



Des Moines Pool Metropolitan Park District
22015 Marine View Drive South

October 20, 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(877) 309-2073, access code 612-926-301. 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, October 20th. 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**
 - September 15, 2020, Regular Meeting
 - d. **CORRESPONDENCE**
 - None
 - e. **BANK TRANSFERS (REVENUE)**
 - \$ 1,689.18 was received in the month of September 2020
 - f. **VOUCHER APPROVAL**
 - \$ 34,224.04 was processed in September 2020 for warrant requests
 - g. **KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**
 - \$ 37,985.91 was processed in September 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.

7:05 **7. EXECUTIVE SESSION**

8. OLD BUSINESS

- 7:20 a. Re-Opening Update
- 7:30 b. Process for Filling Vacancy
 - Cancelling 2020-09 Board Committees
 - Policy for Future Board Vacancies
- 7:40 c. Resolution 2020-08
 - Acknowledging Racism within Public Pools

9. NEW BUSINESS

- 7:50 a. Normandy Park Fee
- 8:00 b. Salary Schedule
- 8:10 c. Capital Improvement Program
- 8:20 d. 2021 Budget
- 8:30 e. Overpayment Agreement
- 8:40 f. Resolution 2020-11
 - Waiver of Emergency Bidding for Repair

UPCOMING MEETINGS

- November 3, 2020, Public Meeting, 7:00 p.m. (Location TBD)
- November 17, 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:** October 20, 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 September 2020: Total **\$72,209.95**

Admin Expenditures = \$27,913.24 Ops Expenditures = \$40,497.70 Capital Expenditures = \$2,986.50

Revenue September 2020: Total **\$21,737.61**

Property Taxes & Interest = \$20,048.43 Misc Revenue = \$505.68 MRP Revenue = \$1,183.50

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- September 15, 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 **\$34,224.98** were approved for payment

- \$12,512.86 was processed on September 14, 2020
- \$7,697.57 was processed on September 18, 2020
- \$4,677.08 was processed on September 24, 2020
- \$9,337.47 was processed on September 28, 2020

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$37,985.91** were processed for payment

- \$18,804.18 approved for payroll on September 8, 2020
- \$19,181.73 was approved for payroll on September 23, 2020

A total of **\$72,230.89** was processed in September 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 September 2020 totaling **\$\$72,230.89**.

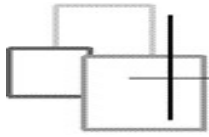
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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 -- September 2020

Beginning Monthly Balance = \$1,181,744.54

Ending Monthly Balance = \$1,130,132.23

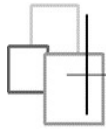
Category/ Acct #	Reference	Sep 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$419.71	\$7,239.46	\$12,800.00	5,560.54	57%
001-000-000-576-20-10-01	District Manager - Wage	\$6,274.47	\$54,882.84	\$98,365.00	43,482.16	56%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,736.90	\$16,555.94	\$27,037.50	10,481.56	61%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,411.69	\$38,435.65	\$71,997.00	33,561.35	53%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,755.16	\$30,434.29	\$105,000.00	74,565.71	29%
001-000-000-576-21-30-01	Lifeguards	\$11,910.41	\$69,810.21	\$190,000.00	120,189.79	37%
001-000-000-576-21-30-02	Instructors	\$244.43	\$4,135.79	\$40,000.00	35,864.21	10%
001-000-000-576-21-32-02	Head Lifeguards	\$1,129.13	\$17,808.19	\$33,742.80	15,934.61	53%
001-000-000-576-20-21-19	Payroll Taxes	\$9,162.79	\$76,796.53	\$169,000.00	92,203.47	45%
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	\$39,044.69	\$316,098.90	\$750,310.50	441,045.74	42%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$2,735.58	\$27,055.90	\$35,728.00	8,672.10	76%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,080.00	\$2,000.00	920.00	54%
	Total Personal Benefits	\$2,870.58	\$28,135.90	\$37,728.00	\$9,592.10	75%
Office Supplies						
001-000-000-576-20-31-00	District Office Supplies	\$36.29	\$1,402.06	\$5,000.00	3,597.94	28%
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	\$36.29	\$2,252.08	\$14,000.00	11,747.92	16%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$1,406.10	\$3,000.00	1,593.90	47%
001-000-000-576-21-35-02	Janitorial Supplies	\$0.00	\$3,139.23	\$5,000.00	1,860.77	63%
	Total Maintenance & Repair Supplies	\$0.00	\$4,545.33	\$8,000.00	3,454.67	57%
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	\$1,374.97	\$20,000.00	18,625.03	7%
001-000-000-576-21-35-15	Special Pool Events	\$86.84	\$589.70	\$2,750.00	2,160.30	21%
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	\$86.84	\$4,585.52	\$25,750.00	21,164.48	18%
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	Sep 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Professional Svcs - Front Office						
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)	\$1,312.50	\$9,723.00	\$14,000.00	4,277.00	69%
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)	\$2,452.00	\$11,102.75	\$22,500.00	11,397.25	49%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$83.69	\$1,107.06	\$5,250.00	4,142.94	21%
001-000-000-576-21-42-02	Scheduling Software	\$0.00	\$2,400.00	\$0.00	(2,400.00)	
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$4,950.00	\$5,445.00	495.00	91%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$39.00	\$381.50	\$1,500.00	1,118.50	25%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$374.50	\$3,559.25	\$7,700.00	4,140.75	46%
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 Office	\$4,261.69	\$34,946.21	\$77,095.00	42,148.79	45%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$160.00	\$1,208.00	\$2,160.00	952.00	56%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00	\$3,245.00	3,245.00	0%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$283.83	\$2,944.32	\$1,000.00	(1,944.32)	294%
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	\$5,688.19	\$6,798.00	1,109.81	84%
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)	\$170.51	\$1,348.82	\$3,000.00	1,651.18	45%
	Total Prof Services-Maintenance	\$1,163.25	\$24,910.73	\$40,622.52	15,711.79	61%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$4,976.48	\$27,720.31	\$100,000.00	72,279.69	28%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$68.36	\$68.36	\$2,000.00	1,931.64	3%
	Total Repairs & Maintenance	\$5,044.84	\$27,788.67	\$102,000.00	\$74,211.33	27%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$437.50	\$3,897.50	\$2,000.00	(1,897.50)	195%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$209.00	\$2,095.09	\$6,000.00	3,904.91	35%
001-000-000-576-20-42-00	Postage & Mailing	\$83.98	\$330.88	\$1,000.00	669.12	33%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$421.29	\$3,862.34	\$6,750.00	2,887.66	57%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$58.36	\$758.87	\$1,500.00	741.13	51%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$33.00	\$304.08	\$500.00	195.92	61%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$472.00	\$840.00	368.00	56%
	Total Communications	\$1,302.13	\$11,720.76	\$18,590.00	6,869.24	63%
Training & Travel						
001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$175.00	\$182.36	\$1,500.00	1,317.64	12%
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 Lessson 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	\$345.00	\$2,137.00	\$2,500.00	363.00	85%
	Total Training & Travel	\$520.00	\$3,673.84	\$14,500.00	10,826.16	25%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$137.76	\$3,859.41	\$22,500.00	18,640.59	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	\$0.00	\$3,717.54	\$500.00	(3,217.54)	744%
	Total Advertising	\$137.76	\$7,576.95	\$31,200.00	23,623.05	24%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$6,457.50	\$12,500.00	6,042.50	52%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$2,200.00	\$3,600.00	1,400.00	61%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$1,194.61	\$2,500.00	1,305.39	48%
	Total Rentals & Leases	\$992.50	\$9,852.11	\$18,600.00	8,747.89	53%

Category/ Acct #	Reference	Sep 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$7,553.00	\$48,305.88	\$75,000.00	26,694.12	64%
001-000-000-576-21-47-02	Water (Highline)	\$2,922.71	\$7,173.59	\$9,000.00	1,826.41	80%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$385.27	\$3,437.65	\$4,200.00	762.35	82%
001-000-000-576-21-47-04	Sewer (Midway)	\$307.93	\$2,383.98	\$3,000.00	616.02	79%
	Total Utilities	\$11,168.91	\$61,301.10	\$91,200.00	29,898.90	67%
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	\$598.51	\$2,738.87	\$1,000.00	(1,738.87)	274%
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	\$0.00	\$2,545.58	\$2,625.00	79.42	97%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$174.00	\$522.00	\$1,750.00	1,228.00	30%
	Total Miscellaneous	\$772.51	\$6,062.39	\$7,375.00	1,312.61	82%
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)	\$114.05	\$643.48	\$1,000.00	356.52	64%
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	\$114.05	\$23,631.47	\$44,000.00	20,368.53	54%
COVID-19						
001-000-000-576-20-31-00	Office Supplies	\$705.04	\$858.49	\$0.00	(858.49)	0%
001-000-000-576-20-43-00	Training/Conferences	\$0.00	\$120.00	\$0.00	(120.00)	0%
001-000-000-576-21-31-01	Custodial	\$0.00	\$3,900.00	\$3,245.00	(655.00)	120%
001-000-000-576-21-35-02	Janitorial Supplies	\$0.00	\$850.13	\$0.00	(850.13)	0%
001-000-000-576-21-43-06	First Aid Supplies	\$916.18	\$1,518.08	\$0.00	(1,518.08)	0%
001-000-000-576-21-49-01	Lifeguard Supplies	\$0.00	\$1,405.88	\$0.00	(1,405.88)	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies	\$26.77	\$284.25	\$0.00	(284.25)	0%
	Total COVID-19	\$1,647.99	\$8,936.83	\$3,245.00	(5,691.83)	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%
001-000-000-594-76-42-03	Heat Exchanger (MacDonald Miller)	\$2,986.50	\$2,986.50	\$2,986.50	0.00	100%
	Total Capitals	\$2,986.50	\$2,986.50	\$86,736.50	\$83,750.00	
	TOTAL ADMINISTRATION	\$27,913.24	\$259,765.68	\$575,505.50	315,739.82	45%
	TOTAL OPERATIONS	\$40,497.70	\$315,542.37	\$752,408.50	436,866.13	42%
	TOTAL CAPITAL	\$2,986.50	\$0.00	\$2,986.50	2,986.50	0%
	GRAND TOTAL MO. EXPENDITURES	\$72,209.95	\$583,978.40	\$1,333,657.52	\$756,513.26	44%

COVID-19 Expense

Invoice #	Date	Amount	Description
001-000-000-576-20-31-00 - Office Supplies			
Inv # 20200610USB - 6/10/2020	5/20/2020	(\$58.29)	Credit-Walmart
Inv # 20200610USB - 6/10/2020	5/19/2020	\$211.74	Plastic signs
Inv # 20200910USB - 9/10/2020	9/10/2020	\$705.04	Smart signs
Total 001-000-000-576-20-31-00		\$858.49	
001-000-000-576-21-31-01 - Custodial			
Inv # 21022 - 7/30/2020	8/18/2020	\$3,900.00	Facility Maintenance Contractors
Total 011-000-000-576-21-31-01		\$3,900.00	
001-000-000-576-21-35-02 - Janitorial Supplies			
Inv #9551323273 - 6/4/2020	6/4/2020	\$187.11	Face shields
Inv #20200810USB - 8/10/2020	8/10/2020	\$76.29	
Inv #9605442475 - 7/29/2020	7/29/2020	\$444.48	Cleaning supplies
Inv #20200810USB - 8/10/2020	8/10/2020	\$21.86	Masks
Inv #9605662577 - 7/30/2020	7/30/2020	\$61.08	
Inv #9605758607 - 7/30/2020	7/30/2020	\$48.41	
Inv #20200810USB - 8/10/2020	8/10/2020	\$10.90	
Total 001-000-000-576-21-35-02:		\$850.13	
001-000-000-576-21-43-06 - First Aid Supplies			
Inv # 20200610USB - 6/10/2020	5/12/2020	\$113.89	Face masks
Inv # 20200610USB - 6/10/2020	5/14/2020	\$97.62	Face masks
Invoice - 6/8/2020 11:19:25 AM	4/30/2020	\$118.16	Temporal thermometer
Invoice - 6/8/2020 11:19:25 AM	4/26/2020	\$41.40	Cleaning tools
Inv # 20200610USB - 6/10/2020	5/15/2020	(\$15.00)	Credit - Woot
Invoice - 6/8/2020 11:19:25 AM	4/25/2020	\$20.37	Hand sanitizer dispenser bottles
Invoice - 6/8/2020 11:19:25 AM	4/27/2020	\$163.50	Hand sanitizer - Admiralty Distillers
Inv #20200810USB - 8/10/2020	8/10/2020	\$61.96	Gloves
Inv #20200910USB - 9/10/2020	9/10/2020	\$916.28	Masks, Gloves, Face Shields
Total 001-000-000-576-21-43-06:		\$1,518.18	
001-000-000-576-21-49-01 - Lifeguard Supplies/ Equip			
Inv #20200410USB - 4/10/2020	4/2/2020	\$409.96	Protective Sneeze Guard
Inv # 20200610USB - 6/10/2020	5/27/2020	\$145.75	HEPA Filter & Resuscitators
Inv # 20200610USB - 6/10/2020	5/24/2020	\$502.72	PPEs
Inv # 20200610USB - 6/10/2020	5/22/2020	\$156.77	PPEs
Inv #20200721LN_Reimb - 7/21/2020	7/21/2020	\$190.68	Supplies for making face masks
Total 001-000-000-576-21-49-01		\$1,405.88	
001-000-000-576-20-43-00 -Training/Conferences			
Inv #20200810USB - 8/10/2020	8/10/2020	\$120.00	Webinar S Deschenes
Total 001-000-000-576-20-43-00:		\$120.00	
001-000-000-576-20-49-07 -Misc Svcs			
Inv #20200729LR_Reimb - 7/29/2020	8/3/2020	\$11.92	Bottled water for MRP
Inv #20200410USB - 4/10/2020	4/10/2020	\$26.77	GoToMeetings
Inv #20200610USB - 6/10/2020	6/10/2020	\$27.63	GoToMeetings
Inv #20200710USB - 7/10/2020	7/10/2020	\$26.77	GoToMeetings
Inv #20200810USB - 8/10/2020	8/10/2020	\$26.77	GoToMeetings
Inv #20200810USB - 8/10/2020	8/10/2020	\$164.89	Zoom for Meetings
Inv #20200910USB - 9/10/2020	9/10/2020	\$26.77	GoToMeetings
Total 001-000-000-576-20-49-07		\$311.52	
Grand Total COVID Expenditures		\$8,964.20	



2020 REVENUE -- September 2020

Account #	Reference	Aug 2020	YTD Balance	2020 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$18,920.56	\$574,697.32	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$2,480.76	\$0.00	\$0.00
	Total General Fund	\$18,920.56	\$577,178.08	\$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	\$1,127.87	\$13,213.35	\$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)	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue	\$334.68	\$22,097.07	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$235.75	\$29,116.75	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$947.75	\$22,973.18	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$171.00	\$868.00	\$0.00	\$0.00
	Total Revenue	\$2,817.05	\$88,371.35	\$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	\$21,737.61	\$665,549.43	\$200,000.00	-\$465,549.43

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Tuesday, October 13, 2020
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: September 18 , 2020 to October 9, 2020 District General Manager Report

Week Ending September 18, 2020

BOARD MEETING FOLLOW-UP

- Board Calendar – Just a friendly reminder that we canceled the October 6 Retreat. Our next meeting will be Tuesday, October 20 with the agenda packet coming out on Thursday, October 15.
- Items Moved to October 20 Agenda – We moved the budget presentations and preliminary budget and board vacancy resolution changes to the 10/20 agenda. All updated information will be a part of your packet. We will also include updates on COVID-19 related expenses, capital expenses and 2021 estimated.
- E-Signatures – We will text or call board members if we do not hear back from you within 24 hours, we will text or call you. Just a reminder to check your junk mail each time.
- Minutes- It was a busy week, but Linda will have minutes out for review next week.

CLOSURE PROJECTS

- Caulking Repair – The repair has been completed and the pool is refilling. Next steps are heating the pool and balancing the chemicals. We will notify you when we are ready to re-open.



New Caulking is a Darker Gray.



Refilling of Pool on Thursday morning.

- Storage – Staff started organizing the storage but decided to hold off on completing it due to air quality. We hope to have it completed soon. The next step will be our end of the year surplus/sale of equipment process.



- At Pool: I will be at the pool on Monday, September 21. If anyone needs to talk to me, please call to setup a time. I have a RX appointment at 8:30am, budget meeting at 11:00am and staff meeting at 12:15pm, but should be available after 1pm.
- Parking Lot Gates: We met last Monday on the Parking Lot Gate Project, and we will start up again this next week. Joe gave us the lead for a company for drilling. We should have more news soon.

RE-OPENING UPDATE

Staff is filling the pool, heating up the pool and balancing the chemicals. We hope to have an announcement early next week, but do not want to commit to reopening the pool until we are 100% sure on the pool being ready.

Attached to this email is the guidelines for Reopening Water Recreation Facilities. The main rules are that all households will need to be six feet apart throughout this process.

Also, here is a good article from MRSC on the pandemic.

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/September-2020/Disaster-Zone-COVID-19-Adapt-Not-Endure.aspx>

WCIA FULL MEETING

Our insurer, WCIA, will be having their full board meeting and vote for 2021 officers in October. The meeting is virtual and will be Tuesday, October 16 at 10:00am. Commissioner Kasnick and I usually attend these meetings.

WEBINARS/TRAININGS

- No webinars this week.
- Upcoming Trainings that Are Available:
 - 2020 NRPA Conference is Virtual - <https://www.nrpa.org/parks-recreation-magazine/2020/september/2020-nrpa-annual-conference-a-virtual-experience/>
 - WRPA Aquatic Conference (9/28 & 9/29) - <https://www.wrpatoday.org/aquatics-network-conference>
 - WRPA Virtual Fall Summit (10/14 & 10/15) - <https://www.wrpatoday.org/2020-virtual-fall-summit>
 - Let us know if you are interested in any of these trainings.
- Staff Internal Trainings:
 - LGI Review: Lauryne and Kyle are finalizing an LGI review class that will take place starting next week. It will blend Zoom and socially distanced, in-person. The reason both are teaching is to keep the groups below 5 people for each instructor to meet state requirements.
 - In-Service: Staff will have a Zoom, In-Service, next Friday.

RESEARCH

- Oregon City Pool Closed to Fund Public Safety - https://theworldlink.com/news/local/nb-closes-swimming-pool-to-fund-public-safety/article_dbae2768-e5e1-11ea-bb8b-13277cf47a28.html
- Scaling Playful Learning: How Cities Can Re-imagine Public Spaces - <https://www.brookings.edu/research/scaling-playful-learning-how-cities-can-reimagine-public-spaces-to-support-children-and-families/>
- Moving Away from the Big Cities is not a New Trend, It is an Ongoing Shift - <https://www.forbes.com/sites/forbesrealestatecouncil/2020/09/15/moving-away-from-the-big-cities-is-not-a-new-trend-its-an-ongoing-shift/#3f76019f4b40>
- Great Expectations: Financially Balancing Quality Programming and Equity - <https://www.nrpa.org/parks-recreation-magazine/2020/september/great-expectations-financially-balancing-quality-programming-and-equity/>
- A Swimmers Journey -The Importance of Community - <https://blackkidsswim.com/a-swimmers-journey-the-importance-of-community/?fbclid=IwAR1rQfCyoIr0d0M5V6dcoUk7KT-PkwNshKGDkXcckpsDKgu4AlzSzLpFmA>
- When Will You Be Able to Get a Coronavirus Vaccine - <https://www.nytimes.com/2020/09/17/health/covid-vaccine-when-available.html>

Week Ending September 25, 2020

NEXT MEETING

Just a reminder that our October 6 retreat was canceled and that our next meeting will be October 20. The Board Packet including 2021 Budget documents and online login information will be sent out on Thursday, October 15.

We do not have formal confirmation that this will be an online meeting, but I am confident it will be.

CLOSURE

The closure project was completed last week, and the pool was filled over the weekend. Pool staff completed balancing the chemicals and heating on Wednesday. I am going in to work on Tuesday and will be mapping the cracks to make sure there was no additional cracking. I will take some pictures of the caulking and put it in next week's report.

REOPENING

- Reopening – We reopened the pool on Thursday, September 24. We put out an email notification on Tuesday with appointment times on Wednesday. Note-the pool was up to temperature when we reopened. We also added Tuesday and Thursday hours from 4-7:30pm. Click below to view the announcement.
<http://createsend.com/t/d-B159E3B849F2A5F12540EF23F30FEDED>
- Swim Lessons – Lauryne went and observed Bainbridge Island's socially distant swim lessons on Thursday in preparation for restarting lessons. Bainbridge Island is a respected organization in aquatics. She reported back that they had some very organized lessons.
- Shower Ruling – We were unsure about latest guidelines that required showering before using the pool. We confirmed that it is okay to have people shower at home vs. in the facility. This allows us to have less contact points and potential issues revolving around social distancing and cleaning. It also allows us to have shorter breaks between user groups.

MAINTENANCE

- Gate Project – We are working with the city on the permitting process and placement of the gates.
- Gutter Project – We are working with a contractor to put together a bid for the project. Our goal is to have it completed before the rainy season.
- Storage Organization – With the pool reopening early, we have put the final steps of storage organization on the back burner.

WEBSITE ISSUES

We are having some issues with plugins, especially the pop-up on our main page and continuity with the latest update of the website software. Btown is working on resolving this problem. This delayed us getting our pop-up updated, but I was able to work around it in the early hours of Wednesday. I am working with Btown to ensure this does not happen again.

BUDGET

- 2021 Minimum Wage: I contacted the State L&I Office and they told me that the 2021 minimum wage will be posted on September 30. This is good information to have for our budget.
- Property Tax Update: At this time, King County will not be extending the property tax deadline past November 2nd. This was announced last week.

- Capital (CIP) Planning: We are finalizing an update on the CIP. We will have it at the October 20 board meeting.
- All other items will be a part of the packet.

WEBINARS AND TRAININGS

- WRPA Aquatics Conference – Dominic, Lauryne and Quentin will be attending the WRPA Virtual Conference on Monday and Tuesday.
- WCIA Implicit Bias Training Webinars – I signed up for the Implicit Bias Webinar on October 6 and 8.
- WRPA COVID-19 Meeting – There will be a webinar on Thursday, October 8 to discuss updates with COVID-19.

RESEARCH

- State Launches Data Dashboard to Show COVID-19's Impact on the Economy - <https://www.seattletimes.com/seattle-news/state-launches-data-dashboard-to-track-covid-19-impact-on-washington-economy/>
- How We Survive the Winter - <https://www.theatlantic.com/health/archive/2020/09/how-america-can-survive-the-winter/616401/>
- Advancing Racial Equity in Local Government - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/September-2020/Advancing-Racial-Equity-at-the-Local-Government-Le.aspx>
- How Local Governments Can Get More Diverse Feedback - <https://www.route-fifty.com/management/2020/09/icma-diverse-feedback/168653/>
- Europe Expert Warns of Second Wave - <https://www.cnn.com/2020/09/24/europe/europe-coronavirus-second-wave-deaths-intl/index.html>
- YMCA Secures Federal Grant for Community Center - https://www.nny360.com/opinion/editorials/editorial-on-its-way-ymca-s-community-center-project-secures-a-federal-grant/article_c195a2e6-50b2-5e61-b4cc-f0e17c864fa0.html
- COVID-19 and the Face of Youth Sports - http://send.nrpa.org/link.cfm?r=oBp6DeHTgZEewuFYFYsR1A~~&pe=us2R_7CCP6PMMFh_0xNVmfHVSE12mqkhlvTltChHF1_ILpTAx49t85cBgHPXL-uWL_xkr59atMcrpEXdprFLhQ~~&t=gf1gCXcsgibb_6jGqNC8BQ~~
- As Parks and Recreation Funding Falls, Demand Grows - <https://ezine.nrpa.org/html5/reader/production/default.aspx?pubname=&edid=7b52f522-a612-46a5-8e49-d98ac9d630f7&pnum=30>

Raise Your Voice for Safer and Healthier Swimming -

<https://ezine.nrpa.org/html5/reader/production/default.aspx?pubname=&edid=7b52f522-a612-46a5-8e49-d98ac9d630f7&pnum=80>

Week Ending October 1, 2020

NEXT MEETING

Just a reminder that our October 6 retreat was canceled and that our next meeting will be October 20. The Board Packet including 2021 Budget documents and online login information will be sent out on Thursday, October 15.

We do not have formal confirmation that this will be an online meeting, but I am confident it will be.

BUDGET PREP

- CIP/ER&R: We met this week on the Capital Improvement Plan and Equipment Repair and Replacement for the budget cycle.
- 2021 Minimum Wage: The minimum wage for Washington State will increase \$13.69.
- King County Levy: I received some preliminary paperwork today, but nothing with the levy rate on it. I will share the information in next week's report.

BOARD VACANCY

We have 2, potentially 3 applicants for the open board position. We are working with King County Elections to finalize the process and will have more information in the future.

IN-SERVICE

Staff will be having an in-service this Friday.

WRPA AQUATICS CONFERENCE

The conference held on 9/28 and 9/29 including great sessions on In-services, Auditing Techniques for Lifeguard Staff, Anatomy of the Aquatic Lawsuit, Drowning prevention, Active threats, and Risk Management. Here is a link that provides more indepth information if interested:

<https://www.wrpatoday.org/2020-aquatics-conference-schedule>

WRPA FALL SUMMIT (October 14 & 15)

The WRPA Fall Summit is coming up. If you are interested in registering, please let me know.

<https://www.wrpatoday.org/2020-wrpa-fall-summit-home>

NRPA VIRTUAL CONFERENCE

The NRPA Conference is usually difficult to send people due to the costs of travel, room and board and per diem's, but with COVID-19, it is virtual. Below is a summary of the information for the conference, including COVID-19 and equity sessions. Two items that are at the forefront of our focus. I signed up Dominic and myself.

<https://www.nrpa.org/conference/program-schedule/conference-schedule-2020/>

COMPUTERS/INTERNET/PHONES

We are speeding up the internet at both locations. The old internet was the base package, which made it, at times, impossible to have video meetings. The increased cost is \$10/month per site, which will triple the speed.

We are also looking at improving the phone system for future swim lesson registration days. We are looking at improving our current system and exploring VOIP. This is all through Comcast.

WIAA

On September 19, the WIAA published a list of items they will need in place to have a return to sports.

<https://wiaa.com/News.aspx?ID=1730&Mon=9&Yr=2020>

I think there is also a possibility that we may be hosting virtual meets. We have the capability with the timing system, meet software and wifi. Below is a story about a virtual meet held in Idaho.

- Girls Swim Meets: A Virtual Challenge -<https://www.postbulletin.com/sports/swimming-and-diving/6653230-Girls-swim-meets-A-virtual-challenge>

We also received information from WRPA that the state is working to make an update on return to sports, so it will probably be announced sometime in early October.

We are meeting with HSD reps to discuss future swimming and meets at the pool next week.

WRPA AND SATE RETURN TO SPORTS GUIDANCE

This is only a preliminary draft and not full guidance, but below is a preliminary plan from the State of Washington and WRPA. It appears they are following the rule of 6, which is used in the UK.

DRAFT pre-decisional version 9-25-20

Sporting/athletic activities guidance K-12 schools and non-school youth and adult

The risk of transmitting the SARS CoV-2 virus that causes COVID-19 depends on multiple factors including: 1. Number of people in a location 2. Type of location 3. Distance between people 4. Length of time at location 5. Level of protective equipment used (e.g. face coverings). As general guidance, smaller groups are safer than larger ones; outdoor locations are safer than indoor; sports that can ensure distance of six (6) feet or more are safer than closer contact; and shorter duration is safer than longer.

For the purposes of this document, sports are defined using the following risk categories:

Low risk sporting activities: tennis, swimming, pickleball, golf, cross country, track and field, sideline/no-contact cheer and dance, disc golf.

Moderate risk sporting activities: softball, baseball, t-ball, soccer, futsal, volleyball, lacrosse, flag football, ultimate frisbee, ice hockey, cricket, gymnastics, crew, field hockey, school bowling competitions.

High risk sporting activities: football, rugby, wrestling, cheerleading with contact, dance with contact, basketball, water polo, martial arts competitions, roller derby.

Stay home when sick or if a close contact of someone with COVID-19

Athletes, coaches, umpires/referees, spectators and any other paid or volunteer staff should be required to stay home if they feel unwell, show any signs of COVID-19, or have been exposed to a confirmed case or close contact. All coaches and students should be screened for signs/symptoms of COVID-19 prior to a workout. Screening should consider symptoms listed by the CDC. Any person with symptoms of COVID-19 or who is a close contact of someone with confirmed COVID-19 should not be allowed to participate and should contact his or her primary care provider or other appropriate health-care professional.

Those who are excluded from training or contests due to COVID-19 symptoms or because they are close contacts must follow DOH and local public health isolation and quarantine guidance before returning to training or contests.

People with underlying health conditions should consult with their medical provider regarding participation in athletic activities.

Masks

Masks required for athletes/participants directly before and directly after sporting activities and strongly encouraged whenever not engaged in strenuous activity. Any spectators must wear facial coverings per the Department of Health facial covering order. Coaches, referees/umpires, trainers, managers, spotters, and any other paid or volunteer staff must wear face coverings at all times.

Physical Distance

Physical distance of 6 feet must be maintained between staff, volunteers, and any spectators at all times with exceptions for training and medical personnel and volunteers performing their medical duties. Six feet of distance should be maintained among athletes when not engaged in sporting activities, huddles and team meetings must be physically distanced

Hygiene

Require athletes, coaches, umpires/referees and any other paid or volunteer staff to practice good hygiene including washing their hands frequently and covering their sneezes and coughs. Wash hands often with soap and water for at least 20 seconds before and after practice, especially after touching shared objects or blowing your nose, coughing, or sneezing. Avoid touching your eyes, nose, and mouth. If soap and water are not readily available, use a hand sanitizer that contains 60-95% alcohol content. Cover all surfaces of your hands and rub them together until they are dry. Athletes should not share water bottles, uniforms, towels, or snacks and should not spit (saliva, sunflower seeds, etc.).

Provide handwashing or hand sanitizing stations at training and contest locations.

Limit the use of locker rooms to handwashing and restroom use only. Showers should not be used due to potential spread of aerosolized droplets. If use of locker rooms for changing is necessary, maximize ventilation and use tape, spots, or cones to signal 6 feet of distance for athletes who need to change. Stagger entry to the changing area and use of these facilities as appropriate with members of the same team or training cohort only. Limit occupancy of the locker rooms to avoid crowding.

Cleaning

Clean high touch surfaces and disinfect shared equipment before and after each use. Ensure restrooms are cleaned and disinfected prior to and after any league activity. Current CDC guidance for cleaning and disinfection for COVID-19 states that disinfectants should be registered by the EPA for use against the COVID-19. Find the current list here: [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#). Disinfectants based on hydrogen peroxide or alcohol are safer than harsher chemicals. The University of Washington has a handout with options for safer cleaning and disinfecting products that work well against COVID-19.

Ventilation

Ventilation is important to have good indoor air quality. Ensure that ventilation systems operate properly. Increase air circulation and ventilation as much as possible by opening windows and doors. Offer more outside time, open windows often, and adjust the HVAC system to allow the maximum amount of outside air to enter the program space. Use of fans for cooling is acceptable. In indoor spaces, fans should only be used when windows or doors are open to the outdoors in order to circulate indoor and outdoor air. They should blow away from people.

Transportation

Limit exposure to those outside the household unit during travel. Encourage only those in the same household to travel together, and if not in the same household, travel in separate vehicles if possible. For travel groups, (groups that include more than one household in the same vehicle whether in a carpool or on a bus) all members of the travel group, including the driver, must wear a face covering and spread out as much as possible within the vehicle. Limit travel groups to those who have been in regular contact (e.g. team members). Encourage family members to sit together. Maximize ventilation in the vehicle by opening windows.

Records and Contact Tracing

Keep a roster of every athlete, staff and volunteer present at each practice, training session, and contest to assist with contact tracing in the event of a possible exposure. Similarly keep a roster and seating chart for each travel group. Attendance rosters and seating charts must be kept on file for 28 days after the practice, contest, or trip.

Employees

Employers must specifically ensure operations follow the main Labor & Industries COVID-19 requirements to protect workers. COVID-19 workplace and safety requirements can be found [here](#).

COVID-19 Activity Level

The risk of COVID-19 spread linked to sporting activities depends on the level of COVID-19 spread in the community. The following COVID-19 activity level classifications are based on the

Department of Health's school reopening decision tree recommendations, which classify counties based on their current COVID-19 activity level.

HIGH >75 cases/100K/14 days OR >5% positivity

Team practices and/or training can resume for low, medium, and high risk sports if players are limited to groups of six in separate parts of the field/court, separated by a buffer zone. Brief close contact (ex: 3 on 3 drills) is permitted. It is preferable for the groups of six to be stable over time. Attendance rosters should include group contact information. Each league, organization, or club must publish and follow a "return to play" safety plan. Any practice or training activities that can be done outdoors should be done outdoors.

Scrimmage, intra-team competitions, and league games or competition allowed for low risk sports, but are discouraged if school is not conducting in person learning.

No tournaments allowed.

No spectators allowed except for one parent/guardian/caregiver for each minor-aged participant allowed. Spectators must maintain physical distance of at least six (6) feet between each person. No spectators allowed for participants 18 and older.

MODERATE >25-75 cases/100K/14 days AND <5% positivity

Scrimmage, intra-team competitions, and league games allowed for both low and moderate risk sporting activities. Scrimmage, intra-team competitions allowed for high risk sporting activities.

No tournaments allowed.

No spectators allowed except for one adult parent/guardian/caregiver for each minor-aged participant allowed. Spectators must maintain physical distance of at least six (6) feet between each person. No spectators allowed for participants 18 and older.

LOW <25 cases/100K/14 days AND <5% positivity

Scrimmage, intra-team competitions, and league games allowed for low, moderate, and high risk sporting activities.

Tournaments allowed.

Spectators to follow gathering size limit of Safe Start Plan.

A prohibition on tournaments for sporting activities does not include postseason, playoff, state or regional championship competitions sanctioned by a statewide interscholastic activities administrative and rule-making body that oversees competition in all counties in the state.

SWIM LESSON PLANNING

Lauryne attended swim lessons at the Bainbridge Island Aquatic Center. Their pool has a coordinator that is dedicated to swim lessons. She has some good information that we are looking into.

WEBINARS

- WCIA Bias Training - I have webinars on October 6 and 8 with WCIA on Implicit Bias Training. The trainings will be from 9:30am-12:30pm, each day.
- WRPA COVID-19- There will be a WRPA meeting on COVID-19 on Thursday, October 8 to discuss updates with COVID-19.

OFF FRIDAY

Just a heads up that I will be off on Friday. If you need to get a hold of me, the office phone (206) 429-3852 is forwarded to my cellular.

RESEARCH

- Light Rail Construction Transforms West Hill - <https://www.kentreporter.com/news/light-rail-construction-transforms-west-hill-in-kent/>

- Toni Nelson Retires from MRSC - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/September-2020/Finance-Consultant-Toni-Nelson-Retires.aspx>
- How Will COVID-19 Affect the Upcoming Flu Season: Scientists Struggle for Clues - <https://www.sciencemag.org/news/2020/08/how-will-covid-19-affect-coming-flu-season-scientists-struggle-clues>
- African American State and Local Government Employees Have Higher Concerns About Health and Financial Risks of COVID-19 - https://icma.org/articles/article/african-american-state-and-local-government-employees-have-higher-concerns-about?_zs=ctEei1&_zl=3PC87
- The Power of Representation - https://www.aquaticsintl.com/facilities/the-power-of-representation-in-aquatics_o

Week Ending October 9, 2020

There were some significant changes in state mandates this week. We are working as a staff to decipher this information and make changes to ensure a productive, but safe environment. There are some ambiguous changes that we need to discuss before moving forward.

NEXT BOARD MEETING

The next board meeting will be Tuesday, October 20. Linda will send out meeting invite and agenda packet on Thursday, October 15. If you do not receive it by the end of the day that day, contact me.

UW IHME PROJECTION UPDATE

(From the Projection Paper on U.S. from 10-2-2020) Daily deaths are expected to rise to over 2,900 a day by the end of December (Figure 13). We expect 360,000

cumulative deaths by January 1, a further 156,000 by the end of the year. *(My math – This will be 76% of the deaths we currently have in less than three months - 92 days.)*

As we look to re-open, I think we need to be careful to ensure a safe environment as we grow our programs back. Especially with flu season starting.

The University of Washington (UW) Institute of Health Metrics and Evaluation is one of the best sources for information. They effectively predicted the uptick after we re-opened the economy back in June.

Below is a link to the paper.

http://www.healthdata.org/sites/default/files/files/Projects/COVID/briefing_US_100220.pdf

NEW WASHINGTON DOH GUIDELINES

Governor Inslee had a press conference on Tuesday where he announced loosened guidelines for aquatics. Below is a summary of the rules.

1. two swimmers per lane for lap swim AND swim team (phase 2 and below)
2. allowing open swims (with stipulations)
3. creating a new rule for calculating capacity (162 sq feet per person)
4. Requiring appointments for all activities (phase 2 and below)

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

We are working to develop a plan for a schedule, staff training and communication of these materials. We are also looking at our Safety Plan to ensure any changes are reflected in it too.

Lauryne is attending the WRPA Aquatics Group meeting where she should get more clarification and see where other organizations are in the process.

WRPA AQUATICS GROUP

The WRPA Aquatics Group met on Thursday, October 8.

The group went over a couple of things that were added from the original legislation from the state and more exact interpretations of the guidelines.

1. DOH guidelines are what we have to follow over all others.
2. 6 feet of social distancing is still the standard no matter what program we are running (this includes open swim and lessons).
3. If we are teaching from in the water (this is allowed now, we can teach with face shields that have a fabric cover of the neck), we can only come into contact with students for up to 5 minutes, students must maintain the 6 feet when not in contact with the instructor.
 - Note- Social distant swim lessons are still an option.
4. Families in the same household can all swim in the same lane, even if this exceeds our two people per lane rule.
5. In phase 3 we no longer have to have reservations.
6. Even if we do the equation and our pool can exceed 50 people, 50 is the max until phase 4.
7. In phase 3 we can have rentals for recreational events (B-day parties), with a max of 10 people.
8. Caregivers are allowed in lanes with swimmers and can violate the 6 feet rule, if in a lane together then no other swimmers in lane.

Vice Chair: Lauryne was voted Vice Chair of the aquatics group. I think this is a great opportunity for her and her position should help the District.

OPMA PROCLAMATION EXTENSION

As we have stated before OPMA proclamation on remote meetings will be extended through November 9, 2020. We are preparing for the likelihood of having our budget hearing online as in-person meetings will not resume until at least Phase 3 or a change in direction from the State.

BOARD VACANCY APPLICANTS

Our October 20 board meeting is already busy, but we have two potential candidates. I am working to check them through King County and will report back.

HSD MEETING

We had to delay our meeting until later due to illness. We are working with HSD on their swim season. We are planning a meeting for next week.

HSD SWIM AND DIVE TEAM SCHEDULE AND MEETS

Both boys and girls swim teams must be in Phase 3 to start practices.

- Boys Season – Tentatively starts practices on December 28. Meets are tentatively January 7, 21 and 28.

- Girls Season – Tentatively starts practices on March 1. Meets are tentatively March 9, 23 and 30, and April 8.

RE-OPENING VISIT REPORTS

	August 3-7	August 10-14	August 17-21	August 24-28	August 31-Sept 4	September 7-11	September 14-23	September 24-25
Membership								
Scans	36	44	39	37	31	43	Closed	16
Paid/10-Visit								
Scans	52	65	81	68	87	90	Closed	27
No Shows	4	5	8	9	4	8	Closed	0

Pool re-opened early on September 24 for Thursday and Friday. Originally set to re-open on September 28.

WEBINARS/TRAININGS

WCIA Training: On Tuesday and Thursday, I participated in WCIA's Implicit Bias Webinar. I suggest this webinar for anyone that is interested. The webinar is taught by a professor that is an HR professional and teaches this class at Bellevue and Highline Colleges.



How to respond to microaggressions when they occur:

- R – Redirect the interaction
- A – Ask probing questions
- V – Values clarification
- E – Emphasize your own thoughts and feelings
- N – Next steps

Developed by J. Luke Wood & Frank Harris III

WRPA Fall Summit: I will be at the WRPA Fall Summit on Wednesday and Thursday, October 14 & 15. My Sessions are from 9am-3:30pm each day.

FINANCE COMMITTEE MEETING

We will have a finance committee meeting on Tuesday, October 13 at 7:00pm to discuss financial items on the agenda for October 20.

SHORE AQUATIC CENTER REMODEL

Shore Aquatic Center is governed by the William Shore Pool MPD. It is one of three MPD's in the State of Washington only governing a pool. See pictures of their remodel of the Shore Aquatic Center remodel in Port Angeles, WA.

<https://www.sacpa.org/?lightbox=dataItem-kf4l7dqx>

RESEARCH

- Raise Your Voice for Safer and Healthier Swimming - <https://www.nrpa.org/parks-recreation-magazine/2020/october/raise-your-voice-for-healthier-and-safer-swimming/>
- CDC – COVID-19 + Airborne Transmission - https://www.seattletimes.com/nation-world/nation/cdc-says-airborne-transmission-plays-a-role-in-coronavirus-spread-in-long-awaited-update-after-a-website-error/?utm_medium=notification&utm_source=pushly&utm_campaign=679463
- COVID-19 Shines Light on Need for Strong State/Local Partnerships - <https://icma.org/blog-posts/covid-19-pandemic-shines-light-need-strong-state-local-partnerships?zs=ctEei1&zl=C7J97>
- Too Much Local Government? Or Too Many Local Governments? - <https://www.governing.com/assessments/Too-Much-Government-Or-Just-Too-Many-Governments.html>
- COVID-19 Emergency Orders Restrict Individual Liberties - <https://www.nrpa.org/parks-recreation-magazine/2020/october/covid-19-emergency-orders-restricted-individual-liberties/>

It's Dangerous: L&I Talks About Enforcing Mask Mandate -

<https://www.king5.com/article/news/health/coronavirus/washington-state-businesses-face-mask-mandate-violators-fined-labor-and-industries/281-047a9677-bc8b-4827-80a7-ffc197b0007c>



Des Moines Pool Metropolitan Park District

September 15, 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; Aquatic Manager Dominic Finazzo, Aquatic Coordinator Lauryne Newman, District General Manager Deschenes and District Clerk Linda Ray.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

President Young called for adoption of the agenda as it stands. Passed 4-0

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

District General Manager Deschenes asked the Commissioners to be more diligent in checking their emails for documents that need signing. Minutes and resolutions are being sent to them via DocuSign. As such, District Clerk Ray will send both an email and text reminders in the future.

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 August 2020 totaling \$59,995.12. Commissioner Dusenbury 2nd. The motion passed 4-0.

OLD BUSINESS

a. Aquatics Manager Q & A

Aquatic Manager Dominic Finazzo reported to the Board that the water in the pool is down to where it should be in order for the contractor to repair the caulk in the expansion joint that was found to be unstable after the 2017 project. The AM stated that the water would be draining until midnight for the repairs tomorrow morning. After that, there is a 12-hour cure process before the pool can be re-filled. Doug DuCharme, the architect for the original project will be on-site while the work is being done.

Aquatic Coordinator Newman reported that during the closure, the staff is reorganizing storage and she is conducting safety training sessions to prepare for re-opening.

She reported that lap swimmers and water aerobics participants are returning to the pool after the COVID-19 closure. She is continually adding to programming.

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 – 09/15/2020**

b. September Closure

Aquatic Manager Finazzo reported on the repair of the expansion joint caulk. It is being cleaned, primed and re-caulked. The project will be completed by Friday, 9/18. After the project is completed, he will need to refill the pool, heat the water, and balance the chemicals before re-opening. The company that was selected to do the repair has done repairs at the King County Aquatic Center.

After the report, the Aquatic Manager and Aquatic Coordinator left the meeting.

c. Board Vacancy Update

The District General Manager reported that no applications had been received for the open Board position. There is a potential candidate that will volunteer if no one applies.

It was decided that the application requirements would be altered. Any person interested needs only submit a letter of interest and agree to a background check.

President Young encouraged the Board members to reach out to their contacts to see who might be interested.

d. Resolution 2020-08 – Acknowledging Racism Within Public Pools

DGM Deschenes informed the Board that he and Commissioner Achziger decided to move this item to a later meeting to allow for discussions with key members of Highline College. The District Manager kept the item on the agenda to communicate this delay to the rest of the Board.

NEW BUSINESS

a. Budget Preparation

DGM Deschenes spoke about much needed replacement of the air handler and domestic hot water systems at the pool and the need to budget in 2021 if possible. Commissioner Dusenbury encouraged the board members to start thinking about the design and engineering process on the boiler by an engineer, saying this would require a great deal of research.

By the end of 2020 we should have \$893K in the general fund, with an opening balance of approximately \$900K going into 2021.

The DGM stated that we are starting to see the need for more programming at the pool. We are presently in Phase 2 that requires only one swimmer per lane. He would like to refrain from laying off staff as he feels it will slow growth in the future and will delay programming.

President Young directed the DGM to draft a budget for 2021 and email it to the Board prior to the October Regular meeting. The DGM stated that he would include it in the board packet that will be mailed out on Thursday, October 15th. The budget will be on the agenda for discussion at that meeting.

GENERAL DISCUSSION

President Young asked the Board if there is a need for a retreat meeting in October. The Commissioners responded in the negative.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 09/15/2020**

ADJOURNMENT

With no further business, the meeting was adjourned at 7:33 pm.

UPCOMING MEETINGS

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

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Kasnick

Linda Ray, District Clerk

Commissioner Achziger

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/14/2020

Total Amount: \$12,512.86

Control Total: 17

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200908133411.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:

9/8/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

9/8/2020

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_20200908133411.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			16477	09/01/2020	\$160.00	DISTRICT OFFC JANITORIAL - SEP 2020
AQUATIC SPECIALTY SERVICES			19475	08/20/2020	\$170.51	MONTHLY SERVICE - AUG 2020
CENTRAL WELDING SUPPLY			RN08202427	08/31/2020	\$69.97	BEV CARB - MRP
HANNA LAI			2020090844	09/08/2020	\$219.25	PAYROLL PE 8/25/2020
HIGHLINE WATER DISTRICT			20200821HWD	08/21/2020	\$503.75	WATER UTILITY - 7/22 TO 8/21/2020
LINDA RAY			20200908LR_Reimbb	09/08/2020	\$134.00	POST OFFICE BOX_KEY AND SET UP FEE
MACDONALD-MILLER FACILITY SOLUTIONS			SVC187567	08/24/2020	\$2,986.50	PROPOSAL 2020-269-LT/MT. RAINIER POOL
MACDONALD-MILLER FACILITY SOLUTIONS			SVC187344	08/20/2020	\$706.48	SVC CALL 200731-0113 LEAKING BACKFLOW/MRP
MEENA LAI			20200908ML54	09/08/2020	\$292.31	PAYROLL PE 8/25/2020
MIANNA BEHRENS			2020090831	09/08/2020	\$315.35	PAYROLL PE 8/25/2020
MIDWAY SEWER DISTRICT			202008	08/25/2020	\$307.93	SEWER UTILITY - 6/25 TO 8/25/2020
NORTHWEST LANDSCAPING SERVICES			CD50098361	09/01/2020	\$548.91	LANDSCAPE SVC/MRP - SEP 2020
SILVIA TELLEZ			23037665	08/26/2020	\$225.00	REFUND POOL RENTALS
SNURE LAW OFFICE			20200901BS	09/01/2020	\$1,312.50	PROFESSIONAL SERVICES - AUG 2020
WASHINGTON RECREATION & PARK ASSOCIATION			5938	08/28/2020	\$175.00	S DESCHENES FALL SUMMIT REGISTRATION
WASHINGTON RECREATION & PARK ASSOCIATION			5946	09/08/2020	\$115.00	D FINAZZO AQUATIC CONF REGISTRATION
WHITEFAB			127119	08/25/2020	\$4,270.40	GATES - FINAL PAYMENT



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/18/2020

Total Amount: \$7,697.57

Control Total: 12

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200915141526.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

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

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

_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date	_____ Authorized District Signature	_____ Date

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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_20200923125413.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ASSOCIATION OF WASHINGTON CITIES			7157	09/18/2020	\$1,269.58	EMPLOYEE TRUST BENEFIT_FINAZZO/NEWMAN
DEPARTMENT OF RETIREMENT SYSTEMS			20200917DOR	09/17/2020	\$605.50	DEFERRED COMP S DESCHENES
HANNA LAI			20200923HL44	09/23/2020	\$158.77	PAYROLL PE 9/10/2020
HIGHLINE WATER DISTRICT			20200918HWD	09/18/2020	\$2,418.96	WATER UTILITY - 8/21 TO 9/18/2020
JOE DUSENBURY			20200923JD08	09/23/2020	\$104.93	COMMISSIONER SUBSIDY - AUG 2020
MEENA LAI			20200923ML54	09/23/2020	\$238.17	PAYROLL PE 9/10/2020
MIANNA BEHRENS			20200823MB31	09/23/2020	\$390.11	PAYROLL PE 9/10/2020
PUGET SOUND ENERGY			20200922PSE	09/22/2020	\$4,046.52	ELECTRIC/GAS UTILITY - 8/19 TO 9/21/2020
SHANE YOUNG			20200923SY10	09/23/2020	\$104.93	COMMISSIONER SUBSIDY - AUG 2020



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/24/2020

Total Amount: ~~\$5,282.58~~ \$4,677.08

Control Total: 6

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200918140740.csv

Fund #: 170950010

Adjusted amt (see note pg 2)

CONTACT INFORMATION

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

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

DocuSigned by: <u>Scott Deschenes</u>	<u>9/18/2020</u>
2E03A1F071204B0 Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u>	<u>9/19/2020</u>
5E8DDA9890F2474... Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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401 5th Avenue, Room 323
Seattle, WA 98104

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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_20200918140740.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ANZHELA GUBAREV			20200917AG_Refund	09/17/2020	\$192.00	REFUND FOR MEMBERSHIP
CENTRAL WELDING SUPPLY			CG 89804	09/18/2020	\$213.86	BULK BEVCARB/MRP
DEPARTMENT OF RETIREMENT SYSTEMS			20200916DOR	08/27/1901	\$605.50	DEFERRED COMP S DESCHENES Cancelled - paid on warrant req 1526
PUGET SOUND ENERGY			20200820PSE	08/20/2020	\$3,506.48	ELECTRIC/GAS UTILITY - 7/21 TO 8/19/2020
SCOTT DESCHENES			20200918SD_Reimb	09/18/2020	\$47.24	REIMB FOR MPR SUPPLIES
ZEN 22015, LLC			20200918ZEN	09/18/2020	\$717.50	DISTRICT RENT - OCT 2020



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/28/2020

Total Amount: \$9,337.47

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20200923125413.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

DocuSigned by:

9/23/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

9/23/2020

Authorized District Signature

Date

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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_20200915141526.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BTOWN WEB			202037182	08/31/2020	\$312.50	WEB SUPPORT - AUG 2020
BTOWN WEB			1003773	04/15/2020	\$62.50	WEB SUPPORT - TECHNICAL DVLPMPT - APR 2020
BTOWN WEB			1003795	04/30/2020	\$62.50	WEB SUPPORT - TROUBLESHOOTING - APR 2020
CMIT SOLUTIONS EASTSIDE			8444	08/31/2020	\$1,226.00	IT SUPPORT - AUG 2020
CMIT SOLUTIONS EASTSIDE			8348	07/31/2020	\$1,226.00	IT SUPPORT - JUL 2020
COMCAST			20200908CB_DMP	09/08/2020	\$182.52	TELEPHONE/INTERNET/DMP - 9/18 TO 10/17/2020
COMCAST			20200912CB_MRP	09/12/2020	\$238.77	TELEPHONE/INTERNET /MRP - 9/22 TO 10/21/2020
COPIERS NORTHWEST			INV2193003	09/09/2020	\$83.69	COPIER OVERAGE CHG - 8/6 TO 9/5/2020
DEPARTMENT OF RETIREMENT SYSTEMS			20200915DOR	09/15/2020	\$605.50	DEFERRED COMP S DESCHENES
RECOLOGY			0003261111	08/31/2020	\$385.27	GARBAGE/RECYCLE UTILITY - AUG 2020
US BANK			20200910USB	09/10/2020	\$3,082.32	BANKCARD - 8/11 TO 9/10/2020
WASHINGTON RECREATION & PARK ASSOCIATION			5948	09/09/2020	\$230.00	REGISTRATION AQUATIC CONF - L NEWMAN AND Q KNOX

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 Sep 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 9/10/2020	170950010			24219		00000	18,804.18
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$18,804.18

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

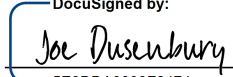
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date Sep 8, 2020
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Sep 29, 2020

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 9/25/2020	170950010			24219		00000	19,181.73
2							00000	
3						DS	00000	
4						SD	00000	
5							00000	
6							00000	
							Total	\$19,181.73

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

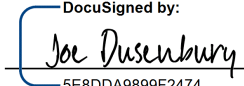
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Acting Clerk of the Board Date Sep 23, 2020
DocuSigned by: 5E8DDA9899F2474...
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7 **Assigned to:** District GM **Meeting Date:** 10/20/2020

Under: N/A **Attachment:** No

Subject: Executive Session

Background/Summary:

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

Fiscal Impact: N/A

Proposed Motion:

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

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

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

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

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes:

No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** 10/20/2020
Under: Old Business **Attachment:** Yes
Subject: Reopening Update

Background/Summary:

The District has elected to close the pool from September 14 through 23. 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.

The pool reopened on September 24 including Tuesday and Thursday evening hours. District staff met in late-September and early-October to develop a loose outline of reintroducing programs now that school is back in session and WIAA sports may be back in late-December.

Also, there are still a lot of variables including a projected potential for another increase in COVID-19 cases during flu season. Any information presented here is only estimates. District staff will always err on safety when determining what programs to reintroduce.

UPDATED (October 13, 2020): The state put out updated Miniature Golf, Putt-Putt Golf and Water Recreation Facilities on October 6 and COVID-19 Guidance for Re-Opening of Water Recreation Facilities on October 9. Like earlier guidelines there are items that need to be synthesized for implementation. We also had a meeting with HSD and I have included their latest guidelines from WIAA that we have been told can change at any time.

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: Attachments:

- Miniature Golf, Putt-Putt Golf and Water Recreation Facilities (October 6 Update)
- Youth Team Sports (October 6)
- COVID-19 Guidance for Re-Opening of Water Recreation Facilities (October 9 Update)
- WIAA Guidelines for Youth Team Sports (From HSD Meeting)
- ReOpening Presentation (Not in Packet – Will Present at Meeting)



October 2020

10/9/2020 - WIAA Executive Board Extends Open Coaching Window

10/8/2020 - Coaches School Re-Opens, Offers Mental Health Series

10/7/2020 - WSSAAA Wednesday - 10/7/2020 - RJay Barsh/Mick Hofman

10/6/2020 - New Guidelines Issued for Return to Athletics and Activities

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New Guidelines Issued for Return to Athletics and Activities

10/6/2020

RENTON, Wash. (Oct. 6, 2020) - The Governor's Office and Washington State Department of Health issued new guidance for returning to education-based sports and activities, Tuesday, using the statistical benchmarks of COVID-19 cases per 100,000 residents in a given county as well as the percentage of positive tests. The WIAA has used this guidance from the Department of Health to develop new general, as well as sport-specific, return-to-play guidelines which will replace those previously tied to phasing in the Governor's Safe Start Plan. The Governor's office has informed the WIAA that these guidelines must be followed and neither schools nor community sports programs have the authority to implement more lenient policies.

[VIEW COMPLETE REVISED GENERAL AND SPORT SPECIFIC GUIDELINES](#)

These revised guidelines give greater flexibility to school administrators to offer education-based athletics and activities and meet the demand of their students and communities. The WIAA Executive Board and staff are pleased with the work that has been done to allow students to be more involved with their schools, as participation in the school setting provides safer and more equitable opportunities for students, especially during this time. Staff will continue to work with decision-makers to evaluate participation in sports deemed high-risk by reviewing all data and documentation available in hopes it may be appropriate to qualify them as moderate risk.

County benchmarks will be used to determine which sports or activities are recommended to take place based on COVID-19 activity in the county. [Each county's status can be found on the Washington Risk Assessment Dashboard](#) along with communicating directly with local health departments. These benchmarks mirror those issued by the Department of Health to aid schools in their decision-making process for models of in-person/remote learning. The three tiers indicate low, moderate or high risk and allow for varying levels of participation:

HIGH >75 cases/100K/14 days OR >5% positivity

- Team practices and/or training can resume for low, medium, and high-risk sports if players are limited to groups of six in separate parts of the field/court and separated by a buffer zone. Brief, close contact (e.g. 3-on-3 drills) is permitted. It is preferable for the groups of six to be stable over time. Attendance rosters should include group contact information. Each league, organization, or club must publish and follow a "return to play" safety plan. Any practice or training activities that can be done outdoors should be done outdoors.
- Scrimmage, intra-team competitions, and league games or competition allowed for low-risk sports, but are discouraged if the school is not conducting some in-person learning.
- No tournaments allowed.
- No spectators allowed except for one parent/guardian/caregiver for each student-participant in uniform. Spectators must maintain a physical distance of at least six (6) feet between each person.

MODERATE >25-75 cases/100K/14 days AND <5% positivity

- Scrimmage, intra-team competitions, and league games allowed for both low and moderate-risk sporting activities. Scrimmage, intra-team competitions allowed for high-risk sporting activities.
- No tournaments allowed.
- No spectators allowed except for one adult parent/guardian/caregiver for each student-participant in uniform. Spectators must maintain physical distance of at least six (6) feet between each person.

LOW <25 cases/100K/14 days AND <5% positivity

- Scrimmage, intra-team competitions, and league games allowed for low, moderate, and high-risk sporting activities.
- Tournaments allowed.
- Spectators to follow gathering size limit of the Safe Start Plan.

A prohibition on tournaments for sporting activities does not include postseason, playoff, regional or state championship competitions sanctioned by a statewide interscholastic activities administrative and rule-making body that oversees competition in all counties in the state.

Each WIAA sport is classified into low, moderate and high risk categories as follows:

LOW-RISK SPORTING ACTIVITIES:

- Cross Country
- Golf
- Sideline/no-contact cheerleading and dance
- Swimming and Diving
- Tennis
- Track and Field

MODERATE-RISK SPORTING ACTIVITIES:

- Baseball
- Bowling
- Gymnastics
- Soccer
- Softball
- Volleyball

HIGH-RISK SPORTING ACTIVITIES:

- Basketball
- Cheerleading with contact
- Dance with contact
- Football
- Wrestling

The complete guidelines will be updated as any changes are made and will be available at wiaa.com/covid.

Sign up for RSS Feed



Miniature Golf, Putt Putt Golf, and Water Recreation Facilities (Public and Private)

COVID-19 Reopening Requirements

Summary of October 6 changes:

Water Recreation Facilities (Public and Private) has been significantly changed:

- Allows all water recreation facilities (WAC 246-260) to open except for activity pools with play features. Does not allow recreational water contact facilities (WAC 246-262) to open.
- All limited use pools (HOAs, assisted living facilities, apartments, hotels/motels) regulated under WAC 246-260 are allowed to open.
- Some of the pools within waterparks that are regulated under WAC 246-260 are allowed to open except for those considered activity pools with play features and recreational water contact facilities regulated under WAC 246-262.
- Appointments are required. If an appointment system is not feasible, maximum occupancy must be posted and it must be enforced by designated staff.
- Occupancy based on square footage based (162 square feet per person). 50 people max. In the case of a large pool complex with multiple pools and the maximum of 50 is not reasonable, the facility manager works with the local health department to determine a reasonable number that both parties agree on.
- One person per lane is still recommended. No more than two people are allowed in each lane except for people of the same household or individuals who require a caretaker to assist them.
- Swim instructors may break physical distance rule while instructing beginner swimmers if wearing a face shield with water-proof or quick drying cloth attached to it and limit the time the instructor is within 6 feet of a student to 5 minutes per student in each session.
- Open swim allowed.

Included here:

- Miniature golf and putt putt golf
- Water recreation facilities for appointment only lap swimming and small group swim lessons (public and private)
- Scuba Diving centers/schools

Not included here: Waterpark-like features such as water slides or waterparks, lazy rivers, surf pools, wave pools or splash pads

General Requirements

All miniature golf and putt putt golf operators, water recreation facilities in Modified Phase 1 must adopt a written procedure for employee safety and customer interaction that is at least as strict as this procedure and complies with the safety and health requirements below, including recreation-specific guidance.

Safety and Health Requirements

All miniature golf, putt putt golf and water recreation facilities have a general obligation to keep a safe and healthy facility in accordance with state and federal law and safety and health rules for a variety of workplace hazards. In addition, they must comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee's "Safe Start" Proclamation 20-25, *et seq.*, and in accordance

with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the [Washington State Department of Health Workplace and Employer Resources & Recommendations](#).

Employers must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer's COVID-19 policies.
- Maintain minimum six-foot separation between all employees (and clients/customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimize staff or customers in narrow or enclosed areas, stagger breaks, and work shift starts.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed (when out of the water).
- Cloth facial coverings must be worn by every employee not working alone on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance with the following exceptions: when working alone in an office, vehicle, or at a job site; if the individual is deaf or hard of hearing, or is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or when the job has no in-person interaction. Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the [Department of Health guidance](#).
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the [cleaning guidelines set by the CDC](#) to deep clean and sanitize.
- Post a sign at the entrance to the business so that it is immediately noticeable to all customers entering the store that strongly encourages customers to wear cloth facial coverings. Employers are encouraged to require customers to wear cloth facial coverings, in order to protect their employees.

A site-specific COVID-19 Supervisor shall be designated by the employer at each job site to monitor the health of employees and enforce the COVID-19 job site safety plan.

A worker may refuse to perform unsafe work, including hazards created by COVID-19. It is unlawful for an employer to take adverse action against a worker who has engaged in safety-protected activities under the law if the individual's work refusal meets certain requirements. Information is available in these publications: [Safety and Health Discrimination in the Workplace brochure](#) and [Spanish Safety and Health Discrimination brochure](#).

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits.

Employers must provide high-risk individuals covered by Proclamation 20-46, *et seq.*, with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible.

Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, unemployment benefits, or other paid time off depending on the circumstances. Additional information is available at [Novel Coronavirus Outbreak \(COVID-19\) Resources](#) and [Paid Leave under the WA Family Care Act and the Families First Coronavirus Response Act](#).

No business may operate until it can meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply. Additional considerations may be adopted, as appropriate.

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 [prevention advice and help](#) from L&I's Division of Occupational Safety and Health (DOSH).
- Employee Workplace safety and health complaints may be submitted to the L&I DOSH Safety Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.
- General questions about how to comply with the agreement practices can be submitted to the state's [Business Response Center](#).
- All other violations related to Proclamation 20-25 can be submitted through [this website](#).

Miniature Golf and Putt Putt Golf

RESTART COVID-19 REQUIREMENTS AND RECOMMENDATIONS

1. Putters and balls must be disinfected after each use. All pencils and scorecards must be discarded or retained by the player after each round. Pencils and scorecards must not be reused or shared.
2. Please refer to the [memo](#) on customer logs.
3. Group play is limited to five participants per group. Groups should be staggered so that social distancing and facility occupancy limits are maintained.
4. Regularly sanitize counter tops, doorknobs, other common surfaces, including the course fixtures, and other frequently touched surfaces, including employee used equipment.
5. Remove all items not permanently affixed to the course, including garbage receptacles. Be creative with cup liners to avoid having players reaching into the hole to retrieve golf balls
6. Install signage to discourage group congregation and to limit numbers of people in a certain area of the facility. Golfers will be reminded to be especially mindful of social distancing in the parking lot, and around tees.
7. Keep up to date on all health and safety changes that are happening daily.
8. Marshall the course to ensure physical distancing by reminding golfers, and where necessary, warn repeat offenders.
9. Ask players to leave the facility immediately after playing to eliminate congestion and gathering on the property or in the parking lot.
10. Provide hand-sanitizing stations throughout the facility, so that players have easy access to hand sanitizer during play.

11. Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
12. All food service must comply with the county's restaurant and food service requirements.

No miniature golf or putt putt golf business may operate until they can meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply.

Water Recreation Facilities (Public and Private)

RESTART COVID-19 REQUIREMENTS AND RECOMMENDATIONS

According to the CDC, COVID-19 transmission is not likely through contact with properly disinfected water. All water recreation facilities should follow DOH's guidance document, which focuses on reducing transmission through air and frequently touched surfaces.

1. All water recreation facilities are required to follow the current guideline from the Department of Health, those guideline documents are:
 - COVID-19 Prevention Guidance and Reopening of Water Recreation Facilities in Phases
 - Guidance for Water Recreation Facility Occupancy
 - All the October 6 changes listed above are detailed in the Department of Health documents linked here.
2. If the facility owner is required to provide lifeguards according to WAC 246-260-131(6)(b), the facility must have comprehensive lifeguarding plans in place in writing addressing not only COVID-19 related safety issues but also other issues related to day-to-day lifeguarding requirements. Washington Recreation & Park Association has a lifeguard plan that has been reviewed by DOH and L&I to ensure it is in compliance. L&I's safety and health consultants are available to review safety requirements and provide professional guidance related to the plan. You can request a consultation here.
3. All indoor water recreation facilities should stay updated on advice from national sports associations and the CDC as provided below. If there is any conflict between this document and any document provided below, the requirement in this document prevails.
 - USA Swimming
 - Divers Alert Network
 - CDC

All water recreation facilities must meet and maintain all the requirements in this document, including providing materials, schedules and equipment required, and all requirements in chapter 246-260 WAC, whichever is more strict, to comply.

COVID-19 Prevention Guidance and Reopening of Water Recreation Facilities in Phases (Revised)

On May 4, 2020, the Office of the Governor announced [the Safe Start Washington re-opening plan](#), which discusses a phased-in approach to reopening Washington State. This guidance document addresses how the phased-in approach applies to Water Recreation Facilities regulated in Washington State under chapters 70.90 RCW, 246-260 WAC, and 246-262 WAC, and provides guidelines to reduce transmission of COVID-19 among employees and patrons. This guidance is subject to change as needed.

Factors considered in the development of this guidance document

- [High-risk populations as defined by the Centers for Disease Control and Prevention](#) need the most protection.
- Types of facilities and activities included in this document.
- [According to CDC](#), COVID-19 transmission is not likely through contact with properly disinfected water. Therefore, this guidance focuses on reducing transmission through air and frequently touched surfaces.
- Current, as of this last update, [Washington's Phased Approach and Safe Start Washington](#)

Guidelines that apply to all Water Recreation Facilities in all Phases

[High-risk populations](#) are discouraged from using any Water Recreation Facilities until Phase 4 is achieved.

- See above for the definition of high-risk populations.
- See above for the Washington's Phased Approach stating that high-risk populations are encouraged to "Stay Home" until Phase 4.
- If it is decided that using a water recreation facility is beneficial for the health of people who belong to high-risk populations, use as many precautions as possible to protect them from possible exposure to COVID-19.

Facility owners and managers must do the following:

Plan Development

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email civil.rights@doh.wa.gov.

- Prior to reopening, all water recreation facilities are required to develop for each facility a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures:
 - Designation of staff to implement the plan;
 - PPE utilization;
 - On-location physical distancing;
 - Hygiene;
 - Sanitation;
 - Symptom monitoring;
 - Incident reporting;
 - Location disinfection procedures;
 - COVID-19 safety training;
 - Competitive swim team practice safety protocols;
 - Exposure response procedures; and
 - Post-exposure incident mitigation and recovery plan.

A copy of the plan must be available at the location and available for inspection by state and local authorities. Failure to meet these requirements will result in sanctions, including the location being shut down.

Facility Safety

- Ensure that the facility is safe to reopen and meets all requirements in Chapters [246-260 WAC](#) and [246-262 WAC](#), as applicable.
- Refer to the [guidance document](#) on reopening after a long period of shut-down.

Physical Distancing

- Maintain six-foot minimum physical distancing for employees and patrons through all phases. Minimize the chance that people come within six feet of one another as much as possible. This applies to all parts of the facility (in the water, decks, bathrooms, shower rooms, locker rooms, and other communal areas).
 - Do not hold or allow activities unless six-foot minimum physical distancing can be maintained except for unavoidable brief instances where individuals pass by one another. See Face Coverings section for swim instructors who need to provide close contact instructions.
 - People of the same household may occupy the same lane (or a section of the pool) as long as all Phase Specific Requirements below are met and a safe way to get in and out of the pool for the patrons and staff is provided by means of steps, ladders, zero-depth-entry, etc.
 - A patron who requires care to participate in activities allowed in this document may be accompanied by a caregiver without physical distancing between them as long as the facility staff is informed about it to avoid misunderstanding and confusion.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email civil.rights@doh.wa.gov.

- Develop a strategy for patrons to maintain six-foot physical distancing in the water, locker rooms, shower rooms, bathrooms, and other communal areas. This may be accomplished by controlling the number of people using the facility, providing visual cues such as markings on the floor, etc. Close communal areas if that is an option. Use this [supplemental guidance](#) for more information.
- Remove or rearrange lounge chairs and tables as necessary.
- Adopt other prevention measures such as barriers to block sneezes and coughs where physical distancing is not possible. For example, this may be appropriate for front desk personnel.

Personal Hygiene

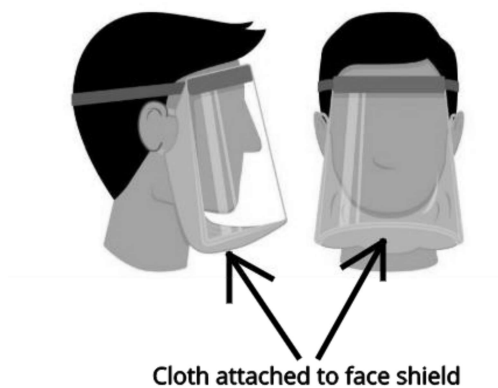
- Encourage staff and patrons to protect themselves and others by following the guidelines below.
 - Wash hands often with soap and hot water for at least 20 seconds. Provide an alcohol-based hand sanitizer that contains at least 60% alcohol in addition to (not as a replacement for) handwashing stations if desired.
 - Avoid touching eyes, nose, or mouth with unwashed hands.
 - Cover mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands.
 - Stay home if you are sick. Stay home as much as possible.

Face coverings and other Personal Protective Equipment (PPE)

- Face coverings such as masks and cloth coverings to cover the nose and the mouth are required at all times at a water recreation facility according to the [Health Secretary's order](#).
 - Face covering may be removed when:
 - Being in an outdoor public area (e.g., outdoor spa, outdoor pool deck) while maintaining the minimum six-foot physical distancing with all non-household members
 - Engaging in indoor or outdoor exercise activities (e.g., swimming in pools and using waterslides)
 - Staff and patrons must wear a face covering in an **indoor environment**, even if six-foot physical distancing is maintained, in situations including but not limited to:
 - Lounging on the pool deck
 - Using a spa (hot tub)
 - Lifeguarding on the pool deck (not in water)
 - [Provide training](#) to staff on how to [properly use masks](#)
 - Masks made of bathing suit materials are available on the market.
 - More information about face coverings available at [DOH website](#).

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email civil.rights@doh.wa.gov.

- Identify personal protective equipment (PPE) and cloth face coverings in accordance with [L&I requirements on facial coverings and industry specific COVID-19 standards](#) and their [guidance on masks](#). Provide the necessary PPE and supplies to staff.
 - Swim instructors, who need to provide close contact support (within 6 feet) to beginner swimmers who are not wearing masks, are considered to be in medium to high risk category according to [this document](#) provided by L&I. The following requirements apply to these swim instructors:
 - Wear a face shield with cloth attachment that is made of water proof or quick drying material (e.g., Tyvek, Badger Shield, Humanity Shield)



Source: Washington State Labor and Industries

- Limit the time providing close-contact instruction (within 6 feet) to a maximum of 5 minutes for each student in each swim lesson session.
- Receive consultation from L&I when in doubt.
- If proper PPE is not available, do not provide close-contact lessons. Seek other alternatives such as asking parents to provide support for the students and using other equipment to keep physical distancing.

Environmental Hygiene

- Ensure frequent cleaning and disinfection, especially for high-touch surfaces. Refer to [these recommendations](#) by Centers for Disease Control and Prevention.
- Examples of high-touch surfaces include but not limited to: Door handles, locker handles, faucets, drinking fountains, toilets, shower handles, diaper changing stations, light switches, pens, chairs, tables, desks, handrails, pool noodles, and kickboards.
- Store cleaning products properly away from small children.
- Pool water does not qualify as an effective surface disinfectant to inactivate COVID-19 virus.

Limit Access to Facility

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email civil.rights@doh.wa.gov.

- Have a policy in place to keep out staff and patrons who may have COVID-19 symptoms and exclude staff and patrons who develop COVID-19 symptoms while at the facility, isolate them, call for medical treatment if necessary, and to disinfect surfaces touched by them.
- Discourage access to the facility by patrons who may be infectious by providing:
 - Signage at the entrance, and
 - Information handout, verbal instruction, or whatever method works best for your facility.
 - WAC 246-260-131(5)(a)(iii) requires that the facility owner posts a signage for “Prohibiting use by anyone with a communicable disease or anyone who has been ill with vomiting or diarrhea within the last two weeks.”

Other considerations

- Educate employees about COVID-19 in the language they best understand. The education should include the signs, symptoms and risk factors associated with COVID-19 and how to prevent spread. This could be in the form of in-person training (while practicing physical distancing), on-line training, handouts, posters, etc.
- Follow requirements in Governor Inslee’s Proclamation 20-46 High-Risk Employees – Workers’ Rights.
- Keep a safe and healthy facility in accordance with state and federal law, and comply with COVID-19 worksite-specific safety practices, as outlined in Governor Inslee’s “Stay Home, Stay Healthy” Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Coronavirus Prevention Under Stay Home, Stay Healthy Order and the Washington State Department of Health Workplace and Employer Resources & Recommendations.

Phase Specific Requirements

- To learn in which phase your facility/pool can reopen, see the list below and the table at the end of this document.
- To find out which phase your county is currently in and how decisions are made to allow counties to move from one phase to the next, see this website.
- To learn what data are used to assess COVID-19 risk, see this website.

Phase 1: No Water Recreation Facilities are allowed to open during this phase

Modified Phase 1 and Phase 2: The following requirements apply:

- No Recreational Water Contact Facilities regulated under WAC 246-262 are allowed to open.

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- Float tank facilities and designated swim areas in natural waters (outdoor beaches) are allowed to open with the requirements in the table at the end of this document.
- All other Water Recreation Facilities regulated under [WAC 246-260](#) are allowed to open with the following conditions except for activity pools.
- Patrons must make an appointment in advance to use these facilities except for outdoor beaches. Patrons who use a “limited use pool” as defined in [WAC 246-260-010\(46\)](#) must be living or staying at the facility, and must not include invited guests during these phases. Organized programs at limited use pools, as defined in [WAC 246-260-010\(46\)](#) may be held for patrons other than those specified under the limited use category, but in that case, appointments must be made with no exceptions.
- If an appointment system is not possible at your facility (e.g., hotel/motel pools and apartment pools), then the following must be met.
 - Maximum occupancy calculated according to the requirements in this section must be posted in conspicuous locations for all patrons to see.
 - Designated staff on site must periodically check the facility to ensure that the number of patrons in the facility does not exceed the maximum occupancy.
 - If it is not feasible to follow the above requirements, do not open the facility.
 - Organized programs at limited use pools, as defined in [WAC 246-260](#), may not happen at these facilities without an appointment system.
- The most restrictive of all below must be followed (excluding float tank facilities and outdoor beaches). The total number of patrons (staff excluded) present within the facility at any given time must not exceed:
 - 50 people maximum. For a large facility that has multiple pools within the facility (for example, a municipal aquatic center or an athletic club aquatic facility), the cap may exceed 50 people if a reasonable number is established between the facility manager and the local health department. DOH is available for consultation.
 - The water surface area (square footage) of the pool plus the surface area of the perimeter deck divided by 162 for each pool. “Perimeter deck” is also known as wet deck, which means the pool deck area immediately adjacent to the pool’s edge. EXCEPTION: If combined water surface area of all pool(s) within an enclosure (room or fenced area) is less than 810 square feet and all patrons scheduled at one time are of the same household, follow the usual maximum bather load of the pool.
 - All patrons are able to comfortably and reasonably practice six-foot minimum physical distancing at all times except for between people from the same household. See [this document](#) for more information.
- Up to two people are allowed to occupy the same lane (6 feet minimum in width) at the same time and swim past each other for lap-swimming. More than two swimmers per lane, but no more than 4, are permitted for competitive swim team practices if supervised by a certified coach meeting the requirement of [WAC 246-260-99901](#) and the team’s COVID-19 safety and response plan includes a diagram of safe lane

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configurations that demonstrate swimmers will be able to maintain six feet of distancing except when swimmers briefly swim past each other. Swim teams are subject to and their swimmers count toward the total occupancy of a pool as described in this guidance. For lap swimming and swim team practices, no two swimmers are allowed to remain within 6 feet of each other during resting periods without a proper physical barrier between them.

- Develop written plans to ensure that six-foot minimum physical distancing is followed both by staff and patrons at all times. While developing plans consider the following:
 - People from the same household can be together but there should be adequate space to allow for physical distancing between people from different households
 - All parts of the facility, including but not limited to, pools, spas, decks, locker rooms, shower rooms, restrooms, offices, lounges, and front counters
 - The types of activities patrons engage in
- Implement user rotation and staggering as necessary to control crowds.
- No social gathering event (e.g., a birthday party) is allowed at a water recreation facility during these phases.
- Refer to [this guidance](#) to learn more about occupancy and tools you can use during different phases.

Phase 3: Most facilities are allowed to open with some restrictions.

- Both Water Recreation Facilities (regulated under [WAC 246-260](#)) and Recreational Water Contact Facilities (regulated under [WAC 246-262](#)) are allowed to open in this phase with the following restrictions.
- The most restrictive of the following must be adhered to:
 - The number of patrons for each pool must not exceed 50% of the normal bather capacity.
 - The number of patrons must not exceed 50 within the same facility enclosure. One facility enclosure may contain multiple pools. If it is a large facility enclosure, a waterpark for example, consult the local health jurisdiction to agree on a reasonable number. DOH is available for consultation.
 - All patrons are able to comfortably and reasonably practice six-foot minimum physical distancing at all times except for between people from the same household. See [this document](#) for more information.
 - Develop written plans to ensure that six-foot minimum physical distancing is followed both by staff and patrons at all times. While developing plans consider the following:
 - People from the same household can be together but there should be plenty of space to allow for physical distancing between people from different households.

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- All parts of the facility, including but not limited to, pools, spas, decks, locker rooms, shower rooms, restrooms, offices, lounges, and front counters
- The types of activities patrons engage in
- If any social gathering event (e.g., a birthday party) is held at a water recreation facility during Phase 3, the maximum number of people allowed to gather in that event is ten. See [this document](#) for more information.
- Implement user rotation and staggering as necessary to control crowds.
- Refer to [this guidance](#) to learn more about occupancy and tools you can use during different phases.

Phase 4: All facilities are allowed to open with some restrictions.

- The number of people in the same enclosure may be above 50.
- Continue the six-foot physical distancing requirement.
 - Consider all parts of the facility for physical distancing.
 - Consider the types of activities patrons engage in.
 - People from the same household can be together but there should be plenty of space to allow for physical distancing between people from different households.
- Implement user rotation and staggering as necessary to control crowd.
- Refer to [this guidance](#) to learn more about occupancy and tools you can use during Phase 4.

Guidelines that apply to Lifeguarded Facilities

Facilities that require lifeguards, according to chapters [246-260 WAC](#) and [246-262 WAC](#) must do the following:

- Before reopening, develop written lifeguarding plans. Plans should address protection of lifeguards, staff, and patrons from COVID-19 transmission in addition to typical lifeguard requirements. The plans should address the following:
 - Provide education and training to lifeguards about COVID-19, transmission, and how to protect themselves and others.
 - Include lifeguard training plans at the facility to protect lifeguard instructors and trainees from potential COVID-19 transmission during training.
 - Develop a strategy to effectively lifeguard the facility while practicing physical distancing as much as possible.

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- Provide PPE to lifeguards. Appropriate types of PPE would depend on the type of rescuing activities necessary and whether the victim is a suspected or confirmed COVID-19 case. Refer to [Centers for Disease Control and Prevention](#) and [American Heart Association's recommendations](#).
- Lifeguards need to stay focused on monitoring patrons for water-safety-related risks. They should not be asked to enforce physical distancing or any other COVID-19 related rules to patrons as that would distract them from lifesaving duties.
- Washington Recreation & Park Association has developed very good [guidelines](#) for lifeguarding during COVID-19 outbreak, which has been recognized by DOH.

Timing of Reopening by Facility Type and Pool Type

Facility Type	Pool Type	Things to be considered	Timing of Reopening
Athletic gyms Private clubs	Swimming pools	<ul style="list-style-type: none"> • One person per lane for lap swimming is recommended* • Physical distancing and disinfection for locker rooms, shower rooms, bathrooms • Lifeguarding • User rotation may be recommended 	<ul style="list-style-type: none"> • Modified Phase 1 and Phase 2 if it meets all the conditions in the Phase Specific Requirements section of this document • *Absolutely no more than 2 people in each lane for individual lap swimming, and no more than 4 for competitive swim team practices for Modified Phase 1 and Phase 2 (refer to specific phase requirements) • **Waterpark like features regulated under WAC 246-262 are allowed in Phase 3 • ***Activity pools with play features are not allowed to
	Wading pools	<ul style="list-style-type: none"> • Provide plenty of space to keep unrelated children separate • Physical distancing and disinfection for locker rooms, shower rooms, bathrooms • Lifeguarding • User rotation may be recommended 	
	Therapy pools (exercise pools)	<ul style="list-style-type: none"> • Physical distancing and disinfection for locker rooms, shower rooms, bathrooms • Lifeguarding • User rotation may be recommended 	

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	Waterpark like features**	<ul style="list-style-type: none"> • Provide plenty of space to keep unrelated children separate • Physical distancing and disinfection for locker rooms, shower rooms, bathrooms • Lifeguarding • User rotation may be recommended 	<p>open until Phase 3 even if they are regulated under WAC 246-260</p> <ul style="list-style-type: none"> • Lazy rivers are allowed to open in Modified Phase 1 and Phase 2 if the river feature is turned off. They are allowed to open in Phase 4 if the river feature is turned on. • Phase 4 if more than 50 people
	Activity pools***	<ul style="list-style-type: none"> • Provide plenty of space to keep unrelated children separate • Physical distancing and disinfection for locker rooms, shower rooms, bathrooms • Lifeguarding • User rotation may be recommended 	
	Spas	<ul style="list-style-type: none"> • Smaller spas may allow only one or two people at a time • Physical distancing and disinfection for locker rooms, shower rooms, bathrooms • Lifeguarding • User rotation may be recommended 	
Waterparks** Municipal pools	Swimming pools	<ul style="list-style-type: none"> • One person per lane for lap swimming is recommended* • Physical distancing and disinfection for locker rooms, shower rooms, bathrooms • Lifeguarding • User rotation may be recommended 	<ul style="list-style-type: none"> • Modified Phase 1 and Phase 2 if it meets all the conditions in the Phase Specific Requirements section of this document • *Absolutely no more than 2 people in each lane for individual lap swimming, and no more than 4 for competitive swim team practices for Modified Phase 1 and Phase 2 (refer to specific phase requirements)
	Wading pools	<ul style="list-style-type: none"> • Provide plenty of space to keep unrelated children separate • Physical distancing and disinfection for locker rooms, shower rooms, bathrooms • Lifeguarding • User rotation may be recommended 	
	Activity pools***	<ul style="list-style-type: none"> • Provide plenty of space to keep unrelated children separate 	

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		<ul style="list-style-type: none"> Physical distancing and disinfection for locker rooms, shower rooms, bathrooms Lifeguarding User rotation may be recommended 	<ul style="list-style-type: none"> **Waterpark like features regulated under WAC 246-262 are allowed in Phase 3 ***Activity pools with play features are not allowed to open until Phase 3 even if they are regulated under WAC 246-260 Lazy rivers are allowed to open in Modified Phase 1 and Phase 2 if the river feature is turned off. They are allowed to open in Phase 4 if the river feature is turned on. Phase 4 if more than 50 people
	Waterslides**	<ul style="list-style-type: none"> Physical distancing and disinfection for locker rooms, shower rooms, bathrooms Lifeguarding 	
	Splash pads	<ul style="list-style-type: none"> Provide plenty of space to keep unrelated children separate Physical distancing and disinfection for locker rooms, shower rooms, bathrooms User rotation may be recommended 	
	Surf pools**	<ul style="list-style-type: none"> Allow only one person to surf at a time Spectator control needed Physical distancing and disinfection for locker rooms, shower rooms, bathrooms Lifeguarding 	
	Wave pools** Lazy Rivers	<ul style="list-style-type: none"> Moving water makes it very difficult to maintain physical distancing Lazy rivers regulated under WAC 246-260 are allowed to open in Modified Phase 1 and Phase 2 if the river feature is turned off. Phase 4 if the river feature is turned on. Physical distancing and disinfection for locker rooms, shower rooms, bathrooms Lifeguarding User rotation may be recommended 	
	Diving pools	<ul style="list-style-type: none"> Only one person dives at a time and only one person in the diving well Spectator control needed Physical distancing and disinfection for locker rooms, shower rooms, bathrooms 	

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		<ul style="list-style-type: none"> lifeguarding 	
	Spas	<ul style="list-style-type: none"> Smaller spas may allow only one or two people at a time Physical distancing and disinfection for locker rooms, shower rooms, bathrooms Lifeguarding User rotation may be recommended 	
<p>Schools</p> <p>If open to the community. Student activities as part of the educational requirement must follow school district guidelines as well.</p>	Swimming pools	<ul style="list-style-type: none"> One person per lane for lap swimming is recommended* Physical distancing and disinfection for locker rooms, shower rooms, bathrooms lifeguarding User rotation may be recommended 	<ul style="list-style-type: none"> Modified Phase 1 and Phase 2 if it meets all the conditions in the Phase Specific Requirements section of this document *Absolutely no more than 2 people in each lane for individual lap swimming, and no more than 4 for competitive swim team practices for Modified Phase 1 and Phase 2 (refer to specific phase requirements) Phase 4 if >50 people
	Spas	<ul style="list-style-type: none"> Smaller spas may allow only one or two people at a time Discourage people from using communal areas 	
	Diving pools	<ul style="list-style-type: none"> Only one person dives at a time and only one person in the diving well, otherwise physical distancing strictly followed Spectator control needed Physical distancing and disinfection for locker rooms, shower rooms, bathrooms lifeguarding 	
<p>Apartments</p> <p>Condominiums</p> <p>Mobile home parks</p> <p>HOAs</p> <p>Boarding homes</p> <p>Fraternity</p>	Swimming pools	<ul style="list-style-type: none"> Provide plenty of space to keep unrelated children separate Educate/encourage patrons to practice physical distancing Discourage people from using communal areas User rotation may be recommended 	<ul style="list-style-type: none"> Modified Phase 1 and Phase 2 if it meets all the conditions in the Phase Specific Requirements section of this document Phase 4 if >50 people
	Spas	<ul style="list-style-type: none"> Smaller spas may allow only one or two people at a time 	

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Sorority		<ul style="list-style-type: none"> Discourage people from using communal areas 	
	Wading pools	<ul style="list-style-type: none"> Provide plenty of space to keep unrelated children separate Educate/encourage patrons to practice physical distancing Discourage people from using communal areas User rotation may be recommended 	
Hotels/motels B&B Camp grounds RV parks	Swimming pools	<ul style="list-style-type: none"> Provide plenty of space to keep unrelated children separate Educate/encourage patrons to practice physical distancing Discourage people from using communal areas User rotation may be recommended 	<ul style="list-style-type: none"> Modified Phase 1 and Phase 2 if it meets all the conditions in the Phase Specific Requirements section of this document Phase 4 if >50 people
	Spas	<ul style="list-style-type: none"> Smaller spas may allow only one or two people at a time Discourage people from using communal areas 	
	Wading pools	<ul style="list-style-type: none"> Provide plenty of space to keep unrelated children separate Educate/encourage patrons to practice physical distancing Discourage people from using communal areas User rotation may be recommended 	
Float tanks	One person tank	<ul style="list-style-type: none"> Practice physical distancing and environmental hygiene described above 	<ul style="list-style-type: none"> Modified Phase 1 and Phase 2
	Multiple person tank	<ul style="list-style-type: none"> Practice physical distancing and environmental hygiene described above Floaters are from the same household 	
Designated Swim Areas		<ul style="list-style-type: none"> Physical distancing encouraged/enforced by the owner 	<ul style="list-style-type: none"> Modified Phase 1 and Phase 2 if involving fewer

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(bathing beaches)		<ul style="list-style-type: none"> • Physical distancing and disinfection for locker rooms, shower rooms, bathrooms • Lifeguarding • Discourage people from using communal areas 	<p>than 5 people outside your household</p> <ul style="list-style-type: none"> • Phase 3 if involving 5 to 50 people • Phase 4 if involving more than 50 people
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More COVID-19 Information and Resources

Stay up-to-date on the [current COVID-19 situation in Washington](#), [Governor Inslee's proclamations](#), [symptoms](#), [how it spreads](#), and [how and when people should get tested](#). See our [Frequently Asked Questions](#) for more information.

A person's race/ethnicity or nationality does not, itself, put them at greater risk of COVID-19. However, data are revealing that communities of color are being disproportionately impacted by COVID-19- this is due to the effects of racism, and in particular, structural racism, that leaves some groups with fewer opportunities to protect themselves and their communities. [Stigma will not help to fight the illness](#). Share accurate information with others to keep rumors and misinformation from spreading.

- [WA State Department of Health 2019 Novel Coronavirus Outbreak \(COVID-19\)](#)
- [WA State Coronavirus Response \(COVID-19\)](#)
- [Find Your Local Health Department or District](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [CDC Guidance for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19](#)
- [Stigma Reduction Resources](#)

Have more questions about COVID-19? Call our hotline: **1-800-525-0127**, Monday – Friday, 6 a.m. to 10 p.m., Weekends: 8 a.m. to 6 p.m. For interpretative services, **press #** when they answer and **say your language**. For questions about your own health, COVID-19 testing, or testing results, please contact a health care provider.

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Professional Sports & Other Sporting Activities

COVID-19 Requirements

Summary of October 6 changes:

Youth team sports and adult team sport guidance greatly expanded:

- Youth team sports now includes both school and non-school sports, both indoor and outdoor
- Adult recreational sports now includes both indoor and outdoor
- Sport are now divided into risk categories
- Counties are now categorized by COVID activity level measured by new cases per 100K residents in the previous two weeks and the percentage of positive tests
- Whether or not a sport is allowed, and to what degree it is allowed depends on a combination of the risk category for the sport and the COVID risk category for the county in which the sport is to take place
- Tournaments and spectators are prohibited in any county that is not in the low risk COVID category
- Additional detailed public health guidance is added

Included Here:

- Professional sporting activities indoor and outdoor
- School and non-school youth team sports indoor and outdoor, and adult recreational team sports indoor and outdoor

All professional sporting activities, indoor and outdoor, outdoor youth team sports, and outdoor adult recreational team sports operating during the Safe Start Washington phased reopening must adopt a written procedure for employee safety and customer interaction that is at least as strict as this procedure and that complies with the safety and health requirements below, including recreation-specific guidance.

No business may operate until it can meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply. Additional considerations may be adopted, as appropriate.

Professional Sporting Activities, Indoor and Outdoor

RESTART COVID-19 REQUIREMENTS AND RECOMMENDATIONS

All professional sporting activities, including back office operations of up to 50 people, unless a county's then-current phase permits a greater number of people, full team practices, and spectator-less games and competitions, can resume on June 5, 2020, regardless of phase, if all of the following conditions are met:

- The organization follows both the league-wide and team-specific "return to play" safety plans.
- The league-wide plan is approved by the player's association or union representing players of the team.
- The team must report in advance to its respective county health department the dates when full team practices and spectator-less pre-season games will occur.

- For horse racing, instead of the above requirements, a horse racing safety plan must be developed and followed and, along with specific guidance to horse racing, which can be found [here](#).

School and Non-school Youth Team Sports Indoor and Outdoor and Adult Recreational Team Sports Indoor and Outdoor

The risk of transmitting the SARS CoV-2 virus that causes COVID-19 depends on multiple factors including: 1) Number of people in a location, 2) Type of location, 3) Distance between people, 4) Length of time at location, 5) Level of protective equipment used (e.g. face coverings). As general guidance, smaller groups are safer than larger ones; outdoor locations are safer than indoor; sports that can ensure distance of six (6) feet or more are safer than closer contact; and shorter duration is safer than longer.

Sport Risk Category guidance

For the purposes of this document, sports are defined using the following risk categories (The list below is not all-encompassing. Some sports are covered in other guidance documents, and if so those guidance documents govern those activities. If a sport does not appear on this list that does not necessarily mean it is prohibited at this time.):

Low risk sports: tennis, swimming, pickleball, golf, cross country, track and field, sideline/no-contact cheer and dance, disc golf.

Moderate risk sports: softball, baseball, t-ball, soccer, futsal, volleyball, lacrosse, flag football, ultimate frisbee, ice hockey, cricket, gymnastics, crew, field hockey, school bowling competitions.

High risk sports: football, rugby, wrestling, cheerleading with contact, dance with contact, basketball, water polo, martial arts competitions, roller derby.

Guidance applicable to ALL sporting activities at ALL county risk levels

Indoor facilities will still need to adhere to overall capacity limits detailed in the [Indoor Fitness and Training Guidelines](#) ("For a facility that is larger than 12,000 sq. feet, the occupancy of the facility may not exceed 25 percent of the fire code occupancy rating.")

Stay home when sick or if a close contact of someone with COVID-19

Athletes, coaches, umpires/referees, spectators and any other paid or volunteer staff should be required to stay home if they feel unwell, show any signs of COVID-19, or are a close contact of a confirmed case. All coaches and students should be screened for signs/symptoms of COVID-19 prior to a workout. Screening should consider [symptoms listed by the CDC](#). Any person with symptoms of COVID-19 or who is a close contact of someone with confirmed COVID-19 should not be allowed to participate and should contact his or her primary care provider or other appropriate health-care professional.

Those who are excluded from training or contests due to [COVID-19 symptoms](#) or because they are [close contacts](#) must follow DOH and local public health isolation and quarantine guidance before returning to training or contests.

People with underlying health conditions should consult with their medical provider regarding participation in athletic activities.

Masks

Masks required for athletes/participants directly before and directly after sporting activities and strongly encouraged whenever not engaged in strenuous activity. Any spectators must wear facial coverings per the Department of Health facial covering order. Coaches, referees/umpires, trainers, managers, spotters, and any other paid or volunteer staff must wear face coverings at all times, with an exception for referees that need to run in the field of play.

Physical Distance

Physical distance of 6 feet must be maintained between staff, volunteers, and any spectators at all times with exceptions for training and medical personnel and volunteers performing their medical duties. Six feet of distance must be maintained among athletes when not engaged in sporting activities, huddles and team meetings must be physically distanced.

Hygiene

Require athletes, coaches, umpires/referees and any other paid or volunteer staff to practice good hygiene including washing their hands frequently and covering their sneezes and coughs. Wash hands often with soap and water for at least 20 seconds before and after practice, especially after touching shared objects or blowing your nose, coughing, or sneezing. Avoid touching your eyes, nose, and mouth. If soap and water are not readily available, use a hand sanitizer that contains 60-95% alcohol content. Cover all surfaces of your hands and rub them together until they are dry. Athletes should not share water bottles, uniforms, towels, or snacks and should not spit (saliva, sunflower seeds, etc.).

Provide handwashing or hand sanitizing stations at training and contest locations.

Limit the use of locker rooms to handwashing and restroom use only. Showers should not be used due to potential spread of aerosolized droplets. If use of locker rooms for changing is necessary, maximize ventilation and use tape, spots, or cones to signal 6 feet of distance for athletes who need to change. If locker rooms are used cleaning protocols must be included in the sporting activity safety plan. Stagger entry to the changing area and use of these facilities as appropriate with members of the same team or training cohort only. Limit occupancy of the locker rooms to avoid crowding.

Cleaning

Clean high touch surfaces and disinfect shared equipment before and after each use. Ensure restrooms are cleaned and disinfected regularly. Current CDC guidance for cleaning and disinfection for COVID-19 states that disinfectants should be registered by the EPA for use against the COVID-19. Find the current list here: [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#). Disinfectants based on hydrogen peroxide or alcohol are safer than harsher chemicals. The University of Washington has a [handout with options for safer cleaning and disinfecting products that work well against COVID-19](#).

Ventilation

Ventilation is important to have good indoor air quality. Ensure that ventilation systems operate properly. Increase air circulation and ventilation as much as possible by opening windows and doors. Offer more outside time, open windows often and adjust mechanical ventilation systems to bring in as much outside air as possible. Increase filters to MERV 13 if the HVAC can accommodate. Use of fans for cooling is

acceptable. In indoor spaces, fans should only be used when windows or doors are open to the outdoors in order to circulate indoor and outdoor air. They should blow away from people.

Outdoors locations are preferred to indoors locations, and should be utilized to the greatest extent possible to allow for maximum fresh air circulation and social distancing. Outdoor temporary structures may be used. An outdoor temporary structure is defined as having no more than two walls to provide appropriate ventilation.

Transportation

Limit exposure to those outside the household unit during travel. Encourage only those in the same household to travel together, and if not in the same household, travel in separate vehicles if possible.

For travel groups, (groups that include more than one household in the same vehicle whether in a carpool or on a bus) all members of the travel group, including the driver, must wear a face covering and spread out as much as possible within the vehicle. Limit travel groups to those who have been in regular contact (e.g. team members). Encourage family members to sit together. Maximize ventilation in the vehicle by opening windows.

Buses should install safety barriers (such as plexiglass shields) between the driver and passengers or close (block off/leave empty) the seats nearest the driver to ensure 6 feet of distance between the driver and passengers. Passengers should board from the rear door when possible. Buses should improve air filtration where possible. Buses should be cleaned and disinfected daily after use with attention to frequently touched surfaces (doors, rails, seat backs).

Records and Contact Tracing

Keep a roster of every athlete, staff and volunteer present at each practice, training session, and contest to assist with contact tracing in the event of a possible exposure. Similarly keep a roster and seating chart for each travel group. Attendance rosters and seating charts must be kept on file for 28 days after the practice, contest, or trip.

Employees

Employers must specifically ensure operations follow the main Labor & Industries COVID-19 requirements to protect workers. COVID-19 workplace and safety requirements can be found [here](#).

County COVID-19 Activity Level guidance

The risk of COVID-19 spread linked to sporting activities depends on the level of COVID-19 spread in the community. The following COVID-19 activity level classifications are based on the Department of Health's school reopening decision tree recommendations, which classify counties based on their current COVID-19 activity level.

To better understand this policy here is a link to the current infection rate trends in every county (scroll down and click on "Summary Data Tables" for county-by-county info): <https://coronavirus.wa.gov/what-you-need-know/covid-19-risk-assessment-dashboard>

HIGH LEVEL COUNTY COVID ACTIVITY >75 cases/100K/14 days OR >5% positivity

Team practices and/or training can resume for low, medium, and high risk sports if players are limited to groups of six in separate parts of the field/court, separated by a buffer zone. Brief close contact (ex: 3 on

3 drills) is permitted. It is preferable for the groups of six to be stable over time. Attendance rosters should include group contact information. Each league, organization, or club must publish and follow a “return to play” safety plan. Any practice or training activities that can be done outdoors should be done outdoors.

Scrimmage, intra-team competitions, and league games or competition allowed for low risk sports, but are discouraged if school is not conducting in person learning.

No tournaments allowed.

No spectators allowed except for one parent/guardian/caregiver for each minor-aged participant allowed. Spectators must maintain physical distance of at least six (6) feet between each person. No spectators allowed for participants 18 and older.

MODERATE LEVEL COUNTY COVID ACTIVITY >25-75 cases/100K/14 days AND <5% positivity

Attendance rosters should include group contact information. Each league, organization, or club must publish and follow a “return to play” safety plan. Any practice or training activities that can be done outdoors should be done outdoors.

Scrimmage, intra-team competitions, and league games allowed for both low and moderate risk sports. Scrimmage, intra-team competitions, but no competitions of any kind against other teams, allowed for high risk sports.

No tournaments allowed.

No spectators allowed except for one adult parent/guardian/caregiver for each minor-aged participant allowed. Spectators must maintain physical distance of at least six (6) feet between each person. No spectators allowed for participants 18 and older.

LOW LEVEL COUNTY COVID ACTIVITY <25 cases/100K/14 days AND <5% positivity

Attendance rosters should include group contact information. Each league, organization, or club must publish and follow a “return to play” safety plan. Any practice or training activities that can be done outdoors should be done outdoors.

Scrimmage, intra-team competitions, and league games allowed for low, moderate, and high risk sports.

Tournaments allowed. All teams and individuals participating in tournaments must reside in low level COVID activity counties.

Spectators to follow current gathering size limit in the Safe Start Plan.

A prohibition on tournaments for sporting activities does not include postseason, playoff, state or regional championship competitions sanctioned by a statewide interscholastic activities administrative and rule-making body that oversees competition in all counties in the state.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** 10/20/2020

Under: Old Business **Attachment:** Yes

Subject: Updated Process for Filling Vacancies

Background/Summary:

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

At the August 18 Board Meeting, the board passed Resolution 2020-06 Adopting a Procedure for Filling Board Vacancies. The procedure set a process and deadline. No applications were received by the deadline.

The Board of Commissioners met and agreed on a simpler approach that only includes an applicant submitting a letter of intent. The Board directed the District General Manager to update the process.

Legal suggested an approach of passing a resolution to rescind resolution 2020-06 and pass a policy in its place.

We have one applicant, Shane Stender. I have attached his letter (email) of intent to the packet. Since we never set a formal deadline, I am leaving this open in the case that someone applies for the position.

Fiscal Impact: Not known at this time.

Proposed Motion: Three separate motions:

1) RESCIND AND REPLACE RESOLUTION 2020-06:

"I move to pass Resolution 2020-10 Rescind Resolution 2020-06 Process for Filling Board Vacancies."

2) POLICY AND PROCEDURE:

"I move to adopt Policy 225 Board Vacancy Process."

3) BOARD APPOINTMENT:

"I move to appoint _____ to fill board position #4 until the next board general election in November 2021."

**Reviewed by Legal
Counsel:**

Yes X **No** _____

Date: **Multiple** _____

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: Attachments:

- Resolution 2020-10 Rescinding Resolution 2020-06 Process of Filling a Board Vacancy
- Policy 225 Board Vacancy Process
- Letter (Email) of Intent from Shane Stender
- Shane Stender CV
- Shane Stender Application

225 – Board Vacancy Process

1.0 PURPOSE

To establish a process for the Des Moines Pool Metropolitan Park District Board of Commissioners to fill commissioner vacancies.

- pursuant to RCW 35.61.050, RCW 42.12.070 and Article 4.2 of the Des Moines Pool Metropolitan Park District Bylaws, the Board of Commissioners is responsible to fill vacancies within ninety days of the date the vacancy occurs.
- in order to facilitate an orderly and fair appointment process, the Board of Commissioner deems it appropriate to adopt procedures for filling vacancies for the board,

2.0 Process

1. In the event of a vacancy for any of the reasons listed in RCW 42.12.010, the District General Manager will post notice of the vacancy and the following process for applying to fill the vacancy to the District's website, social media and local news sources within 14 calendar days of the occurrence of the vacancy.
 - a. Applicants will need to provide a letter of intent,
 - b. Applicants must meet requirements of being a "qualified person" per RCW 42.04.020
 - c. The General Manager shall set the initial deadline for applications in consultation with the Board Chair.
 - d. The General Manager may extend the deadline if necessary.
2. The Board will review all letters of intent and may conduct interviews prior to selecting the candidate.
3. If no letters of intent are submitted prior to the deadline or the extended deadline, the Board members and general manager may directly recruit interested individuals
4. Interviews, if held, will be conducted in an open public meeting.
5. The Board may evaluate candidates in executive session pursuant to RCW 42.30.110(1)(h).
6. The Board shall make the decision to appoint a person to fill the vacancy in an open public meeting.
7. The appointed individual will take the oath of office as soon as possible after appointment.
8. The appointed individual shall complete open public meeting and open public records training within 90-days of the appointment..

9. Pursuant to RCW 42.12.070 (6) the person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected (odd numbered years). The person elected shall take office immediately and serve the remainder of the unexpired term.

10. REFERENCES

101 District (Des Moines Pool M.P.D.) Bylaws, Article 4.2

RCW 35.61.050 Composition of Board – Election of Commissioners – Terms – Vacancies

RCW 42.12.010 Causes of Vacancies

RCW 42.12.070 (6) Filing Nonpartisan Vacancies

RCW Dispositions, Chapter 29A.24 Filing for Office

RCW 42.04.020 Eligibility to Hold Office

**DES MOINES POOL METROPOLITAN PARK DISTRICT
RESOLUTION NO. 2020-10**

RESCINDING RESOLUTION NO. 2020-06

Background:

1. On August 18, 2020 the Board adopted Resolution No. 2020-06 establishing a process for filling vacancies.
2. The Board has determined that the vacancy filling process should be established by policy instead of resolution..

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

1. **Resolution No. 2020-06 is rescinded effective immediately.**

Adoption: ADOPTED at an open public meeting of the Board of Commissioners of Des Moines Pool Metropolitan Park District on October 20, 2020 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Linda Ray

Subject: FW: Open Board Position Inquiry (Email 1 of 2)
Attachments: CV_Stender (1).pdf; Board Vacany Application.pdf

From: Shane Stender <shanestender@gmail.com>

Date: Thursday, October 1, 2020 at 12:30 PM

To: Qs <scott.deschenes@desmoinespool.org>

Subject: Re: Open Board Position Inquiry

Just in case the opening deadline was extended I have attached an application and Resume for the vacant board position.

I have been a Des Moines resident and property owner since my wife and I moved to the community in 2007. Professionally I bring to the table years of small business operating and ownership experience and a marketing and branding expertise that I think can benefit the board and MRP into the future. I have two young kids that started their love for swimming with MRP lessons and have continued their swimming experience with summer and club swimming locally. I am active in the swimming community volunteering time for club activities, PNS officiating duties, and personally I am still an active swimming competitor and I use MRP to train for open water and triathlon competitions. My swimming background goes back to my early years and in addition to competition I grew up lifeguarding at pools and water parks, coaching, and giving swim lesson instruction. I understand the swimming community and the important resource a community pool can provide. I am also active in the community within the school district serving as elected co-chair for the Highline Capital Facilities Advisory Committee (CFAC) and as a parent representative for the Highly Capable program.

Thanks
Shane Stender

On Wed, Sep 30, 2020 at 7:00 PM Shane Stender <shanestender@gmail.com> wrote:

Scott

I heard there is an open board position and night I saw on the pools website the position deadline for applicants was Sept 3rd. Is this in fact closed or is there still an opportunity to apply? If applications are still being taken I will have my information with you tonight.

Thanks in advance
Shane Stender



Mount Rainier Pool APPLICATION FOR EMPLOYMENT

Governed by the Des Moines Pool Metropolitan Park District

The Mount Rainier Pool/Des Moines Pool Metropolitan Park District is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- A separate original application must be completed for EACH POSITION for which you are applying. We require the original application even if you fax your application to us. *Complete the application thoroughly.*
- Your answers determine whether you will be considered. We will not accept "See Resume." Resumes may be used to supplement an application, but may not be used in lieu of completing the application form.
- Applications that are incomplete will not be accepted.
- Be sure to sign your name and enter the date you signed it where the application asks. Original signature is required.
- Keep a copy of your application and any attachments because what you submit will not be returned.
- Only applicants who are interviewed will receive notice of selection.
- If you require a reasonable accommodation to complete the employment application process, please
- Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.
- Do not submit a photo of yourself.

Name (Last) <i>Stender</i>	(First) <i>Shane</i>	(Middle Initial) <i>R</i>	(Contact Telephone) <i>(202) 714-1431</i>
Address (Mailing Address) <i>303 S 216th St.</i>	(City) <i>Des Moines</i>	(State) <i>WA</i>	(Zip) <i>98198</i>
E-Mail Address <i>shane.stender@gmail.com</i>		Are you authorized to work in the U.S. for DMPMPD? <input type="checkbox"/> Yes <input type="checkbox"/> No (Note: If hired, form I-9, Employment Eligibility Verification, must be completed at the start of employment).	
		() -	

POSITION

Position or Type of Employment Desired <i>Board Vacancy</i>	Will Accept: <input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Open <i>NA</i>
Are you able to per the essential job functions of the job you are applying for, with or without reasonable accommodation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired <i>None</i>	Date Available <i>10/1</i>	

EDUCATION AND TRAINING

High School Graduate or General Education (GED) Test Passed? ☒ Yes ☐ No

High School, Business, Military (Most recent first)

Name and Location	Type of Hours	Credits Earned	Graduate	Degree	Major or Subject
West Virginia Univ 2013	<input type="checkbox"/> Quarter <input checked="" type="checkbox"/> Semester	Full	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Master's	IMC
	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		<input type="checkbox"/> Yes <input type="checkbox"/> No		

MINIMUM AGE REQUIREMENT

Minimum age requirements for lifeguarding is 15 years old and for swim lesson instructor is 16 years old.

CURRENT CERTIFICATIONS

Lifeguard Certification	Number	Where Issued
ARC/AED/CPR Certifications	Number	Where Issued
Water Safety Certification	Number	Where Issued
Lifeguard Instructor Certification	Number	Where Issued
Water Safety Instructor Certification	Number	Where Issued
Pool Operator Certification	Number	Where Issued
Other Certificates	Number	Where Issued
Languages Read, Written or Spoken Other Than English NA		

VETERAN INFORMATION

Branch of Service NA	Date of Entry	Date of Discharge
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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

Business operations and Marketing / Advertising

CRIMINAL CONVICTIONS

The Des Moines Pool Metropolitan Park District is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to job performance. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied. All job positions for DMPMPD fall under the Child and Adult Abuse Information Act. Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? ☐ Yes ☒ No

If yes, please provide details regarding the crime and sentence or fine imposed:

WORK EXPERIENCE (Most Recent First) Include voluntary work and military experience.

Employer	<i>SilverBack Advertising</i>	Telephone Number ()	<i>208-714-1431</i>	Hours Per Week	<i>40+</i>
Address		<i>10538 Kentshire Court Baton Rouge LA 70810</i>			Supervisor/Title
Job Title	<i>Managing Partner</i>	Number of Employees Supervised		How long did you work at this employer (Years and Months)? <i>5 years</i>	
Specific Duties <i>See Resume</i> <i>- Business operations, Sales, Client management.</i>					
Reason for Leaving <i>NA</i>				May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed by this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

Employer	Telephone Number ()	-	Hours Per Week	
Address			Supervisor/Title	
Job Title	Number of Employees Supervised			How long did you work at this employer (Years and Months)?
Specific Duties				
Reason for Leaving			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Telephone Number () -	Hours Per Week
Address		
Job Title	Number of Employees Supervised	Supervisor/Title
Specific Duties		
		How long did you work at this employer (Years and Months)?
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER PROFESSIONAL/VOLUNTEER POSITIONS

Position	Employer	Length of Employment/Volunteer Term
CFAC Co-Chair	Highline School District	3 years - Present
SMAC Board of Directors	Seattle Metropolitan Swim Club	1 year - 2 year Term

To the best of my knowledge, the information herein is true and complete. I have read the Job Announcement and Job Description and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand if I am applying for a position in which I will or may have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the Des Moines Pool Metropolitan Park District is authorized to complete a thorough background check pursuant to the Child/Adult Abuse Information Act. As part of its background investigation, the District may obtain a consumer report from a consumer reporting agency if your credit information is considered job related. I authorize investigation of all statements in this application.

I certify the information contained in this application is true, correct, and complete. I understand that false statements reported on this application may be considered sufficient cause for disqualification of this application or, if employed, for dismissal.

Signature:  Date: 10/1/20



Shane R Stender

303 S. 216th Street

Des Moines WA 98198

206-714-1431

shanestender@gmail.com

SilverBackAdvertising.com

[linkedin.com/in/shanestender](https://www.linkedin.com/in/shanestender)



EDUCATION

West Virginia University

Masters Integrated Marketing Communications

St. Jude Hospital media plan and proposal

2013

West Virginia University

Bachelor Science in Business Admin (BSBA)

Concentration in Marketing

2001

SWIMMING EXPERIENCE

USA Swimming - club swimmer

1988-1998

Washington and Jefferson/WVU Swimmer

Selected as WVU men's team captain senior season ('00) at WVU

1996-2000

Swim Coach

1999-2001

Bridgeport summer league Head Coach and Mountaineer Aquatic Club Assistant and Interim Head Coach

Open Water Swimming

2008-Present

Competing in open water races as well as 70.3 Ironman races

Swim Parent

2016-Present

Two swimmers ages 12 and 9.

SMAC Boosters and Board of Directors

2018-Present

Served as Marketing and Communications Director on the Boosters

Brand and Communications Director SMAC Board



CAREER EXPERIENCE

SilverBack Advertising

Managing Partner

2015 - Present

- As Managing Partner with SilverBack I oversee all west coast operations and our sales team. I left my corporate position to join a more retail advertising agency and move back to Seattle.
- My advertising agency is a full service advertising and marketing operation including media buying (both traditional and digital), media production, web site management, social and reputation management, account management, and consulting.
- I handle \$400,000 in billings a month and the agency has grown from \$500,000 monthly billings to \$1.0 million monthly billings since I joined the partnership.
- On a daily basis I am working with clients who are in business to consumer verticals to help them drive leads and revenue growth. This work includes everything from prospecting new clients to managing our client portfolio.
- My work requires me to set marketing and advertising plans based on business objectives and KPI and then execute the marketing plans. I routinely work on brand building, social media strategy, and retail efforts.
- I help businesses develop brand positioning, unique selling messaging, KPI focused media campaigns.
- My work requires a lot of public speaking and I am very comfortable leading a small discussion or a large meeting. I have led presentations to groups of 100+ participants.
- I am very well versed and use on a daily basis tools like Google Adwords and Analytics, Facebook ads, Google My Business accounts, Social posts and responses, blog writing and more.
- Very experienced with online meetings, Google Hangouts, Google Drive products as well as Microsoft Office products.

Hyundai Motor America

Senior Marketing Manager

2005-2015

- During my 10 years with Hyundai Motor America I served in many roles and ended my career to begin my own business. My final position was running marketing and merchandising for the company's Southern Region consisting of 156 franchise dealerships.
- I oversaw a \$22 million annual marketing budget, worked directly on marketing efforts with franchise dealerships and was responsible for managing the regional ad associations and the 4 agencies that ran the media for these markets.
- Prior to running marketing I also held a position as Distribution Manager which dealt with the logistics of getting vehicles from production plants in the US and Korea to dealerships lots. I have a strong working knowledge of logistics and scheduling.
- A large part of my experience also includes event marketing, planning and execution. I put on sales events, award trips, and large business meetings (100+ attendee's).
- Lots of public speaking experience including the planning and building of meeting presentations



WV Family Magazine

Advertising Manager

2000-2001

- This role started as an intern my final year of college. It transitioned into a paid position and ended when I graduated and moved to Seattle.
- Managed and executed all promotions of the publication including event marketing at community events.
- Managed, set up and worked trade show booths for the magazine.

EXPERTISE

Budget analysis and planning

Google Adwords Campaign Management, Certified

Google Analytics Certified

Website Management

Video Content Editing

Google Drive products and work share platforms

Microsoft office

Presentation Creation

Creative Briefs

COMMUNITY INVOLVEMENT

Seattle Metropolitan Aquatic Club

Board Member - Brand and Communications Director

Volunteer Elected Board Member

2019-Present

PNS Stroke and Turn Official

Volunteer

2016-Present

Highline School District CFAC (Capital Facility Advisory Committee)

Committee Member

2017-2019

Committee Co-Chair (elected position)

2020-Present

Washington Trails Association

Volunteer Work Party Leader

2005-2009

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District G.M. **Meeting Date:** 10/20/2020

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.

Update 10/20/2020: With updates and changes, I have decided to push this to November. I notified the committee members earlier that I was doing this.

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: Attachments:

- Resolution "2020-08 Acknowledging Racism in Public Pools."

DES MOINES POOL METROPOLITAN PARK DISTRICT

RESOLUTION NO. 2020-08

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

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

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

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

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

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

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

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

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED:

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

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

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

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

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9a **Assigned to:** District General Manager **Meeting Date:** 10/20/2020

Under: New Business **Attachment:** Yes X No

Subject: Normandy Park Fee

Background/Summary:

Due to COVID-19, Mount Rainier Pool was shutdown March 17 through August 3. Since August 3, we have been open for limited services.

Due to COVID-19 closure, the District did not charge Normandy Park its fee in June. The normal fee is \$25,000 per year and has been consistently given since the formation of the District.

For the \$25,000, Normandy Park residents are allowed to register for passes, water exercise and swim lessons as residents. There are also Normandy Park residents that participate residents that are staff and participate on high school and private swim teams.

The City of Normandy Park has its own Metropolitan Park District. A portion of its revenues go to support the Des Moines Senior Center and the Mount Rainier Pool.

Fiscal Impact: \$25,000 Added to General Fund to Help Cover Costs

Proposed Motion: I move to bill Normandy Park the annual \$25,000 fee. (or)

I move not to bill Normandy Park the annual \$25,000 fee. (or)

Other:

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

Three Touch Rule: N/A Committee Review
 N/A First Board Meeting (Informational)
 N/A Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

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

Notes: Attachment.
- Normandy Park Invoice (DRAFT)

Des Moines Pool Metropolitan Park District22722 19th Avenue South, Des Moines WA 98198**INVOICE**

DATE: OCTOBER 12, 2020

TO:

Normandy Park Metropolitan Park District
801 SW 174th Street
Normandy Park, WA 98168

INVOICE #NP10.2020

DESCRIPTION	HOURS	RATE	AMOUNT
2020 annual contribution to the operation of the Mt. Rainier swimming pool. Thank you!			\$25,000.00
TOTAL			\$25,000.00

Make all checks payable to Des Moines Pool Metropolitan Park District

Phone: 206-429-3858

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9b **Assigned to:** District GM **Meeting Date:** 10/202020

Under: New Business **Attachment:** Yes

Subject: 2020/2021 Salary Schedule

Background/Summary:

In 2020, minimum wage increased from \$12.00 to \$13.50/hour and in 2021 it will increase to \$13.69 . Originally, the District waited until early 2020 to see what other local pools were adjusting their wages to, but the COVID-19 Pandemic forced the District to close the pool and delay this project.

Attached are PowerPoints and the table to demonstrate items.

At an earlier retreat, the board directed the District GM to put together an analysis that included local pools and other employers competing for local teens.

The report includes recommendations for lifeguard and swim instructors, along with information on helping the District be competitive for staff through pay and benefits.

Fiscal Impact: N/A

Proposed Motion: No motion. First-touch.

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

Two Touch Rule:	<u>10/13/20 Finance</u>	Committee Review
	<u>10/20/20</u>	First Board Meeting (Informational)
	<u>11/17/20</u>	Second Board Meeting (Action)

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

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

Notes:

Attachments:

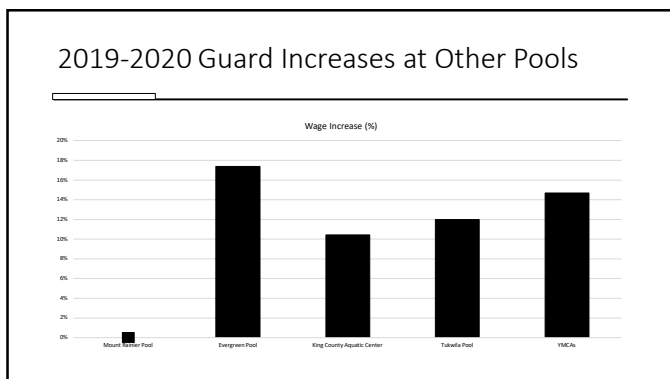
- Lifeguard Salary Survey (PowerPoint)
- Benefits and Pay (PowerPoint)
- Management Staff Salary/Schedule (PowerPoint)
- Policy 455 Salary Plan Administration3



1



2



3

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%)
Federal Way CC	\$12.50	\$13.50	\$1.00 (8%)
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 old's 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.

4

Minimum Wage for South King County



City	Minimum Wage
SeaTac	\$16.34
Seattle	\$16.39
All others	\$13.69 (2021)

5

Staff Recommendations

Lifeguard - \$14.75 - \$17.95

- \$.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 - \$15.78-\$19.20

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

6



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.

7



Benefits and Pay

Des Moines Pool Metropolitan Park District
October 20, 2020

8

*Always treat your employees
exactly as you want them to treat
your best customers."*

- Stephen R. Covey

9

Where Do We Recruit Staff?

Full-time and Part-Time Positions

10

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 (Different System and Certifications)
- Private Organizations (Least Trained)
 - Country Clubs
 - Health Clubs
- Other
 - Military Rec
 - VA

11

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

Lifeguards, Swim Instructors

- Local High Schools (Mainly Mount Rainier HS)
- Local Community Colleges
- Residents of Area
- Former Swim Team Members (Less than past)

Water Exercise Instructors

- Fitness Instructors
- Participants of Classes
- Side-Hustles

12

Where We Recruit From

Part-Time



Full-Time



13

Why Good Benefits and Pay?

Where We Get Our Talent and How We Keep Them

14

Sports & Social Committee

Flexible Working

Subsidised Travel Pass


10 Hours Emergency Leave

Long Service

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


15



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.*

16




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.

17

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.

18


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.


19

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?

20



Management Staff Schedule

Des Moines Pool Metropolitan Park District

October 20, 2020

21

Staff affected

District General Manager (Not Reviewed)

District Clerk

Aquatics Manager

Aquatics Coordinator

Assistant Aquatics Coordinator (Proposed)

22

Methodology

Administration

District GM: Previously set between Recreation Director and Recreation Manager per Past Clerk of the Board. (FT – Exempt)

District Clerk: Set at Office Assistant. (PT – 18 Hours/Week)

23

Methodology (Cont'd)

Mount Rainier Pool Management

Aquatics Manager: Set at Recreation Manager level.

Aquatics Coordinator: Set at Recreation Coordinator level.

Assistant Aquatics Coordinator (Proposed): Set 3 Levels on Grade Scale Below Aquatics Coordinator.

24

Comparables



- Compare Cities 15-30k and 30-50k Statewide.
- Annual Survey from respondents comes out in September.
- Most comprehensive guide for employees that we will try to recruit.

25

District Clerk

Population	# of Incumbents	Low	High
15,000 to 29,999	14 (2 in King County*)	\$31.59	\$37.99
30,000 to 49,999	8 (3 in King County*)	\$34.96	\$43.54
	TOTALS	\$33.28	\$40.77

26

Aquatics Manager

Population	# of Incumbents	Low	High
15,000 to 29,999	16 (5 in King County*)	\$35.46	\$42.46
30,000 to 49,999	9 (2 in King County*)	\$34.65	\$43.66
	TOTALS	\$35.06	\$43.06

*Covington Aquatics Manager at Recreation Manager level.

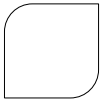
27

Aquatics coordinator

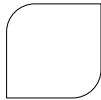
Population	# of Incumbents	Low	High
15,000 to 29,999	17 (5 in King County*)	\$26.27	\$31.05
30,000 to 49,999	11 (3 in King County*)	\$26.64	\$33.94
	TOTALS	\$26.46	\$32.50

28

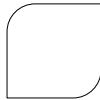
Asst. aquatics coordinator



NO DIRECT COMPARABLES
FROM AWC OR WRPA SURVEYS.



PAY 3 GRADES BELOW
AQUATICS COORDINATOR.



CAN WITHSTAND OCCASIONAL
OVERTURN.

29

**Des Moines Pool Metropolitan Park District
2020-2021 Proposed Salary Matrix**

		Step A	Step B	Step C	Step D	Step E	Step F	Position
Grade	1*	11.64	12.10	12.59	13.09	13.61	14.16	Asst. (15 Year Old Position)
Grade	2	14.75	15.34	15.95	16.59	17.26	17.95	Lifeguard
Grade	3	15.78	16.41	17.07	17.75	18.46	19.20	Swim Instructor
Grade	4	16.89	17.56	18.27	19.00	19.76	20.55	Water Exercise
Grade	5	18.07	18.79	19.54	20.33	21.14	21.98	Head Lifeguard
Grade	6	19.33	20.11	20.91	21.75	22.62	23.52	Lead Head Lifeguard
Grade	7	20.69	21.52	22.38	23.27	24.20	25.17	
Grade	8	22.14	23.02	23.94	24.90	25.90	26.93	Assistant Aquatics Coordinator
Grade	9	23.69	24.63	25.62	26.64	27.71	28.82	
Grade	10	25.34	26.36	27.41	28.51	29.65	30.83	
Grade	11	27.12	28.20	29.33	30.50	31.72	32.99	Aquatics Coordinator
Grade	12	29.02	30.18	31.38	32.64	33.94	35.30	District Clerk (18 hours)
Grade	13	31.05	32.29	33.58	34.92	36.32	37.77	
Grade	14	33.22	34.55	35.93	37.37	38.86	40.42	Aquatics Manager
Grade	15	35.55	36.97	38.45	39.98	41.58	43.25	

30

Other Pay Info.	<div> <div> <p>• <u>NOTES:</u></p> <ul style="list-style-type: none"> • Grade 1: 85% Min. Wage • WSI Cert's - \$.50/hr Bonus • Early Morning - \$2/hr Bonus • \$1 daytime shift - \$1/hr Bonus • No summer bonus </div> <div> <p>• <u>REASONING:</u></p> <ul style="list-style-type: none"> • Training positions (15 only) • Build up for swim lessons/ flexibility • Most difficult shift • More adults needed • Staff more flexible during summer </div> </div>
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31

Questions



32

POLICY 455 – SALARY PLAN ADMINISTRATION

1.0 PURPOSE

The purpose of the policy is to prescribe for administration of an overall salary plan covering the Des Moines Pool Metropolitan Park District (District) and Mount Rainier Pool employees, and to provide guidelines for the placement of employees in other than the entry level step of graded salary ranges.

2.0 ORGANIZATIONS AFFECTED

District and Mount Rainier Pool.

3.0 REFERENCES

Des Moines Pool Metropolitan Park District Salary Matrix
Des Moines Pool Metropolitan Park District Employee Handbook
Annual WRPA Aquatics Group Salary Survey

4.0 POLICY

It is the responsibility of the Board of Commissioners to establish through approval of the annual budget 's graded salary ranges for all positions in the District and Mount Rainier Pool.

It is the responsibility of the District General Manager to determine the appropriate placement of personnel within those salary grades.

It is the policy of the District to maintain an equitable and consistent approach in the administration of employee salaries while allowing for the flexibility necessary to meet compensation needs unique to particular departments/positions in order to attract and maintain a qualified work force.

5.0 DEFINITIONS

SALARY SCHEDULE: A salary schedule, also called a salary matrix, is an outline of pay levels that an employee can achieve. Employers offer these salary matrices in table format. The top row of a schedule of salaries shows headings that represent variations in types of employees, with descending columns that show salary levels.

SALARY GRADE: A salary grade scale is a pay format where employees are placed within a pay level based on their education and work experience. Each job within the organization is placed at a specific pay grade so that both internal and external equity are balanced.

SALARY PLAN: A compensation plan is a complete package that details your employees' wages, salaries, benefits, and terms of payment. Compensation plans include details about bonuses, incentives and commissions that may be paid to employees

6.0 PROCEDURE

- 6.1. All regular positions in the District and Mount Rainier Pool will be compensated at the rate described by the salary schedule pertaining to the particular employee group.
- 6.2. Employees will progress through steps within salary grades based on the attainment of longevity and/or other requirements as specified by each particular salary plan.
- 6.3. Departments shall not have the authority to modify the progression of employees within grade without review by the District Manager and approval of the Board of Commissioners.
- 6.4. In those circumstances involving new hires, the employee will normally be placed at the first step of the appropriate salary grade. Authority to place new hires at up to the middle pay step rests with the hiring authority. If placement at other than entry level is considered, the following procedure will be observed:
 - 6.4.1. The reasons for placement will be forwarded to the District General Manager for review. Normally, justification would include possession of extraordinary relevant education, specialized training and/or experience on the part of the employee.
 - 6.4.2. The District General Manager shall review the request and refer it with comments of concurrence or non-concurrence with the hiring authority's intention. The Board of Commissioners shall have final review and approval authority.
 - 6.4.3. In those situations where the hiring authority recommends placement of the new employee at a position greater than mid-step within the salary grade, the procedure in Section 6.4.2
- 6.5. In those circumstances involving promotions, the employee will normally be placed at the step in the appropriate salary grade closest to the employee's step in the current grade which provides an increase in pay of not more than five (5) percent or to the "A" step of the new position, whichever is greatest.
 - 6.5.1. Upon receipt of the promotion, the employee's longevity date for the purposes of determining future advancement within the graded range shall be modified to reflect the promotion date.
- 6.6. When a position is reclassified, the salary increase shall be set at the step in the appropriate salary grade closest to the employee's step in the current grade which provides an increase in pay of not more than five (5) percent. In those instances where a position is reclassified, the incumbent in that position shall retain his/her original longevity date for the purposes of calculating step increases within the graded range.
- 6.7. Unless otherwise specified in a labor agreement, when a regular employee is asked to assume the duties of a position at a higher salary grade on a temporary basis, the employee's base salary shall be set at the step in the appropriate salary grade closest to the employee's step in the current grade which provides an increase in pay up to a maximum increase of five (5) percent, provided the temporary promotion will extend for at least thirty (30) calendar days. An employee who transfers from one position to another in the same pay grade shall not receive a salary increase and shall retain his/her original

longevity date for the purpose of calculating step increases within the graded range.

- 6.8. An employee who transfers from one position to another in the same pay grade shall not receive a salary increase and shall retain his/her original longevity date for the purpose of calculating step increases within the graded range
- 6.9. The salary of an employee who is demoted for non-disciplinary reasons which serve the interests of the District will be frozen at the employee's grade and step at the time of the demotion. Further increases shall occur only when the rate for the next step in the employee's new grade is equal to or exceeds the next step in the old grade.
- 6.10. The salary of an employee who is demoted for disciplinary reasons or who voluntarily demotes will be downgraded to the appropriate step in the lower range. Upon receipt of the demotion, the employee's longevity date for the purposes of determining future advance within the lower graded range shall be modified to reflect the demotion date.
- 6.11. The Salary Plan will be reviewed annually. The District General Manager will utilize the Association of Washington Cities Salary Survey for full-time positions and the WRPA Aquatics Group's annual survey for part-time employees. Both surveys are published in August and/or September. The District General Manager will review the report with the Finance Committee before the report is presented to the Board of Commissioners. A salary matrix will be presented along with supporting documents.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9c **Assigned to:** District General Manager **Meeting Date:** 10/20/2020

Under: New Business **Attachment:** Yes _____ No X

Subject: Capital Improvement Plan

Background/Summary:

Each year the Des Moines Pool Metropolitan Park District reviews the Capital Improvement Plan. The Capital Improvement Plan helps communicate budgetary needs for capital investment in the Mount Rainier Pool to the board and our constituents.

District staff has updated the Capital Improvement Plan to reflect the age of the facility, plan recommendations and the future negotiation of the HSD lease.

The Mount Rainier Pool Facility Condition Report performed in 2018 is included. Remember that Overhead, Design, Inflation and other fees are not included in the report, but are figured into the CIP Table.

Fiscal Impact: N/A – Many Variables Involved.

Proposed Motion: No Motion Necessary. Informational Only.

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

Three 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 N/A No _____ Report back date: N/A

Notes: Attachments:

- Capital Improvement Plan (CIP) Presentation
- CIP Table
- MacMiller Facility Condition Report (2018)

**Capital Improvement Plan
Assets Inventory**

2021-Beyond
(All in Thousands.)

DRAFT #1

Asset (Est. Renewal Date)	Source Area	Estimated Cost (2018)	Overhead 15%	Profit - 10%	Design - 5-10%	Project/Construction Management - 10-15%	Contingency (Plng40%, Prel.Dsn25%, Final Dsn10%)	Design Separate - 5-10%	Plan Check & Permit Fee	Sales Tax - 10%	Escalation Cost Years - 5%	Total Cost	Notes
2021													
No Projects Due to COVID-19 & HSD Lease (Contingency of \$150k)												200	
									Total			200.0	
2022													
Boiler and Domestic Water (2019)	MacMiller General Assessment	250	37.5	25	25	37.5	100	25	15.8	51.58	3	656.8	
									Total			656.8	
2023													
Natorium AHU (2020) - Sep Line	MacMiller General Assessment	80	12	8	8	12	32	8	5.3	16.53	4	221.0	I think this is going to be more around \$500k to \$1 million.
									Total			221.0	
2024													
Entry Rooftop AHU(2021)	MacMiller General Assessment	25	3.8	2.5	2.5	3.8	10.0	2.5	1.7	5.17	5	56.9	
Complete Controls Upgrade (2019)	MacMiller General Assessment	40	6	4	4	6	16	4	2.5	8.25	5	115.8	
									Total			172.7	
2025 & Beyond (Projects on Hold)													
Add Light Switches (2019)	MacMiller General Assessment	10	1.5	1	1	1.5	4	1	1	2.1	0	23.1	
Upgrade Remaining Fixtures (2020)	MacMiller General Assessment	10	1.5	1	1	1.5	4	1	1	2.1	0	23.1	
Main Distribution Switchboard (2019)	MacMiller General Assessment	17	2.6	1.7	1.7	2.6	6.8	1.7	1.7	3.57	0	39.3	
Replacement of Pool Pump Panel (2019)	MacMiller General Assessment	8	1.2	0.8	0.8	1.2	3.2	0.8	1	1.7	0	18.7	
Troubleshoot Switches (2019)	MacMiller General Assessment	8	1.2	0.8	0.8	1.2	3.2	0.8	1	1.7	0	18.7	
ADA Entry Concrete Slabs	2018 C&C Meeting (Martinson)	50	7.5	5	5	7.5	20	5	3.6	10.36	0	114.0	
ADA Exterior Ramp	2017-2021 CIP (Martinson)	40	6	4	4	6	16	4	2.5	8.25	0	90.8	
Modify curb cuts, ADA (\$5,000/\$10,000)	2017-2021 CIP (Martinson)	10	1.5	1	1	1.5	4	1	1	2.1	0	23.1	
Public Restroom/Family Showers	2017-2021 CIP (Martinson)	75	11.3	7.5	7.5	11.3	30	7.5	5.1	15.51	0	170.6	
Ceiling in Natatorium	2017-2021 CIP (Martinson)	10	1.5	1.0	1.0	1.5	4.0	1.0	1	2.1	0	23.1	
Remove Excess Equipment from Balcony	2017-2021 CIP (Martinson)	5.5	0.8	0.6	0.6	0.8	2.2	0.6	1	1.2	0	13.2	
Replace Paging System	2017-2021 CIP (Martinson)	7.5	1.1	0.8	0.8	1.1	3	0.8	1	1.6	0	17.6	
Rewire Communication System	2017-2021 CIP (Martinson)	10	1.5	1	1	1.5	4	1	1	2.1	0	23.1	
Central Fire Alarm System	2017-2021 CIP (Martinson)	30	4.5	3	3	4.5	12	3	0	6	0	66.0	
Seismically Upgrade Piping	2017-2021 CIP (Martinson)	28	4.2	2.8	2.8	4.2	11.2	2.8	1.9	5.79	0	63.7	
									Doesn't include inflation factors.			728.0	



Des Moines Pool Metropolitan Park District

Mount Rainier Pool Budgetary Replacement Assessment

Prepared For

Scott Deschenes
District General Manager
DMPMPD
22015 Marine View Drive South
Des Moines, WA 98198

Prepared By

MacDonald-Miller Facility Solutions, Inc.
Building Performance Group
7717 Detroit Avenue SW
Seattle, WA 98106
7/23/2018



B U I L D I N G P E R F O R M A N C E G R O U P

Scott,

Thank you for the opportunity to work with the Des Moines Pool Metropolitan Park District on evaluating the Mount Rainier Pool electrical and mechanical equipment. Please see the following mechanical equipment budgetary replacement Tables. The replacement age is based on the condition of the equipment/roof and the economic life of the item. The economic life is defined as the age at which it is more economical to replace the item as opposed to repairing it. It is quite probable that the item will last longer than the economic life but as the age of the item extends beyond the economic life, the probability of it failing increases. In cases where the economic life is shown as prior to this assessment, a replacement date of 2019 was assigned.

The budget replacement cost is shown in 2018 dollars and is subcontractor pricing. **It excludes tax, bonds, and design engineering.** It is assumed that the equipment is replaced in kind. As the replacement date approaches, it is recommended to analyze the proposed replacement equipment to determine the most economical system type as well as if the equipment sizing still matches the current needs of the facility.

In analyzing the historic service calls and proposal history, it appears that the maintenance costs have been escalating. See the following for the history:

Service Call history

2014 \$10,087

2015 \$14,872

2016 \$29,237

2017 \$64,721

Please keep in mind that this assessment is high level and firm pricing will require in-depth evaluations. The main objective of this assessment is to establish budgetary prices and estimate the remaining life of the equipment/roofs.

Please let us know if you have any questions or would like to schedule a more in-depth review of a specific site.

2021-Beyond Capital Improvement Plan (CIP)

2021 Budget Process

October 20, 2020 Budget Workshop

1

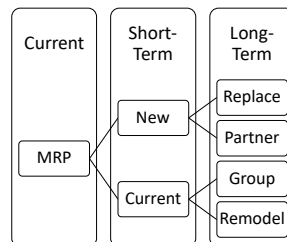
Strategic Items Affecting Process

- Highline School District Lease
 - Current Ends 2022
- Mount Rainier Pool "End of Life"
- COVID-19 Effects
- 2017 Mount Rainier Pool Project


2

Capital Projects

- Based on MacMiller Report and Former Commissioner Martinson
 - Delayed a Couple of Years
- Short-Term vs. Long-Term
- No Clear Path
- Two Options:
 - Stay – Combined Approach
 - New Facility - Cancel



3



Smaller Projects

- BecSys EZConnet (pictured)
 - Monitor and make changes remotely
- Pulsar Feeder
 - Calcium Hypochlorite: No need to supplement Calcium chloride
- BecSys Probes
 - Move from 2020-2021


4

2021 Attractive Equipment

- Suit Spinners + Install
- Lap Top Replacement
- Pool Stairs (2020)
- 3rd Staff Computer at MRP

2020 Attractive Equipment

- Stairs – Put adhesive on instead of replacement
- No Becsys Probes or Emergency Lighting
- Did not replace Clerk Computer



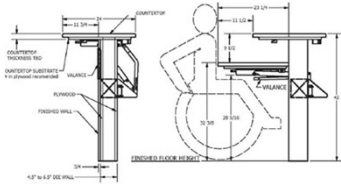
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Priority of Major CIP Projects

CRITICAL	<ul style="list-style-type: none"> •Boiler/Domestic Hot Water •AHU System and Insulation
Medium PRIORITY	<ul style="list-style-type: none"> •Historically Upgrade Piping •Entry Rooftop AHU •Controls Upgrade •Pool Pump Panels •Replace Switches •Distribution Switchboard
LOW PRIORITY	<ul style="list-style-type: none"> •Replace Natatorium Soundproof Tiling •Add Light Switches •Upgrade Remaining Fixtures

6

ADA Upgrades



- ADA Counter
- ADA Entry Concrete Slabs
- ADA Exterior Ramps
- ADA Curb Cuts
- Other

7

Other Previously Listed Project

- Replace Suspended Ceiling Tiles/Ceiling in Natatorium
- Paint/Refinish All Doors, Trim, Wood (Not Capital)
- Public Restroom/Family Showers
- Remove Excess from Balcony
- Replace Paging System
- Rewire Communication System
- Central Fire Alarm System



8

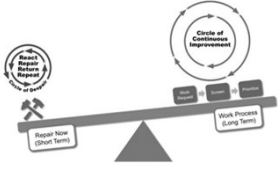
Short-Term Plan (If Stay, No)

- 2021:
 - No Major Capital - Contingency
 - HSD Contract & Stay or Go
 - Budget for Potential Breakdown/Extension
- 2022:
 - Budget for Boiler/Domestic Hot Water
- 2023:
 - Budget Air Handling Unit
- 2024:
 - Budget Entry AHU and Controls
 - Look at Borrowing Money or Grant for Remaining Projects
 - Complete Boiler, Domestic Hot Water and AHU with Capital Funding
 - (Optional) Complete ADA Updates, Ceiling, Switches, and Other Projects

9

Potential

- Short-Term vs. Long-Term Fix
- Example:
 - AHU
 - May need to replace motor or parts of motor next year...
 - And then entire unit in a couple of years.
- Cost more in long-term



10


Capital Fund

- Current - \$250k
- 2020 Year Ending --
 - \$75k plus
 - Left-over Emergency Maint.
 - Est. \$55k of \$100k Used
- 2021 Left-Over of \$150k Emergency Maint.
- 2022-2024 Money for Projects




11


Remodel or Replacement



Dependent on Completion of Aquatic Feasibility Study



Either requires potential partnerships, excess property levy (bond), etc.



Potential Extended Closure

12

October 20 Board Meeting

Questions/Comments

13

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9d **Assigned to:** District General Manager **Meeting Date:** 10/20/2020

Under: New Business **Attachment:** Yes X No

Subject: 2021 Budget

Background/Summary:

Attached is the first draft of the 2021 Budget.

Any comments or changes will be reviewed at a meeting of the Finance Committee at a meeting before the next board meeting. The next board meeting will be public meeting to present the budget and levy to be submitted to King County.

In developing the budget, we developed the capital improvement plan, salary schedule and other presentations included in the attachments.

Fiscal Impact: N/A – Many Variables Involved.

Proposed Motion: No Motion Necessary. Informational Only. First touch item.

Reviewed by District Legal Counsel: Yes No X Date:

Three 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

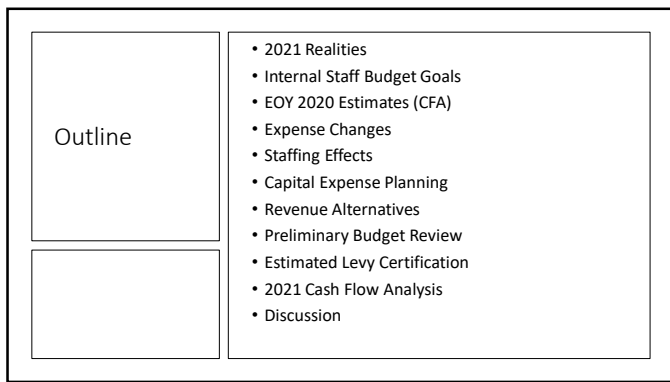
Follow-up Needed: Yes N/A No Report back date: N/A

Notes: Attachments:

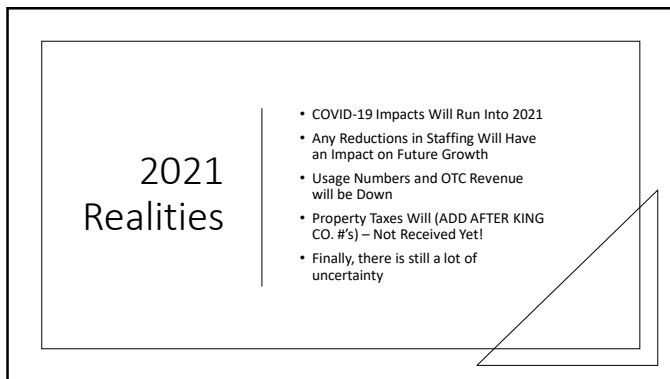
- 2021 Budget Presentation
- 2021 DRAFT Budget



1



2



3



Internal Staff Goals


- Continue to Grow as a Learning Organization.
 - Goal to teach kids locally and have more kids that reflect community.
 - Bring best practices and services to community.
- Keep and Retain Staff.
 - Goal to hit ground running once restrictions lifted.
- Make Decisions Based on Expertise and Trends.
 - Follow what other professional and similar organizations are offering.
- Improve Technology and Communications.
 - Develop Phone and Computer Systems for Customer Communications.

4

EOY 2020 – Estimated Cash Flow

- Will present at Board Meeting on October 20, 2020.


5



Expenditure Changes - Staffing

- Full-Time Employees
 - 4% COLA Increase
 - Have not received raises – Should we allocate more?
 - Add Assistant Aquatics Coordinator
 - 55 plus staff and up to over 100 hrs/7 days a week– 2 FTE's
- Part-Time Employees
 - Salary Schedule Adjustments
- Benefits
 - Add for Aquatics Coordinator
- COVID-19 Expenses
 - Keep track of FFCRA
 - Social Distancing Effects


6



Expenditure Changes - Technology

- Services
 - Website Hosting
 - Microsoft Licensing (1 of 5) - \$1,200/Year
- 2021 Suggestion
 - RFQ Website and IT
 - Review both for proactive results

7



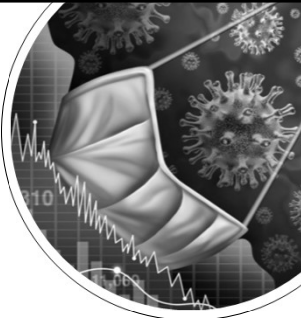
Capital Planning

- Review of MacMiller Report
- Put \$150k for emergency repairs to cover largest project
- If Unused add to Capital Reserve.
- Also, allocate traditional \$75,000 to Capital Reserve.
- Capital Facility Planning:
 - Complete Aquatic Facility Planning
 - New Architect of Record
 - End-of-life analysis

8

Revenue Alternatives

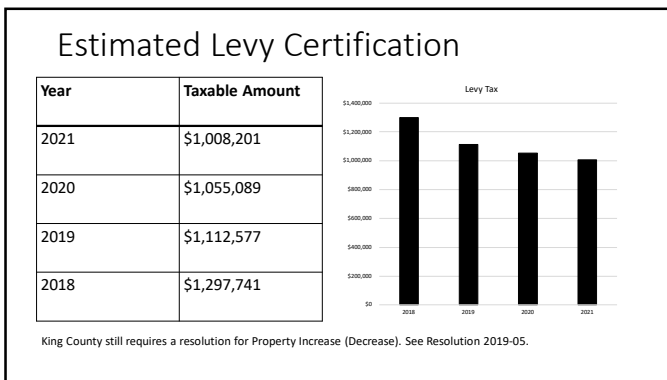
- Scenario 1 (Best-Case):
 - First quarter 2021 (Vaccine and Normal Operations) – Phase 4 or Beyond
- Scenario 2 (Worst-Case):
 - No Vaccine or Normal Operations – Phase 4 and Beyond Delayed
- Potential Reality –
 - Somewhere in the Middle. (No One Knows).



9



10



11

Estimated 2021 Cash Flow Analysis

- Will present at Board Meeting on October 20, 2020.

12

Discussion

October 20, 2020 Board Meeting

2021 BUDGET ACCOUNTS SUGGESTION

Account	% Used (67% of Year)	2020 Budget	2021 Proposal	Notes
SALARIES & WAGES				
Commissioner Salaries (5)		\$ 12,800.00	\$ 12,800.00	No Increase on Dividend this Year.
District GM Salary (1)		\$ 98,365.00	\$ 98,365.00	3% COLA on All Staff, Except DGM.
District Clerk Salary (1)		\$ 27,037.50	\$ 28,119.00	
Aquatics Manager Salary (1)		\$ 71,997.00	\$ 74,876.88	
Aquatics Coordinator Salary (1)		\$ 105,000.00	\$ 57,500.00	Reduced to Budgeted 2 Aquatics Coordinators in 2020.
Asst. Aquatics Coordinator Salary (1) NEW			\$ 47,500.00	Increased staffing from 33 to 54 in 2020. Need help with
Head Lifeguards (2)		\$ 33,742.80	\$ 35,092.51	
Lifeguards (Various)		\$ 190,000.00	\$ 197,600.00	
Instructors (Swim Lesson/Aqtc Ex.)		\$ 40,000.00	\$ 41,600.00	Added staffing in other areas.
Sick Pay		\$ 12,943.39	\$ 13,461.13	
Overtime (OT)		\$ 1,500.00	\$ 1,560.00	
Payroll Taxes		\$ 169,000.00	\$ 175,760.00	
Family Medical Leave - NEW		\$ 1,209.60	\$ 1,257.98	
			\$ -	
PERSONNEL BENEFITS			\$ -	
Benefits, Fringe (Car)		\$ 2,000.00	\$ 2,000.00	Benefit + 10% Contingency.
Personal Benefits (AWC/DRS)		\$ 44,057.92	\$ 44,518.70	Add Benefits for Aquatics Coordinator. (16% of Gross Pay.)
			\$ -	
OFFICE SUPPLIES			\$ -	
Office Supplies (Amazon/Staples)		\$ 5,000.00	\$ 2,500.00	Rarely at Office. Built up supplies over time.
Office Equipment		\$ 3,500.00	\$ 2,000.00	Office space built up, need less equipment.
Computer & Supplies		\$ 5,500.00	\$ 4,000.00	Hold for replacement of POS 3 and Repairs.
Water & Coffee (Mountain Mist)-MOVE?		\$ -	\$ -	Combined with pool service.
			\$ -	
MAINTENANCE & REPAIR SUPPLIES			\$ -	
Cleaning and Janitorial Supplies		\$ 5,000.00	\$ 5,200.00	
Maintenance Supplies and Small Tools		\$ 3,000.00	\$ 3,120.00	
			\$ -	
POOL SUPPLIES			\$ -	
Uniforms & Clothing**		\$ 500.00	\$ 300.00	
Employee Recognition		\$ 1,200.00	\$ 500.00	
Lifeguard Supplies and Equipment		\$ 1,000.00	\$ 3,000.00	Still building up equipment with growing staff.
Pool Chemicals		\$ 20,000.00	\$ 25,000.00	increased to cover more calcium chloride and metal sequesterant.
Special Events		\$ 2,750.00	\$ 1,000.00	Overbudgeted. Have many supplies to resuse from prior years.
First Aid Supplies		\$ 300.00	\$ 1,000.00	Pandemic Hoarding Pricing (REWORD)
POOL EQUIPMENT				

BecSys Probes (ER&R)		\$ 1,100.00	\$ 1,100.00	Delayed from 2020.
Suit Spinners (ER&R) -NEW		\$ -	\$ 4,000.00	Two Suit Spinners. One for Each Locker Room, plus backup.
BecSys Remote System - NEW			\$ 2,000.00	Better remote monitoring of pool.
Pulsar System - NEW		\$ -	\$ 5,000.00	Feed calcium chloride with chlorine.
Miscellaneous Pool Equipment (ER&R)		\$ 5,000.00	\$ 5,000.00	
PROFESSIONAL SERVICES - FRONT OFFICE				
IT/Computer Services (CMIT)		\$ 22,500.00	\$ 22,500.00	
Registration Software (Rec1/CivicRec)		\$ 5,445.00	\$ 5,445.00	Sent last second price increase in 2018, so leave a little buffer.
Credit Card Transactions (Authorize.net)		\$ 1,500.00	\$ 1,500.00	
Legal Services (Snure)		\$ 14,000.00	\$ 14,000.00	
Financial Services (VisionMS)		\$ 7,700.00	\$ 7,700.00	
Printing/Copying (Canon)		\$ 5,250.00	\$ 5,250.00	
Timekeeping (TBD)		\$ 3,000.00	\$ 3,000.00	Upgraded to Subitup in 2020. Better service, but more expensive.
Payroll/HR (Heartland)		\$ 7,700.00	\$ 7,700.00	
Consultant (TBD)		\$ 10,000.00	\$ 10,000.00	
PROFESSIONAL SERVICES - MAINT				
Maintenance Services Contract (MacMiller)		\$ 20,119.52	\$ 20,924.30	
Sewer (Midway)		\$ 3,000.00	\$ 4,092.00	Trending higher than estimate.
CO2 Services (Central Welding Services)		\$ 1,000.00	\$ 2,000.00	Monthly service fee. Refills go to Pool Chemicals. Had leak in early 2020.
Water Quality (Aqtc Spec.)		\$ 3,000.00	\$ 3,120.00	Monthly service fee. Refills go to Pool Chemicals and Repairs
Roof and Gutter Maintenance (Sound)		\$ 3,300.00	\$ 3,432.00	
Landscaping (NLS)		\$ 6,798.00	\$ 7,069.92	
Custodial - MRP Qtrly Deep Clean (TBD)		\$ 3,245.00	\$ 3,500.00	Important with COVID-19.
Rekey Services (Bill's Locksmith)		\$ 1,000.00	\$ 500.00	
Coffee and Water Services (Mountain Mist)		\$ 3,000.00	\$ 2,000.00	Will not have this service until second half of 2020.
Cleaning & Janitorial (Office)		\$ 2,160.00	\$ 1,500.00	Once a month cleaning.
REPAIRS & MAINTENANCE				
Maintenance Services Non-Contracted (Various)		\$ 100,000.00	\$ 150,000.00	Increased to cover emergency repairs on deferred
Office/IT Equipment Repairs		\$ 2,000.00	\$ 2,000.00	
COMMUNICATIONS				
Telephone/Internet (Comcast)		\$ 6,750.00	\$ 7,500.00	Add VOIP with 4 handsets. Better quality & messaging.
Cellular Phones (Google Phi)/Line2		\$ 1,500.00	\$ 750.00	Replaced cellular with Line 2 App.
Work Email Accounts (Google Suite)		\$ 500.00	\$ 520.00	
MS Office Subscriptions (Office 365)		\$ 6,000.00	\$ 4,000.00	Add Asst. AquaticsCoordinator license. Remove board licenses.
Website (Btown)		\$ 2,000.00	\$ 3,000.00	RFQ Services in 2021. Need to switch to comprehensive contract like IT. COVID-19 related changes needed.
Postage & Mailing		\$ 1,000.00	\$ 1,000.00	

Email Notification System (CampMon)		\$ 840.00	\$ 873.60	
TRAINING & TRAVEL				
In-Service Supplies (Internal Training)		\$ 2,500.00	\$ 2,000.00	
Certifications (nonWSI)		\$ 3,000.00	\$ 3,120.00	
Swim Lesson Licensing (Amrcn Red Cross)		\$ 1,500.00	\$ 1,560.00	
Training (Lifeguard, Swim & Aqtc Exercise)		\$ 2,500.00	\$ 2,600.00	
Management Staff Training		\$ 2,500.00	\$ 4,000.00	With COVID-19 and Equity, need more trainings.
Travel for Training (Mileage, Tolls)		\$ 1,500.00	\$ 1,560.00	
Misc. Travel (Lodging, Per Diem)		\$ 1,000.00	\$ 1,040.00	
ADVERTISING				
District Advertising		\$ 23,175.00	\$ 16,000.00	Roll back advertising to one-page only.
Bulk Printing - District Postcard		\$ 2,266.00	\$ 2,356.64	Annual Postcard Report.
Bulk Mailing - District Postcard		\$ 4,120.00	\$ 4,284.80	Annual Postcard Report.
Ad Design		\$ 500.00	\$ 500.00	
Sponsorship Supported		\$ -	\$ -	
RENTALS & LEASES				
Office Rental (Zen)		\$ 12,500.00	\$ 13,000.00	
Storage Rental (AAAA)		\$ 3,600.00	\$ 3,600.00	May move into smaller unit after surplus in late 2020.
Misc. Rentals		\$ 2,500.00	\$ 2,600.00	
UTILITIES				
Electricity (PSE)		\$ 75,000.00	\$ 78,000.00	
Water (WD 54)		\$ 9,000.00	\$ 9,360.00	
Sewer (Midway)		\$ 3,000.00	\$ 4,092.00	Trending higher than estimate. Include wiggle room for dumping water for repairs.
Trash/Recycling (Recology)		\$ 4,200.00	\$ 5,000.00	Trended higher in 2020. Probably due to disposal. Play it safe.
INSURANCE				
Insurance, Liability (WCIA)		\$ 16,000.00	\$ 15,000.00	2021 Estimate is \$14,672 from WCIA.
MISCELLANEOUS				
Printing & Copying Outside (Various)		\$ 1,500.00	\$ 1,560.00	
Memberships, Dues & Subscriptions		\$ 2,625.00	\$ 4,000.00	Add GARE membership for equity.
Misc. Services/Discrepancies		\$ 1,000.00	\$ 1,040.00	
AMG Liabilities		\$ 500.00	\$ 500.00	
Background Checks/Formely Fingerprinting (SSI)		\$ 1,750.00	\$ 1,820.00	
Scholarships		\$ 18,000.00	\$ 18,000.00	
INTERGOVERNMENTAL SERVICES				
Elections (King County)		\$ 30,000.00	\$ -	2021 election paid in 2022.

Audits (SAO)		\$ 6,000.00	\$ -	Next audit estimated in 2023.
City Services (City of DM)		\$ 5,000.00	\$ 5,000.00	
King County Management Fees		\$ -	\$ -	
Permits (KCHD, CoDM)		\$ 1,000.00	\$ 1,000.00	
Inspections (Fire Extinguisher)		\$ 1,000.00	\$ 1,000.00	
B&O Tax/Agency (DOR)		\$ 1,000.00	\$ 1,000.00	
TOTAL FOR OPERATIONS		\$ 1,347,546.73	\$ 1,396,201.47	
CAPITAL/PROJECTS				
Miscellaneous				
Architect/Design/Inspections		\$ 7,500.00	\$ 25,000.00	MRP End of Life Survey. (KC Grant Opportunity?) and/or Engineering for Future Projects. Unused to Capital.
Advertising		\$ -	\$ 500.00	
Project Permits		\$ 1,250.00	\$ 1,500.00	
Projects				
Heat Exchanger/Surge Tank Coating		\$ 51,000.00	\$ -	Completed in 2020.
Domestic Water		\$ -	\$ -	Pushed to 2024.
Transfers				
Transfer to Capital Account		\$ 75,000.00	\$ 75,000.00	
TOTAL FOR CAPITAL		\$ 1,482,296.73	\$ 1,498,201.47	

	2020	2021	2020 to 2021 Increase
TOTAL	\$ 1,482,296.73	\$ 1,498,201.47	101%

BUDGET LEVY AFFECTS (2020 A.V.)

LEVY REQUEST BREAKDOWN

\$ 1,498,201.47
 \$ (875,000.00)
 \$ (120,000.00)
 \$ (25,000.00)
 \$ (20,000.00)
 \$ 75,000.00
 \$ 475,000.00

 \$ 1,008,201.47

\$ 0.2324192

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9e **Assigned to:** District G.M.

Meeting Date: 10/20/2020

Under: New Business

Attachment: Yes

Subject: Overpayment Agreement

Background/Summary:

A discrepancy was noticed last year during the budget process that the employee was receiving a payment in two separate benefit accounts. The amount owed was originally \$12,147.34, but \$2,780.61 has been paid already this year.

The error was originally the employee was paid a medical subsidy before they switched over to Association of Washington Cities Insurance (AWC). After the AWC started the original subsidy was continued to be paid until last year when it was discovered.

The attached agreement shows the approach the District has taken in paying off the balance.

The payment will be the difference between the 16% subsidy to each employee minus the actual cost of medical insurance through AWC. As an employees' pay rate goes up, the subsidy will get larger.

Fiscal Impact: Future insurance payments will be lower over the next couple of years until the payment is fully recovered.

Proposed Motion: I move to approve the Overpayment Agreement with Dominic Finazzo.

Reviewed by District Legal Counsel: **Yes** X **No** _____ **Date:** ADD

Two Touch Rule: N/A **Committee Review (WCIA Audit)**
 10/20/20 **First Board Meeting (Informational)**
 N/A **Second Board Meeting (Action)**

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

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

Notes:

Please see attached documents:

- Overpayment Agreement
- Summary of Overpayment

REPAYMENT PLAN

This Agreement is made and entered into this 14th day of October, 2020, by and between the Des Moines Pool Metropolitan Park District "District", and Dominic Finazzo "Employee."

RECITALS


1. The District made an error in calculating benefit payments to Employee resulting in Employee receiving an overpayment of \$12,147.34.
2. The Employee was unaware of the benefit miscalculation.
3. The District is required by Washington State Law to recover the full amount of the overpayment regardless of fault.
4. As of the date of this Agreement, the employee has repaid \$2,780.61 pursuant to the payroll deduction method outlined below.
5. This Agreement memorializes the prior repayments and establishes the terms under which Employee shall repay the remaining \$9,366.72 to the District.


AGREEMENT

In consideration of the mutual benefits and promises contained herein, the parties agree to the following:

1. **Repayment Plan.** Employee shall pay to the District the sum of \$9,366.72 payable through payroll deductions based on the difference between the Association of Washington City Benefits and the 16% Medical Subsidy that would have been paid to employee until the balance is paid in full. In the event Employee separates from employment from the District for any reason, unless a separate agreement is negotiated at the time of separation, the employee shall continue to make monthly payments agreed upon by both parties at that time directly to the District on or before the 15th of each month. Employee may payoff the balance due at any time.

DES MOINES POOL METROPOLITAN
PARK DISTRICT

By :  10/14/2020
2E03945D71394B0
Scott Deschenes, General Manager

 10/14/2020
7F9844724248495
Dominic Finazzo

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 9f **Assigned to:** District GM **Meeting Date:** 10/20/2020

Under: New Business **Attachment:** Yes

Subject: Resolution 2020-11; Declaration of Emergency, Waiver of Emergency Bidding

Background/Summary:

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

During last Fall issues with the gutter system were noticed and earlier this year it was determined that a full replacement was needed. Due to COVID-19 bidding on these repairs were pushed back.

This summer after we were able to have non-essential staff back in the building, we invited agencies from MRSC's small works roster were invited to bid on the project. Although people came and looked at the project no one made a formal bid.

This allowed us to contact organizations directly, but most companies were already working on larger, more lucrative projects.

In September, the agency that the Highline School District agreed to help us secure a company to complete the repairs. They brokered the attached agreement with Chinook Roof and Gutters for \$13,163 plus tax.

On Friday, October 9, I sent the Finance Committee an email for their approval per the Procurement Policy 520, section 4.3.

4.3 Finance Committee. The Finance Committee shall have authority to approve expenditures within the specified budgetary line item limits adopted by the Board with a total cost of over \$5,000.00 and under \$20,000.00.

The money taken out will be a portion of the Miscellaneous Maintenance Services (Non-Contracted). There is \$60k left out of the \$100,000 allocated for unforeseen repairs.

Attached is Resolution 2020-11 detailing the process taken by staff and the finance committee, before being placed in front of the board.

This repair is necessary before the rain season hits the building and District's stewardship responsibility of the Mount Rainier Pool.

Fiscal Impact: Estimated \$13,163 + tax

Proposed Motion: I move to approve (as amended) Resolution 2020-11; Declaration of Emergency, Waiver of Emergency Bidding to complete the rear gutter project of Mount Rainier Pool.

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

Two Touch Rule: To be determined. **Committee Review**
 10/20/20 **First Board Meeting (Informational)**
 Time sensitive. **Second Board Meeting (Action)**

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

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

Notes:

See attachments:

1. Resolution 2020-11; Declaration of Emergency, Waiver of Emergency Bidding (Gutters)
2. Chinook Roof and Gutter Invoice

Proposal

Mt. Rainer Pool

Dominic Finazzo

Project: Mt. Rainier Pool Gutter Replacement
Des Moines, WA



Email: dominic.finazzo@desmoinespool.org

DATE: 9-28-2020

- **SCOPE OF WORK:** Chinook Roofing & Gutters (Sub-Contractor) agrees to perform the supply and installation work indicated here:
- **CLARRIFICATION:** Chinook roofing has been in business for over 10 years and is certified applicator for Tremco roofing products.
- **PROJECT:** Mt Rainer Pool Gutter Project.
 - **Base Bid:** Exclusive to the gutter on the back side from the gas meter to the dumpsters only.
 - **Access:** Bid assumes primary access for Chinook equipment, trucks, manpower, and supplier flatbeds for off-loading. Chinook to have access for the duration of roofing work. Chinook to unload, hoist, and distribute all roofing materials and equipment. Must have water access from school's hose bibs.
 - **BLISTERS:** N/A
 - **REMOVAL:** Remove existing gutters that are currently on the back side of the building from the gas meter to the dumpsters.
 - **REPLACEMENT:** Install new Commercial gutters to match as close as possible to existing style.
 - **Underlayment:** N/A
 - **Crickets:** N/A
 - **Coverboard:** N/A.
 - **Membrane:** No new membrane will be use at these projects.
 - **Installation Method:** N/A
 - **Details:** N/A
 - **Flashing:** N/A
 - **Metal accessories:** N/A
 - **Drains:** N/A.
 - **Collector Boxes:** N/A
 - **Walk pad:** N/A
 - **Cleanup:** Clean up daily and upon completion
 - **Warranty:**
 - Includes a 1 yr. Workmanship Warranty from Chinook.
- **BASE BID LUMP SUM COVERING:**
- **EXCLUSIONS:** The above proposal excludes anything not specifically listed above. Additional exclusions include:
 - Any sheet metal flashings other than outlined in our proposal
 - Any cricketing or sloping not described in the proposal. Assumes the deck is structurally sloped.
 - Collector Boxes
 - Electrical work, conduits or controls
 - Temporary roofing or protection
 - Hazardous materials handling or abatement, including asbestos and lead
 - Seismic upgrades
 - Expansion/building control joints

\$13,163.00 Plus Tax

CHINOOK ROOFING & GUTTERS IS A DIVISION OF R & C ROOFING, INC

5113 PACIFIC HIGHWAY EAST, SUITE 8; FIFE, WA 98424

PH. (253) 517-0884 OR (206) 274-1611 ♦ FAX (253) 922-6912

WWW.CHINOOKROOFING.COM ♦ CHINORG895C4

Proposal

Mt. Rainer Pool

Dominic Finazzo

Project: Mt. Rainier Pool Gutter Replacement
Des Moines, WA



Email: dominic.finazzo@desmoinespool.org

- Custom colors

Thank you for the opportunity to provide a proposal. We look forward to working with you. Please call or e-mail me with any questions. I am happy to meet in person at your convenience to review our proposal in detail.

Respectfully,

Charles Avery

Charles Avery

Chinook Roofing & Gutters

Office (253) 517-0884

Cell (253) 392-4314

charles.avery@chinookroofing.com

www.chinookroofing.com

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RESOLUTION NO. 2020-11

DECLARATION OF EMERGENCY WAIVER OF COMPETITIVE BIDDING REQUIREMENTS

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

During last Fall issues with the gutter system were noticed and earlier this year it was determined that a full replacement was needed. Due to COVID-19 bidding on these repairs were pushed back.

This summer after we were able to have non-essential staff back in the building, we invited agencies from MRSC's small works roster were invited to bid on the project. Although people came and looked at the project no one made a formal bid.

This allowed us to contact organizations directly, but most companies were already working on larger, more lucrative projects.

In September, the agency that the Highline School District agreed to help us secure a company to complete the repairs. They brokered the attached agreement with Chinook Roof and Gutters for \$13,163 plus tax.

On Friday, October 9, I sent the Finance Committee an email for their approval per the Procurement Policy 520, section 4.3.

4.3 Finance Committee. The Finance Committee shall have authority to approve expenditures within the specified budgetary line item limits adopted by the Board with a total cost of over \$5,000.00 and under \$20,000.00.

The money taken out will be a portion of the Miscellaneous Maintenance Services (Non-Contracted). There is \$72,280 left of the \$100,000 allocated for unforeseen repairs.

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

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

Adoption: ADOPTED at regular meeting of the Board of Commissioners of Des Moines Pool Metropolitan Park District on October 20, 2020 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk