



Des Moines Pool Metropolitan Park District
22015 Marine View Drive South

September 15, 2020
7:00 p.m.
Regular Meeting (*Remote Meeting*)

Due to COVID-19 all district meetings are held remotely. If you wish to listen in, please do so at 1(866) 899-4679, access code 371-050-637. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Linda Ray at linda.ray@desmoinespool.org or call us at (206) 429-3852.

AGENDA

- 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 by Noon on Tuesday, September 15th. 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**
 - August 18, 2020, Regular Meeting
 - d. **CORRESPONDENCE**
 - None
 - e. **BANK TRANSFERS (REVENUE)**
 - \$1981.25 was received in the month of August 2020
 - f. **VOUCHER APPROVAL**
 - \$28,661.70 was processed in August 2020 for warrant requests
 - g. **KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**
 - \$31,333.42 was processed in August 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. OLD BUSINESS

- 7:20 a. Aquatics Manager Q&A
- 7:35 b. September Closure
- 7:50 c. Board Vacancy Update
- 8:05 d. Resolution 2020-08
 - Acknowledging Racism Within Public Pools

8. NEW BUSINESS

- 8:20 a. 2021 Budget Preparation
 - Presentation

UPCOMING MEETINGS

October 20, 2020, Regular Meeting, 7:00 p.m. (Location TBD)

ADJOURNMENT

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g Assigned to: Clerk of the Board Meeting Date: Sept 15, 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 August 2020: Total **\$60,880.14**

Admin Expenditures = \$24,981.08 Ops Expenditures = \$35,899.06 Capital Expenditures = \$0.00

Revenue August 2020: Total **\$13,974.17**

Property Taxes & Interest = \$11,929.54 Misc Revenue = \$345.38 MRP Revenue = \$1,654.25

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- August 18, 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 **\$28,661.70** were approved for payment

- \$4,502.55 was processed on August 3, 2020
- \$3,824.84 was processed on August 11, 2020
- \$11,098.06 was processed on August 17, 2020
- \$9,236.52 was processed on August 24, 2020

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$31,333.42** were processed for payment

- \$12,354.13 approved for payroll on August 6, 2020
- \$18,979.29 was approved for payroll on August 21, 2020

A total of **\$59,995.12** was processed in August 2020 under the oversight of the Clerk 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 August 2020 totaling **\$59,995.12..**

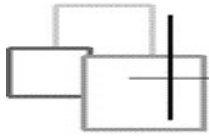
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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 -- August 2020

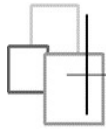
Beginning Balance = \$1,229,069.85

Ending Balance = \$1,181,744.54

Category/ Acct #	Reference	Aug 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,049.16	\$6,819.75	\$12,800.00	5,980.25	53%
001-000-000-576-20-10-01	District Manager - Wage	\$6,274.42	\$48,608.37	\$98,365.00	49,756.63	49%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,964.78	\$14,819.04	\$27,037.50	12,218.46	55%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,410.94	\$34,023.96	\$71,997.00	37,973.04	47%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,442.36	\$26,679.13	\$105,000.00	78,320.87	25%
001-000-000-576-21-30-01	Lifeguards	\$6,375.49	\$57,899.80	\$190,000.00	132,100.20	30%
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	\$720.62	\$16,679.06	\$33,742.80	17,063.74	49%
001-000-000-576-20-21-19	Payroll Taxes	\$7,327.46	\$67,633.74	\$169,000.00	101,366.26	40%
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%
	Total Salaries & Wages	\$31,565.23	\$277,054.21	\$750,310.50	480,090.43	37%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$3,350.26	\$24,320.32	\$35,728.00	11,407.68	68%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$945.00	\$2,000.00	1,055.00	47%
	Total Personal Benefits	\$3,485.26	\$25,265.32	\$37,728.00	\$12,462.68	67%
Office Supplies						
001-000-000-576-20-31-00	District Office Supplies	\$191.14	\$1,197.88	\$5,000.00	3,802.12	24%
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%
	Total Office Supplies	\$191.14	\$2,047.90	\$14,000.00	11,952.10	15%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$797.44	\$1,337.74	\$3,000.00	1,662.26	45%
001-000-000-576-21-35-02	Janitorial Supplies	\$447.98	\$3,139.23	\$5,000.00	1,860.77	63%
	Total Maintenance & Repair Supplies	\$1,245.42	\$4,476.97	\$8,000.00	3,523.03	56%
Pool Supplies						
001-000-000-576-20-40-00	Employee Recognition	\$0.00	\$30.87	\$1,200.00	1,169.13	3%
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$837.77	\$20,000.00	19,162.23	4%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$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%
	Total Pool Supplies	\$0.00	\$3,961.48	\$25,750.00	21,788.52	15%
Scholarships						
001-000-000-576-20-40-20	Faith Callahan	\$0.00	\$1,577.94	\$18,000.00	16,422.06	9%
	Total Scholarships	\$0.00	\$1,577.94	\$18,000.00	16,422.06	9%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$5,500.00	5,500.00	0%
001-000-000-576-21-35-11	Ceiling Tile Replacement (ER&R)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-35-12	ADA Pool Stairs (ER&R)	\$0.00	\$0.00	\$6,000.00	6,000.00	0%
001-000-000-576-21-35-13	Emergency Lighting Replacement (ER&R)	\$0.00	\$0.00	\$2,200.00	2,200.00	0%
	Total Pool Equipment	\$0.00	\$0.00	\$15,700.00	15,700.00	0%

Category/ Acct #	Reference	Aug 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Professional Svcs - Front Offc						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$1,280.00	\$8,410.50	\$14,000.00	5,589.50	60%
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)	\$0.00	\$8,650.75	\$22,500.00	13,849.25	38%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$83.75	\$1,023.37	\$5,250.00	4,226.63	19%
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)	\$4,950.00	\$4,950.00	\$5,445.00	495.00	91%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$30.00	\$342.50	\$1,500.00	1,157.50	23%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$451.00	\$3,184.75	\$7,700.00	4,515.25	41%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$0.00	\$742.62	\$3,000.00	2,257.38	25%
	Total Prof Services-Front Offc	\$6,794.75	\$30,684.52	\$77,095.00	46,410.48	40%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$160.00	\$1,048.00	\$2,160.00	1,112.00	49%
001-000-000-576-21-31-01	Custodial	\$3,900.00	\$3,900.00	\$3,245.00	(655.00)	120%
001-000-000-576-21-31-02	CO2 Services (AirGas)	\$305.42	\$2,660.49	\$1,000.00	(1,660.49)	266%
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	\$5,139.28	\$6,798.00	1,658.72	76%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$13,721.40	\$20,119.52	6,398.12	68%
001-000-000-576-21-48-11	Maintenance Contract (Aquatic Specialty)	\$501.64	\$1,216.46	\$3,000.00	1,783.54	41%
	Total Prof Services-Maintenance	\$5,415.97	\$27,685.63	\$40,622.52	12,936.89	68%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$4,057.57	\$55,998.67	\$100,000.00	44,001.33	56%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
	Total Repairs & Maintenance	\$4,057.57	\$55,998.67	\$102,000.00	46,001.33	55%
Communications						
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	\$209.04	\$1,886.09	\$6,000.00	4,113.91	31%
001-000-000-576-20-42-00	Postage & Mailing	\$0.00	\$246.90	\$1,000.00	753.10	25%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$401.29	\$3,441.05	\$6,750.00	3,308.95	51%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$58.36	\$700.51	\$1,500.00	799.49	47%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$66.00	\$271.08	\$500.00	228.92	54%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$413.00	\$840.00	427.00	49%
	Total Communications	\$793.69	\$10,418.63	\$18,590.00	8,171.37	56%
Training & Travel						
001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$7.36	\$1,500.00	1,492.64	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$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%
	Total Training & Travel	\$0.00	\$3,153.84	\$14,500.00	11,346.16	22%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$1.37	\$3,721.65	\$22,500.00	18,778.35	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	\$41.29	\$3,717.54	\$500.00	(3,217.54)	744%
	Total Advertising	\$42.66	\$7,439.19	\$31,200.00	23,760.81	24%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$5,740.00	\$12,500.00	6,760.00	46%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$1,925.00	\$3,600.00	1,675.00	53%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$535.96	\$1,194.61	\$2,500.00	1,305.39	48%
	Total Rentals & Leases	\$1,528.46	\$8,859.61	\$18,600.00	9,740.39	48%

Category/ Acct #	Reference	Aug 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$3,326.58	\$40,752.88	\$75,000.00	34,247.12	54%
001-000-000-576-21-47-02	Water (Highline)	\$450.94	\$4,250.88	\$9,000.00	4,749.12	47%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$415.90	\$3,052.38	\$4,200.00	1,147.62	73%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$2,076.05	\$3,000.00	923.95	69%
	Total Utilities	\$4,193.42	\$50,132.19	\$91,200.00	41,067.81	55%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$12,332.00	\$16,000.00	3,668.00	77%
	Total Insurance	\$0.00	\$12,332.00	\$16,000.00	3,668.00	77%
Miscellaneous						
001-000-000-576-20-41-12	AMG Liabilities	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-20-49-07	Misc. Services/Discrepancies	\$278.17	\$2,428.75	\$1,000.00	(1,428.75)	243%
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/Membership/Subscriptions	\$431.50	\$2,895.72	\$2,625.00	(270.72)	110%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$0.00	\$348.00	\$1,750.00	1,402.00	20%
	Total Miscellaneous	\$709.67	\$5,928.41	\$7,375.00	1,446.59	80%
Intergovernmental Services						
001-000-000-576-20-41-11	State Audit	\$0.00	\$4,554.36	\$6,000.00	1,445.64	76%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$15,426.01	\$30,000.00	14,573.99	51%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$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%
	Total Intergov Services	\$0.00	\$23,517.42	\$44,000.00	20,482.58	53%
COVID-19						
001-000-000-576-20-31-00	Office Supplies	\$11.92	\$165.37	\$0.00	(165.37)	0%
001-000-000-576-20-43-00	Training/Conferences	\$120.00	\$120.00	\$0.00	(120.00)	0%
001-000-000-576-21-35-02	Janitorial Supplies	\$663.02	\$850.13	\$0.00	(850.13)	0%
001-000-000-576-21-43-06	First Aid Supplies	\$61.96	\$601.90	\$0.00	(601.90)	0%
001-000-000-576-21-49-01	Lifeguard Supplies	\$0.00	\$1,405.88	\$0.00	(1,405.88)	0%
	Total COVID-19	\$856.90	\$3,143.28	\$0.00	(3,143.28)	0%
Capital						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,250.00	1,250.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$7,500.00	7,500.00	0%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$0.00	\$0.00	\$83,750.00	\$83,750.00	0%
	TOTAL ADMINISTRATION	\$24,981.08	\$231,858.69	\$575,505.50	343,646.81	40%
	TOTAL OPERATIONS	\$35,899.06	\$311,632.10	\$752,408.50	440,776.40	41%
	TOTAL CAPITAL	\$0.00	\$0.00	\$83,750.00	83,750.00	0%
	GRAND TOTAL MO. EXPENDITURES	\$60,880.14	\$550,533.93	\$1,414,421.02	\$870,721.23	39%



2020 REVENUE -- August 2020

Account #	Reference	Aug 2020	YTD Balance	2020 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$8,659.60	\$564,436.36	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$1,940.33	\$4,421.09	\$0.00	\$0.00
	Total General Fund	\$10,599.93	\$568,857.45	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services		\$0.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$1,329.61	\$13,415.09	\$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 (Refunds)	-\$266.75	-\$266.75	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$345.38	\$22,107.77	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$311.50	\$29,192.50	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$1,609.50	\$23,634.93	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$45.00	\$742.00	\$0.00	\$0.00
	Total Revenue	\$3,374.24	\$88,928.54	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$175,000.00	\$175,000.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$175,000.00	\$175,000.00
	Grand Total Revenue	\$13,974.17	\$657,785.99	\$200,000.00	-\$457,785.99

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Wednesday, September 9, 2020
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: August 8 , 2020 to September 9, 2020 District General Manager Report

Week Ending August 13, 2020

BOARD MEETING

Earlier today, Linda sent out the agenda and a second email including Resolution 2020-08 Process for Filling a Board Vacancy. Below is Linda's original email including Gotomeeting login information.

Dear Board Members,

Please find attached the Agenda and Packet for the 8/18/2020 Regular Board Meeting which will start at the new time of 7:00 p.m. Log on information is below. If you cannot access the packet through this email feel free to download it from the Mt. Rainier Pool website under "Governance". Do not hesitate to let Scott or me know if you have questions. L.

Regular Meeting Link:

August 18 Regular Board Meeting
 Tue, Aug 18, 2020 7:00 PM - 9:00 PM (PDT)

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

<https://www.gotomeet.me/MountRainierPool/august-18-regular-board-meeting>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 345-416-197

Executive Session (if needed):

August 18 Executive Session (if needed)
 Tue, Aug 18, 2020 7:00 PM - 7:30 PM (PDT)

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

<https://www.gotomeet.me/MountRainierPool/august-18-executive-session-if-needed>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 375-407-885

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/345416197>

Linda Ray
District Clerk
Des Moines Pool Metropolitan Park District
206-429-3852

RE-OPENING

Our main focus this last week is on providing the safest service possible, while working with our patrons and staff on following social distancing protocols. For the first week, we had 88 usages over the first five days with four no-shows. We are looking at numbers for our next schedule update. Staff updated the social markings around the facility and updated the signage outside the doors with our three sandwich boards to inform people on their way in.



All other re-opening items will be covered at board meeting on Tuesday.

FACILITY MAINTENANCE

- Parking Lot Gates – Dominic met with Whitefab, who will be performing. This project is partially covered by the WCIA Risk Mitigation Grant.
- Lighting Project – PSE's contractor will have an independent contractor check the work next week.
- Gutter Project – We are trying to take advantage of the weather to get the gutter work on the back of the facility. We are putting out emails to 12 local companies from the MRSC Roster.
- AAA Fire Inspection – This yearly inspection was completed last week.
- Plumbing Repair in Men's Locker Room – No new news.

None of these projects should affect operations.

STAFF TRAINING

Lauryne is scheduling an in-service for next month that will include lifeguard and cashier trainings. She is also working with Dominic on Skills Checks to ensure lifeguards are ready for emergency situations.

SUB IT UP

We will be switching staff over from WhentoWork to SubItUp next schedule. Lauryne has led the effort to switch software, which should make it more efficient for scheduling and payroll. Below is a link to the software.

<https://www.subitup.com/>

TUKWILA COLLABORATION

The Director of Operations from Tukwila and I met and talked about re-opening and various other items. We will be meeting again next week to discuss standardizing processes. Very good conversations.

WEBINARS

- COVID-19 Risk Management Series (Webinar 2 of 3 of Series) - This presentation focused on potential liability issues for parks and recreation agencies due to COVID-19.
- Great Expectations: Can Revenue Goals and Equity Exist? – The webinar talked about providing quality programs and balancing cost-recovery with equity.

Cost Recovery/Social Equity



Social equity does not mean

- Everything for free
- One funder/payee
- Lack of tiered programs/offerings
- Lack of relevant services
- Lack of innovation



<https://www.lasvegasnevada.gov/Residents/Neighborhood-Services/Programs-Classes>

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Next week, I will be participating in WRPA's third of three webinars on COVID-19.

RESEARCH

- America's Misguided Rush to Reopen Schools - <https://www.governing.com/now/The-Misguided-Rush-to-Throw-the-School-Doors-Open.html>
- Can You Catch COVID-19 in a Swimming Pool (Linked Academic Paper is Good Read) - https://www.huffingtonpost.co.uk/entry/can-you-catch-covid-19-in-a-swimming-pool_uk_5f2c02edc5b6e96a22aed6a3?guccounter=1&guce_referrer=aHR0cHM6Ly93d3cuZ29vZ2xlLmNvbS8&guce_referrer_sig=AQAAAFV_BZE3U27AftyLrzl2d9OWH3IMfWiLLm1tltD-uBiXTvR_7HprlHdqX5LPxLHF6sFzUDncp_6CAm_LI-NOAOfcslWwDaGBRjcQknqmgXHuVm0HSPNMaBcoiQp-RgKYID1q94VYjFhxRZXhKC3DzTacYraJmFHPVhOIFhHYrLY

- Do you Shower Before Swimming? - <https://www.cbc.ca/news/canada/nova-scotia/do-you-shower-before-swimming-in-public-pools-1.4155616>
- Coronavirus Makes Locker Rooms Potential Danger Zones - <https://www.latimes.com/sports/story/2020-06-12/coronavirus-makes-sports-locker-rooms-danger-zone>
- COVID-19 A Personal Prospective on Menth Health and Resources to Help - <https://icma.org/blog-posts/covid-19-personal-perspective-mental-health-and-resources-help?zs=ctEei1&zl=t2T17>
- WHO – Coronavirus MythBusters - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters#:~:text=Exposing%20yourself%20to%20the%20sun,mouth%2C%20and%20nose.>
- Just How Risky is it to Go to the Pool? - <https://www.self.com/story/pool-coronavirus-risk>
- King County Making Juneteenth Holiday for Employees - <https://www.seattlepi.com/news/article/Washington-s-largest-county-moves-to-make-15451310.php>

OFF FRIDAY

Just a heads up that I will be off Friday, August 14.

Week Ending August 21, 2020

BOARD MEETING FOLLOW-UP

1. Resolutions and Minutes: Just a reminder that Linda has sent out Docusigns for the four resolutions and meeting minutes that were approved. If you do not get the emails, please email Linda or call me.
2. Board Vacancy: I spoke with Tricia on Wednesday. We sent the position into Waterland Blog and posted the position on Thursday. I also emailed the past board members that served on the board over the last four years since I have been here and emailed Rashad Norris at Highline College and both Highline and Federal Way PTSAs (as requested).
 - a. Waterland Blog Post: <https://waterlandblog.com/2020/08/20/des-moines-pool-metropolitan-park-district-board-seeking-to-fill-vacancy/>
 - b. Employment Page: <https://mtrainierpool.com/employment/>
 - c. Facebook: <https://www.facebook.com/mtrainierpool/>
 - d. Email: On Thursday, I did get an email from an interested party, but no application packets received as of yet.
3. Re-Opening Update: I will include a copy of the email going out next week in the report. We are still finalizing the content and any updates to website. We will put the message out next Wednesday, August 26, and the new schedule will take effect on Monday, August 31.
4. Resolution 2020-08: Gene and I are working to schedule a meeting with the people he mentioned at Highline Community College. We hope to have an updated version in our next packet.

REOPENING CHANGES

We are looking at adding Tuesday and Thursday Water Exercise and have made changes to the way we book lanes by first booking the odd lanes and then even lanes in both deep and shallow ends to ensure the best social distancing we can. We should have the August 31 schedule update out by Wednesday, August 26. We still want to look at trends from this week's numbers before making a decision.

MAINTENANCE

Broken Locker Room Pipe: MacMiller came out and repaired the broken pipe in the locker rooms. Dominic sent pictures of the copper pipe with and without insulation.



Parking Lot Gate: Joe, Dominic and I are meeting at the pool on Monday to discuss the concrete footings. Joe has put up a number of gates for the city and we appreciate his expertise.

Energy Audit Checkup: PSE had a crew come out this week and inspect the lighting that they provided us as part of their energy lighting upgrades.

STAFF MEETINGS

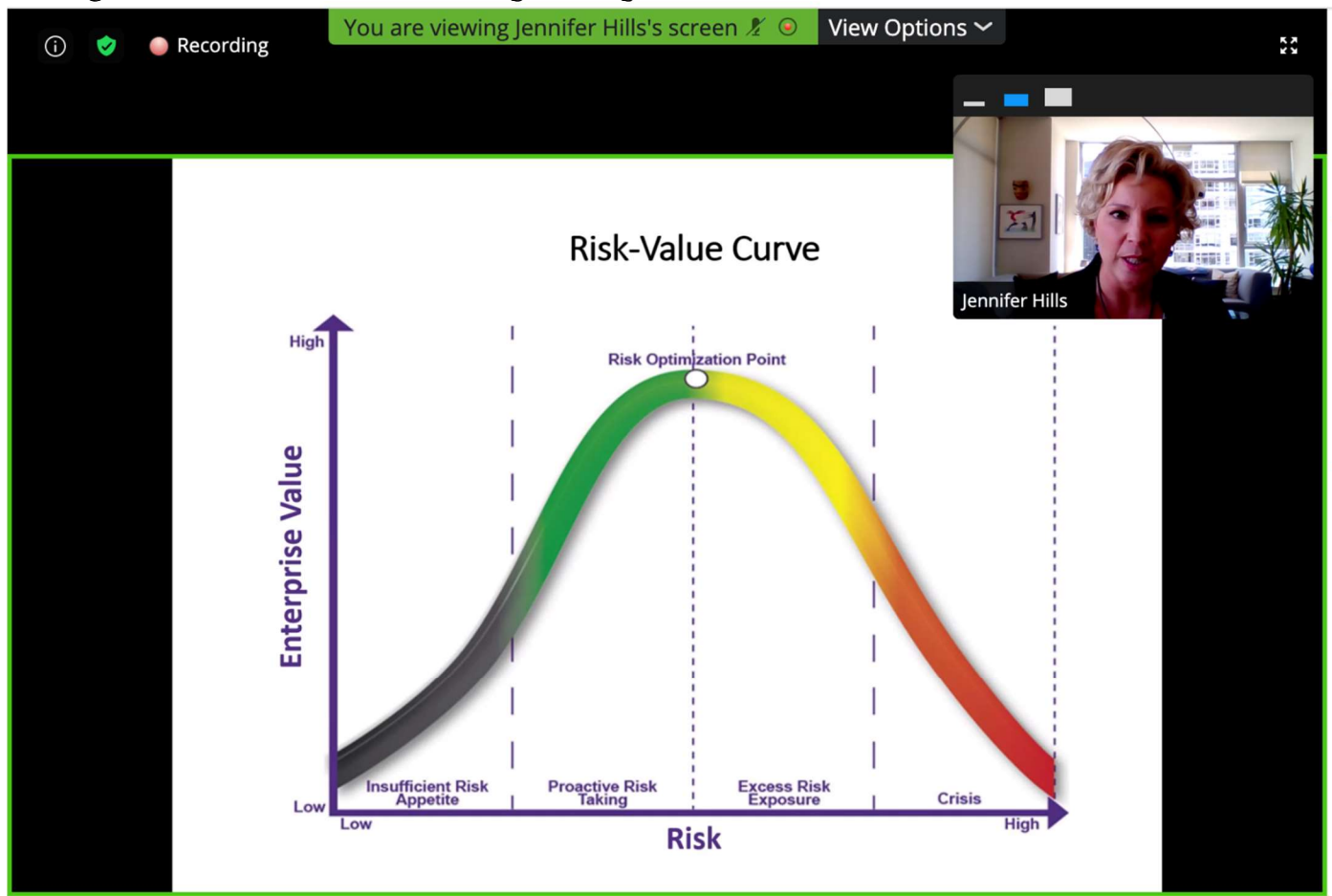
We had two staff meetings this week. One to discuss our next phase of services and the other to focus on direction from the last board meeting.

LEAD HEAD LIFEGUARD

Quentin Knox has been promoted to lead head lifeguard. He has been with the organization since 2016 and has been helping with swim lessons, scheduling and many other facets of our operations. He is a great worker and an asset to our organization.

WEBINAR

WRPA COVID-19: On Monday, August 17, I attended the third of three board meetings for the WRPA COVID-19 series. The first portion of the webinar focused on liability with King County's approach. The second half of the meeting, I was part of a breakout room that focused on the "new normal". It seems that most agencies are focused on Virtual Programming.



MRSC Finance: I will participate in the third of three MRSC COVID-19 Finance Webinar on Monday.

TUKWILA OUTREACH

The Director of Operations and I met on Friday to discuss standardizing processes, COVID-19 processes and how to move forward with our joint meeting in the future.

WCIA

We are completing our jurisdiction survey and got our estimate for 2021 insurance rates from WCIA. We are working to complete the survey and the amount was within what we budgeted for 2020.

AWC SALARY SURVEY

We just received the salary information from 2020 for AWC. We will start working on it next week.

USA SWIMMING SANCTIONS UPDATE (EMAIL)

Here it an email I received from USA Swimming today. I think the email is in regard to their recommendations that came out before each state's guidelines.

Dear members,

We remain focused on supporting our teams and members in their return to training and their continued progression through our "crawl, walk, race" competition.

There has been little change in circumstance regarding necessary precautions to take due to COVID-19 and the related access to water. As a result, the Board of Directors approved the following event sanction for September 2020:

- LSCs will be limited to the sanctioning of meets comprised only of athletes and clubs registered within the LSC.*

*(*A club, geographically isolated within their LSC, may be granted the opportunity to compete in an adjacent LSC with permission from both the club's LSC and the adjacent LSC.)*

An LSC shall establish submission deadlines for sanction or approval applications and shall publish such deadlines, along with relevant instructions a

More than anything, it is important to remember that all training and competition must conform to local, state, and federal public health guidelines.

Should you have any questions regarding meet sanctioning and competition, please contact Joel Shinofield at jshinofield@usaswimming.org.

RESEARCH

- Evergreen Go Fund Me - <https://www.king5.com/article/news/local/white-center-community-pool-at-risk-of-closing-due-to-covid-19-restrictions/281-5c2a99da-bc53-4fbd-89cd-897e66701184>
- State and Local Governments Employ the Highest Share of Essential Workers, Congress is Failing to Protect Them - <https://www.brookings.edu/blog/the-avenue/2020/08/03/state-and-local-governments-employ-the-highest-share-of-essential-workers-congress-is-failing-to-protect-them/>
- Embracing Disaster Mitigation By Wearing a Mask - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-2020-1/Embracing-Disaster-Mitigation-by-Wearing-a-Protect.aspx>
- Trends in Aquatics - <https://recmanagement.com/feature/202006FE02/3>

- How Parks and Recreation Will Change Forever - https://ezine.nrpa.org/infinity/article_popover_share.aspx?guid=202a6477-8e9e-4470-916d-f3b135b8eccf
- COVID-19 Puts Swim Lessons on Hold - <https://www.nbcsandiego.com/news/local/covid-puts-swim-lessons-on-hold/2382149/>
- Dwayne Wade on Mother Conquering the Fear of Swimming - <https://swimswam.com/dwyane-wade-on-his-mother-conquering-fear-of-swimming-i-am-a-proud-son/>
- When Will Tax Revenues Rebound, It Depends on the Tax - <https://www.governing.com/finance/When-Will-Tax-Revenues-Rebound-It-Depends-on-the-Tax.html>
- Navigating Youth Sports During the Pandemic - https://www.espn.com/espn/feature/story/_/id/29590442/how-parents-health-experts-navigating-youth-sports-coronavirus-pandemic#!4
- MRSC Emerging Issues - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-2020-1/Emerging-Issues-Roundup-August-2020.aspx>

Virtual Swim Meet (Note-This is a larger facility in NJ <16 Lanes and gym> with less regulations than we have in Washington, but this could be similar to future meets at our pool.)

- <https://www.youtube.com/watch?v=H5B2CY0o05U> (Very staff and volunteer intensive)

Week Ending August 28, 2020

POOL SCHEDULE UPDATE

The District put out an update to take effect on Monday, August 31st.

- **SCHEDULE**: The schedule will remain 5:30am-2pm, Monday through Friday. We are platooning staff for better support due to COVID-19 and are being conservative with our hours. Water exercise is the most popular activity, so we have added a few classes.

COVID-19 RE-OPENING POOL SCHEDULE

Monday-Friday (No Weekends)

August 31 -To Be Determined***

Maximum 1 Lap Swimmer Per Lane in Deep End, 1 Water Walker Per Lap Lane Line in Shallow End and Maximum of 5 Water Exercise Participants.					
	Monday	Tuesday	Wednesday	Thursday	Friday
5:30-6:30am	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk
6:45-7:45am	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk
8:00-9:00am	Water Ex.**	High-Risk Swim*	Water Ex.**	High-Risk Swim*	Water Ex.**
9:15-10:15am	Water Ex.**	Water Ex.**	Water Ex.**	Water Ex.**	Water Ex.**
10:30-11:30am	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk
11:45am-12:45pm	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk
1:00-2:00pm	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk	Lap/Water Walk
2:00-4:00pm	CLEANING	CLEANING	CLEANING	CLEANING	CLEANING

*High-Risk Swim Times include Water Walking and Lap Swimming for people with a high-risk to COVID-19.

**Water Exercise is limited to the first five participants. (No Lap Lane Reservations Accepted.)

***Schedule will change as Pandemic conditions dictate. Please sign up for email notifications at www.mtrainierpool.com.

Pool times staggered to limit contacts and ensure social distancing.

ALL POOL USAGE DURING THIS PHASE IS APPOINTMENT ONLY!

For more information, visit www.mtrainierpool.com or call us at 206.824.4722.

To make a reservation please call 206.824.4722 or email lauryne.newman@desmoinespool.org

- **WATER EXERCISE:** Water exercise remains to have the largest demand, so we have added Monday through Friday, 9:15-10:15am. We also stipulated that people could not rent a lap lane and participate in classes, as this violates the maximum of 5 for Modified Phase 1.
- **EMAIL BLAST:** On Wednesday, August 26, we sent out an email to our 1,294 people on our list. It was also posted on our website and social media. <http://createsend.com/t/d-907E3C1E75F212712540EF23F30FEDED>
 - As of Thursday morning, here is what the response looked like.

August 31 Update

Sent yesterday to 1,264 unique subscribers across 5 lists

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

[Export Report](#)



■ **421 Unique opens**
943 total opens to date

■ **2 Bounced**
0.16% couldn't be delivered

■ **841 Not Opened**
Open rates are [only estimates](#)

33.36% of all recipients [opened so far](#)

12.59% [clicked a link](#) (53 people)

0.16% [unsubscribed](#) (2 people)

0 people marked it as spam (0%)

0 [shares](#) across Facebook & email

Most popular links (full report)	CLICKS
https://mtrainierpool.com/wp-...ines-September-Update-1-1.pdf	47
https://mtrainierpool.com/wp-...es-September-Update.docx.pdf	34
https://mtrainierpool.com/wp-...es-September-Update.docx.pdf	18
https://confirmsubscription.com/h/d/769737A92AD8F874	11

- **SCHEDULING:** We have our staff split into two platoons, in case of an outbreak. This is recommended in many best practices for continuity. Scheduling for September has been a challenge for Lauryne, as many of the students are awaiting more concrete schedules from their teachers before committing to work.

SWIM LESSONS

Dominic and Lauryne are going to watch socially distant swim lessons at two pools that have just started offering the lessons: Bainbridge Island and Covington. We are hoping to take the information and use it for the new format lessons we plan to offer. Lauryne has already scheduled a visit for Bainbridge Island on September 24, when they start their next session of swim lessons.

STAFF TRAINING

Staff is putting together a lifeguarding recertification for staff that had their passes extended due to COVID-19. They are also working on a WSIT (Water Safety Instructor Training) class and other trainings to get people recertified. *Note-many certifications were extended due to COVID-19 and the inability to have physical contact during recertifications.*

WRPA FALL SUMMIT

I registered for the WRPA Fall Summit with our free WCIA credit for training. WCIA gives one per organization a year.

Just like many other professional development events, Fall Summit is going virtual! Traditionally, Fall Summit is held as a one-day event in Lynnwood, WA. However, this year we will be breaking it up over two-day days into half-day virtual events on **Wednesday, October 14, 2020 & Thursday, October 15, 2020.**

This new online format provides even more opportunities for attendees. We hope this year we can expand to even more park and recreational professionals with helpful training and networking possibilities.

The fee is \$175 per person. Respond to this email if you would like to sign up.

INTERVIEWS

Lauryne had two interviews this week and will have at least one more next week.

BUDGET PLANNING

We should be getting some better information for budgeting 2021 in September. I have my 3rd of three webinars with MRSC on budgeting during COVID-19. In September, we will also be receiving the estimated minimum wage information that we will use in finalizing our salary survey, updated prognostication for 2021 outlooks and have our first open month with COVID-19 affected services.

WRPA AQUATICS GROUP

The WRPA Aquatics Group met and a group is pushing for more people per lap lane and physical-contact swim lessons. This is in early conversations, so it may take some time to proceed. Future Phase 3 Rules. We have been going through the Phase 3 rules and trying to decipher them for future programming. There are some contradictions that we will need to figure out before moving into the next phase. It looks like we should have plenty of time.

BOARD VACANCY

The day I put out the update, I got one interest email, but have not heard anything since. I will put another update out early next week.

WEBINARS

- Inclusion and Innovation (MIT Sloan) – This webinar covered how inclusion can spurn innovation, especially with women as leaders.
- Post-Traumatic Growth: How the Pandemic is Changing Us for the Better (Futures Friday) – This webinar spoke of issues that people are mentally going through due to social distancing and other effects of COVID-19, and the opportunities that may come out of this. *Note-I listened to this while I worked on other items.*

POOL USAGE

Here are numbers for the first three weeks. We have also been selling more 10-visit passes the last couple of weeks.

	August 3-7	August 10-14
Membership Scans	36	44
Paid/10-Visit Scans	52	65
No Shows	4	5

ye on the no shows.

MAINTENANCE

- Parking Lot Gates: Joe, Dominic and I met (social distancing with masks) at the Mount Rainier Pool to discuss pouring concrete and placement of the gates. We are working towards getting the footings placed.
- Project Team: Our project team met on potential upcoming projects. The contractor is on vacation, so we are hoping to schedule a meeting late next week or the week after.

RESEARCH

- Federal Way Stingrays “Recreational” Swim Team- <https://www.federalwaymirror.com/sports/federal-way-stingrays-take-on-auburn-in-newbies-showdown/>
- Locating Good Revenue for Revenue Forecasting - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-2020-1/Locating-Good-Data-for-Your-Revenue-Forecasting.aspx>

- Urban Exiles Are Fueling the Suburban Housing Market Across the US - <https://www.bloomberg.com/news/articles/2020-08-20/covid-pandemic-fuels-u-s-housing-boom-as-urbanites-swarm-suburbs>
- Post COVID-19 Pools Call to Action - https://www.aquaticsintl.com/facilities/post-covid-19-commercial-pool-openings-and-a-call-to-action_o
- Equitable Development During and After Coronavirus: 5 Takeaways - <https://www.pps.org/article/equitable-development-during-and-after-covid-19-five-takeaways>
- Family Kicked Out of historically Black Pool, highlighting lasting impact of segregation - https://www.nbcnews.com/news/nbcblk/black-family-kicked-out-historically-black-pool-highlighting-lasting-impact-n1235532?fbclid=IwAR3IcNSYcnlZk10_m7BRMV1bUR1yNFfrDHXt0N4d1Bhkd5cTuH7oFbzc_k
- The Urgent Need to Rethink How We Fund Our Schools - <https://www.governing.com/now/The-Urgent-Need-to-Rethink-How-We-Fund-Our-Schools.html>
- Integrating Equity, Social Justice and Inclusion Practices - <https://www.nrpa.org/parks-recreation-magazine/2020/september/integrating-equity-social-justice-and-inclusion-practices/>
- CDC Asks 4 States and 1 City to Draft Coronavirus Distribution Plans - https://www.washingtonpost.com/politics/cdc-asks-4-states-and-a-city-to-draft-coronavirus-vaccine-distribution-plans/2020/08/14/a0f09dd8-de69-11ea-809e-b8be57ba616e_story.html

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Week Ending September 4, 2020

NEXT BOARD MEETING

The governor extended the deadline for public meetings to October 1, so our next meeting will be October 1st. Also, we will not meet until September 15. There is a delay with the mail that will not allow us to get any applications until next week. (See below for more information.) Also, below is link from MRSC on where things stand with COVID-19 as of September 3 including public meetings.

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

POOL CLOSURE

We met with the contractor and subcontractor this week and agreed upon a closure this week. We agreed on September 14-27 to try to get the repair completed before we reintroduce more substantial programming including swim lessons and swim teams.

Board members were sent an email on Thursday, September 2 and we sent messaging out on Friday, September 3. Information was put out on our website's pop-up ad, news feed, social media feeds (Facebook, Twitter), and Email Notification System. Here is a link to the email notification sent out -

<http://createsend.com/t/d-4358B099B1C71CCE2540EF23F30FEDED>

Closure projects will include re-grouting women's showers, organizing external storage and they are developing a list of other smaller projects.

OTHER MAINTENANCE

- Gutters – We had no one put a bid in for the gutters project, so we have contacted a company to come out before the rainy season. The project will be under \$20k, so we have met all standards.
- Parking Lot Gates – Dominic is working to get the holes cut and ready for foundations for the gate. Scott R. with the city has been very helpful.
- Asset Management – Dominic and I met (socially distant) at the pool on Wednesday to start updating our asset management roster and a process to surplus items before 2021. Storage is full of items that need to be placed on surplus. We will introduce this at a board meeting in the future. Dominic also ordered some stickers with serial numbers and scanning capabilities to track items. Also, VisionMS has a function to track equipment that we are exploring.
 - <http://mrsc.org/Home/Explore-Topics/Finance/Finance-Policies/Asset-Management-Policies.aspx>

BOARD VACANCY

As of 5:00pm, we have not received any applications. We will wait until Monday, unless someone mailed it in, and it was delayed. We have forwarded mail that has gotten delayed over the last couple of weeks. I have talked to the Post Office and it has been worked out effectively as

STAFF TRAININGS

- Dominic and Lauryne are scheduling a social distanced LGI review. They are aiming at having 10 people in the class.
- The next In-service on Zoom (videoconferencing) is scheduled for September 28.

WRPA AQUATICS CONFERENCE

Just like many other professional development events, Fall Summit is going virtual! Traditionally, Fall Summit is held as a one-day event in Lynnwood, WA. However, this year we will be breaking it up over two half-day virtual event (Wednesday, October 14, 2020 & Thursday, October 15, 2020).

This new online format provides even more opportunities for attendees. We hope this year we can expand to even more park and recreational professionals with helpful training and networking possibilities.

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.

The fee is \$115/person. The first person is covered by WCIA. Dominic, Lauryne and Quentin will be attending.

If you would like to register, please contact Linda or I as soon as possible to reserve a spot.

WRPA FALL SUMMIT (From last week's report)

I registered for the WRPA Fall Summit with our free WCIA credit for training. WCIA gives one per organization a year.

Just like many other professional development events, Fall Summit is going virtual! Traditionally, Fall Summit is held as a one-day event in Lynnwood, WA. However, this year we will be breaking it up over two-day days into half-day virtual events on **Wednesday, October 14, 2020 & Thursday, October 15, 2020**.

This new online format provides even more opportunities for attendees. We hope this year we can expand to even more park and recreational professionals with helpful training and networking possibilities.

The fee is \$175 per person. Respond to this email if you would like to sign up.

WEBINARS

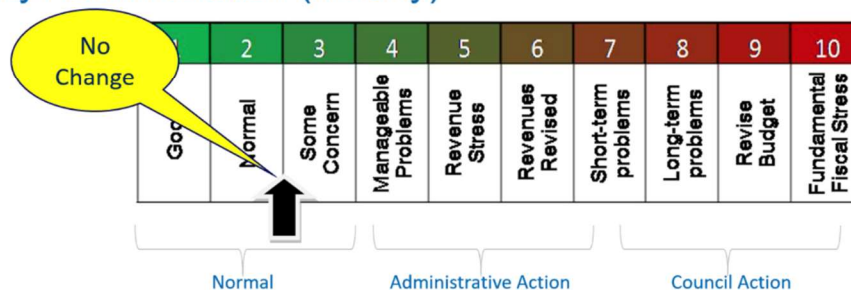
Budgeting w/ COVID-19 (MRSC) – The webinar went over how to deal with the uncertainty of future data and to communicate to elected officials.

Budget Monitoring



Redmond example

- Difficult economic times results in greater scrutiny
 - Public Administration and Finance Committee (monthly)
 - City Council (quarterly)
 - City Administration (weekly)



15

Monitor and Revise (as necessary)



Monitoring the budget

- COVID makes estimating difficult
 - Revenue estimates are “best guesses”
 - Future cost drivers could be different
- Monthly monitoring is recommended
 - Effective format (for production and consumption of information)
 - Review methodology should be clear (both administrative and policy board reviews)

PRESIDENTS MEMORANDUM OF PAYROLL TAX DEFERRAL

We are aware of the President’s Memorandum on Payroll Taxes and are working to research and implement potential changes. See article below for more information.

<https://stateparks.oregon.gov/index.cfm?do=park.profile&parkId=104>

WIAA 2020-2021 TENTATIVE SCHEDULE

SPORT	START DATE	END DATE
Boys Swimming & Diving	December 27	February 27
Girls Swimming & Diving	March 1	May 1

We also are looking at WIAA’s guidelines for swim and dive practices, so we will be ready in December.

REOPENING VISITS

Usually we are closed during the last two weeks of August as people enjoy the weather and are on vacation before school re-opens. Below are the updated numbers.

	August 3-7	August 10-14	August 17-21
Membership Scans	36	44	39
Paid/10-Visit Scans	52	65	81
No Shows	4	5	8

HEALTH INSURANCE MEMBERSHIPS

We are up to 18 insurance benefit memberships. We also have been contacted to reach out to United Healthcare, which I did do. We currently have:

- 6 ASH Network (Active & Fit and Silver & Fit)
- 12 Tivity Health (SilverSneakers, Prime, Etc.)

Also, we were notified by Tivity that they would be paying 10% less per contract due to financial issues due to COVID-19. This will lower the per visit paid from \$3.00 to \$2.70. I have until September 11 to confirm to renew our contract or it will end at the end of the year.

I am also pursuing United Healthcare to hopefully get more members of their partners AARP.

WEBSITE

We had a critical error with the website that delayed us making some updates last week, but the issue has been resolved.

WCIA LIABILITY EXPOSURE QUESTIONNAIRE

Each year we complete a liability exposure questionnaire. I am sending ours in this week.

LABOR DAY CLOSURE

Just a reminder that the pool will be closed on Monday, September 7 in observance of Labor Day. All full-time staff will be on holiday.

RESEARCH

- Misinformation Source (ICMA) - <https://icma.org/blog-posts/pandemic-infodemic-how-disinformation-negating-effective-public-health-response>
- Lynnwood Aquatics Team Recognized - <https://lynnwoodtimes.com/2020/08/03/lynnwoods-aquatics-team-recognize/>
- Lynwood Teen Saves Friend from Drowning - <https://lynnwoodtimes.com/2020/08/19/lynnwood-teen-saves-friend-from-drowning/>
- Local Gyms Send Letter to Inslee to Reopen- <https://keprtv.com/news/local/local-gyms-send-letter-to-inslee-asking-to-reopen>
- Expanded William Shore Pool Reopening in October - <https://www.peninsuladailynews.com/news/shore-aquatic-center-plans-october-opening/>
- Equitable Access to Parks and Recreation - <https://www.nrpa.org/parks-recreation-magazine/2020/september/equitable-access-to-parks-and-recreation-is-vital-to-communities-everywhere/>
- IPD Falls Below 1% - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-2020-1/Implicit-Price-Deflator-Falls-Below-1-percent.aspx>
- COVID Continues to Whittle Away at Childcare - <https://www.federalwaymirror.com/news/covid-continues-to-whittle-away-at-child-care-in-washington/>

Week Ending September 9, 2020

BOARD MEETING

Linda will send out the agenda packet later for next week's meeting (Tuesday, September 15 at 7:00pm). We will not be having an Executive Session. The Aquatics Manager and Aquatics Coordinator will have a question and answer session for the board about our opening, the closure and future services.

September 15 - Regular Board Meeting

Tue, Sep 15, 2020 7:00 PM - 9:00 PM (PDT)

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

<https://global.gotomeeting.com/join/371050637>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 371-050-637

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

<https://global.gotomeeting.com/install/371050637>

Please call me at (253) 245-3810 or (206) 429-3852, if you are having any trouble logging on.

RE-OPENING VISIT REPORT

	August 3-7	August 10-14	August 17-21
Membership Scans	36	44	39
Paid/10-Visit Scans	52	65	81
No Shows	4	5	8

BOARD VACANCY

As of Wednesday, we still have not received an application, but Commissioner Achziger did email me last weekend that he may potentially have someone. Also, MRSC put out an article on Board Vacancies.

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/September-2020/Filling-a-Vacancy-in-City-or-Town-Councils.aspx>

MAINTENANCE UPDATE

- Parking Lot Gate- Dominic met with City that is going to saw cut area for gate posts and vector truck company to remove dirt from rest post and swing post holes. We are meeting again on Monday (September 14) to discuss the project.
- Dechlorination and Draining Pool – Dominic contacted Midway Sewers and is starting the dichlorination on Friday and will start draining on Monday. We remove all chlorination for water that will be added to sewer system.
- Caulking Defect – MWC's subcontractor will be out Wednesday to remove and replace the caulking. We will discuss this in more detail at the board meeting.
- Closure – Notifications were sent out and signage posted at the pool.
- Projects – Staff is going to regrout in women's staff locker room shower and reorganization of storage in preparation for Asset Management process.
- Rear Gutter – We are still pursuing replacement of the rear gutter, but we think a lot of companies have been busy on gutter and roof jobs. We are waiting for Axis Roofing to contact us to set up a site visit.

STAFFING

- Onboarding - Lauryne onboarded 3 staff last week and all passed their background checks.
- Lifeguard Review – Lauryne and Kyle will be leading a Lifeguard Review class. We have platooned our staff during this Phase to reduce the impacts of an outbreak and each instructor can teach a limit

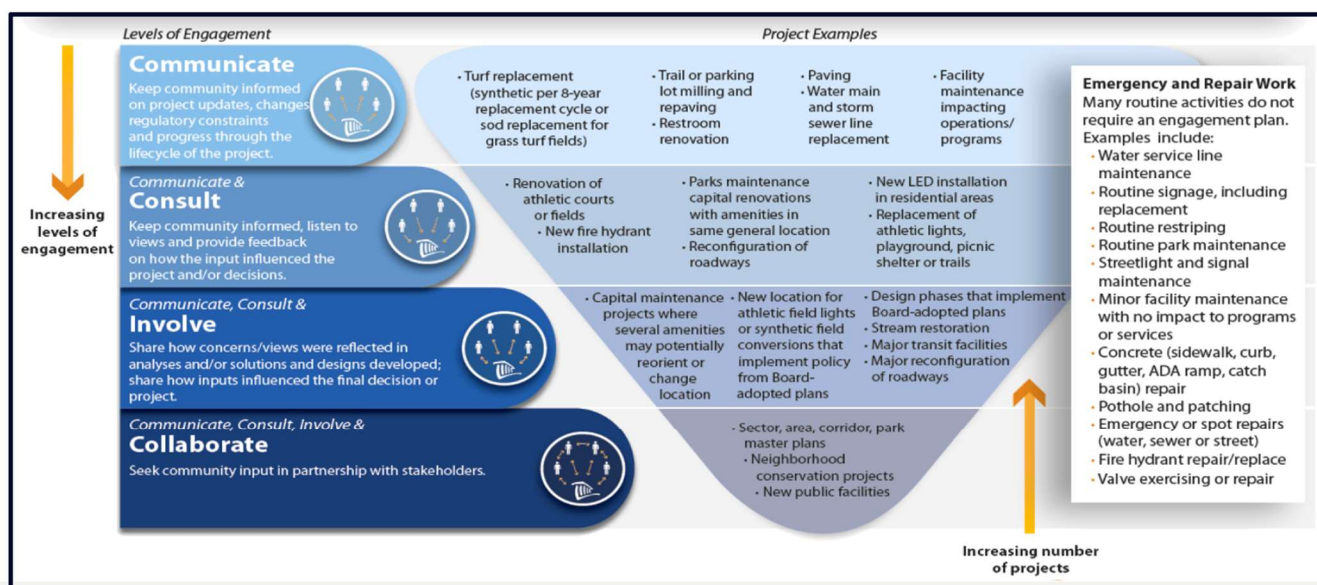
of 5 people, so Lauryne and Kyle each have their own group they will be physically working with (social distancing and safety are a priority.)

- WCIA Liability Exposure Questionnaire – I noticed while completing the liability exposure questionnaire that we increased from 33 staff (2019) to 54 staff (+3 new ones onboarded after survey completed-not counted in increase). That is a 64% increase since 2019's liability questionnaire.

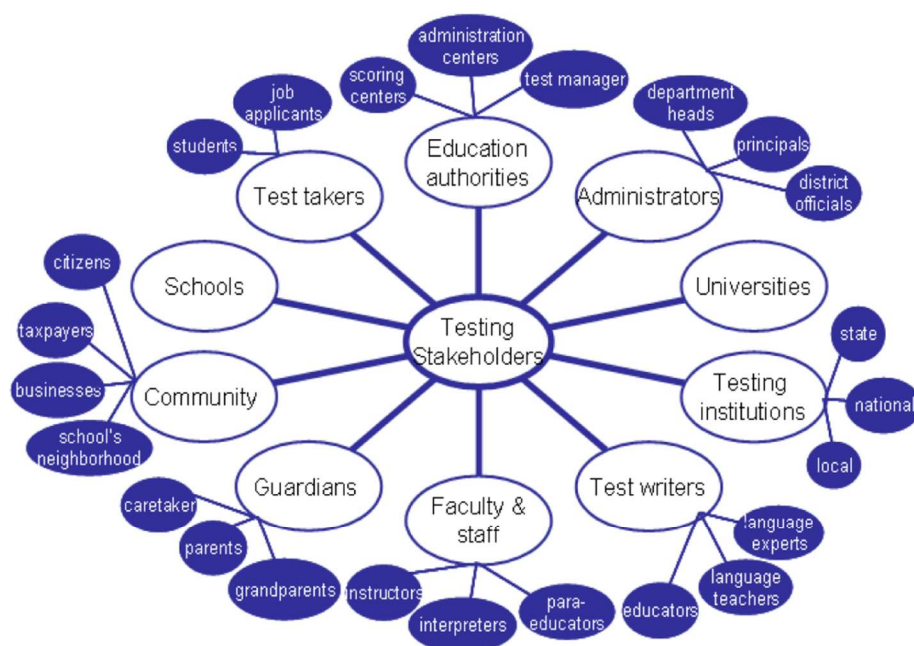
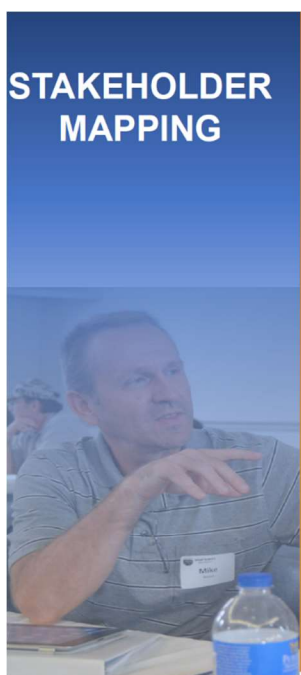
WEBINARS/MEETINGS

- ICMA: Dealing with Upset Public – I thought with the disparity in expectations of services due to the pandemic that this would be a good webinar. The webinar discussed how to include people that may be upset with Civic services. It is mainly for city staff dealing with pandemic and equity issues, but it had some good information.

LEVELS OF ENGAGEMENT



ICMA | coaching program



ICMA | coaching program

- WRPA Aquatics Network – Lauryne and Dominic attended the WRPA Aquatics Network Meeting on Thursday. We will include a summary in next week's report.

OFF

I will be off Thursday and Friday for vacation. I can be reached at (253) 245-3810 but may have limited cell service. I will call you back within 24 hours.

RESEARCH

- Ask the Expert: Aquatics Risk Management - <https://campusrecmag.com/ask-the-expert-aquatics-risk-management/>
- Re-Opening the Economy - <https://www.governing.com/now/Reopening-the-Economy-Under-COVID-19-Tracking-Containment.html>
- Innovative Outdoor Pool in BC - https://www.aquaticsintl.com/awards/british-columbias-aldergrove-credit-union-community-centre-langley-named-dream-design-by-aquatics-international_o
 - Extremely Cold Weather - <https://www.aldergrovestar.com/news/aldergrove-pool-shut-down-amid-extremely-cold-weather/>
 - Hot Weather - <https://www.abbynews.com/community/aldergrove-pool-a-hit-during-heat-wave/>
- Virtual Swim Meets Have Different Look, Feel - <https://thezone.rep-am.com/swimming/2020/08/28/virtual-swim-meets-provide-different-look-feel/>
- Workers Say They Are Worried About COVID-19 Safety at Big Blue Swim School in North Center, Some Have Walked Off Job - <https://chicago.cbslocal.com/2020/08/25/workers-say-theyre-worried-about-covid-19-safety-at-big-blue-swim-school-in-north-center-some-have-walked-off-job/>

- WIAA's Mick Hoffman Voices Support, Addresses Realities for Student-led Petition, Rally to Resume Fall Season - <https://scorebooklive.com/washington/2020/09/04/watch-wiaas-mick-hoffman-voices-support-addresses-realities-for-student-led-petition-rally-to-resume-fall-season/>
- Constantine Announces King County Climate Action Plan - <https://www.federalwaymirror.com/news/constantine-announces-king-county-climate-action-plan/>



Des Moines Pool Metropolitan Park District

August 18, 2020

7:00 p.m.

Remote Online

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

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

Commissioner Croom was absent.

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 4-0

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT

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

CONSENT AGENDA

Commissioner Kasnick moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in July 2020 totaling \$84,552.79. Commissioner Dusenbury 2nd. The motion passed 4-0.

EXECUTIVE SESSION

The Board went into an Executive Session at 7:05 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 7:20 p.m.

The Regular Meeting reconvened at 7:20 p.m.

President Young called for a motion. Commissioner Dusenbury moved that the Board authorizes our legal counsel to work with the contractor to select a mediator of his choice and further authorizes the District General Manager to bring in the subcontractor managed by the contractor to provide a quote and procedure to repair the joint. Commissioner Kasnick 2nd the motion. With no further discussion, the motion passed 4-0.

OLD BUSINESS

a. Re-opening Update

District General Manager Deschenes gave a presentation which is on file. He reported on Governor Inslee's announcement regarding no more than 5 patrons in the facility at a time. After talking to a rep at WRPA, we proceeded with reopening on August 3rd after all guidelines produced by the State of Washington, which took a couple of days after the announcement was made. Many pools have decided to hold off opening until Phase 3 with lessons occurring in Phase 3 or 4. Open swims will happen in Phase 4. We are presently in Phase 1.5.

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 – 08/18/2020**

The DGM further reported that University of Washington prediction models are predicting an increase in the occurrence of COVID-19 in November of this year. We are researching our options on which projects to be prepared if we are required to close again.

Presently, the pool is open at 5:30 a.m. Attendance is okay but some of our patrons have voiced that they do not feel comfortable yet in returning. We will make some adjustments to the schedule for August 31st and perhaps increase water exercise times.

Based on the Highline School District's postponement of opening their swim team season, the DGM contacted Ken Spencer at SMAC with our decision not to open the pool to swim teams until Phase 3 or when WIAA swim teams are allowed to return to the pool.

We have increased signage inside and outside of the pool. Masks are being offered at the front door. Patrons are being preregistered and are being asked to shower at home before coming to the facility to eliminate congestion in the shower and locker room areas which are considered high-risk areas. Chairs have been staged on the pool deck for people to put their belongings while swimming. Benches in the locker rooms and on the deck have been sectioned off to maintain social distancing.

COVID-19 information has been posted in the lobby in both English and Spanish.

We are only one of three pools that are open in the area. The others are Evergreen and Tukwila.

b. Board Committees

District General Manager Deschenes presented Resolution 2020-08 to formalize Board Committees that were decided upon at the July 21st meeting.

Commissioner Kasnick moved to approve; Commissioner Dusenbury 2nd. With no discussion the motion passed 4-0.

c. Safety Plan Update

The District General Manager reported there had been some updates to the Safety Plan to include language on the age group permitted into the facility to swim, caregivers per ADA, and mask guidelines. The Plan is required by law and several state agencies may at any time ask to see it while on-site.

NEW BUSINESS

a. Process for Filling Vacancies

At the July 21st Board Meeting, Commissioner Tricia Croom announced that her family was leaving the area and that she would be stepping down from her position after the August 18th meeting. District General Manager Deschenes drafted a general process for filling that position along with Resolution 2020-06.

According to legal counsel, Commissioner Croom's notice is valid as documented in the minutes of the July 21st meeting. Even so, President Young asked the DGM to contact the Commissioner to confirm that she is leaving the board.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 08/18/2020**

Commissioner Achziger suggested the DGM contact Rashad Norris at Highline to post the job opening at Highline College and also suggested that he contact both Highline School District and the Federal Way School District to reach out to their PTSA's for potential candidates.

Within the draft process document, review of potential candidates was to be done by ad hoc committee. The Board asked for this reference to be removed before approval of the Resolution.

Commissioner Kasnick moved to approve the modified Resolution 2020-06, Adopting Procedures for Filling Vacancies; Commissioner Dusenbury 2nd. With no further discussion, the motion passed 4-0.

b. Appointment of Clerk of the Board

Resolution 2020-07 will appoint a temporary replacement for Commissioner Croom in her role as Clerk of the Board until January 2021.

Commissioner Dusenbury volunteered to step into this role.

Commissioner Achziger moved to approve Resolution 2020-07, appointing Commissioner Dusenbury as Clerk of the Board; Commissioner Kasnick 2nd the motion. With no discussion, the motion passed 4-0.

c. Acknowledging Racism

Discussions on making a formal statement on equity occurred at the July 21st meeting. As such, the DGM drafted Resolution 2020-08, A Resolution Acknowledging Racism in collaboration with Commissioner Achziger for review by the Board members.

President Young suggested in order to give everyone time for a better read, the resolution will be pushed to the September 15th agenda for approval.

GENERAL DISCUSSION

President Young announced that the next Regular Board Meeting would be on September 15th, with the possibility of a Special Meeting before that date to interview potential candidates for the opening on the Board.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:03 pm.

UPCOMING MEETINGS

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

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 08/18/2020**

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: 08/03/2020

Total Amount: \$4,502.55

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200729141803.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:

7/29/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

7/29/2020

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

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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_20200729141803.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
DEPARTMENT OF LABOR & INDUSTRIES			466512_2020	07/22/2020	\$27.50	2020 FEE ASSESSMENT
DEPARTMENT OF RETIREMENT SYSTEMS			20200722DOR	07/22/2020	\$605.50	DEFERRED COMP S DESCHENES
HIGHLINE WATER DISTRICT			20200722HWD	07/22/2020	\$450.94	WATER UTILITY - 6/22 TO 7/22/2020
LAURYNE NEWMAN			20200729LN_Reimb	07/29/2020	\$80.11	REIMBURSEMENT FOR POOL OFFICE SUPPLIES
LINDA RAY			20200729LR_Reimb	07/29/2020	\$11.92	REIMBURSEMENT FOR POOL SUPPLIES
PUGET SOUND ENERGY			20200722PSE	07/22/2020	\$3,326.58	ELECTRIC UTILITY - 6/19 TO 7/21/2020



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/11/2020

Total Amount: \$3,824.84

Control Total: 14

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200806111004.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:

8/6/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

8/6/2020

A3D212E34481429 Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200806111004.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			19344	07/20/2020	\$501.64	POOL SERVICE AGMT - JUL 2020
AQUATIC SPECIALTY SERVICES			19394	08/03/2020	\$52.17	POOL CHEMICALS
CENTRAL WELDING SUPPLY			RN07202439	07/31/2020	\$69.97	750 LB BEVCARB
CHANCELLOR HOPPENRATH			20200430CH57_2	08/05/2020	\$63.38	REPLACEMENT FOR #9839190, 4/30/2020
DEPARTMENT OF RETIREMENT SYSTEMS			20200810DOR	08/06/2020	\$605.50	DEFERRED COMP S DESCHENES
GRAINGER			9605442475	07/29/2020	\$444.48	COVID SUPPLIES
GRAINGER			9603523953	07/28/2020	\$126.13	JANITORIAL SUPPLIES/MRP
HANNA LAI			2020080644	08/06/2020	\$6.30	PAYROLL PE 7/25/2020
MEENA LAI			20200806ML54	08/06/2020	\$6.31	PAYROLL PE 7/25/2020
MIANNA BEHRENS			20200806MB31	08/06/2020	\$6.49	PAYROLL PE 7/25/2020
NORTHWEST LANDSCAPING SERVICES			CD50093377	08/01/2020	\$548.91	LANDSCAPE SERVICES/MRP
SADIE IKEMEIER			20200806SI59	08/06/2020	\$107.25	PAYROLL PE 7/25/2020
SNURE LAW OFFICE			20200801BS	08/01/2020	\$1,280.00	PROFESSIONAL SERVICES - JUL 2020
TANNER HUCK			20200806TH27	08/06/2020	\$6.31	PAYROLL PE 7/25/2020



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/17/2020

Total Amount: \$11,098.06

Control Total: 11

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200812134639.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:

8/12/2020

Authorized District Signature

Date

Authorized District Signature

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Authorized District Signature

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District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200812134639.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AAA FIRE PROTECTION INC.			7416297	08/10/2020	\$455.40	FIRE EXT SERVICING/MRP
ABS			16404	08/01/2020	\$160.00	DISTRICT JANITORIAL SERVICE - AUG 2020
CENTRAL WELDING SUPPLY			EC232388	08/06/2020	\$235.45	BULK BEV CARB/MRP
CIVICPLUS			199945	07/27/2020	\$4,950.00	CIVICREC ANNUAL RENEWAL - 2020
COPIERS NORTHWEST			2179603	08/07/2020	\$20.86	COPIERS OVG CHG - 7/6 TO 8/5/20
FACILITY MAINTENANCE CONTRACTORS			IVC21022	07/30/2020	\$3,900.00	DEEP CLEAN/MRP
GRAINGER			9605758607	07/30/2020	\$48.41	JANITORIAL SUPPLIES/MRP
GRAINGER			9605662577	07/30/2020	\$61.08	JANITORIAL SUPPLIES/MRP
RECOLOGY			0003231352	07/31/2020	\$415.90	GARBAGE/RECYCLE UTILITY/MRP - JUL 2020
SEATTLE SOUTHSIDE CHAMBER OF COMMERCE			1019049	08/01/2020	\$315.00	ANNUAL MEMBERSHIP - 2020
UNITED RENTALS (NORTH AMERICA), INC.			183364288-001	07/10/2020	\$535.96	RENTAL - SCISSOR LIFT 19' - MRP



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/24/2020

Total Amount: \$9,236.25

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200821101138.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:

8/21/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

8/21/2020

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_20200821101138.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AWC - VIMLY BENEFIT SOLUTIONS, INC			5633	08/14/2020	\$1,269.58	EMPLOYEE TRUST - FINAZZO/NEWMAN
CANON FINANCIAL SERVICES, INC.			21799572	08/13/2020	\$62.89	CONTRACT CHG - AUG 2020
COMCAST			20200808CB/DMP	08/08/2020	\$172.52	TELEPHONE/INTERNET-DMP - 8/18 TO 9/17/2020
COMCAST			20200812CB/MRP	08/12/2020	\$228.77	TELEPHONE/INTERNET-MRP - 8/22 TO 9/21/2020
DEPARTMENT OF RETIREMENT SYSTEMS			20200820DOR	08/20/2020	\$605.50	DEFERRED COMP S DESCHENES
GRAINGER			9626478524	08/19/2020	\$311.98	JANITORIAL SUPPLIES/MRP
US BANK			20200810USB	08/10/2020	\$5,867.51	BANKCARD STMT ENDING 8/10/2020
ZEN 22015, LLC			20200901ZEN	09/01/2020	\$717.50	RENT - SEP 2020

ELECTRONIC PAYMENT REQUEST FORM




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

Payment Settlement Date Aug 14, 2020

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 8/10/2020	170950010			24219		00000	12,354.13
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$12,354.13

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

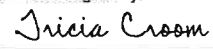
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

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.

DocuSigned by:
 Signature  8/6/2020 Title Clerk of the Board Date Aug 6, 2020
 A3D212E34481429...
 Print Name Tricia Croom Phone # 206-429-3852 Email Tricia.croom@comcast.net

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Aug 28, 2020

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 8/25/2020	170950010			24219		00000	18,979.29
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$18,979.29

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

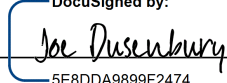
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

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.

DocuSigned by:
 Signature  Title Clerk of the Board Date Aug 21, 2020
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** Aquatics Manager **Meeting Date:** 09/15/2020

Under: Old Business **Attachment:** No

Subject: Aquatics Manager Q&A

Background/Summary: The District has the Aquatics Manager make a quarterly update. Due to COVID-19, the pool was closed March 17 through August 3, and the Aquatics Manager's report was pushed back.

With the complexity of guidelines, we felt it would be important to have the aquatics management staff, Dominic and Lauryne, on hand to discuss the re-opening, staffing and other pertinent issues regarding COVID-19.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Informational only.

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

Two Touch Rule:	<u>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 #: 7b **Assigned to:** Aquatics Mgr & DGM **Meeting Date:** 09/15/2020

Under: Old Business **Attachment:** No

Subject: Closure Update

Background/Summary: The District has elected to close the pool from September 14 through 27. This closure is to perform defect duties from the 2017-2018 Closure Project. The Aquatics Manager and District Manager will discuss the closure, current projects and plans for re-opening.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Informational only.

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

Two Touch Rule:	<u>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 Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c Assigned to: District GM

Meeting Date: 09/15/2020

Under: Old Business

Attachment: No

Subject: Board Vacancy Update

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, any 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 the 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.

Update 9/8/2020: The District did not receive any in-person applications for the board. Note- On August 19, the District started forwarding all mail to the Mount Rainier Pool. There have been issues with mail taking longer than normal to arrive. We are using the week of September 7 to see if anyone applied by mail.

Fiscal Impact: The following are potential fees for this process: placement of job on Craigslist and special meetings to vet applicants (board per diem if needed)

Proposed Motion: No motion necessary.

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:

No attachments.

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.

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
Prioritize Based on Completeness and Quality (1st through 3rd)			

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			
Prioritize Based on Responses to Questions Above (1st through 3rd)			

III. CHOICE OF REPLACEMENT BOARD MEMBER

- First Choice: _____
- Second Choice: _____
- Third Choice: _____

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.)

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

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

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?

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

(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. This press release is available on Mount Rainier Pool's website at www.mtrainierpool.com/about/governance.

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d Assigned to: District GM

Meeting Date: 09/15/2020

Under: Old 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 did research and came up with a resolution presented by Tacoma Metro Parks. The District General Manager is working with Commissioner Achziger to develop a resolution.

Update 9/15/2020: Commissioner Achziger and I decided to move this item to the October agenda to allow for more time to discuss the language with experts from Highline College. Highline College is in preparing for the fall session. It was decided the conversation would be more effective at a later date.

Fiscal Impact: N/A

Proposed Motion: No motion at this time.

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:

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:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District G.M.

Meeting Date: 09/15/2020

Under: New Business

Attachment: Yes

Subject: Budget Workshop Preparation

Background/Summary:

The District General Manager has elected to push the budget process back to October due to the uncertainty of COVID-19 data.

Four important reports will be coming out in September:

- Washington State Economic and Revenue Update (Third Quarter)
- 2021 Washington State Minimum Wage
- MRP August Revenue (First Month Open During COVID-19)
- 2021 Estimated Property Taxes from King County

The District General Manager recommends having a Budgeting Workshop at our Retreat, tentatively scheduled for Tuesday, October 6. (No start time has been determined.)

Although the format is not finalized, it is important that we discuss setting up a salary schedule for part-time and full-time employees, update capital plan, discuss a preliminary budget, cash flow analysis and future levy certification.

The District GM has put together two presentations to give the board things to think about for the October retreat. One for lifeguard (part-time salaries) and the other on the effects of benefits and pay for full-time staff.

The District GM is still awaiting other reports but will work with the Finance Committee on content for the workshop.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Staff will schedule meeting from board feedback.

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

Two Touch Rule:	<u>N/A</u>	Committee Review (WCIA Audit)
	<u>09/15/20</u>	First Board Meeting (Informational)
	<u>08/18/20</u>	Second Board Meeting (Action)

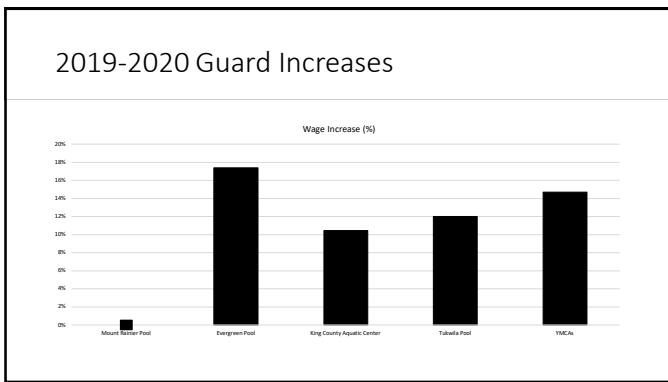
Action Taken: **Adopted** ☐ **Rejected** ☐ **Postponed** ☐

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

Notes: Lifeguard Salaries PowerPoint; and Benefits and Pay PowerPoint



1



2

2019-2020 Minimum (Lifeguard) Comparison


Organization	2019	2020	Hourly Increase (Percentage)
Mount Rainier Pool	\$13.50	\$13.50	\$0.00 (0%)
Evergreen Pool	\$11.50	\$13.50	\$2.00 (17.39%)
King County	\$16.09	\$17.77	\$1.68 (10.44%)
Tukwila Pool	\$12.50	\$14.00	\$1.50 (12%)
YMCA of Seattle	\$13.47	\$15.45	\$1.98 (14.7%)
Minimum Wage	\$12.00	\$13.50	\$1.50 (12.5%)


NOTES:


- We can also pay 15-year olds 85% of minimum wage, but I do not recommend this.
- Swim Instructors are usually paid a higher rate.
- Opening Guards and Day Shift positions paid more due to difficulty to fill.
- Pay for certifications, but other organizations now offer this too.

3


Other Local Companies Hiring Teens

 Dick's Drive-In

 Starbucks

 Camp/Club Khaos


4



\$17/hour in Seattle


Dick's employees earn a base wage which varies from \$16/hr (Kent) to \$18/hr (Broadway & Queen Anne)

Shift Managers earn up to \$7/hour over-and-above their base wage. Store Managers earn considerably more and all are promoted from within the company.



\$25,000 Scholarship


All employees who work 20 hours a week for at least six months and continue to work at least 20 hours a week while going to school have access to a \$25,000 scholarship over 4 years. You can use this scholarship for any college, vocational or self-improvement program.



Childcare Assistance

As an extension of our Scholarship Program, childcare assistance of between \$3,500-\$9,000 per year is available to employees working 20 hours per week for at least six months — and continue to work at least 20 hours per week while receiving childcare assistance.

If an employee doesn't use any or all of their available scholarship fund for tuition, they can use it for



Free Health Insurance

Dick's offers 100% employer-paid health insurance for all employees. Children are covered at 75%, spouses at 50%.

Dental coverage is 100% employer-paid for non-smoking employees, 50% for smokers.

Dick's Drive-In

5

BENEFITS

Health Coverage

Starbucks offers a variety of health coverage plans for medical, dental and vision, as well as Health Care Flexible Spending Accounts, Health Savings Accounts, and dependent care coverage.

Stock and Savings


Our employees can participate in our stock purchase plan, which allows you to buy Starbucks stock at a discount. You can also participate in our equity reward program, Bean Stock.

Education

Starbucks offers a variety of opportunities to earn a Bachelor's degree with \$2000 tuition coverage, including counseling and advising through the Future State University chapter-related online degree programs.

Commuter Benefit

We offer our partners easy access to take care of work-related commuter expenses. Our transit passes include the option to use for tolls.

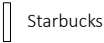


BENEFITS AND PERKS

Investing in you

Starbucks

6



Barista
18 salaries reported

Shift Manager
9 salaries reported

Paid Time Off

Both non-retail and retail partners are eligible for paid vacation days and partner and family sick time, which is earned 1 non-retail partner also receive two personal days per year. Starbucks observes seven paid holidays. During which retail hourly partners are paid 1.5 times their base hourly rate of pay for any hours worked on these holidays.

Parental Leave

Eligible partners welcoming a new child may receive time off and pay replacement through parental leave. Starbucks also provides Family Exclusion Reimbursement of up to \$10,000 per adoption, surrogacy or in-utero insemination for eligible partners.

Coffee and Tea Workshop

Partners are eligible to receive a free pound of coffee or tea off business week.

In-Store Discount

Partners receive a 20% discount on purchases of beverages, merchandise and food.

Recognition Programs

Starbucks recognizes partner contributions at all levels of achievement through formal and informal programs.

Partner Networks

These employee resource groups bring together partners with common interests, helping connect them to growth opportunities and ways to serve communities.

Affiliate Discounts

Partners enjoy discounts at local and national retailers as well as select providers of benefits like auto, home and pet insurance.

Care@Work by Care.com

All U.S. partners have access to up to 10 backup care days for kids and adults per year, plus senior care planning and a premium membership to Care.com.

Spotify Premium Subscription

All U.S. partners enjoy full-service Spotify, choosing what to listen to, creating radio stations and accessing Starbucks in-store playlists.

Elite Athlete Program

Starbucks supports partners participating in athletics at a world-class level.

Matching Gifts Program

We match partners' individual contributions of financial gifts or time to eligible nonprofits, up to \$1,500 per fiscal year.

On-Site Gym, Spa and Dry Cleaning

Partners working in the Starbucks Reserve Center enjoy multiple services under one roof, designed to enhance work-life balance.

\$16.19 per hour

\$16.91 per hour

7

Club/Camp KHAOS

- Less certifications and training.
 - Rec Leader CPR/AED
 - Lifeguard CPR/AED plus
 - Lifeguard Cert.
 - WSI Cert.
- Chance for emergency
- Dealing with difficult patrons

2020 Hourly Wages

- Recreation Leader I \$13.50 to \$15.50:** This is the entry-level in the job series, focusing on assisting other Recreation Leaders in the instruction and implementation of recreational programs. Must be at least 16 years of age. See education and experience requirements below.
- Recreation Leader II \$14.00 to \$17.00:** This is the lead level in the job series, performing all duties of a Recreation Leader I while providing lead direction to Recreation Leader I staff members, leading program activities, and may transport program participants and staff. Must be High School graduate or equivalent. See education and experience requirements below.
- Recreation Leader III \$15.50 to \$19.50:** This is the supervisory level in the job series, performing all duties of Recreation I and II, while providing direction to and supervision of Recreation Leader I and II staff, leading program activities. Must be High School graduate or equivalent. See education and experience requirements below.

8

Staff Recommendations

Lifeguard - \$14.75 - \$18.25

- \$.50 more if WSI (swim lesson) certified.
 - Get more instructors throughout.
- \$1.00 more if work between 8:00am-3:00pm.
- \$2.00 more for opening guard.
 - Most difficult shift to fill.
- Need to work out summer bonus.
 - Tukwila paid \$2/hour more per employee.
 - Want more of a process for rewarding accumulated hours at end of summer.

Water Safety Instructor - \$15.75-\$19.75

- Industry standard to pay more for teaching classes.
- Incentive to teach over guarding.
- Need to grow for swim lesson capacity.

9



Other Staff Recommendations

- Continue to fund certifications.
- Add Assistant Aquatics Coordinator position (currently Lead Head Lifeguard)
- Pool management will continue to develop atmosphere for staff.
- Research incentives that other pools are using state and nationwide to grow programs.
- If want swim team and other additional programming, will need additional staff.

10

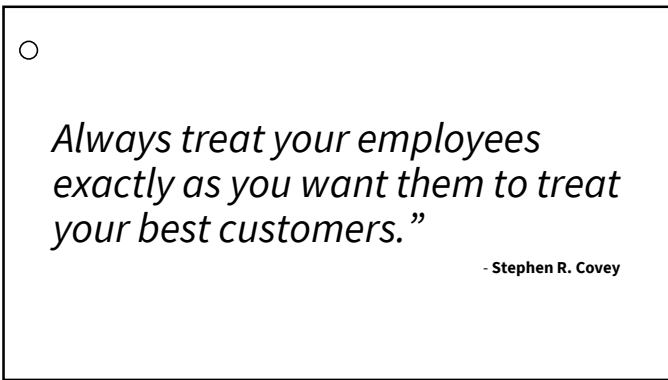
Questions

October 6, 2020 Workshop/Retreat
Des Moines Pool M.P.D.

11




1



2



3



Aquatics Management Staff

- Parks and Recreation Professionals (Top & Most)
 - Mostly Cities
 - Few Local County, School District and Park District Employees
 - WRPA, NRPA and other associations
- YMCA
- Private Organizations
 - Country Clubs
 - Health Clubs
- Other
 - Military Rec
 - VA

4

○ Part-Time Staff (Lifeguards, Swim Instructors, etc.)

Lifeguards, Swim Instructors	Water Exercise Instructors
<ul style="list-style-type: none">• Local High Schools (Mainly Mount Rainier HS)• Local Community Colleges• Residents of Area• Former Swim Team Members (Less than past)	<ul style="list-style-type: none">• Fitness Instructors• Participants of Classes• Side-Hustles

5

○ Where We Recruit From

Part-Time



Full-Time

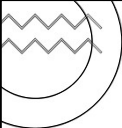


6

Why Good Benefits and Pay?


Where We Get Our Talent and How We Keep Them

7




Benefit Packages

- Cities (Most Talent)
- Few Local Counties, School District and Park Districts
- Fewer Pool Districts
 - Three in State
- Private Organizations training people to work at other places and other fields



8



Des Moines Pool M.P.D.

- 16% Matching for Full-time.
- Elect for "either":
 - Association of Washington Cities (Medical & Dental)
 - Deferred Compensation to DERS.*
- Paid Leave
 - 8 hours/month vacation and sick
 - state holidays
- **Note- Most communities part of PERS program.*

9



Other Pierce, King and Snohomish County Pool Comparables

- Health, Dental and Optical
 - Single - \$834/month
 - Family - \$1,999.83/month
- Retirement
 - 7.90%, Retire 30 years based on highest 18 months
- Des Moines Pool M.P.D. - 16% allocated towards both medical and/or deferred compensation
 - Allocations to deferred compensation less than PERS
 - Staff put retirement years on hold

10



Other Pierce, King and Snohomish County Pool Comparables

- Employee that makes 50k
 - Single - \$50,000
 - Benefits - \$10,008
 - Retirement - \$3,950
 - TOTAL - \$63,958
 - Family - \$50,000
 - Benefits - \$23,997.96
 - Retirement - \$3,950
 - TOTAL - \$77,947.46
 - District - \$50,000
 - Benefits & Retirement - \$8,000
 - TOTAL \$58,000

Note - Many cities offer matching retirement plans where the agency will match a portion of money towards retirement.

11

Medical, Dental and Vision

SINGLE EMPLOYEE								
City (Pool)	Medical Benefits		Dental		Vision		Totals	
	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee
Federal Way (Comm Cntr)	\$ 702.00	\$ -	\$ 55.00	\$ -	\$ 8.00	\$ -	\$ 765.00	\$ -
Health Services	\$ 1,984.00	\$ 460.00	\$ 150.00	\$ -	\$ 1.00	\$ -	\$ 2,445.00	\$ 460.00
Kingsnorth (Booth)	\$ 506.00	\$ -	\$ 55.00	\$ -	\$ 8.00	\$ -	\$ 570.00	\$ -
Lynnwood (Rec Cntr)	\$ 758.00	\$ -	\$ 55.00	\$ -	\$ 8.00	\$ -	\$ 821.00	\$ -
Everett (CAC)	\$ 708.00	\$ -	\$ 58.00	\$ -	\$ 26.00	\$ -	\$ 792.00	\$ -
Everett (Pool)	\$ 758.00	\$ -	\$ 56.00	\$ -	\$ 11.00	\$ -	\$ 825.00	\$ -
Everett (CAC)	\$ 476.00	\$ 61.00	\$ 60.00	\$ 8.00	\$ 8.00	\$ 1.00	\$ 513.00	\$ 60.00
Average	\$ 626.20	\$ 12.71	\$ 62.43	\$ 0.57	\$ 13.29	\$ 0.14	\$ 634.00	\$ 13.43
EMPLOYEE WITH FAMILY								
City (Pool)	Medical Benefits		Dental		Vision		Totals	
	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee
Federal Way (Comm Cntr)	\$ 1,873.00	\$ 141.00	\$ 162.00	\$ -	\$ 23.00	\$ -	\$ 2,058.00	\$ 141.00
Seattle Veterans	\$ 1,485.00	\$ -	\$ 141.00	\$ 21.00	\$ 27.00	\$ -	\$ 1,653.00	\$ 21.00
Kingsnorth (Booth)	\$ 2,066.00	\$ 146.00	\$ 153.00	\$ 11.00	\$ 8.00	\$ 23.00	\$ 2,255.00	\$ 180.00
Lynnwood (Rec Cntr)	\$ 1,935.00	\$ 276.00	\$ 190.00	\$ -	\$ 26.00	\$ -	\$ 2,151.00	\$ 276.00
Everett (CAC)	\$ 1,993.00	\$ 215.00	\$ 184.00	\$ -	\$ 13.00	\$ -	\$ 2,215.00	\$ 215.00
Everett (Pool)	\$ 1,996.00	\$ 121.00	\$ 182.00	\$ 16.00	\$ 24.00	\$ 2.00	\$ 2,239.00	\$ 139.00
Average	\$ 1,808.00	\$ 150.33	\$ 168.33	\$ 8.00	\$ 23.50	\$ 4.17	\$ 1,999.83	\$ 162.50

12

District vs. City



Beyond Dollar Value...

- PERS System guarantees money after 30 years service.
- Cities offer matching retirement funds, supplemental insurance and other programs.
- Couple and Family Rates must come out of personal income. Makes pay less valuable.

13

How Do We Compete?

- Lower Total Compensation.
- Put retirement on hold.
- No additional benefit services.
- More duties with less support.
- No Chance for Internal Promotion Compared to City.



14

○ What Does It Cost Us?

- Training Staff to Work at Other Facilities:
 - Certifications-LGI, WSI, LGIT, WSIT, CPR/AED, CPRP & Others
- What is the True Cost of Turnover?
 - Half to Three Quarters of Pay
 - Other Costs
- How do we get the best talent?
- Great organizations retain their people until they move onto other organizations for better positions. How do we get to this point?

15



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