our page.

#### **EMAIL NOTIFICATION SYSTEM ISSUE**

I am working on some people that are not receiving the confirmation email as part of the 2-point verification on emails. I will be working on this next week.

#### **PHILIPS PUBLISHING CHANGES**

Unfortunately, Philips Publishing had to lay off a number of their staff due to COVID-19. At this time, we do not know the extent of the changes, but we did receive the following message.

I want to thank you for being a valued customer, unfortunately I will no longer be your rep for the City Magazines.

All sales, production and design staff were laid off from Philips Publishing Group as of 6-30-20.

I firmly believe in the City Magazines as a viable communications media for the cities and think it is a great place for local businesses to advertise to the local community and hope they can continue the magazine in the future.

The City Magazines are owned by the respective cities and as I cannot speculate about their future, any questions about any upcoming issues regarding mail dates, deadlines and pricing, can be directed to;

Emily Inlow-Hood at [emilyi@burienwa.gov](mailto:emilyi@burienwa.gov) for The Burien Magazine.

Brooks Wall at [bwall@normandyparkwa.gov](mailto:bwall@normandyparkwa.gov) for Normandy Park City Scene Magazine.

Bonnie Wilkins at [BWilkins@desmoineswa.gov](mailto:BWilkins@desmoineswa.gov) for Des Moines City Currents Magazine.

I want to thank you for the opportunity to help with your marketing in the City Magazines, it has been an honor and a pleasure to meet and work with you.

Best of luck with all your future endeavors, I hope the best for you and your business.

Thank you and be safe,

We will be discussing doing the free design that we received on schedules and flyers in house over the next couple of weeks.

### STAFF MEETINGS

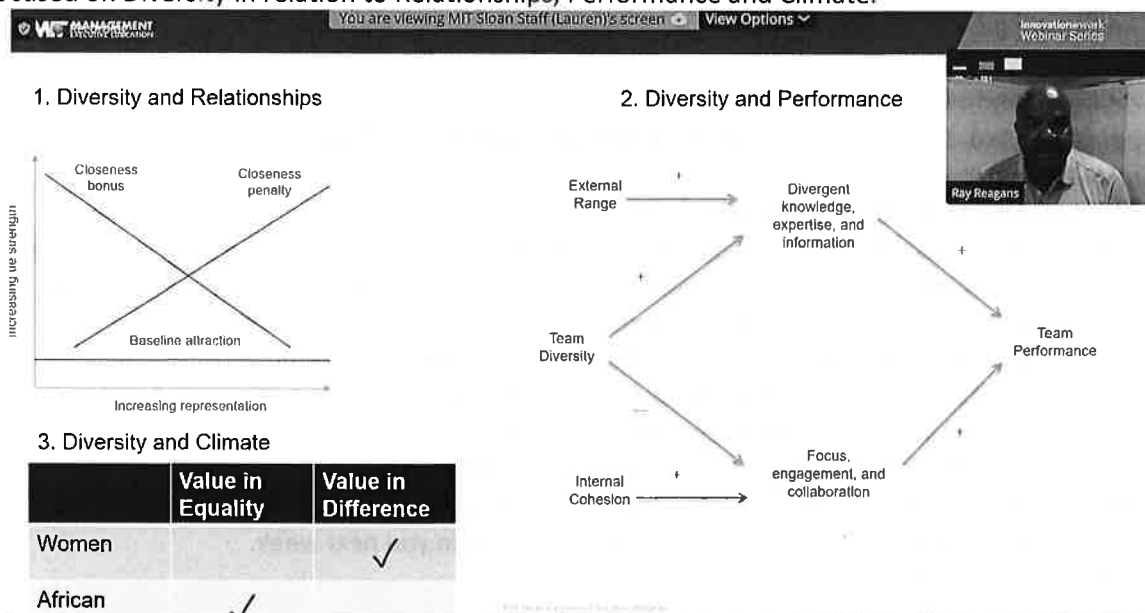
Due to staff ramping up for re-opening and other meetings, we had only two-staff meetings. Both were on the re-opening messaging.

### OTHER FACILITY REGULAR PROCESSES

- Backflow Prevention – Each year the pool is required to complete testing on the Backflow Prevention. MacMiller completed this as part of our annual contract.
- PSE Lighting Check – PSE has to have the work audited that they did for us for free in 2019. Their auditing company will be in the pool to check the work this upcoming week.
- Landscaping Contract – I pushed the NLS contract meeting back until August due to me being sick.

### WEBINARS

- **COVID-19 BUDGET (MRSC):** This was the first part of a three-part series on Budgeting during the COVID-19 pandemic.
- **DEMYSTIFYING DEMOGRAPHIC DIVERSITY IN YOUR ORGANIZATION (MIT SLOAN INNOVATION SERIES):** This webinar focused on Diversity and Demographics of Your Company's Workforce. The presentation focused on Diversity in relation to Relationships, Performance and Climate.



### NEW PODCAST SERIES

Starting in August 2020 there will be a new podcast "Crossing the Lane Lines" about racial equity in swimming. The Podcast's description is:

Welcome to the Crossing The Lane Lines podcast. A show which highlights the struggles, triumphs, and forward movement of the Black Swim community. Please join us beginning in August 2020 as we highlight the voices of coaches, swimmers, authors and activists, who make waves in the pool, on the deck, and in open water.

Below is a link to the Podcast's page which you can listen to.

<https://anchor.fm/naji-ali4/episodes/WelCome-to-Crossing-The-Lane-Lines-eh3v6p?fbclid=IwAR14g4dkFgExpMqQxyKwy4YhHoKsRDmyJAI10VEYvQMIUoGy3y231rIKrgw>

## RESEARCH

- COVID-19 Risks- Will Drowning Risk Grow? (Contested Waters Author) – Podcast - <https://www.wnpr.org/post/covid-19-closing-pools-will-drowning-risks-grow>
- Preparing for a Second Shutdown - <https://communityrecmag.com/enduring-a-second-shutdown/>
- Schools Break for Chaotic Return (HSD Einfeld sections toward bottom of article.) - <https://www.the74million.org/article/we-are-being-asked-to-do-the-impossible-as-pandemic-spikes-in-several-states-parents-brace-for-historically-chaotic-return-to-school/>
- Want to Go Paperless (MRSC Article) - <https://sao.wa.gov/want-to-go-paperless-here-are-some-resources-that-can-help/>
- COVID Outbreak at Pool - <https://www.arlnow.com/2020/07/16/overlee-pool-closes-amid-reports-of-covid-19-outbreak/>
- Diversity of Policies Effects on COVID-19 - <https://medium.com/@SmartNewsMediaResearchInst./many-hammers-many-dances-a-key-driver-of-diversity-in-covid-19-policies-6f5063457ea0>
- Coronavirus Antibody Study with Gauge the Prevalence of COVID-19 in Washington - [https://www.seattletimes.com/seattle-news/health/antibody-study-will-gauge-the-prevalence-of-covid-19-in-washington/?utm\\_medium=notification&utm\\_source=pushly&utm\\_campaign=608894](https://www.seattletimes.com/seattle-news/health/antibody-study-will-gauge-the-prevalence-of-covid-19-in-washington/?utm_medium=notification&utm_source=pushly&utm_campaign=608894)
- 13-year Old Swimmer Dies from COVID-19 Symptoms - <https://swimswam.com/13-year-old-california-swimmer-dies-after-experiencing-covid-19-symptoms/>

## Week Ending August 1, 2020

### AUGUST BOARD MEETING ITEM DEADLINE

The August Board Meeting will be on Tuesday, August 18. The deadline for new content is Tuesday, August 11<sup>th</sup>. We will have another busy meeting with four resolutions on the agenda. Below is the proposed agenda.

- Resolution 2020-06 Committee Assignments
  - Formalize discussion from July 21 board meeting with resolution.
- Resolution 2020-07 Adopting Procedures for Filling Board Vacancies
  - This will include finalizing the process to replace the positions.
- Resolution 2020-08 Appointing a Replacement Clerk of the Board
- Resolution 2020-09 Acknowledging Racism and Directing the Agency to Take Specific Actions
  - Gene- I am working on preliminary draft to send to you next week.
- Re-Opening Update
- Updated Safety Plan (Living Document)

Note- I pushed the 2<sup>nd</sup> Quarter Aquatics Manager's Report to September to allow them to concentrate on re-opening and have more data for the board on effects of re-opening in September.

### OPMA UPDATE

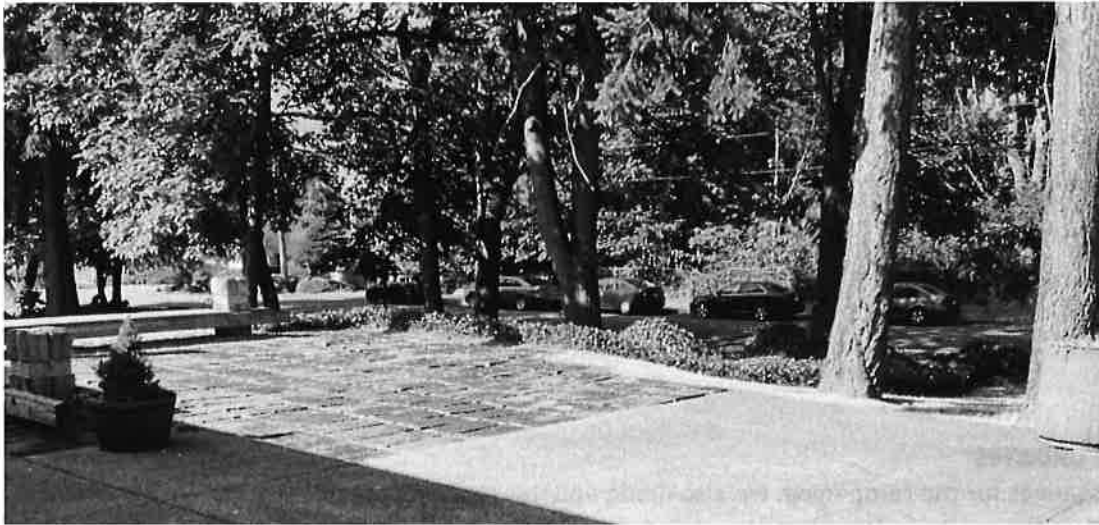
It was told on Friday that OPMA will be updated to September 1<sup>st</sup>, which will keep our meetings online through August.

### CLOSURE

Below are examples of some of the things staff performed but is not a comprehensive list.

- In-Service: Staff had a final in-service on Wednesday.
- Skills Check: Dominic performed skills checks on staff before having them return to duty.
- Deep Clean: The final deep clean was completed this week.
- Social Distance Marking and Signage: Staff completed final steps on this.

- **Safety Plan Update:** Dominic completed final edits on the safety plan and Linda edited it. (Thanks to Dominic for the great amount of editing he did this week.)
- **Landscaping:** NLS showed up and completed the landscaping around the facility. (picture below from Dominic)
- **Locker Room Work:** The grouting and bench work is complete. Thanks to staff led by Dominic and Mart Martinson.



#### RE-OPENING MESSAGING

I sent a message out about the change in hours and why it was done earlier this week. We will re-evaluate in a couple of weeks on our staffing availability and re-opening. Again, most pools in King County are not open or are opening later. Below is a link to the re-opening message.

<http://createsend.com/t/d-D1212E1253ED94C02540EF23F30FEDED>

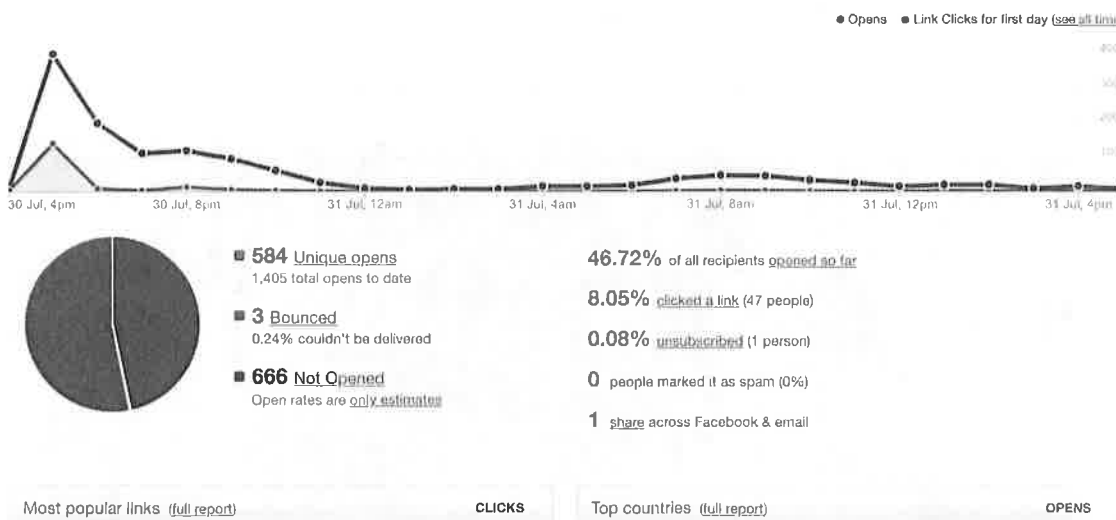


### COVID -19 Re-Opening

Sent on 30 Jul 2020 to 1,253 unique subscribers across 5 lists

[View Campaign](#) [Share Campaign](#)

[Export Report](#)



### WEBSITE UPDATES

Beyond changes for the re-opening, we also made updates to the Governance and About pages.

- Governance Page: We went ahead and updated Committee information, new policies, COVID-19 related documents, 2020 financial report, minutes and other pertinent information.  
<https://mtrainierpool.com/about/governance/>
- About Page: We updated the Mission, Vision, Core Values and Cultural Values section.  
<https://mtrainierpool.com/about/>

Overall formatting will be done by our website consultant, once we have finalized all of these changes, and any updated information that will need to be done over the next couple of weeks from patron feedback on re-opening information.

### FALL GIRLS SWIM TEAM

WIAA had a meeting on July 28 regarding the Fall schedule. At that meeting WIAA pushed the girls' season back until 2021. We also have received information from HSD with more information but will wait until the school district has time to release it to their parents.

### AWC SALARY SURVEY

We should be receiving the AWC Salary Survey Information soon.

Each year, the Association of Washington Cities conducts a comprehensive survey of salaries and benefits provided to employees in Washington's cities and counties. The survey is an important service of AWC, providing city and county officials with comparable data to assist them in determining wages and benefits for their staff.

2020 salary and benefits survey result will be released in early August 2020.

We hope to have this ready by September's meeting.

### WEBINARS

An Equity Mindset in Local Government – This webinar covered the steps cities with Departments of Equity took to address inequalities in their organizations. See example below from a City on the East Coast.

# ICMA

## TIMELINE

October 2018 - Board of Aldermen discussed equity and how can it be integrated within town governance.

### Outcomes

Join GARE (Government Alliance of Race and Equity)

Create a Plan of Action prior to the budget process

Manager appointed Team Lead

November 2018- June 2019  
Updates

Created CORE Team and began training

Requested \$25,00 in upcoming the budget for GARE Membership and participation in learning cohort

Shared initiative with town staff and community. Created a town-wide file to serve as a resource for staff

Town staff completed survey on racial equity

July 2019 – December 2019  
Updates

CORE Team began participation in North Carolina Learning Cohort

Created Vision Statement and Logo

Share regular training summary with Town's Leadership Team

Pursued Regional Partnerships and networking opportunities

## TIMELINE CONTINUATION

January - May 2020  
Updates

Recreation, Parks & Cultural Resources Director – Race and Equity Officer position created

The Council discussed how COVID-19 is disproportionately affecting Black, Latinos and other underserved and marginalized communities

Outcomes - Partner with the County, non-profit organizations and donors to distribute resources and provide services

Mayor read a letter in council meeting from Police Chief in response to the killing of George Floyd and

June – July 2020  
Updates

Moment of silence-Brenna Taylor, Almond Arbery and George Floyd in honor of their lives and the fight for justice for Black lives

Council discussed Policing: Outcomes – Create a Citizen Police Review Task Force to evaluate and recommend practices, hiring and vacancies

Update Communication Plan to Inclusive Carrboro Communications & Community Engagement Plan

Council approved Juneteenth as a paid Town holiday

Black Lives Matter flags are displayed and lights shine on Town Hall building

July – November 2020  
Other Council Requests and Next Steps

"END RACISM NOW" Mural approved on town street in support of Black Lives Matter. Awaiting approval - Federal Highway Administration

Investigate public benefit vs public charge rule for those who are on track for a green card, what are implications?

Provide voter registration education including how to register for absentee voting

Develop a Plan of Action to support Minority Businesses

Evaluate Town practices and policies Develop a Town Equity Plan

Next week, I will be participating in a WRPA COVID-19 Webinar and a MRSC COVID-19 Finance Webinar.

### RESEARCH

- COVID-19 Spikes Mean Different Things to Different Aquatic Facilities- [https://www.aquaticsintl.com/facilities/covid-19-spikes-mean-different-things-to-different-aquatics-facilities\\_o](https://www.aquaticsintl.com/facilities/covid-19-spikes-mean-different-things-to-different-aquatics-facilities_o)
- Woodlands (TX) Closes Pool as Pandemic Causes Lifeguard Staffing Issues - <https://www.chron.com/neighborhood/woodlands/news/article/Woodlands-closes-pool-as-pandemic-causes-issues-15443396.php>
- UW Washington State Death and Case Projections - <https://covid19.healthdata.org/united-states-of-america/washington>



- The Pandemic and the Suburbs Second Chance - <https://www.governing.com/assessments/The-Pandemic-and-the-Suburbs-Second-Chance.html>
- Equitable Development Before and After the Pandemic- <https://www.pps.org/article/equitable-development-during-and-after-covid-19-five-takeaways>
- Why and How I Diversified My Aquatics Staff - <https://www.aquaticsintl.com/facilities/why-and-how-i-diversified-my-aquatics-staff>

## **Week Ending August 7, 2020**

### **RE-OPENING UPDATE**

We re-opened on Monday, August 3. The week started slow, but numbers have been picking up daily. Water Aerobics usage has been the strongest. Some of the patrons' that staff has talked to, do not feel comfortable about coming back due to the pandemic. Pool management is continuing to monitor the numbers and we will make an update to the schedule soon. It seems we are getting more and more users each day. We are evaluating usage data for our next schedule update. We will make a report at our August 18 board meeting.

The staff has done a great job in setting up the facility for social distancing and moving people through the facility.



They also have been doing a good job on deep cleaning including high-touch areas, equipment and pens/sanitizer bottles.

### **REPAIRS**

During the end of the closure, a leaking pipe was discovered in the wall of the men's locker room. The repair is \$2,715 + tax. It will be performed soon. Since we are not offering showers at this time, it should not affect our operations.



## REFUNDS

We have experienced a few people that have requested refunds. We are working with them to start refunds. We have received two requests for a total of three refunds for \$134.

## BOARD MEETING

Just a reminder that our next board meeting is Tuesday, August 18 at 7:00pm. Please send any items you would like to discuss by the end of the day on Tuesday, August 11. Linda will send the agenda and meeting login information next week.

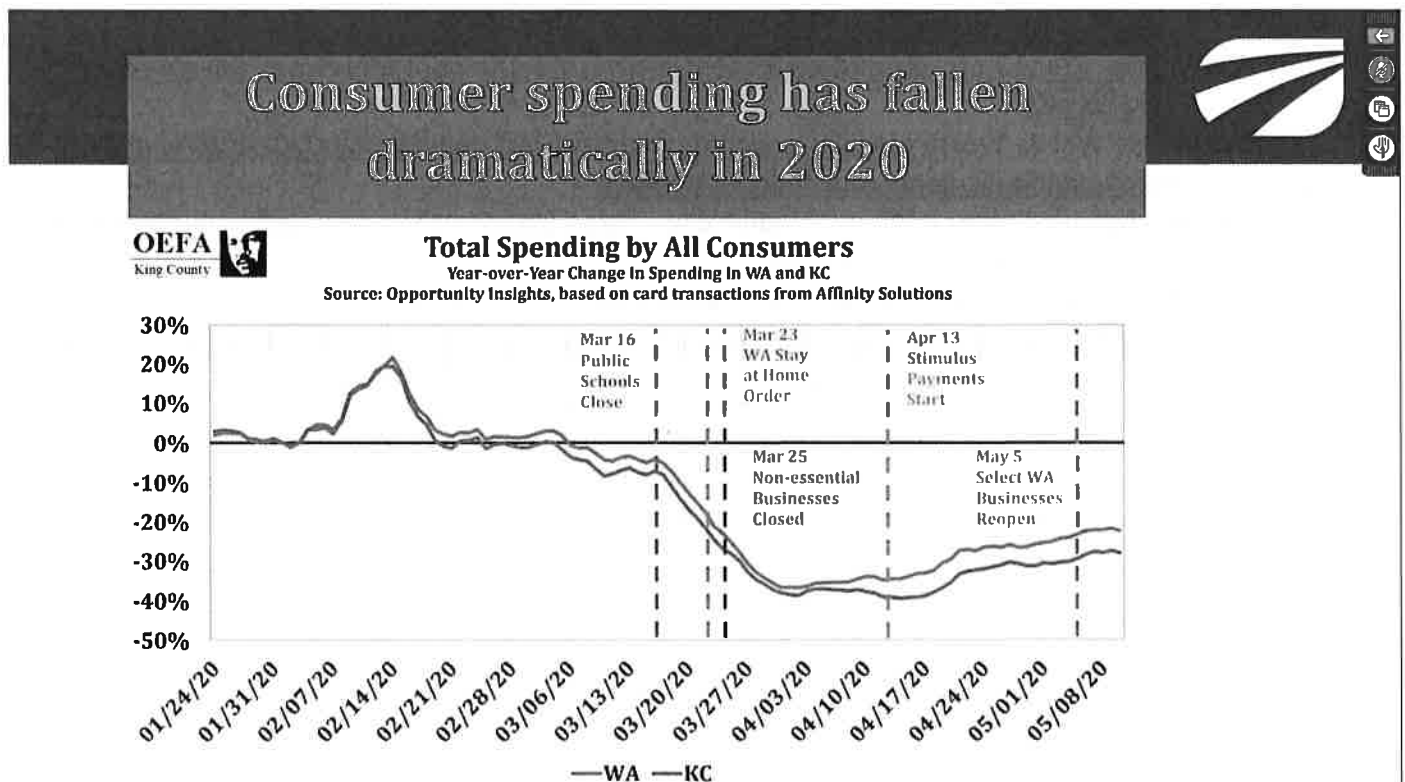
## STATE OF WASHINGTON COVID-19 UPDATES

Governor Inslee has extended OPMA until September 1<sup>st</sup> and after that it looks like it will be when King County passes into Phase 3. For a summary of the full update (August 3) please use the link below.

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-2020-1/COVID-19-Where-Things-Stand-as-of-August-3.aspx>

## WEBINARS

- **WRPA Coronavirus Series:** The webinar was a roundtable on how agencies are dealing with the pandemic. Many of the organizations were offering no in-person services and were mainly focused on virtual programming.
- **MRSC Coronavirus Budget:** This webinar covered how COVID-19 is affecting revenues, and important sources and dates for budget forecasting. We may use some of the information for our budget process.



## RESEARCH

- Crossing Lane Lines: Black Kids Swim, and Swim Well! (Podcast) - [https://anchor.fm/naji-ali4/episodes/Black-Kids-Swim--and-swim-well-ehdkrk?fbclid=IwAR2ifinU70bu7eUQWwsx64mPB-ILpeaeld\\_87TwLSxkirIQF4Idu4UBgsOE](https://anchor.fm/naji-ali4/episodes/Black-Kids-Swim--and-swim-well-ehdkrk?fbclid=IwAR2ifinU70bu7eUQWwsx64mPB-ILpeaeld_87TwLSxkirIQF4Idu4UBgsOE)

- Social Distance Swim Lessons - <https://ktvz.com/community/community-billboard/2020/07/28/swim-lessons-return-in-august-at-bends-juniper-swim-fitness-center/>
- 2021 Suggestions is here (MRSC) - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/July-2020/2021-Budget-Suggestions-is-Here.aspx>
- Mask Slacker of 1918 (NYT) - <https://www.nytimes.com/2020/08/03/us/mask-protests-1918.html?fbclid=IwAR3R6yu1YpG7CK7zWK2xa5M3rg0f7XST7FWnDrVKxPe8nKGRlBx1-B36L-0>
- Creating Equitable Access to Physical Activity for Youth - <https://www.nrpa.org/parks-recreation-magazine/2020/august/creating-equitable-access-to-physical-activity-for-youth/>
- This week's pool closures due to COVID-19 Outbreak (Wednesday Google Search):
  - <https://newschannel9.com/news/local/lifeguard-diagnosed-with-covid-19-town-of-signal-mountain-closes-swimming-pool>
  - <https://www.ajc.com/news/atlanta-news/pool-closed-after-staff-member-tests-positive-for-covid-19/4UGVGJXZKFFDZIEJY2U3KTALLU/>
  - <https://www.wcvb.com/article/waltham-fitchburg-massachusetts-dcr-pools-closed-possible-covid-19-exposure/33501225>
  - [https://kearneyhub.com/news/local/minden-pool-closes-as-precaution-related-to-covid-19/article\\_aff64774-d667-11ea-b659-077c184a7c6e.html](https://kearneyhub.com/news/local/minden-pool-closes-as-precaution-related-to-covid-19/article_aff64774-d667-11ea-b659-077c184a7c6e.html)
  - [https://www.aberdeennews.com/news/local/groton-pool-confirms-positive-covid-19-test/article\\_6dec9684-d72b-11ea-b924-7b8f978ff299.html](https://www.aberdeennews.com/news/local/groton-pool-confirms-positive-covid-19-test/article_6dec9684-d72b-11ea-b924-7b8f978ff299.html)
  - <https://sacramento.cbslocal.com/2020/08/06/tracy-pool-closes-after-employee-tests-positive-for-covid-19/>
  - <https://www.grossepointenews.com/articles/pool-temporarily-closes-due-to-covid-19-exposure/>
- The Winter Will Be Worse - <https://www.theatlantic.com/family/archive/2020/08/winter-us-coronavirus-pandemic-dangerous-indoors/614965/>
- Bellevue Aquatic Center Reopens Wednesday - <https://news.yahoo.com/bellevue-aquatic-center-reopens-wednesday-205642333.html>
- Diversity, Equity and Inclusion Efforts in Washington State - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-2020-1/Diversity-Equity-and-Inclusion-Efforts-in-Washin.aspx>



# Des Moines Pool Metropolitan Park District

July 14, 2020  
6:00 p.m.  
Remote Online

## MINUTES RETREAT MEETING

### CALL TO ORDER/ROLL CALL

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

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

### ADOPTION/MODIFICATIONS OF AGENDA

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

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** -- None

### PUBLIC COMMENT

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

### BUSINESS

#### a. 2020 Goals and Objectives

President Young stated that only one commissioner had submitted comments regarding the 2020 Goals and Objectives. Since the pool has been closed since March due to COVID-19, it is suggested to postpone the creation of goals and objectives to a time when the pool has re-opened.

Commissioner Achziger feels re-opening is a good time to talk about bias in swimming and encourages the Board to commit to elimination of bias at Mt. Rainier Pool. The Commissioner cited an article in Parks & Recreation Magazine which was sent to the Board members in the meeting packet which discusses Applying Inclusivity to Aquatic Policies and Practices.

District General Manager Deschenes suggested the drafting of a resolution and proclamation regarding this commitment to be presented at the August meeting.

#### b. COVID-19 Related Expenditures

District General Manager Deschenes updated the Board on expenditures directly related to COVID. MRSC recommended noting expenses instead of setting up a separate BARS code.

The DGM reported that sandwich boards had been ordered for posting COVID signage upon re-opening along with PPE's for the staff, temporal thermometers, special cleaning equipment, hand sanitizer, heap filters for vacuums and a sneeze guard for the front desk. He also noted that Lauryne Newman, the Aquatic Coordinator made face masks for the pool staff. Disposal face masks have been ordered to hand out to pool clientele. We will not turn away anyone wishing to use the pool because they do not have their own mask.

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

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meeting room has limited access for wheelchairs and other mobility assistive devices. In order to accommodate individuals that require the use of such devices, please notify the District at least 48 hours in advance of the meeting to allow for relocation to a more accessible location. Please contact Linda Ray, District Clerk, 206.429.3852 to make a request.

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 07/14/2020**

**c. Closure/Re-opening Plan**

District General Manager Deschenes gave a presentation on the re-opening plan which is scheduled for August 3<sup>rd</sup>. The presentation is on file and in the packet material. He reported that the heat exchanger project has been completed and the pool is fully operational. The project cost \$18K less than anticipated.

He cited State of Washington mandates for gathering and that households must maintain a 6' distance. Staff will be trained to teach using parents/guardians as instructors for children during lessons. Only five people per class will be allowed.

Also, per State mandate, one swimmer per lane will be permitted for swim teams and for lap swimmers.

Operation hours upon re-opening will be from 5:30 a.m. to 2:00 p.m., and 4:00 p.m. to 8:00 p.m., Monday through Friday, depending on staffing. Messaging will go out in the next two weeks to announce schedules and hours.

The DGM noted that depending on the number of COVID cases being reported and recent increases, some area pools will not re-open at all this year.

Users will be required to reserve lane space on a 2-business-day basis. This will be done via paper or phone call. Anyone wishing to reserve space at the pool will be asked state-mandated screening questions.

Posted signage with COVID guidelines, and policies will be in English and Spanish.

Staff will clean the facility thoroughly two times a day and high-touch surface frequently using CDC recommended methods and products.

Mt. Rainier Pool will start the re-opening process slowly and only with basic schedules and programs. We will re-evaluate and add more programming as the Governor will permit for pool facilities.

**d. Equity**

DGM Deschenes stressed the importance of equity discussions and what MRP can do going forward to encourage community members to feel included in aquatics. Commissioner Achziger was called upon to give some background information into driving factors and perceived fear of water by some minority groups.

The DGM will research WCIA's library for information on developing programs that will target Des Moines' diverse community. He encouraged the Commissioners to help develop these programs through participation on the Board's Public Outreach Committee.

**e. Mission Vision and Values**

Commissioner Achziger proposed a revised Mission statement in February 2020 based on those of USA Swimming. He was asked to simplify some of the language for better readability.

President Young stated the proposed statement will be on the agenda for motion at the July 21<sup>st</sup> meeting.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 07/14/2020**

**f. Committees**

Based on past years, District General Manager Deschenes recommended Board committees as follows: Finance, Capital and Contract, and Public Outreach.

President Young called upon the Board members to consider participation on one of the committees in accordance with personal interest. It is not mandatory for any Board member to participate.

**GENERAL DISCUSSION**

President Young announced that due to his personal schedule he would prefer a start time of 7:00 p.m. instead of 6:00 for future Board meetings. As such, he called for a brief discussion at the July 21<sup>st</sup> meeting to determine availability of the other Board members.

**ADJOURNMENT**

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

**UPCOMING MEETINGS**

- July 21, 2020, Regular Meeting, 6:00 p.m., Location TBD
- August 18, 2020, Regular Meeting, Time and Location TBD

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

\_\_\_\_\_  
Commissioner Young

\_\_\_\_\_  
Commissioner Dusenbury

\_\_\_\_\_  
Commissioner Kasnick

\_\_\_\_\_  
Commissioner Croom

\_\_\_\_\_  
Commissioner Achziger

\_\_\_\_\_  
Linda Ray, District Clerk

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# Des Moines Pool Metropolitan Park District

July 21, 2020  
6:00 p.m.  
Remote Online

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

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

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

### ADOPTION/MODIFICATIONS OF AGENDA

President Young called for adoption of the agenda as it stands. Passed 5-0

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

District Clerk Ray announced that minutes for meetings March through June would be provided to the Board members for signature via DocuSign.

### 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 June 2020 totaling \$54,234.52. Commissioner Croom 2<sup>nd</sup>. The motion passed 5-0.

### EXECUTIVE SESSION

The Board went into an Executive Session at 6:05 p.m. pursuant to RCW 42.30.110(1)(d) to review negotiations on the performance of a publicly bid contract. The Executive Session will be for 15 minutes until 6:20 p.m.

**The Regular Meeting reconvened at 6:15 p.m.**

### OLD BUSINESS

#### a. Closure Update

District General Manager Deschenes drafted an email that will announce the re-opening of the pool with information on lane restricted programming, and reservation requirement. By Thursday, guidelines for lap swimming and water walking will be published. There will be an FAQ section with our cleaning and safety information. Signage is being prepared for posting at the facility. Reservations will be made by phone to the Aquatic Coordinator, Lauryne Newman.

Re-grouting of the showers by the staff will be complete by end of week. Marty Martinson volunteered to re-finish the benches around the facility. A deep clean of the entire facility by an outside vendor will begin on Friday.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 07/21/2020**

Presently, in accordance with Governor Inslee's mandates, one person per lane is permitted at a distance of six feet for all households. This includes swim teams.

We are prepared to have this programming in place for the long haul in case restrictions last into 2021.

**b. 2020 Financial Report for YE 2019**

District General Manager Deschenes submitted a draft of the 2020 Financial Report for YE 2019 to the Board for review and edits. Commissioner Achziger assisted with re-writes. This copy will be posted on the website as required by the SAO.

President Young called for a motion to approve the report. Commissioner Kasnick moved to approve the 2020 Financial Report for YE 2019; Commissioner Dusenbury 2<sup>nd</sup> the motion. Passed 5-0.

**c. Policy 250 – Social Media/Imagery**

Commissioner Achziger provided additional language to Policy 250 that was introduced at the June 16<sup>th</sup> meeting, to include a waiver form for photography used by the pool in advertising. We are presently using stock photos.

President Young called for a motion to approve Policy 250. Commissioner Croom moved to approve Policy 250 – Social Media & Imagery; Commissioner Kasnick 2<sup>nd</sup>. Passed 5-0

**d. Mission, Vision, Values**

Commissioner Achziger introduced an updated Mission, Vision, and Values statement to the Board in February, it was reintroduced at the June Board meeting and discussed at the retreat on July 14.

President Young called for a motion to approve. Commissioner Achziger moved to approve the updated Mission, Vision, and Values to replace the existing Mission, Vision, and Values. Commissioner Croom 2<sup>nd</sup>. Passed 4-1.

**e. Resolution 2020-05 – Board Meeting Time Change**

At the July 14 retreat, President Young requested a new time for the Board meetings, to start at 7:00 p.m. instead of 6:00. As such, District General Manager Deschenes drafted Resolution 2020-05 solidifying this change.

Commissioner Kasnick moved to change Regular Board Meetings of the Des Moines Pool Metropolitan Park District from 6:00 p.m. to 7:00 p.m. effective August 18, 2020. Commissioner Dusenbury 2<sup>nd</sup>. Passed 5-0

**NEW BUSINESS**

**a. 2021 Budget**

District General Manager Deschenes requested a delay in discussing the 2021 budget for now due to the uncertainty of the effects of COVID-19 on expenditures and revenue. We will have more information after we re-open in August. The WIAA will make a decision for Girls' Swim and Dive Teams about their season in September, and whether they plan on having a high school swim season at all.

The DGM feels the District should be conservative in budgeting for next year. If we end up closing down again due to a resurgence of COVID in the fall, it may give an opportunity to discuss replacement of the domestic hot water and other large capital projects.

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 07/21/2020**

MRSC is suggesting that budget public hearings may need to be held virtually this year.

**b. COVID-19 Financial Update**

District General Manager Deschenes gave a presentation addressing the impact of COVID-19 on District expenditures and revenues. The presentation is on file .

Revenues are 25% of what was reported last year at this time; however, we have a substantial balance in the bank. Normandy Park has not been invoiced for their annual fee this year. We are lower on revenue from property taxes, and over-the-counter revenue but are also lower on expenses.

We will re-introduce programs from August through October and will end the year in a good position. If we do not use the allocated \$100K on repairs, we will transfer funds to Capitals.

Staffing costs are down, however, unemployment taxes have gone up dramatically with Workmen's Comp claims.

Commissioner Dusenbury asked if BLRB architects ever submitted an invoice for the renovation project. DGM Deschenes answered we have never been billed for their charges.

**c. Board Committees**

President Young queried the Board members for their interest in participation on committees for Capital & Contracts, Public Outreach, and Finance. The Commissioners volunteered as follows:

Commissioner Achziger – Public Outreach and Capital & Contracts

Commissioner Dusenbury – Capital & Contracts, and Finance

Commissioner Young – Finance and Public Outreach

**GENERAL DISCUSSION**

Commissioner Croom announced her departure from the Board at the end of August or beginning of September due to her family's relocation to Texas.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 6:51 pm.

**UPCOMING MEETINGS**

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

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 07/21/2020**

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

\_\_\_\_\_  
Commissioner Young

\_\_\_\_\_  
Commissioner Dusenbury

\_\_\_\_\_  
Commissioner Kasnick

\_\_\_\_\_  
Commissioner Croom

\_\_\_\_\_  
Commissioner Achziger

\_\_\_\_\_  
Linda Ray, District Clerk

DRAFT

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## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/10/2020

Total Amount: \$5,148.30

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200630131520.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:

Jricia Croom

6/30/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

#### SUBMIT SIGNED DOCUMENT TO:

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

Email: SpecialDist.AP@kingcounty.gov

Fax: (206) 263-3767

#### 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\_20200630131520.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			21574814	06/12/2020	\$62.89	COPIER CONTRACT CHG - JUN 2020
CENTRAL WELDING SUPPLY			EC232230	06/25/2020	\$294.52	BULK BEVCARB/MRP
COMCAST			20200612CB/MRP	06/12/2020	\$226.33	INTERNET/PHONE - 6/22 TO 7/21/2020
DEPARTMENT OF RETIREMENT SYSTEMS			20200630DOR	06/30/2020	\$605.50	DEFERRED COMP S DECHENES
GRAINGER			9558004041	06/11/2020	\$40.20	JANITORIAL SUPPLIES/MPR
HIGHLINE WATER DISTRICT			20200624HWD	06/24/2020	\$460.20	WATER UTILITY - 5/21 TO 6/22/2020
MIDWAY SEWER DISTRICT			20200625MSD	06/25/2020	\$229.91	SEWER UTILITY - 4/25 TO 6/25/2020
PUGET SOUND ENERGY			20200622PSE	06/13/2020	\$3,228.75	ELECTRIC UTILITY - 5/19 TO 6/19/2020



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/14/2020

Total Amount: \$5,623.34

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200708115919.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:

Scott Deschenes

7/8/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

Jricia Croon

7/8/2020

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\_20200708115919.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			16339	07/01/2020	\$160.00	DISTRICT JANITORIAL SVC - JUL 2020
AQUATIC SPECIALTY SERVICES			19130	05/21/2020	\$170.51	MONTHLY CONTRACT SVC - MAY 2020
AWC - VIMLY BENEFIT SOLUTIONS, INC			1681	06/02/2020	\$1,904.37	EMPLOYEE TRUST - D FINAZZO & L NEWMAN - JUN 2020
AWC - VIMLY BENEFIT SOLUTIONS, INC			2955	06/20/2020	\$1,269.58	EMPLOYEE TRUST - D FINAZZO & L NEWMAN - JUL 2020
CENTRAL WELDING SUPPLY			RN6202440	06/30/2020	\$69.97	BEVCARB
NORTHWEST LANDSCAPING SERVICES			CD50090108	07/01/2020	\$548.91	MRP LANDSCAPE - JUL 2020
SNURE LAW OFFICE			20200701BS	07/01/2020	\$1,500.00	PROFESSIONAL SVCS - JUN 2020



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/21/2020

Total Amount: \$39,469.91

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200715130917.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:

7/15/2020

Authorized District Signature

Date

DocuSigned by:

7/15/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

#### SUBMIT SIGNED DOCUMENT TO:

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\_20200715130917.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CMIT SOLUTIONS EASTSIDE			8245	06/30/2020	\$1,226.00	IT SUPPORT - JUN 2020
COMCAST			20200708CB	07/08/2020	\$172.49	TELEPHONE/INTERNET - 7/18 TO 8/17/2020
COPIERS NORTHWEST			2164991	07/07/2020	\$24.32	COPIER EQUIPMENT 6/6 TO 7/05/2020
MACDONALD-MILLER FACILITY SOLUTIONS			JC62433	06/30/2020	\$32,755.80	HEAT EXCHANGER PROJECT
MACDONALD-MILLER FACILITY SOLUTIONS			PM100945	07/01/2020	\$4,573.80	3RD QUARTER HVAC MAINTENANCE
ZEN 22015, LLC			20200715ZEN	07/15/2020	\$717.50	DISTRICT RENT - AUG 2020





## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 07/27/2020

Total Amount: \$9,016.44

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20200721164605.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:  A3D212E3448148		7/21/2020
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature
Authorized District Signature	Date	Authorized District Signature

### 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\_20200721164605.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AWC - VIMLY BENEFIT SOLUTIONS, INC			4419	07/17/2020	\$1,269.58	EMP TRUST - D FINAZZO, L NEWMAN
CANON FINANCIAL SERVICES, INC.			21687022	07/13/2020	\$62.89	COPIER CONTRACT - JUL 2020
COMCAST			20200712CB	07/12/2020	\$238.73	TELEPHONE/INTERNET - 7/22 TO 8/21/2020
GRAINGER			9585519961	07/10/2020	\$27.55	SAFETY SIGNS
GRAINGER			9585280093	07/10/2020	\$160.54	JANITORIAL SUPPLIES
JOE DUSENBURY			20200721JD08	07/21/2020	\$209.83	COMMISSIONER SUBSIDY - JUN 2020
LAURYNNE NEWMAN			20200721LN_Reimb	07/21/2020	\$190.68	REIMBURSEMENT/COVID SUPPLIES
PHILLIPS PUBLISHING			1551NP	07/15/2020	\$607.75	DISPLAY AD SUMMER 2020 NP SCENE
SADIE IKEMEIER			20200721SI59	07/21/2020	\$264.97	PAYROLL PE 7/10/2020
SHANE YOUNG			20200721SY10	07/21/2020	\$209.83	COMMISSIONER SUBSIDY - JUN 2020
US BANK			20200710USB	07/10/2020	\$5,774.09	BANKCARD STMT

## 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 Jul 14, 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 07102020	170950010			24219		00000	10736.51
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$10736.51</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  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  *Tricia Croom* Title  Clerk of the Board Date  Jul 9, 2020  
 Print Name  Tricia Croom Phone #  206-429-3852 Email



## 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 Jul 30, 2020

**PAYMENT INFORMATION**

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 7/25/2020	170950010			24219		00000	14,558.29
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								<b>\$14,558.29</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  *Tricia Croom* 7/21/2020 Title  Clerk of the Board Date  Jul 21, 2020  
 Print Name  Tricia Croom Phone #  206-429-3852 Email  Tricia.Croom@comcast.net



## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7 Assigned to: District GM Meeting Date: August 18, 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 depend on 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 going 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:** August 18, 2020

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

**Subject:** Reopening Update

#### Background/Summary:

The District reopened the Mount Rainier Pool on Monday, August 3, 2020. The attached PowerPoint document is a summary of the reopening. The presentation may change if conditions warrant it since directives from the State of Washington and circumstances at the pool can change. This is to ensure the board is receiving the most up-to-date\* information.

The goal of the District is to provide a safe environment for its users, staff and community. We are doing everything we can to provide services, while ensuring the lowest potential for transmission at the Mount Rainier Pool.

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

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

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

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

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

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

#### Notes:

See attached reopening presentation.






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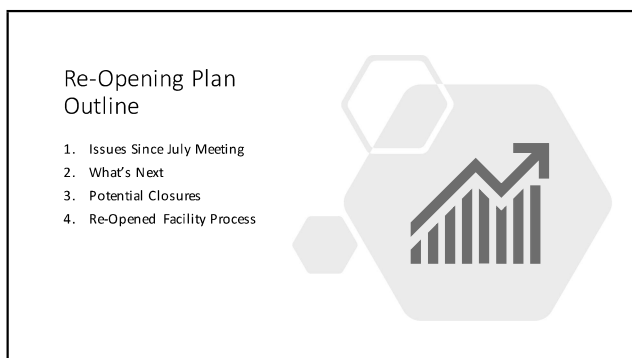
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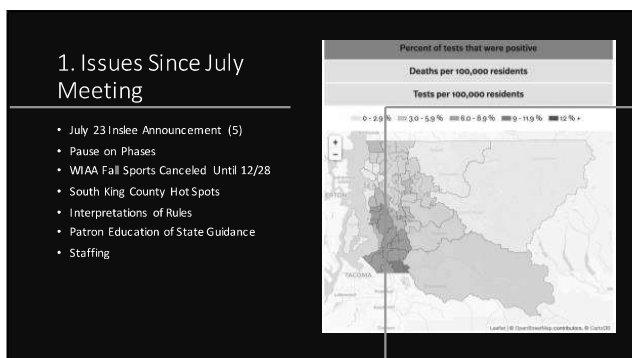
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## 2. What's Next?

Swim Teams (One Per Lane)

Swim Lessons (Wait Until Phase 3)

Rentals (Wait Until Phase 3)

Family and Open Swims (Wait Until Phase 4)

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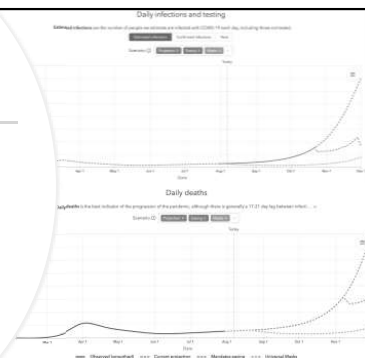
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## 3. Potential Closures

- UW Predictions show potential for dramatic COVID-19 case and death increases in November.
- Working to develop groundwork for potential projects for budget in 2021.
- Have processes in place to react.
  - Contact Tracing Information
  - Crisis Management Communication Plan
  - Continuity of Operations Plan
  - Safety Plan




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## 4. Re-Opened Pool Facility Process

- Mon-Fri: 5:30am-2:00pm
- Water Exercise
  - Mon, Wed & Fri: 8:00-9:00am
- High-Risk Swim Times
  - Tue & Thu: 8:00-9:00am
- Appointment Only!
- Making Adjustments to Schedule Soon.




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Before Entering Facility



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Lobby



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Hallway to Pool



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Pool Deck



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Locker Rooms (Leave Through)



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Signage Everywhere



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+ COVID-19 Bulletin Board (Spanish)

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Questions

Thank you.

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## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b Assigned to: District G.M. Meeting Date: August 18, 2020

Under: Old Business Attachment: Yes

Subject: Resolution 2020-09 Board Committees

**Background/Summary:**

At the July 21, 2020 Regular Board Meeting, Commissioners discussed forming board committees. The board established the following committee appointments and will memorialize them with Resolution 2020-09 Board Committees.

Fiscal Impact: N/A

Proposed Motion: I move to approve Resolution 2020-06 Board Committees.

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>8/18/2020</u>	Second Board Meeting (Action)

**Action Taken:**      Adopted      Rejected      Postponed

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

**Notes:**

See Attached Resolution 2020-09 Board Committees.





**DES MOINES POOL METROPOLITAN PARK DISTRICT**

**RESOLUTION NO. 2020-09**

**BOARD COMMITTEES**

**WHEREAS**, Article 8 of the District's Bylaws states "Generally, the Board acts as a committee of the whole. The President may recommend the creation of ad hoc committees to facilitate the conduct of the Board's affairs. Members of ad hoc committees will be nominated by the President and appointed by the Board."; and

**WHEREAS**, at the July 21<sup>st</sup> Regular Board Meeting, the Board President took nominations for the following committees: Capital and Contracts, Finance, and Public Outreach Committees; and

**NOW THEREFORE, BE IT RESOLVED**, that BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT hereby adopts appointments to the following committees.

- **Capital and Contracts Committee:** Commissioner Joe Dusenbury and Commissioner Gene Achziger
- **Finance Committee:** Commissioner Shane Young and Commissioner Joe Dusenbury
- **Public Outreach:** Commissioner Gene Achziger and Commissioner Shane Young

**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



## AGENDA ITEMS SUMMARY SHEET

- See Attached. Safety Plan (COVID-19 Exposure and Recovery Plan) – Last Updated August 10, 2020.



# **COVID-19 Exposure Control and Recovery Plan**

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

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

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

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

### **1. Role of Management Staff**

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

### **2. Responsibilities of Employees**

The Mount Rainier Pool and the Des Moines Pool Metropolitan Park District is asking all of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at the pool and district office, everyone must do their part. As set forth below, the District has instituted various housekeeping, social distancing, and other best practices. All employees must follow any and all policies and procedures regarding this safety plan. In addition, employees are expected to report to the management team if they are experiencing signs or symptoms of COVID-19, as described Section 5 of this document for a full list. If you have a specific question about this Plan or COVID-19, please ask your direct supervisor. If direct supervisor is unable to answer the question, they will contact the District Manager, Scott Deschenes and report the information back.

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

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.

- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

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

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

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

### 3. On-site Protective Measures

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

#### *General Safety Policies and Rules*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- All meetings will be by telephone or videoconference, if possible. If meetings are conducted in-person, attendance will be collected verbally and the lead staff at meeting will sign-in each attendee. During any in-person meetings, avoid gathering in groups of more than five (5) people or as modified by Governor Proclamations and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- In closed spaces, only necessary employees should enter, and all employees should maintain social distancing while inside (when possible?).
  - A maximum of one employee should be in the following enclosed areas:
    - Aquatics Manager's Office
    - Aquatics Coordinator's Office
    - Elevated Desk in Back Staff Hallway\*
    - Front Desk Area\*
    - Men's and Women's Staff Locker Rooms
    - Pool Operator's Room
    - Control (Washer/Dryer) Room
    - Boiler Room
  - \*These areas will be marked off with tape.
  - A maximum of one patron/employee should be in the following areas unless patron is from same household:
    - Men's and Women's Hallway Restroom
- All in-person meetings will be as limited to necessity. To the extent possible, meetings will be conducted by telephone or via teleconference.
- Employees will be encouraged to stagger breaks and lunches.

- In addition to soap for handwashing, the District will provide, if available, alcohol-based hand sanitizers and/or wipes.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
- Each employee should use their own equipment and not share with other employees. If there is not enough equipment, staff may wear glasses in place of eye protection or provide their own District approved masks. Staff may also bring their own protective gloves, if they do not feel comfortable using District provided gloves for deep cleaning.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles provided by the District or bring their own reusable Water bottle pre-filled before arriving at work.
- Front desk employees and lifeguards must sanitize their work area upon arrival, throughout the workday, and immediately before departure. The District will provide alcohol-based wipes for this purpose. Staff will deep clean the locker rooms, the bathrooms and pool deck twice a day (once a day until hours change), and frequently clean door handles, handrails, benches and other high touch areas.
- Showers, lockers and drinking fountains will not be available at re-opening to reduce the number of high-touch and areas to sanitize in facility. Participants will be directed to show up ready to swim and provide their own water bottle. Areas adjacent to their appointed swim area will be set aside to store their personal items.
- Also, in an attempt to reduce face-to-face contacts and ensure six feet of distance. The following protocols will be established during re-opening:
  - Appointment only to utilize facility.
  - Lap swimming will be limited to one swimmer per lane. Water walking and water exercise will be limited to five or less participants at a time
  - A sneeze guard will be installed at the front counter.
  - No spectators will be allowed.
  - Patrons will have to walk through the facility in a controlled, one-way manner.
  - Patrons will be requested to not show up until five minutes before their appointment and leave promptly afterwards.
  - A social distancing officer will be on staff at all times to enforce social distancing and allow other staff to focus on their regular duties.
  - Staggered start times for Shallow and Deep End appointments to better ensure social distancing.

#### **4. Patrons and Visitors to the Mount Rainier Pool**

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

- No spectators will be allowed in the initial phase of re-opening. During initial phase, no children under 13 will be allowed to use the pool.
- During subsequent phases:
  - Children 12 and under will only be able to use the pool once spectators are allowed into the pool.
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should drop items off at the door (if possible).



- Caregivers are allowed for patrons that need assistance in the water. The caregiver should be focused on the person using the water and cannot recreate separately. A caregiver is defined as a family member or paid helper who regularly looks after a child or a sick, elderly, or disabled person.

#### Facemasks:

- All patrons will be required to wear a face covering or mask anytime they are inside the building and outside of the water.
- Face coverings mean a disposable or cloth face mask that covers the nose and mouth. It can be:
  - A sewn mask secured with ties or straps behind the ears;
  - Multiple layers of fabric tied around the head;
  - Made from fabrics and materials, such as fleece, cotton; or,
  - Factory-made or made from household items.
- A face covering also includes a mask or covering a higher level of protection than cloth face covering, such as an N95 mask, though people are generally encouraged to use cloth face coverings to preserve access to the higher grade face coverings for healthcare and other settings where they are most needed.
- The following groups are exempt from wearing face masks:
  - Children younger than five years old; and
  - Persons with a medical condition, mental health condition or disability that prevents them from wearing a face covering. This includes, but is not limited to, persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Patrons that do not have a face covering or face mask will be provided a free paper face mask.
  - If a patron refuses, they will be asked to leave the facility.
  - Patrons that refuse to leave the facility will have the authorities called, and risk receiving a trespass warrant.
- Signage requiring face coverings and masks will be posted throughout the facility.
- Face covering or masks will be required until Proclamation 20-03 ends.

#### Guidelines:

The district has developed guidelines to give specific users of the pool to better understand how they specifically use the pool. Guidelines as the District gets closer to re-introducing programs. Below is a list of guidelines:

- Lap Swimming ([Add link](#))
- Water Walking ([Add link](#))
- Water Exercise ([Add link](#))
- Swim Lesson (T.B.D.)
- Swim Teams (T.B.D.)
- Rentals (Training)

Other guidelines will be added when implementing new programming.

### **5. Employee and Patron Screening**

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

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

Ask the following questions when you screen employees and visitors:

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

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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

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

## **6. Personal Protective Equipment and Work Practice Controls**

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

## **7. Sanitation and Cleaning**

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

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

## 8. Training

### *Employees*

Employees will be trained on the following areas before the facility is re-opened:

- COVID-19 Specific – Emergency Action Plans
- How to Wear PPE
- Wash Hands and Sanitation
- Cleaning and Disinfecting Procedures
- New Processes including Social Distancing, COVID-19 Rules and New Reservation Process
- Health Screening including Training on Thermometer Usage (State Mandated Training)
- Conflict Resolution and De-Escalation

## 9. Exposure Situations

### *Employees*

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

- **Employee Exhibits COVID-19 Symptoms:** If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The District will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.
- **Employee Tests Positive for COVID-19:** An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The District will require an employee to provide documentation clearing his or her return to work for anyone who has tested positive for COVID-19.
- **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19:** Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time. If the District learns that an employee has tested positive, the District will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the 14 days prior and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the District will also notify any contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a member of the management team of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.
- **Note- At initial re-opening, staff will be broken up into two groups to better attempt to continue operations if there is an outbreak.**

**Patrons/Public**

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

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

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

**10. COVID-19 Related Staff Leave**

All employees risk exposure to COVID-19 from patrons, other employees and members of the public. This risk is present, even if all safety measures including health screening, masks and increased cleaning are met. Any exposure will require the staff to be away from work for periods of 72-hours up to two weeks.

1. The District will follow the Emergency Family Medical Leave Act, including but not limited to:
  - a. For full-time employees, 80 hours of paid sick leave is required.
  - b. For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a 2-week period is required.
  - c. The sick leave benefits will be paid at the employee's regular rate (a maximum of \$511 per day and \$5,110 in the aggregate) for conditions a-c listed under Benefit Triggers.
  - d. For Benefit Triggers d-f listed below, the sick leave will be paid at two-thirds the employee's regular rate (a maximum of \$200 per day and \$2,000 in the aggregate).
  - e. If an employee receives regular wages, sick pay, other paid time off or unemployment compensation for any day, those days do not count as leave days for purposes of this benefit.
  - f. Paid sick time under this section shall not carry over from 1 year to the next.
2. Benefit Triggers:
  - a. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
  - b. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
  - c. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
  - d. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
  - e. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.

- f. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

### **11. OSHA Record Keeping**

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

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

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

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

### **12. Confidentiality/Privacy**

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



## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9a      **Assigned to:** District G.M.      **Meeting Date:** August 18, 2020

**Under:** New Business      **Attachment:** Yes

**Subject:** Resolution 2020-06 Adopting Procedures for Filling Vacancies

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

At the Regular Board Meeting on July 21, 2020, Commissioner and Clerk of the Board Tricia Croom announced that she would be resigning her position after the August 18, 2020 Regular Board Meeting.

The District will need to pass the following Resolution to formally adopt the process to replace her position. The District will post the position in local sources. If enough applications are received an Ad Hoc Committee may be formed to reduce the costs that would incur during public meetings that would be required.

At a future public meeting, applicants will be reviewed and potentially interviewed by the board to best determine a replacement.

The applicant filling the vacant Commissioner's role will need to meet all legal and statutory requirements. The term will start from a formal appointment at the meeting in which they are voted and will conclude at the general election(November) of 2021. The winner of that election will fill a shorter four-year term to complete the rest of the current Commissioner's term in 2025. The Commissioner elected in 2025, will serve the normal six-year term concluding in 2031.

**Fiscal Impact:** The following are potential fees for this process: placement of job on Craigslist and special meetings to vet applicants.

**Proposed Motion:** I move to approve Resolution 2020-06 Adopting Procedures for Filling Vacancies.

Reviewed by District Legal Counsel:    **Yes** X **No** \_\_\_\_\_ **Date:** 7/14/20

**Two Touch Rule:**                      N/A      **Committee Review (WCIA Audit)**  
   07/21/20      **First Board Meeting (Informational)**  
   08/18/20      **Second Board Meeting (Action)**

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

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



**Notes:**

Please see attached documents:

- Proposed Timeline for Recruitment, Interview Process and Replacement of Commissioner at Future Regular Board Meeting
- Press Release for Position #4
- Reference Check Form
- Interview Scorecard
- Resolution 2020-06 Adopting Procedures for Filling Vacancies

**DES MOINES POOL METROPOLITAN PARK DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION 2020-06**

**ADOPTING PROCEDURES FOR FILLING VACANCIES**

**WHEREAS**, pursuant to Article 4.2 of the Des Moines Pool Metropolitan Park District Bylaws, Article 4.2 and RCW 35.61.050, the Board of Commissioners shall fill vacancies by a simple majority vote of the commissioners seated when a vacancy occurs within ninety days of the occurrence of the vacancy,

**WHEREAS**, in order to facilitate an orderly and fair appointment process, the Board of Commissioner deems it appropriate to adopt a standard process for filling vacancies on the board,

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

**Section 1.** The Board of Commissioners hereby adopts the following process for appointments to vacant commissioner positions.

**PROCESS FOR FILLING VACANCIES ON THE DES MOINES POOL METROPOLITAN PARK DISTRICT BOARD OF COMMISSIONERS**

The Board of Commissioners will place an announcement of a known or anticipated vacancy(ies) on the Board of Commissioners in the Waterland Blog or other local community website or news outlet.

An “anticipated vacancy” exists only in a situation where a commissioner has formally announced his or her intent to resign on a specific future date and the Board of Commissioners has taken final action to accept the resignation.

**APPLICATION PROCESS**

Individuals who are interested in applying for the position will be required to submit to the Board of Commissioners the following information all of which is subject to disclosure under the Washington State Open Public Records Act:

- A completed Mount Rainier Pool Employment Application.
- A resume
- A cover letter
- Three (3) professional references

**PROCESS**

An Ad Hoc Committee will be selected by the President of the Board with input from the Board of Commissioners at a public meeting. This committee will review all application materials and shall submit up to three names of qualified applicants for each vacancy. The selected names shall be submitted to the full Board of Commissioners after such time as a vacancy exists.

The Board of Commissioners will conduct interviews in an open meeting to the public and may convene in Executive Session to discuss the qualifications of the candidates. The Appointment

shall be made by motion of the Board of Commissioners and the appointed individual shall take office immediately following action by the Board and upon taking an oath of office.

The person appointed to fill the vacancy shall serve until the next general district **election in (commissioner elections are held only in odd numbered years)** (RCW 42.12.070(6)). The person elected at the general election will take office immediately on certification of the election and taking of the oath of office and shall serve the remainder of the term associated with the position (RCW 42.12.070(6)).

**Adoption:** ADOPTED by the Board of Commissioners of the Des Moines Pool Metropolitan Park District at an open public meeting of such Board on the \_\_ day of \_\_\_\_, \_\_\_\_, the following Commissioners being present and voting:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Clerk of the Board

**PROPOSED TIMELINE**  
**Recruitment, Interview Process and Replacement of Commissioner**  
**August 18, 2018**

The table below is the proposed time schedule for replacement of Commissioner Position #4. The timetable is dependent on the number of applicants and Commissioner availability for interviews.

Incumbent Commissioner's Final Regular Board Meeting	Tuesday, August 18, 2020.
Post Recruitment -Waterland Blog -Craigslist -Mount Rainier Pool Website -Social Media	Thursday, August 20, 2020
Deadline for Applications	Thursday, September 3 at 5:00pm
Review Applicants with Board President and Clerk of the Board or Ad Hoc Committee (if designated)  District GM will check references of applicants during this time.	Friday, September 4
Schedule Interviews (If Needed. Potential Special Meetings)	Week of September 6 (Monday, September 6 if Labor Day)
Interviews (If needed)	Thursday, September 9 and Friday, September 10
Selection of Candidate at Next Regular Board Meeting	Tuesday, September 15

All applicants must provide the following documents to be eligible.

- A completed Mount Rainier Pool Employment Application.
- A resume
- A cover letter
- Three (3) professional references

The District GM will develop a review process for applicants that will be used by Commissioners. This process will be distributed during the process.

For more information, please contact Scott Deschenes, District General Manager at (206) 429-3852 or at [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org).

**COMMISSIONER OPENING ANNOUNCEMENT**  
**Recruitment, Interview Process and Replacement of Commissioner**  
**August 18, 2018**

## **Vacant Position on the Des Moines Pool Metropolitan Park District Board**

**EFFECTIVE IMMEDIATELY**

September 15, 2020

**CONTACT**

Scott Deschenes, District General Manager  
[scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org)  
(253) 245-3810

DES MOINES, WA - City of Des Moines residents with an interest in local government, aquatics and community issues are invited to apply for an opening on the Des Moines Pool Metropolitan Park District. With Commissioner Tricia Croom's resignation (effective August 18, 2020), there is an opening for Position 4 on the Board of Commissioners to fill the remainder of her term until the November 2021 election. To be eligible to serve on the Board, applicants must be a resident for one year and be a registered voter of the City. If a person has residency or eligibility questions in this regard, please contact our District offices.

The five-member Board of Commissioners provides governance of the Mount Rainier Pool. The Board of Commissioners also adopts the District's budget, approves appropriations, contracts in the District's name, levies taxes, and sets aquatic programming for the community. Regular business meetings are held on the third Tuesday evenings of every month, with special meetings or study sessions set on availability of the Commissioners.

To apply, please submit the following:

- A completed [Mount Rainier Pool Employment Application](#)
- A resume
- A cover letter
- Three (3) professional references

The deadline for applications is Thursday, September 3 at 5:00pm.

For more information contact Scott Deschenes, District General Manager at (206) 429-3852 or by emailing [info@mtrainierpool.com](mailto:info@mtrainierpool.com). This press release is available on Mount Rainier Pool's website at [www.mtrainierpool.com/about/governance](http://www.mtrainierpool.com/about/governance).

**PROPOSED INTERVIEW QUESTIONS**  
**Recruitment, Interview Process and Replacement of Commissioner**  
**August 18, 2018**

Name:

---

Street Address:

---

**ELIGIBILITY QUESTIONS**

Must Answer "Yes" to the following:

Are You a Resident of United States?

☐ Yes ☐ No

Are You A Legal Resident of the State of Washington?

☐ Yes ☐ No

Are you 18 years of Age or Older?

☐ Yes ☐ No

Must Answer "No" to the following:

Are you under the authority of the Department of Corrections for a Washington felony?

☐ Yes ☐ No

Are you disqualified from voting due to a court order?

☐ Yes ☐ No

Do you vote in any other jurisdiction during an election?

☐ Yes ☐ No

**INTERVIEW QUESTIONS**

Do you serve on any other boards in the Des Moines Community area?

Do you work for any groups that utilize the pool or provide services?

What interests you in this position?

What do you know about our organization?

What do you think are the great characteristics of a board member?

Board members bring experience, wisdom and strategic thinking. What can you bring to this board?

There will be occasional special meetings between regular board meetings that are held the Third Tuesday of each month at 7:00pm. What autonomy do you have over your calendar?

If selected for the position, when could you start?

Other Questions:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Finally, if selected are you willing to complete a mandatory background check? ☐ Yes ☐ No

**REFERENCE CHECK QUESTIONS**  
**Recruitment, Interview Process and Replacement of Commissioner**  
**August 18, 2018**

Name of Applicant: \_\_\_\_\_

Staff Contacted: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to Applicant: \_\_\_\_\_

1. What was it like to work with the applicant?
2. What are the candidates biggest strengths?
3. What were the candidates biggest areas of opportunity (weaknesses)?
4. How did this candidate handle challenges?
5. Would you work with candidate again? ☐ Yes ☐ No



For Staff:

Please list dates and time of conversation.

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

If calls were not returned, please list dates and times messages were left.

Attempt 1: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Attempt 2: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Attempt 3: Date: \_\_\_\_\_ Time: \_\_\_\_\_

If there was any other issues with not being able to contact a reference, please list in space below (mailbox full, phone number unavailable, etc.)

**PROPOSED INTERVIEW REVIEW SCORECARD**  
**Recruitment, Interview Process and Replacement of Commissioner**  
**August 18, 2018**

This interview scorecard is not tabulated by the interview panel, but a form to help individual board members better review individual candidates. The form can be followed by the interview panel member to ensure each applicant is reviewed consistently and to develop a process to maximize the time of the panel in reviewing applicants.

**I. APPLICATION MATERIALS (List Applicants in Each Column)**

Criteria			
Application	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cover Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Resume	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Professional References (3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Prioritize Based on Completeness and Quality (1<sup>st</sup> through 3<sup>rd</sup>)</b>			

**II. INTERVIEW**

Criteria			
Meets Minimum Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Interest in Position			
Knowledge of Organization			
Characteristics Meeting Position			
Experience and Background for Position			
Availability			
<b>Prioritize Based on Responses to Questions Above (1<sup>st</sup> through 3<sup>rd</sup>)</b>			

**III. CHOICE OF REPLACEMENT BOARD MEMBER**

- First Choice: \_\_\_\_\_
- Second Choice: \_\_\_\_\_
- Third Choice: \_\_\_\_\_



## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9b      **Assigned to:** District G.M.      **Meeting Date:** August 18, 2020

**Under:** New Business      **Attachment:** Yes

**Subject:** Resolution 2020-07 Appointing Clerk of the Board

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

At the Regular Board Meeting on July 21, 2020, Commissioner and Clerk of the Board Tricia Croom announced that she would be resigning her position after the August 18, 2020 Regular Board Meeting.

Commissioner Croom was the Clerk of the Board, and the board will need to appoint someone to fill this role for the remainder of 2020.

Per the District's Bylaws, "The Clerk of the Board shall assume the responsibilities and duties of the President in the absence or disability of the President. In accordance with RCW 42.14.180(3), the Clerk of the Board shall also oversee the approval of all checks or warrants issued in payment of claims.

Note-the approval of warrants is now available through online signature and reduces the need for the Clerk of the Board to make visits to the District Office.

**Fiscal Impact:** N/A

**Proposed Motion:** I move to approve Resolution 2020-07 appointing \_\_\_\_\_ as Clerk of the Board.

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

**Two Touch Rule:**                      N/A                      **Committee Review (WCIA Audit)**  
   08/19/2020                      **First Board Meeting (Informational)**  
   08/18/2020                      **Second Board Meeting (Action)**

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

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

#### **Notes:**

See attached Resolution 2020-07 Appointing Clerk of the Board



**DES MOINES POOL METROPOLITAN PARK DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 2020-07**

**APPOINTING REPLACEMENT CLERK OF THE BOARD**

**WHEREAS**, RCW 35.61.10 requires the Board of Commissioners to annually elect a President and Clerk of the Board of Commissioners.

**WHEREAS**, current Clerk of the Board Tricia Croom announced at the July 21 board meeting that she would be leaving the board at the end of August or beginning of September;

**WHEREAS**, a Clerk of the Board is needed in accordance with RCW 42.24.180(3) to oversee the approval of all checks and warrants, and to assume the duties and responsibilities of the President in the absence or disability of the President;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT hereby appoints:

\_\_\_\_\_ as Clerk of the Board to serve until a successor is appointed in January 2021.

**Adoption:** ADOPTED by the BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT at an open public meeting of such Board on the 18th day of August 2020, the following Commissioners being present and voting:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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



## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9c      **Assigned to:** District G.M.      **Meeting Date:** August 18, 2020

**Under:** New Business      **Attachment:** Yes

**Subject:** Resolution 2020-08 Acknowledging Racism within Public Pools

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

At the Regular Board Meeting on July 21, 2020, the District's Board of Commissioners directed the District General Manager to develop a Resolution to acknowledge racism for the August 18 board meeting.

The District General Manager researched and revised a resolution which was used by Tacoma Metro Parks. The District General Manager is working in collaboration with Commissioner Achziger to develop the resolution for the District

A draft resolution is attached. The District General Manager suggests Board review for discussion and staff direction at the September meeting.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion at this time: first-touch item.

Reviewed by District Legal Counsel:    **Yes** X    **No**         **Date:** 8/6/20

**Two Touch Rule:**                      N/A                      **Committee Review (WCIA Audit)**  
   08/18/2020                      **First Board Meeting (Informational)**  
   To Be Determined                      **Second Board Meeting (Action)**

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

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

#### **Notes:**

See attached Draft Resolution 2020-08 Acknowledging Racism within Public Pools





**DES MOINES POOL METROPOLITAN PARK DISTRICT**

**RESOLUTION NO. 2020-08**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF DES MOINES METROPOLITAN PARK DISTRICT ACKNOWLEDGING RACISM WITHIN PUBLIC  
POOLS AND DIRECTING THE AGENCY TO TAKE SPECIFIC ACTIONS**

**WHEREAS**, The American Public Health Association (APHA) defines racism as a system of structuring opportunity and assigning value based on the social interpretation of how individuals perceive and unfairly disadvantage some individuals and communities, and unfairly advantage other individuals and communities; and

**WHEREAS**, structures of racism built into our pools, parks and recreation, education, employment, real estate, healthcare, and criminal justice systems have resulted in persistent negative and disproportional effects on Black/African American and other people of color; and

**WHEREAS**, Dorceta E. Taylor acknowledges in *The Rise of the American Conservation Movement: Power, Privilege, and Environmental Protection*, that the history of parks, recreation and outdoor engagement (including swimming pools) has a long history of white urban elite power and privilege; and

**WHEREAS**, Professor Jeff Wiltse points out in his book *“Contested Waters: A Social History of Swimming Pools in America”* that 58% of Black/African-American children cannot swim and drown at three times the overall rate due to structural racism at pools over the last century; and

**WHERE** a 2015 US Census Report states “around the time the 2020 Census is conducted, more than half of the nation’s children are expected to be part of a minority race or ethnic group” and the U.S. population as a whole is expected to follow a similar trend by 2044; and

**WHEREAS**, parks and recreation services, which include pools, offer opportunity to advance racial equity and undue racist policies that shape access, neighborhood development, and health outcomes; and

**WHEREAS**, the National Recreation and Park Association, as a part of the National Academies Committee on Community-Based Solutions to Promote Health Equity, reports that health inequities are in large part a result of structural racism along with other social determinants of health; and

**WHEREAS**, according to the Center for Disease Control, Black/African Americans in America are 5.5 times more likely to drown than white children, ages 5-19; and

**WHEREAS**, unfair and race-based inequities will continue unless we undertake the uncomfortable but necessary work to reform the institutions and systems that perpetuate racism, violence, poverty, and injustice; and

**WHEREAS**, King County Council approved Resolution No. R2020-0240 declaring racism a public health crisis and endorsing the declarations of the King County executive, public health - Seattle & King County and the King County board of health; and

**WHEREAS**, USA Swimming is committed to a culture of inclusion and opportunity; and

**WHEREAS**, the Des Moines Pool Metropolitan Park District is committed to providing a safe and positive environment for all members of our community, regardless of race, gender, ethnicity, belief or economic circumstance; and

**NOW THEREFORE, BE IT RESOLVED:**

The Des Moines Pool Metropolitan Park District Board of Commissioners declares racism is a public parks and recreation crisis and charges the District to:

1. Assess internal policies and procedures through Government Alliance on Race and Equity (G.A.R.E.) resources to address and reform structures and processes that contribute to race-based decisions and actions.
2. Reshape our discourse and agenda so we all actively engage in anti-racist work, particularly anti-black and minority racism.
3. Review our budget using G.A.R.E. resources and make recommendations for funding changes, allocations or re-allocations that fund the work of transforming systemic racism as a means of resolving disparities by changing the systems that cause them.
4. Partner with the community to co-create solutions.
5. Promote policy and system level changes within the District to move beyond equity only and undo racist structures.
6. Reimagine water safety and how it could be enhanced; convene conversations on how the agency has a role and can support promoting more people of color to swim.
7. Provide the Board and related committees the information they need to create policy to eliminate racism and illuminate any barriers and concerns in order to reconstitute power and social capital so all voices are heard in policy development.
8. Hire people throughout our organization, including those sitting next to us at the Board and management table, who reflect our community to interpret and implement policy to bring equitable culture shifts leading to inclusivity.
9. Work with community groups and organization of color to make them aware of how the District can work with them to better promote swimming in the community, but encourage them to participate more in governance and guidance opportunities.

10. Redevelop our community-driven, equity-based budget process that redeploys resources to areas impacted by decades of underinvestment; and identifying programs and services needed to better serve marginalized and oppressed communities.
11. Ensure that our partners are providing services in an equitable manner to people of color, socioeconomically and serving a proportion of our community.

ADOPTED at an open public meeting of the BOARD OF COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT on the 15th day of September 2020 the following Commissioners being present and voting:

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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District Clerk

