



Des Moines Pool Metropolitan Park District
22015 Marine View Drive South

November 17, 2020

7:00 p.m.

Regular Meeting (*Remote Meeting*)/Public Hearing

Due to COVID-19 all district meetings are held remotely. If you wish to listen in, please do so at 1 866 899 4679 access code 873- 353-277. 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, November 17th. 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**

October 20, 2020, Regular Meeting

d. **CORRESPONDENCE**

None

e. **BANK TRANSFERS (REVENUE)**

\$ 2,545.62 was received in the month of October 2020

f. **VOUCHER APPROVAL**

\$ 12,304.84 was processed in October 2020 for warrant requests

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

\$ 33,917.15 was processed in October 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. PUBLIC HEARING**

- a. Final 2021 Budget Review
- b. 2021 Levy Certifications
 - Resolution 2020-11 2021 Levy Certification
 - Resolution 2020-12 Levy Decrease
- c. Public Hearing Comments and Questions

Members of the public may comment on items relating to the Public Hearing. Comments are limited to three (3) minutes per person. Exceptions may be made to the time restrictions of persons speaking at the discretion of the Chair, when warranted.

8. OLD BUSINESS

- 7:20 a. Re-opening update
- 7:30 b. Resolution 2020-08 Acknowledging Racism
- 7:40 c. Capital Improvement Plan
- d. Salary Schedule

9. NEW BUSINESS -- None

UPCOMING MEETINGS

December 15, 2020 Regular Meeting, 7:00 p.m. Location TBD

ADJOURNMENT

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

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** Clerk of the Board **Meeting Date:** November 17, 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 October 2020: Total **\$46,220.99**

Admin Expenditures = \$23,286.76 Ops Expenditures = \$22,933.23 Capital Expenditures = \$0.00

Revenue October 2020: Total **\$397,597.34**

Property Taxes & Interest = \$395,051.72 Misc Revenue = \$0.00 MRP Revenue = \$2,545.62

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- October 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 **\$12,303.84** were approved for payment

- \$1,814.06 was processed on October 13, 2020
- \$6,560.35 was processed on October 20, 2020
- \$3,929.43 was processed on October 26, 2020

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$33,917.15** were processed for payment

- \$14,416.97 approved for payroll on October 7, 2020
- \$19,500.18 was approved for payroll on October 22, 2020

A total of **\$46,220.99** was processed in October 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: Detailed above

Proposed Motion: I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in October 2020 totaling **\$46,220.99**.

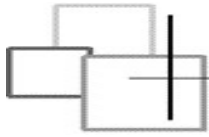
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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

Action Taken: Adopted Rejected Postponed

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

Notes:



2020 EXPENDITURES -- October 2020

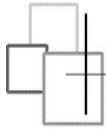
Beginning Monthly Balance = \$1,130,132.23

Ending Monthly Balance = \$1,480,676.87

Category/ Acct #	Reference	Oct 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$419.68	\$7,659.14	\$12,800.00	5,140.86	60%
001-000-000-576-20-10-01	District Manager - Wage	\$6,274.18	\$61,157.02	\$98,365.00	37,207.98	62%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,745.35	\$18,301.29	\$27,037.50	8,736.21	68%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,414.41	\$42,850.06	\$71,997.00	29,146.94	60%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,440.43	\$33,874.72	\$105,000.00	71,125.28	32%
001-000-000-576-21-30-01	Lifeguards	\$8,433.30	\$78,243.51	\$190,000.00	111,756.49	41%
001-000-000-576-21-30-02	Instructors	\$427.68	\$4,563.47	\$40,000.00	35,436.53	11%
001-000-000-576-21-32-02	Head Lifeguards	\$881.56	\$18,689.75	\$33,742.80	15,053.05	55%
001-000-000-576-20-21-19	Payroll Taxes	\$8,060.50	\$84,857.03	\$169,000.00	84,142.97	50%
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	\$34,097.09	\$350,195.99	\$750,310.50	406,948.65	47%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,489.80	\$28,545.70	\$35,728.00	7,182.30	80%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,215.00	\$2,000.00	785.00	61%
	Total Personal Benefits	\$1,624.80	\$29,760.70	\$37,728.00	\$7,967.30	79%
Office Supplies						
001-000-000-576-20-31-00	District Office Supplies	\$0.00	\$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	\$0.00	\$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	\$90.00	\$120.87	\$1,200.00	1,079.13	10%
001-000-000-576-21-35-01	Pool Chemicals	\$576.42	\$1,951.39	\$20,000.00	18,048.61	10%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$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 (see COVID)	\$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	\$666.42	\$5,251.94	\$25,750.00	20,498.06	20%
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	Oct 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)	\$0.00	\$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)	\$1,226.00	\$12,328.75	\$22,500.00	10,171.25	55%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$158.38	\$1,265.44	\$5,250.00	3,984.56	24%
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)	\$34.90	\$416.40	\$1,500.00	1,083.60	28%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$356.50	\$3,915.75	\$7,700.00	3,784.25	51%
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	\$1,775.78	\$36,721.99	\$77,095.00	40,373.01	48%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$1,298.00	\$2,160.00	862.00	60%
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)	\$725.82	\$3,670.14	\$1,000.00	(2,670.14)	367%
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	\$6,237.10	\$6,798.00	560.90	92%
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	\$1,519.33	\$3,000.00	1,480.67	51%
	Total Prof Services-Maintenance	\$1,535.24	\$26,445.97	\$40,622.52	14,176.55	65%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$1,548.08	\$29,268.39	\$100,000.00	70,731.61	29%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$68.36	\$2,000.00	1,931.64	3%
	Total Repairs & Maintenance	\$1,548.08	\$29,336.75	\$102,000.00	\$72,663.25	29%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$3,897.50	\$2,000.00	(1,897.50)	195%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$209.00	\$2,304.09	\$6,000.00	3,695.91	38%
001-000-000-576-20-42-00	Postage & Mailing	.00	\$330.88	\$1,000.00	669.12	33%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$449.43	\$4,311.77	\$6,750.00	2,438.23	64%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$58.36	\$817.23	\$1,500.00	682.77	54%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$33.00	\$337.08	\$500.00	162.92	67%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$89.00	\$561.00	\$840.00	279.00	67%
	Total Communications	\$838.79	\$12,559.55	\$18,590.00	6,030.45	68%
Training & Travel						
001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$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)	\$342.00	\$1,427.91	\$2,500.00	1,072.09	57%
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	\$315.00	\$2,452.00	\$2,500.00	48.00	98%
	Total Training & Travel	\$657.00	\$4,210.84	\$14,500.00	10,289.16	29%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$87.44	\$3,946.85	\$22,500.00	18,553.15	18%
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	\$25.00	\$3,742.54	\$500.00	(3,242.54)	749%
	Total Advertising	\$112.44	\$7,689.39	\$31,200.00	23,510.61	25%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$7,175.00	\$12,500.00	5,325.00	57%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$2,475.00	\$3,600.00	1,125.00	69%
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	\$10,844.61	\$18,600.00	7,755.39	58%

Category/ Acct #	Reference	Oct 2020	YTD Expense	2020 Budget	Budget Balance	% of Budget
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$0.00	\$48,305.88	\$75,000.00	26,694.12	64%
001-000-000-576-21-47-02	Water (Highline)	\$235.39	\$7,408.98	\$9,000.00	1,591.02	82%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$3,437.65	\$4,200.00	762.35	82%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$2,383.98	\$3,000.00	616.02	79%
	Total Utilities	\$235.39	\$61,536.49	\$91,200.00	29,663.51	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	\$330.76	\$3,069.63	\$1,000.00	(2,069.63)	307%
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	\$675.00	\$3,220.58	\$2,625.00	(595.58)	123%
001-000-000-576-20-51-50	Fingerprinting/Background checks	\$174.00	\$696.00	\$1,750.00	1,054.00	40%
	Total Miscellaneous	\$1,179.76	\$7,242.15	\$7,375.00	132.85	98%
Intergovernmental Services						
001-000-000-576-20-41-11	State Audit	\$0.00	\$4,554.36	\$6,000.00	1,445.64	76%
001-000-000-576-20-51-00	Election Costs	\$0.00	\$15,426.01	\$30,000.00	14,573.99	51%
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$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	\$0.00	\$23,631.47	\$44,000.00	20,368.53	54%
COVID-19						
001-000-000-576-20-31-00	Office Supplies	\$169.38	\$1,027.87	\$0.00	(1,027.87)	0%
001-000-000-576-20-43-00	Training/Conferences	\$310.00	\$550.00	\$0.00	(550.00)	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	\$478.32	\$1,996.40	\$0.00	(1,996.40)	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	\$0.00	\$284.25	\$0.00	(284.25)	0%
	Total COVID-19	\$957.70	\$10,014.53	\$3,245.00	(6,769.53)	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)	\$0.00	\$2,986.50	\$2,986.50	0.00	100%
	Total Capitals	\$0.00	\$2,986.50	\$86,736.50	\$83,750.00	
	TOTAL ADMINISTRATION	\$23,097.38	\$282,863.06	\$575,505.50	292,642.44	49%
	TOTAL OPERATIONS	\$22,954.23	\$338,376.60	\$752,408.50	414,031.90	45%
	TOTAL CAPITAL	\$0.00	\$0.00	\$2,986.50	2,986.50	0%
	GRAND TOTAL MO. EXPENDITURES	\$46,220.99	\$629,121.69	\$1,333,657.52	\$711,369.97	47%



2020 REVENUE -- October 2020

Account #	Reference	Oct 2020	YTD Balance	2020 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$394,040.99	\$987,658.87	\$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	\$394,040.99	\$990,139.63	\$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	\$1,010.73	\$15,351.95	\$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	\$0.00	\$22,431.75	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$462.25	\$29,814.75	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$2,083.37	\$26,004.30	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$1,039.00	\$0.00	\$0.00
	Total Revenue	\$3,556.35	\$94,744.75	\$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	\$397,597.34	\$1,084,884.38	\$200,000.00	-\$884,884.38

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Wednesday, November 11, 2020
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: October 16, 2020 to November 6, 2020 District General Manager Report

Week Ending October 16, 2020

OCTOBER 20 BOARD MEETING

Here is our general board meeting information. Linda also sent the access information for the Executive Session. You will need to logout of the general session for the executive session when prompted at the board meeting. Below is the access code for the general session.

The packet was too large to be sent by email, so you will have to download the link. See below for the link to the packet. We are still working on updates from the state that are included in the packet and will have the reopening presentation at the meeting on Tuesday.

<https://mtrainierpool.com/wp-content/uploads/20201020-Regular-Meeting-Packet.pdf>

October 20 - Regular Board Meeting
 Tue, Oct 20, 2020 7:00 PM - 9:30 PM (PDT)

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

<https://global.gotomeeting.com/join/612926301>

You can also dial in using your phone.

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

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

Access Code: 612-926-301

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

<https://global.gotomeeting.com/install/612926301>

The executive session access is in the email that Linda sent you. Please refer to that email or call me if you need help.

FINANCE COMMITTEE MEETING

We met on October 15, where I went over finance items that would be presented as part of the budget process including the CIP, Salary Plan and Budget Presentation. We also discussed the emergency repair per our procurement process. All this information is in the packet.

BOARD VACANCY

We only had one applicant for the open board position. The information is in the agenda packet for October 20's meeting.

HSD SWIM TEAMS

We met with HSD on Tuesday and will update it as part of the board meeting on Tuesday, October 20.

MAINTENANCE

- Gutters – We are moving ahead with replacing the gutters in the rear of the building. The gutters are about to be fabricated and we will be installed sometime in November.
- Gates – We are currently putting a permit in for this project. The marina is storing the gates until we are ready to utilize them.
- EZ Connect – CMIT came out and installed the switch for a potential future EZ Connect. This would allow us to better remote chemicals.

FALL SUMMIT

I participated in the Fall Summit on Wednesday and Thursday. I attended sessions on COVID-19, Race and Equity and HPO Models.

Talking: Aisha Panas - THPRD

The Future of Virtual Recreation at THPRD

EQUITY & ACCESS TO CONTENT	DIVERSITY OF PROGRAMMING	ESTABLISHING BUDGETS
How do we break down financial and mobility barriers?	Can we pandemic-proof our Virtual Rec Center?	Incorporate virtual programs in center budgets, or take an enterprise approach?

AQUATICS MANAGER OFF

The Aquatics Manager will be off October 17-25. If you have any MRP concerns, please contact Lauryne Newman, Aquatics Coordinator or me (District GM).

RESEARCH

- Politics and Values with KU School of Public Management (VIDEO)—Good examples on Facility Bond Issues - <https://mail.google.com/mail/u/1/#inbox/FMfcgxwKhqkRQFkZISIKwpWHRDgDKMhT?projector=1>
- MRSC Article on Gifting of Public Funds - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/October-2020/A-Refresher-on-the-Gift-of-Public-Funds.aspx>

- Capturing Proximate Premiums through Excess Domain - <https://www.nrpa.org/parks-recreation-magazine/2020/october/capturing-proximate-premiums-by-excess-acquisition/>
- Cybersecurity Threats for Local Governments - <https://icma.org/blog-posts/cybersecurity-threats-local-governments>
- After Two Decades: US's Weakest Local Economies May Fare Worse - <https://www.reuters.com/article/us-usa-economy-distress/after-two-lost-decades-u-s-s-weakest-local-economies-may-face-worse-from-pandemic-idUSKBN26Z15X>
- Coronavirus Starting to Peak Across US and Europe (VIDEO) - <https://youtu.be/5MoMR9JgrhU>

Week Ending October 21, 2020

BOARD MEETING FOLLOW-UP

Just a reminder that we will have a Budget Workshop Retreat on Tuesday, November 10 at 7:00pm. We will send out the login information the week before. Agenda items are tentatively the salary matrix, capital improvement plan and budget. We will also have our regular board monthly board meeting on Tuesday, November 17 at 7:00pm where we will have our budget hearing.

BOARD VACANCY

We are finalizing putting together board orientation information for the open board position. I will remove Tricia from the Governance page and will update Shane's information soon.

NOVEMBER UPDATE

We are working on finalizing the November update. We need to update our Safety Plan and are working on guidelines.

TRAININGS

No trainings this week with our board meeting, but I will be attending the NRPA Virtual Conference on October 28 and 29. They have some good sessions, including COVID-19 and equity. See below for more information.

<https://www.nrpa.org/parks-recreation-magazine/2020/october/education-highlights/>

There is also a webinar on Community Engagement that I will attend for MRSC.

<http://mrsc.org/Home/Training/Upcoming-Webinars/Inclusive-Public-Engagement-Strategies.aspx>

Below, are potential WCIA Trainings that are free to all board and staff.

<https://www.cvent.com/c/calendar/a00c9233-d592-485c-b690-faf0aab12d1a>

We are also a member of the National Recreation and Parks Association. The NPRA Premier Webinars are free for all management staff and board.

<https://learning.nrpa.org/webinars>

At the end of the email are MRSC's trainings.

If you are interested in any of them, please let me know.

OFF (BEREAVEMENT)

I will be off Thursday and Friday for bereavement. I will answer my phone anytime, but with the exception of the time between 10:00am and 2:00pm. On Thursday.

RESEARCH

- Aquatics Pros Share What They Learned from Pandemic - https://www.aquaticsintl.com/facilities/aquatics-pros-share-lessons-theyve-learned-from-the-pandemic_o
- Washington State Vaccine Plan - https://www.seattletimes.com/seattle-news/health/washington-state-health-department-releases-its-plan-for-distributing-eventual-covid-19-vaccines/?utm_medium=notification&utm_source=pushly&utm_campaign=692264
- Why Cities Will Bounce Back Post Pandemic - <https://www.forbes.com/sites/chloedemrovsky/2020/10/14/why-cities-will-bounce-back-post-coronavirus/#57f2001075e7>
- Ballot Initiatives for Dedicated Park Funding During Pandemic - <https://ezine.nrpa.org/html5/reader/production/default.aspx?pubname=&edid=7b52f522-a612-46a5-8e49-d98ac9d630f7&pnum=34>
- Empowering Non-profits to Switch to Solar - <https://ezine.nrpa.org/html5/reader/production/default.aspx?pubname=&edid=7b52f522-a612-46a5-8e49-d98ac9d630f7&pnum=34>

Thank you,

Scott Deschenes, District GM

From: MRSC Webinars <it@mrsc.org>

Sent: Monday, October 19, 2020 11:45 AM

To: Scott Deschenes <scott.deschenes@desmoinespool.org>

Subject: Upcoming Webinars: Inclusive Outreach, Economic Development, Homelessness, and More

MRSC TRAINING



Join us for our local government webinars!

MRSC's webinars provide valuable training opportunities and certification credits for local government staff and officials across Washington State. Below are some of our upcoming events. You can also find this information on our website under [Training](#).

All pre-registered attendees get access to the recorded webinar a day after the broadcast.



UPCOMING WEBINARS

Scholarship information: Training scholarships may be available for some webinars. Information about specific scholarship or reimbursement programs will be posted on each webinar page if applicable; also see our [Training Scholarships](#) page for general scholarship opportunities.

Inclusive Public Engagement Strategies

October 28, 11 AM - 12 PM

[Learn More and Register](#)

Local governments that gain a diversity of perspectives have a greater understanding of policy choices, leading to better overall decision-making when it comes to policies and programs. But the people who participate in council meetings or public hearings rarely reflect the full range of identities, ages, and perspectives within the community. This webinar will address more inclusive outreach strategies to build broad coalitions with all community members.

Credits: 1.0 CML
Cost: \$35

Introduction to Economic Development During COVID-19 and Beyond

November 10, 11 AM - 12 PM

[Learn More and Register](#)

Many local governments have stepped up to help improve the economic situation of local businesses and residents during the COVID-19 crisis. But what are the most effective approaches, and is there more that can be done? This webinar will provide a solid introduction to economic development and identify the steps taken by successful organizations to assist local businesses and promote job retention/creation. A follow-up webinar in December will feature several case studies.

Credits: 1.0 CM, 1.0 CML
Cost: \$35

AWC: Managing Risks Associated with Homelessness

Part 1: Navigating the Legal Landscape of Homelessness (November 10)

Part 2: Myth Busters (November 12)

Part 3: Governing from Beneath a Bridge (November 13)

[Learn More and Register](#)

Cities and counties are dealing with rising homeless populations and can lack a clear understanding of the legal risks and requirements when taking action. Your local government risk pools have come together to provide a three-part webinar series to help you balance the human side of homelessness with the legal landscape. All webinars are from 1 to 3 PM, and space is limited.

Credits: CLE, CML
Cost: \$25

Elements of Unit Price Contracting

December 2, 10 AM - 11:30 AM

[Learn More and Register](#)

Unit price contracting has been authorized for several types of public agencies starting in 2018, but this is still a new contracting method for a number of agencies and contractors. This webinar will provide an overview of the requirements for unit price contracting, practical tips for developing a solicitation, and firsthand advice on situations impacting prevailing wages and contractor law.

Credits: 1.5 APWA-CAEC

Cost: \$35

MRSC Rosters Overview - New and Continuing Public Agency Members

December 10, 10 AM - 11 AM

[Learn More and Register](#)

This free webinar will review what is included in your MRSC Rosters membership, the legal notice postings, the business application process, and how to search the Rosters database.

Cost: FREE

Local Government Success | mrsc.org/training | 206.625.1300

MRSC.org

Week Ending October 30, 2020

Dominic and I were at NRPA virtual conference (Tuesday-Thursday) this week, so there are only a couple of updates, since our board meeting last week.

BOARD MEETING FOLLOW-UP

Just a reminder that we will have a budget retreat on Tuesday, November 10.

- Minutes: Linda sent out board minutes on October 27. If you did not receive the email, please let me know.
- Agenda Packet: The agenda packet for the next meeting will be out Thursday, November 5th.
- Board Orientation Information: We sent information to Commissioner Stender on board orientation.

RE-OPENING UPDATE

Staff made the updated changes to the schedule and sent the changes out on Friday. Below is the email notification that was sent out to patrons.

<http://createsend.com/t/d-E14D56D41D20E60E2540EF23F30FEDED>

SMAC MEETING

We will be meeting with SMAC about their schedule next Thursday.

IN OFFICE

I will be in the office Tuesday. I have a meeting at 10:30am, but if you need anything, please let me know.

ATTENDANCE REPORTS

Below are reports for weeks after we re-opened from defect work.

	Sept 28-Oct 2	October 5-9	October 12-16
Membership Scans	39	67	60
Paid/10-Visit Scans	74	92	120
No Shows	5	6	4

PROJECTS

- The Gutter Project Contractor contacted us, and they will be starting the project soon. The project is on the back of the facility and should not affect operations or parking.
- The EZ Connect is moving forward. Aquatic Specialties will start work on the project.

WIAA SWIM AND DIVE GUIDANCE

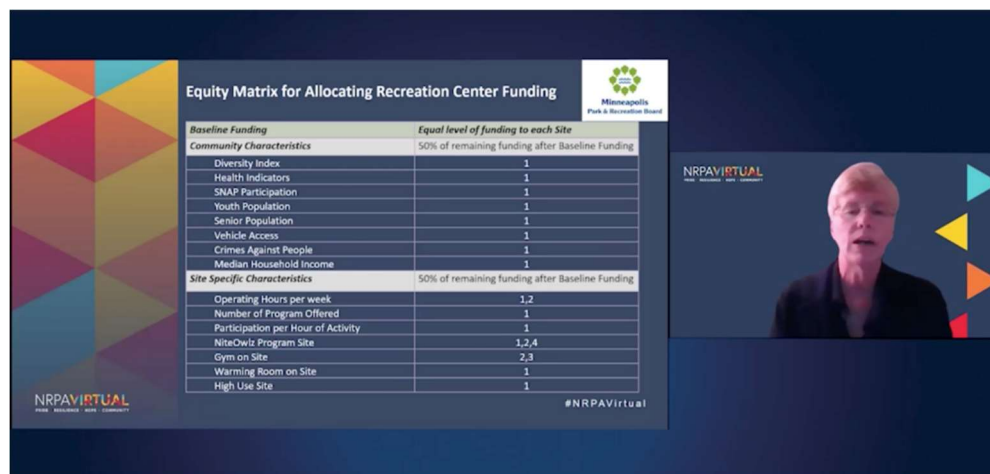
Below is a link to the WIAA Guidelines.

- WIAA New Sports Guidelines - <https://www.kentreporter.com/sports/new-guidelines-released-for-return-of-prep-sports-in-wa/>
- Washington Counties COVID-19 Risk Dashboard - <https://coronavirus.wa.gov/what-you-need-know/covid-19-risk-assessment-dashboard>

WRPA CONFERENCE

Dominic and I attended the WRPA Conference Virtually Tuesday through Thursday. I also have access to most of the sessions for another month. Below are highlights from some of the sections that I attended this week.

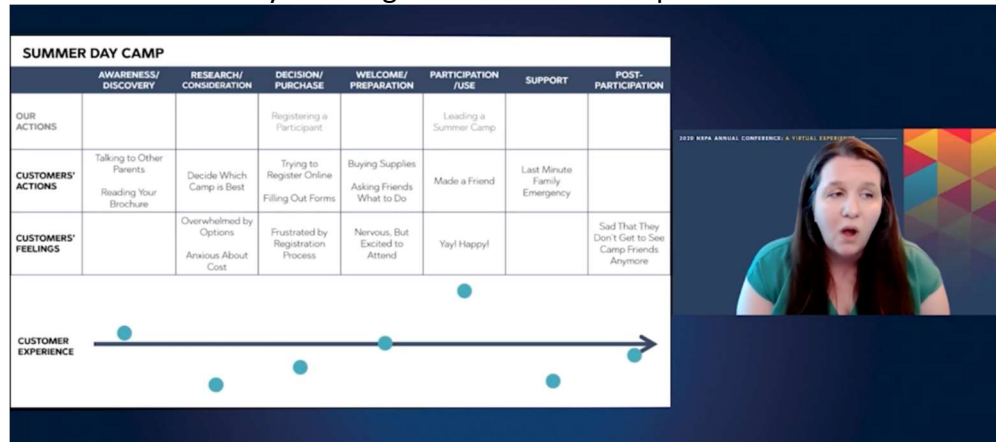
- Park Funding for Equity: The session concentrated on how city's use equity matrix to make funding decisions.



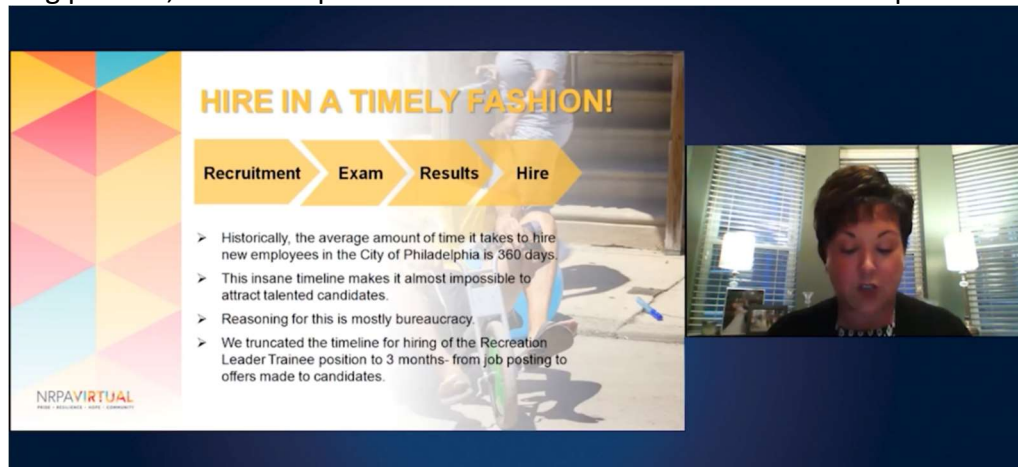
Equity Matrix for Allocating Recreation Center Funding	
Baseline Funding	Equal level of funding to each Site
Community Characteristics	
Diversity Index	1
Health Indicators	1
SNAP Participation	1
Youth Population	1
Senior Population	1
Vehicle Access	1
Crimes Against People	1
Median Household Income	1
Site Specific Characteristics	
Operating Hours per week	1.2
Number of Program Offered	1
Participation per Hour of Activity	1
NiteOwiz Program Site	1.2, 4
Gym on Site	2, 3
Warming Room on Site	1
High Use Site	1

- Park Foundations and Friends Groups – This presentation discussed how parks and recreation agencies can work with foundation groups to raise monies for their amenities and services.
- Aquatics and COVID-19 – This presentation led by Councilman-Hunsaker discussed the issues that aquatic facilities are having around the country including staff, programming and outside community events affecting the programming. For example, one pool had to close after in-person school started as the staff were exposed at school.

- Great Customer Service is Not Enough – This presentation discussed the customer's journey and how to best meet their needs by focusing on the customer experience.



- Next Practices for Parks and Recreation in a Post COVID-19 World – This webinar discussed the changes in our culture, technology and climate and how they affect the future of parks and recreation.
- Public Life is An Essential City Service: Reimagining Recreation and Parks as Essential to Community Development – This session was from the City of Akron and they discussed how public spaces and programs are essential to community development. They are focusing on Community Center's in their community to help with this.
- Hiring to Reflect the Communities You Serve: How to Overcome Employment Barriers – This session discussed the barriers of standardized tests and civil service. All-in-all, thanks to WCIA helping us with our hiring process, we were up to date with the recommendations on the process.



- Back to Reality: How to Adapt Your Center to Post COVID-19 World – This session discussed the long-term impacts of COVID-19 and other design items of community recreation facilities.
- Retail Buildings Re-Imagined for Community Health, Wellness and Recreation– With E-Commerce and the pandemic, some communities are looking at repurposing retail spaces to make them into pools, community centers and libraries.
- Refresh not Rebrand: - This presentation discussed how Apex Park District in Colorado updated their branding from mission through all of their signage, registration system and publications.
- Insta-Worthy Parks and Recreation: Optimize Your Parks, Programs and Events for Social Engagement – This presentation talked about optimizing your events, programs and spaces for having patrons.

RESEARCH

- South King County Has Been Disproportionally Affected By the Coronavirus- <https://www.seattletimes.com/seattle-news/health/high-covid-19-rates-persist-in-south-king-county-as-public-health-officials-urge-more-testing/>
- 509 Extension Project - <https://www.bizjournals.com/seattle/news/2020/10/22/highway-509-extension-underway.html>
- As the Coronavirus Surges A New Culprit Emerges: Pandemic Fatigue - <https://www.nytimes.com/2020/10/17/us/coronavirus-pandemic-fatigue.html>
- When Lifeguards Look Like the Community They Serve, The Benefits Are Endless - https://www.aquaticsintl.com/facilities/when-a-lifeguarding-staff-looks-like-the-community-it-serves-the-benefits-are-enduring_o
- Robert's Rules Updated (Include Online Meeting Information)- <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/October-2020/What-Does-the-New-Robert-s-Rules-Mean-for-You.aspx>
- Pool Opening Day Makes a Splash at Shore Aquatics Center (Port Angeles) - <https://www.peninsuladailynews.com/news/pool-opening-day-makes-a-splash-in-port-angeles/>

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	S
Membership Scans	36	44	39	37	31	
Paid/10-Visit Scans	52	65	81	68	87	
No Shows	4	5	8	9	4	

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.



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-kf417dqx>

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->



Des Moines Pool Metropolitan Park District

October 20, 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 Coordinator Lauryne Newman, District General Manager Deschenes and District Clerk Linda Ray. Also in attendance was Shane Stender, an applicant for open Position 4 on the Board of Commissioners.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

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

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT

Mr. Stender thanked the Board for the opportunity to attend.

CONSENT AGENDA

Commissioner Kasnick moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in September 2020 totaling \$72,229.95. Commissioner Dusenbury 2nd. The motion passed 4-0.

EXECUTIVE SESSION

Commissioner Dusenbury moved to call an Executive Session 7:07 p.m. 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 15 minutes until 7:24 p.m. Passed 4-0.

Mr. Stender and Aquatic Coordinator Newman were asked to leave the meeting.

The Regular Board Meeting reconvened at 7:24 p.m. Mr. Stender and Aquatic Coordinator Newman rejoined the meeting.

President Young called for a motion. Commissioner Dusenbury moved that the Board authorizes the DGM to pay the contractor the remaining balance. Commissioner Kasnick 2nd the motion. Passed 4-0.

OLD BUSINESS

a. Re-opening Update

District Manager Deschenes presented an update since the pool re-opened on 9/21 after completion of the caulking defect repair. The presentation is on file which included the defect repair, October schedules, COVID youth sports guidance updates from Governor Inslee, a meeting with the Highline School District, future events, and current projects at the pool.

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 – 10/20/2020**

There was discussion surrounding the new capacity numbers which is a maximum of 50 users in the facility at one time. This does not include staff.

At a meeting with the Highline School District, a tentative start for girls' and boys' swim teams season will begin on December 27th and go through Spring of 2021. WIAA guidance on social distancing will be followed along with virtual meets. The DGM and the Aquatic Manager will meet with HSD again in November.

Aquatic Coordinator Lauryne Newman reported she had a meeting with the Bainbridge Island Swim Lesson Coordinator. They teach lessons from the deck with a maximum of 3 kids per class at premium rates. Lower level classes have a parent in the water. Instructors provide written information each week to the parents/guardians on the upcoming lesson plan. Their program has had good reviews both from staff and users.

The DGM reported that open pools in the area include Evergreen, Tukwila, Federal Way, Covington, and Fife. Pools remaining closed due to COVID are all Seattle pools (10), KCAC, Tacoma Metro Parks (5), Auburn, Hazen, and Lindberg pools.

Other projects occurring at present at the facility are replacement of gutters and installation of gates at the entrance.

b. Process for Filling Vacancy

At the October Board Meeting the DGM was asked to revise the process for filling a Board vacancy. As such, a 3-step process must occur. First, rescinding Resolution 2020-06, Process of Filling Board Vacancy and replacing it with an updated Resolution, 2020-10. Second, adoption of Policy 225, which is a simplified process; and third, review of the applicant, Shane Stender, for Position 4 on the Board.

Shane Stender addressed the Board with his resume. This information is on file.

Commissioner Kasnick moved to rescind Resolution 2020-06 and replace it with Resolution 2020-10 Process for Filling Board Vacancies; Commissioner Dusenbury 2nd, Passed 4-0.

Commissioner Kasnick moved to adopt Policy 225, the Board Vacancy Process; Commissioner Achziger 2nd. Passed 4-0.

Commissioner Kasnick moved to appoint Shane Stender to Board Position #4 until the next board general election in November 2021; Commissioner Dusenbury 2nd. Passed 4-0.

Shane Stender was invited to attend the Regular Board Meeting.

c. Resolution 2020-08, Acknowledging Racism within public pools

The DGM reported he did not have an update on this item and asked to postpone it until the next regular meeting.

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

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 10/20/2020**

NEW BUSINESS

a. Normandy Park Fee

The District invoices the City of Normandy Park for \$25K annually as part of an established agreement for their resident's unlimited usage of the Mt. Rainier Pool at resident discount rate. Because the pool was shut down due to COVID for six months, the DGM asked the Board for direction on how to invoice them for 2020. The Board suggested discussing payment of the fee with Normandy Park and take their comments into consideration before a decision is made.

President Young directed District General Manager Deschenes to meet with a decision maker at Normandy Park and to report back to the Board with his findings.

b. Salary Schedule

DGM Deschenes offered a presentation on Salaries and Benefits. The presentation is on file.

The WRPA did not publish a salary survey this year, so the DGM researched the information found in the presentation on his own.

Minimum wage increased in 2020 to \$13.50 and the District did not give salary increases to the staff. Only a Cost of Living raise was given. In his research, the DGM found that many of the area pools did give hourly increases.

The DGM is suggesting Lifeguard and Water Safety Instructor salary increases as outlined in the presentation. He has also recommending the addition of an Assistant Aquatic Coordinator in 2021 to cover the additional open hours, services, and staffing which has increased from 33 in 2019 to 55 in 2020.

He discussed from where we recruit full and part-time talent and what positions are the most competitive with regard to pay at other local facilities. MRP has an advantage in the ability to train individuals onsite into lifeguard and instructor positions.

The AWC Salary and Benefits Survey was published this year and is the most comprehensive guide for public employees in the state.

Des Moines salaries are on the state scale level. Although King County is generally higher than in most other places in the state, South King is lower than average for the County.

The DGM included in the budget for 2021 a 4% Cost of Living raise, but not merit increases.

Commissioner Achziger voiced concern over building a quality staff based on experience instead of higher pay.

President Young would like to digest the information presented and discuss at an upcoming retreat or regular meeting.

DGM Deschenes encouraged the Board to read Policy 455 – Salary Plan Administration that was attached to the presentation in the packet.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 10/20/2020**

c. Capital Improvement Plan

This item was tabled for discussion at the retreat meeting.

d. 2021 Budget

The DGM gave a presentation on the 2021 budget which is on file.

He outlined some of the realities of 2021 with regard to the continuing uncertainties of COVID-19 District hopes to continue to grow and to bring best practices and services to the community. We also hope to improve on the technology that is outdated and needs replacement in the coming year. The District plans on RFQ's for IT and website support.

We are positioned to end the year with approximately \$875K, with an additional \$290K Capital. These figures are inclusive of payment of the retainage owed to Werlech Construction, and what is owed to BLRB Architects.

The estimated levy will come in at \$.216, which is lower than in the last four years.

The DGM will send the board the worksheet from King County on levy numbers and our maximum rates.

e. Overpayment Agreement

At the end of 2019 it was discovered that the 16% subsidy for medical benefits was being paid both to the Aquatic Manager and to the AWC Employee Trust which resulted in an overpayment. The Aquatic Manager has agreed to repay what is owed. No motion is needed in order to put the agreement in place.

f. Resolution 2020-11

The Finance Committee met and approved an emergency repair to the pool's gutters. As such, Resolution 2020-11 enables the DGM to use a vendor without a bidding process.

Commissioner Dusenbury moved to approve Resolution 2020-11, Declaration of Emergency, Waiver of Emergency Bidding to complete the rear gutter project of Mount Rainier Pool. Commissioner Kasnick 2nd. Passed 5-0

GENERAL DISCUSSION

President Young queried the Commissioners about their availability for a retreat meeting to discuss the Capital Improvement Program, Salary Schedule, and the 2021 Budget. November 10th was decided upon.

ADJOURNMENT

With no further business, the meeting was adjourned at 9:00 pm.

UPCOMING MEETINGS

- November 10, 2020, Retreat Meeting, 7:00 p.m. (Location TBD)
- November 17, 2020, Regular Meeting, 7:00 p.m. (Location TBD)

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 10/20/2020**

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

DRAFT

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/13/2020

Total Amount: \$1,814.06

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20201007120647.csv

Fund #: 170950010

CONTACT INFORMATION

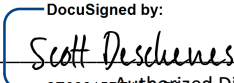
Preparer's Name: Linda RayEmail Address: linda.ray@desmoinespool.org


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:  2E03815D7430D02C	<u>10/7/2020</u> Date
Authorized District Signature	
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by:  5E8DDA9889FE2474	<u>10/7/2020</u> Date
Authorized District Signature	
Authorized District Signature	Date
Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20201007120647.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			16546	10/01/2020	\$90.00	DISTRICT JANITORIAL - OCT 2020
ANZHELA GUBAREV			20207002AG_Refund	10/02/2020	\$64.00	REFUND ADD'L MEMBERSHIP
AQUATIC SPECIALTY SERVICES			19583	09/21/2020	\$498.87	POOL CHEMICALS
AQUATIC SPECIALTY SERVICES			19597	09/23/2020	\$77.55	POOL CHEMICALS
CENTRAL WELDING SUPPLY			RN09202408	09/30/2020	\$69.97	POOL CHEMICALS
COPIERS NORTHWEST			2206124	10/07/2020	\$32.60	COPIERS CONTRACT
DATAQUEST, LLC			13048	09/30/2020	\$174.00	MRP NEW HIRES BACKGROUND CHECKS - SEP 2020
DEPARTMENT OF RETIREMENT SYSTEMS			20201007DOR	10/07/2020	\$605.50	DEFERRED COMP S DESCHENES
MIANNA BEHRENS			20201007MB31	10/07/2020	\$201.57	PAYROLL PE 9/25/2020



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/20/2020

Total Amount: \$6,560.35

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20201013145544.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:

Authorized District Signature

10/14/2020

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

Authorized District Signature

10/14/2020

2E03815D71304B0...

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20201013145544.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			22030244	10/13/2020	\$62.89	COPIER LEASES - OCT 2020
CENTRAL WELDING SUPPLY			EC231100	10/08/2020	\$204.90	POOL CHEMICALS - BEV CARB
CMIT SOLUTIONS EASTSIDE			8547	09/30/2020	\$1,226.00	IT SUPPORT - SEP 2020
COMCAST			20201008CB_DMP	10/08/2020	\$172.57	TELEPHONE/INTERNET - DMP 10/18 TO 11/17/2020
MACDONALD-MILLER FACILITY SOLUTIONS			SVC190386	09/30/2020	\$1,549.08	WATER IN ELEC PANEL/MRP
NRPA			20201013_33086NRPA	10/13/2020	\$675.00	RENEWAL ANNUAL DUES
US BANK			20201012USB	10/12/2020	\$2,669.91	BANKCARD - 9/16 TO 10/10/2020



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/26/2020

Total Amount: \$3,929.43

Control Total: 16

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20201023100722.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:

10/23/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

10/23/2020

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20201023100722.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			19614	09/28/2020	\$170.51	MONTHLY CONTRACT SVC - SEP 2020
CANON FINANCIAL SERVICES, INC.			21914863	09/12/2020	\$62.89	COPIER EQUIP CHG - SEP 2020
CENTRAL WELDING SUPPLY			CG88261	07/15/2020	\$245.64	BEV CARB CO2
CENTRAL WELDING SUPPLY			CCG89296	08/25/2020	\$205.31	BEV CARB CO2
COMCAST			20201012CB_MRP	10/12/2020	\$276.86	TELEPHONE/INTERNET_MRP 10/22 TO 11/21/2020
DAPHNE CAMPBELL			20200929DCampbell_Refund	09/29/2020	\$40.00	MRP REFUND
DEBBIE BAUMGARTNER			22730096	08/10/2020	\$42.50	MRP REFUND
DEPARTMENT OF RETIREMENT SYSTEMS			20201022DOR	10/22/2020	\$605.50	DEFERRED COMP S DESCHENES
HIGHLINE WATER DISTRICT			20201020HWD	10/20/2020	\$235.39	WATER UTILITY - 9/18 TO 10/20/2020
JOE DUSENBURY			20201022JD08	10/22/2020	\$104.92	COMMISSIONER SUBSIDY - SEP 2020
MAGGIE BAUMGARTNER			22729985	08/10/2020	\$29.75	MRP REFUND
MIANNA BEHRENS			20201022MB31	10/22/2020	\$149.55	PAYROLL PE 10/10/2020
NORTHWEST LANDSCAPING SERVICES			CD50103218	10/01/2020	\$548.91	LANDSCAPE SVC - OCT 2020
SADIE IKEMEIER			20201022SI59	10/22/2020	\$389.28	PAYROLL PE 10/10/2020
SHANE YOUNG			20201022SY	10/22/2020	\$104.92	COMMISSIONER SUBSIDY - SEP 2020
ZEN 22015, LLC			20201101ZEN	10/22/2020	\$717.50	DISTRICT OFFICE RENT - NOV 2020

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Oct 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 10/10/2020	170950010			24219		00000	14,416.97
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$14,416.97

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

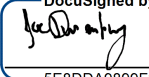
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

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 Oct 7, 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 Oct 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 10/25/2020	170950010			24219		00000	19,500.18
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$19,500.18

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

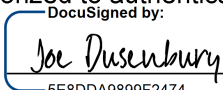
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

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 Oct 22, 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 #: 7a-d **Assigned to:** District G.M. **Meeting Date:** November 17, 2020

Under: Public Hearing **Attachment:** Yes X No

Subject: *Budget and Levy Certification Public Hearing*

Background/Summary:

The Budget and Levy Certification for 2021 are due before December 1, 2020.

For items 7a and 7b, we went over the budget at a previous meeting, which will set the levy at \$1,008,202 or an estimated levy rate at or around \$.2166(Note-The levy rate may change when final Assessed Value for the District is set by King County in early 2021). Overall, this is a decrease of \$26,294 (2.5%) from the 2020 budget. This is the second straight year that the District has lowered its amount levied.

For item 7c, the \$1,008,202, \$933,202 is for operations, while \$75,000 is set for capital. The District has also allocated \$150,000 for unforeseen maintenance issues (\$50,000 increase from 2020). Any of the unused monies to maintain these issues can also be transferred to capital. This will be done at the end of 2021.

The budget is a conservative budget that ensures the District will have a balanced budget throughout 2021 and through the first large tax draw in 2022. A Cash Flow Analysis was presented at the October 20 Retreat.

Included in this packet are Resolution 2020-12 Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2021, Ordinance 2052 Worksheet (which will be signed by the Clerk of the Board), Preliminary Levy Worksheet-2021 Tax Role, Resolution 2020-13 Property Tax Increase (Decrease) and Resolution 2020-14 Substantial Need. *Note- The Increase (Decrease) Resolution became mandatory in November 2019 and the Substantial Need Resolution became mandatory in 2020.*

November 12 Update: The District has submitted paperwork for review by King County. If any recommended changes are needed. Those changes will be presented at the board meeting.

Fiscal Impact: See attached documents.

Proposed Motion:

Motion 1: I move to approve the 2021 Budget of \$ 933,202.00 in General Fund and \$75,000 in Capital Reserve for the calendar year 2020.

Motion 2: I move to approve Resolution 2020-12 "Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2021".

Motion 3: I move to approve Resolution 2020-13 "Resolution of Increase" for a decrease of \$26,294 between the 2020 and 2021 levy certifications.

Motion 4: I move to approve Resolution 2020-14 "Substantial Need" in support of the 2021 levy certification.

Reviewed by District Legal Counsel: Yes X No _____ Date: 11/13/20

<u>Three Touch Rule:</u>	<u>N/A</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 N/A No _____ Report back date: Monthly

Notes:

Attachments:

- 2021 Proposed Budget
- 2020-12 Certifying Property Tax Levy and Adopting an Operating Budget for the Fiscal Year Beginning January 1, 2021
- 2020-13 Resolution of Increase
- Ordinance 2152 Levy Limit Worksheet
- Preliminary Levy Limit Worksheet – Tax Roll 2021
- Resolution 2012-14 Substantial Need Resolution

2021 BUDGET ACCOUNTS SUGGESTION

Account	% Used (67% of Year)	2019 Budget	2020 Budget	2021 Proposal	Notes
SALARIES & WAGES					
Commissioner Salaries (5)		\$15,400	\$ 12,800.00	\$ 12,800.00	No Increase on Dividend this Year.
District GM Salary (1)		\$95,500	\$ 98,365.00	\$ 98,365.00	3% COLA on All Staff, Except DGM.
District Clerk Salary (1)		\$26,250	\$ 27,037.50	\$ 28,119.00	
Aquatics Manager Salary (1)		\$69,900	\$ 71,997.00	\$ 74,876.88	
Aquatics Coordinator Salary (1)		\$47,250	\$ 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)		\$32,760	\$ 33,742.80	\$ 35,092.51	
Lifeguards (Various)		\$185,850	\$ 190,000.00	\$ 197,600.00	
Instructors (Swim Lesson/Aqtc Ex.)		\$69,300	\$ 40,000.00	\$ 41,600.00	Added staffing in other areas.
Sick Pay		\$12,566.40	\$ 12,943.39	\$ 13,461.13	
Overtime (OT)		\$1,500	\$ 1,500.00	\$ 1,560.00	
Payroll Taxes			\$ 169,000.00	\$ 175,760.00	
Family Medical Leave - NEW		\$955.60	\$ 1,209.60	\$ 1,257.98	
				\$ -	
PERSONNEL BENEFITS				\$ -	
Benefits, Fringe (Car)		\$2,000	\$ 2,000.00	\$ 2,000.00	Benefit + 10% Contingency.
Personal Benefits (AWC/DRS)		\$34,024.00	\$ 44,057.92	\$ 44,518.70	Add Benefits for Aquatics Coordinator. (16% of Gross Pay.)
				\$ -	
OFFICE SUPPLIES				\$ -	
Office Supplies (Amazon/Staples)		\$5,000	\$ 5,000.00	\$ 2,500.00	Rarely at Office. Built up supplies over time.
Office Equipment		\$3,300	\$ 3,500.00	\$ 2,000.00	Office space built up, need less equipment.
Computer & Supplies		\$5,000	\$ 5,500.00	\$ 4,000.00	Hold for replacement of POS 3 and Repairs.
Water & Coffee (Mountain Mist)-MOVE?		\$2,500	\$ -	\$ -	Combined with pool service.
				\$ -	
MAINTENANCE & REPAIR SUPPLIES				\$ -	
Cleaning and Janitorial Supplies		\$2,975	\$ 5,000.00	\$ 5,200.00	
Maintenance Supplies and Small Tools		\$2,000	\$ 3,000.00	\$ 3,120.00	
				\$ -	
POOL SUPPLIES				\$ -	
Uniforms & Clothing**		\$750.00	\$ 500.00	\$ 300.00	
Employee Recognition		\$1,200	\$ 1,200.00	\$ 500.00	
Lifeguard Supplies and Equipment		\$1,000	\$ 1,000.00	\$ 3,000.00	Still building up equipment with growing staff.
Pool Chemicals		\$18,900	\$ 20,000.00	\$ 25,000.00	Increased to cover more calcium chloride and metal sequesterant.
Special Events		\$2,500	\$ 2,750.00	\$ 1,000.00	Overbudgeted. Have many supplies to reuse from prior years.
First Aid Supplies		\$500	\$ 300.00	\$ 1,000.00	Pandemic Hoarding Pricing (REWORD)
POOL EQUIPMENT					
BecSys Probes (ER&R)		\$1,100	\$ 1,100.00	\$ 1,100.00	Delayed from 2020.
Suit Spinners (ER&R) -NEW		\$0	\$ -	\$ 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		\$0	\$ -	\$ 5,000.00	Feed calcium chloride with chlorine.
Miscellaneous Pool Equipment (ER&R)		\$5,000	\$ 5,000.00	\$ 5,000.00	

PROFESSIONAL SERVICES - FRONT OFFICE					
IT/Computer Services (CMIT)		\$21,000	\$ 22,500.00	\$ 22,500.00	
Registration Software (Rec1/CivicRec)		\$4,750	\$ 5,445.00	\$ 5,445.00	Sent last second price increase in 2018, so leave a little buffer.
Credit Card Transactions (Authorize.net)		\$2,500	\$ 1,500.00	\$ 1,500.00	
Legal Services (Snure)		\$14,175	\$ 14,000.00	\$ 14,000.00	
Financial Services (VisionMS)		\$6,930	\$ 7,700.00	\$ 7,700.00	
Printing/Copying (Canon)		\$2,500	\$ 5,250.00	\$ 5,250.00	
Timekeeping (TBD)		N/A	\$ 3,000.00	\$ 3,000.00	Upgraded to Subitup in 2020. Better service, but more expensive.
Payroll/HR (Heartland)		\$8,200	\$ 7,700.00	\$ 7,700.00	
Consultant (TBD)		\$10,000	\$ 10,000.00	\$ 10,000.00	
PROFESSIONAL SERVICES - MAINT					
Maintenance Services Contract (MacMiller)		\$19,161	\$ 20,119.52	\$ 20,924.30	
Sewer (Midway)		\$2,000	\$ 3,000.00	\$ 4,092.00	Trending higher than estimate.
CO2 Services (Central Welding Services)		\$900	\$ 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	\$ 3,000.00	\$ 3,120.00	Monthly service fee. Refills go to Pool Chemicals and Repairs
Roof and Gutter Maintenance (Sound)		\$3,200	\$ 3,300.00	\$ 3,432.00	
Landscaping (NLS)		\$6,600	\$ 6,798.00	\$ 7,069.92	
Custodial - MRP Qtrly Deep Clean (TBD)		\$3,245	\$ 3,245.00	\$ 3,500.00	Important with COVID-19.
Rekey Services (Bill's Locksmith)		N/A	\$ 1,000.00	\$ 500.00	
Coffee and Water Services (Mountain Mist)		N/A	\$ 3,000.00	\$ 2,000.00	Will not have this service until second half of 2020.
Cleaning & Janitorial (Office)		\$2,100	\$ 2,160.00	\$ 1,500.00	Once a month cleaning.
REPAIRS & MAINTENANCE					
Maintenance Services Non-Contracted (Various)		\$50,000	\$ 100,000.00	\$ 150,000.00	Increased to cover emergency repais on deferred
Office/IT Equipment Repairs		\$1,000	\$ 2,000.00	\$ 2,000.00	
COMMUNICATIONS					
Telephone/Internet (Comcast)		\$5,000	\$ 6,750.00	\$ 7,500.00	Add VOIP with 4 handsets. Better quality & messaging.
Cellular Phones (Google Phi)/Line2		\$1,000	\$ 1,500.00	\$ 750.00	Replaced cellular with Line 2 App.
Work Email Accounts (Google Suite)		\$500	\$ 500.00	\$ 520.00	
MS Office Subscriptions (Office 365)		\$2,750	\$ 6,000.00	\$ 4,000.00	Add Asst. AquaticsCoordinator license. Remove board licenses.
Website (Btown)		\$2,500	\$ 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		\$3,000	\$ 1,000.00	\$ 1,000.00	
Email Notification System (CampMon)		\$840	\$ 840.00	\$ 873.60	
TRAINING & TRAVEL					
In-Service Supplies (Internal Training)		\$1,575	\$ 2,500.00	\$ 2,000.00	
Certifications (nonWSI)		\$3,000	\$ 3,000.00	\$ 3,120.00	
Swim Lesson Licensing (Amrcn Red Cross)		\$3,000	\$ 1,500.00	\$ 1,560.00	
Training (Lifeguard, Swim & Aqtc Exercise)		\$2,500	\$ 2,500.00	\$ 2,600.00	
Management Staff Training		\$2,075	\$ 2,500.00	\$ 4,000.00	With COVID-19 and Equity, need more trainings.
Travel for Training (Mileage,Tolls)		\$1,500	\$ 1,500.00	\$ 1,560.00	
Misc. Travel (Lodging, Per Diem)		\$1,000	\$ 1,000.00	\$ 1,040.00	

ADVERTISING					
District Advertising		\$22,500	\$ 23,175.00	\$ 16,000.00	Roll back advertising to one-page only.
Bulk Printing - District Postcard		\$2,200	\$ 2,266.00	\$ 2,356.64	Annual Postcard Report.
Bulk Mailing - District Postcard		\$4,000	\$ 4,120.00	\$ 4,284.80	Annual Postcard Report.
Ad Design		\$500	\$ 500.00	\$ 500.00	
Sponsorship Supported		\$2,000	\$ -	\$ -	
RENTALS & LEASES					
Office Rental (Zen)		\$12,500	\$ 12,500.00	\$ 13,000.00	
Storage Rental (AAAA)		\$1,800	\$ 3,600.00	\$ 3,600.00	May move into smaller unit after surplus in late 2020.
Misc. Rentals		\$2,500	\$ 2,500.00	\$ 2,600.00	
UTILITIES					
Electricity (PSE)		\$75,000	\$ 75,000.00	\$ 78,000.00	
Water (WD 54)		\$8,000	\$ 9,000.00	\$ 9,360.00	
Sewer (Midway)		\$2,000	\$ 3,000.00	\$ 4,092.00	Trending higher than estimate. Include wiggle room for dumping water for repairs.
Trash/Recycling (Recology)		\$4,200	\$ 4,200.00	\$ 5,000.00	Trended higher in 2020. Probably due to disposal. Play it safe.
INSURANCE					
Insurance, Liability (WCIA)		\$16,000	\$ 16,000.00	\$ 15,000.00	2021 Estimate is \$14,672 from WCIA.
MISCELLANEOUS					
Printing & Copying Outside (Various)		\$3,000	\$ 1,500.00	\$ 1,560.00	
Memberships, Dues & Subscriptions		\$2,625	\$ 2,625.00	\$ 4,000.00	Add GARE membership for equity.
Misc. Services/Discrepancies		\$1,000	\$ 1,000.00	\$ 1,040.00	
AMG Liabilities		\$2,500	\$ 500.00	\$ 500.00	
Background Checks/Formely Fingerprinting (SSI)		\$1,500	\$ 1,750.00	\$ 1,820.00	
Scholarships		N/A	\$ 18,000.00	\$ 18,000.00	
INTERGOVERNMENTAL SERVICES					
Elections (King County)		\$0	\$ 30,000.00	\$ -	2021 election paid in 2022.
Audits (SAO)		\$0	\$ 6,000.00	\$ -	Next audit estimated in 2023.
City Services (City of DM)		\$12,000	\$ 5,000.00	\$ 5,000.00	
King County Management Fees		0	\$ -	\$ -	
Permits (KCHD, CoDM)		\$1,000	\$ 1,000.00	\$ 1,000.00	
Inspections (Fire Extinguisher)		\$1,000	\$ 1,000.00	\$ 1,000.00	
B&O Tax/Agency (DOR)		\$1,000	\$ 1,000.00	\$ 1,000.00	
TOTAL FOR OPERATIONS		\$1,015,307	\$ 1,347,546.73	\$ 1,396,201.47	
CAPITAL/PROJECTS					
Miscellaneous					
Architect/Design/Inspections		\$11,000	\$ 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	\$ -	\$ 500.00	
Project Permits		\$2,000	\$ 1,250.00	\$ 1,500.00	

Projects					
Heat Exchanger/Surge Tank Coating		50,500	\$ 51,000.00	\$ -	Completed in 2020.
Domestic Water		N/A	\$ -	\$ -	Pushed to 2024.
Transfers					
Transfer to Capital Account		\$175,000	\$ 75,000.00	\$ 75,000.00	
TOTAL FOR CAPITAL		\$ 1,254,306.95	\$ 1,482,296.73	\$ 1,498,201.47	

	2019	2020	2021	2020 to 2021 Increase
TOTAL	\$ 1,254,306.95	\$ 1,482,296.73	\$ 1,498,201.47	101%

BUDGET LEVY AFFECTS (2020 A.V.)

LEVY REQUEST BREAKDOWN

EXPENSES	\$ 1,498,201.47
BEG CASH BALANCE	\$ (875,000.00)
EST. REVENUE MRP	\$ (120,000.00)
OTHER REVENUE (NP)	\$ (25,000.00)
MISC REVENUE (INTEREST)	\$ (20,000.00)
CAPITAL FORWARD*	\$ 75,000.00
ENDING CASH	\$ 475,000.00
TOTAL TAX NEEDED	\$ 1,008,201.47

Est. Levy Rate 2021	\$ 0.2165817
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.227 in 2019

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

**RESOLUTION NUMBER 2020-13
PROPERTY TAX INCREASE (DECREASE) RESOLUTION
RCW 84.55.120**

WHEREAS, the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT has properly given notice of the public hearing held on November 17, 2020 to consider the department's current expense budget for the 2021 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the District does not require an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the department and in its best interest; now therefore, be it

RESOLVED, by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT that a decrease in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made is hereby authorized for the 2021 levy in the amount of \$26,294 which is a percentage decrease of 2.5% from the previous year.

ADOPTED by the Board of Commissioners of the DES MOINES POOL METROPOLITAN PARK DISTRICT, King County, Washington at a Regular Meeting this 17th day of November 2020.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

District Clerk

By Ordinance 2152 of the Metropolitan King County Council, Taxing Districts are required annually to submit the following information regarding their tax levies for the ensuing year as part of a formal resolution of the District's governing body.

THE KING COUNTY ASSESSOR HAS NOTIFIED THE GOVERNING BODY OF
Des Moines Pool Metropolitan Park THAT THE ASSESSED VALUATION OF PROPERTY
LYING WITHIN THE BOUNDARIES OF SAID DISTRICT FOR THE ASSESSMENT YEAR 2020 IS:

	\$	<u>4,655,062,375</u>
REGULAR (STATUTORY) LEVY (AS APPLICABLE):		
EXPENSE FUND	\$	<u>999,347</u>
- TEMP. LID NAME	\$	<u> </u>
- TEMP. LID NAME	\$	<u> </u>
RESERVE FUND	\$	<u> </u>
NON-VOTED G.O. BOND (Limited)	\$	<u>8,580</u>
REFUNDS (Noted on worksheet)	\$	<u>275</u>
TOTAL REGULAR LEVY	\$	<u>1,008,202</u>
EXCESS (VOTER APPROVED) LEVY:		
(Please list authorized bond levies separately.)		
G.O. BONDS FUND LEVY	\$	<u> </u>
G.O. BONDS FUND LEVY	\$	<u> </u>
G.O. BONDS FUND LEVY	\$	<u> </u>
SPECIAL LEVIES (INDICATE PURPOSE AND DATE OF ELECTION AT WHICH APPROVED):		
	\$	<u> </u>
	\$	<u> </u>
TOTAL TAXES REQUESTED:	\$	<u>1,008,202</u>

THE ABOVE IS A TRUE AND COMPLETE LISTING OF LEVIES FOR SAID DISTRICT FOR TAX YEAR 2021 AND THEY ARE WITHIN THE MAXIMUMS ESTABLISHED BY LAW.

(AUTHORIZED SIGNATURE)

November 7, 2020
(DATE)

PRELIMINARY

LEVY LIMIT WORKSHEET – 2021 Tax Roll

TAXING DISTRICT:

Des Moines Pool Metropolitan Park

The following determination of your regular levy limit for 2021 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.

(Note 1)

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
2,189,976	Levy basis for calculation: (2020 Limit Factor) (Note 2)	2,189,976
1.0100	x Limit Factor	1.0060
2,211,876	= Levy	2,203,116
38,096,196	Local new construction	38,096,196
0	+ Increase in utility value (Note 3)	0
38,096,196	= Total new construction	38,096,196
0.22522	x Last year's regular levy rate	0.22522
8,580	= New construction levy	8,580
2,220,456	Total Limit Factor Levy	2,211,696
Annexation Levy		
0	Omitted assessment levy (Note 4)	0
2,220,456	Total Limit Factor Levy + new lid lifts	2,211,696
4,655,062,375	÷ Regular levy assessed value less annexations	4,655,062,375
0.47700	= Annexation rate (cannot exceed statutory maximum rate)	0.47512
0	x Annexation assessed value	0
0	= Annexation Levy	0
Lid lifts, Refunds and Total		
0	+ First year lid lifts	0
2,220,456	+ Limit Factor Levy	2,211,696
2,220,456	= Total RCW 84.55 levy	2,211,696
275	+ Relevy for prior year refunds (Note 5)	275
2,220,731	= Total RCW 84.55 levy + refunds	2,211,971
	Levy Correction: Year of Error (+or-)	
2,220,731	ALLOWABLE LEVY (Note 6)	2,211,971
Increase Information (Note 7)		
0.47706	Levy rate based on allowable levy	0.47518
1,057,603	Last year's ACTUAL regular levy	1,057,603
1,154,273	Dollar increase over last year other than N/C – Annex	1,145,513
109.14%	Percent increase over last year other than N/C – Annex	108.31%
Calculation of statutory levy		
	Regular levy assessed value (Note 8)	4,655,062,375
	x Maximum statutory rate	0.75000
	= Maximum statutory levy	3,491,297
	+Omitted assessments levy	0
	=Maximum statutory levy	3,491,297
	Limit factor needed for statutory levy	Not usable

ALL YEARS SHOWN ON THIS FORM ARE THE YEARS IN WHICH THE TAX IS PAYABLE.

Please read carefully the notes on the reverse side.

Notes:

- 1) Rates for fire districts and the library district are estimated at the time this worksheet is produced. Fire district and library district rates affect the maximum allowable rate for cities annexed to them. These rates *will* change, mainly in response to the actual levy requests from the fire and library districts. Hence, affected cities may have a higher or lower allowable levy rate than is shown here when final levy rates are calculated.
- 2) This figure shows the maximum *allowable levy*, which may differ from any actual prior levy if a district has levied less than its maximum in prior years. The maximum allowable levy excludes any allowable refund levy if the maximum was based on a limit factor. The maximum allowable levy excludes omitted assessments if the maximum was determined by your district's statutory rate limit. If your district passed a limit factor ordinance in the year indicated, that limit factor would help determine the highest allowable levy. However, if the statutory rate limit was more restrictive than your stated limit factor, the statutory rate limit is controlling.
- 3) Any increase in value in state-assessed property is considered to be new construction value for purposes of calculating the respective limits. State-assessed property is property belonging to inter-county utility and transportation companies (telephone, railroad, airline companies and the like).
- 4) An omitted assessment is property value that should have been included on a prior year's roll but will be included on the tax roll for which this worksheet has been prepared. Omitted assessments are assessed and taxed at the rate in effect for the year omitted (RCW 84.40.080-085). Omitted assessments tax is deducted from the levy maximum before calculating the levy rate for current assessments and added back in as a current year's receivable.
- 5) Administrative refunds under RCW 84.69.020 were removed from the levy lid by the 1981 legislature.
- 6) A district is entitled to the lesser of the maximum levies determined by application of the limit under RCW 84.55 and the statutory rate limit. Levies may be subject to further proration if aggregate rate limits set in Article VII of the state constitution and in RCW 84.52.043 are exceeded.
- 7) This section is provided for your information, and to assist in preparing any Increase Ordinance that may be required by RCW 84.55.120. The increase information compares the allowable levy for the next tax year with your ACTUAL levy being collected this year. The actual levy excludes any refund levy and expired temporary lid lifts, if applicable. New construction, annexation and refund levies, as well as temporary lid lifts in their initial year, are subtracted from this year's *allowable* levy before the comparison is made.
- 8) ***Assessed valuations shown are subject to change from error corrections and appeal board decisions recorded between the date of this worksheet and final levy rate determination.***

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

RESOLUTION NO. 2020-14

SUBSTANTIAL NEED RESOLUTION

WHEREAS the Board of Commissioners of the Des Moines Pool Metropolitan Park District has met and considered its budget for the calendar year 2021; and

WHEREAS the Board of Commissioners has determined that the population of the District exceeds 10,000; and

WHEREAS, the Board of Commissioners in the course of considering the budget for 2021 has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

WHEREAS, the Board of Commissioners has determined that, due to increased operating costs, for fire protection and emergency medical services and due to the need to fund capital improvements and purchases and other factors the Board of Commissioners finds that there is a substantial need to increase the regular property tax levy rate above the rate of inflation (Implicit Price Deflator) for purposes of protecting the District's banked capacity;

WHEREAS, because the current Implicit Price Deflator is less than one percent, RCW 84.55.0101 authorizes the Board, upon a finding of substantial need, to approve a Resolution by a super majority vote to establish a limit factor of up to 101%.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Des Moines Pool Metropolitan Park District that based on the substantial need of the District, the limit factor for the regular levy for taxes to be collected in calendar year 2021 shall be 101 per cent of the highest amount of regular property taxes that could have been lawfully levied in this taxing district in any year since 1985.

ADOPTED by the Board of Commissioners of Des Moines Pool Metropolitan Park District at an open public meeting of such Board on the 17 day of November 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 #: 8a **Assigned to:** District GM **Meeting Date:** 11/17/2020
Under: Old Business **Attachment:** Yes
Subject: Reopening Update (COVID-19)

Background/Summary:

The District has elected to keep the pool open with limited services during the COVID-19 Pandemic. Programs are being added back when the District has a clear path to offering these services in a manner that is safe and consistent with state and federal guidelines.

Also, there are still a lot of variables including the current increase in COVID-19 cases during flu season. As of November 13, there have been ten (10) straight days of at least 100,000 cases in the United States, which included the highest daily new cases for Washington during that time. South King County has also been covered in news stories that it is one of the hot spots for the state. We are continuing to monitor this situation and working with staff and patrons to provide the safest environment possible.

Any information presented here is only estimates. District staff will always err on safety when determining what programs to reintroduce. Staff will keep monitoring state and federal guidelines, best practices and the news.

If there is any new information, it will be presented at the board meeting.

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**

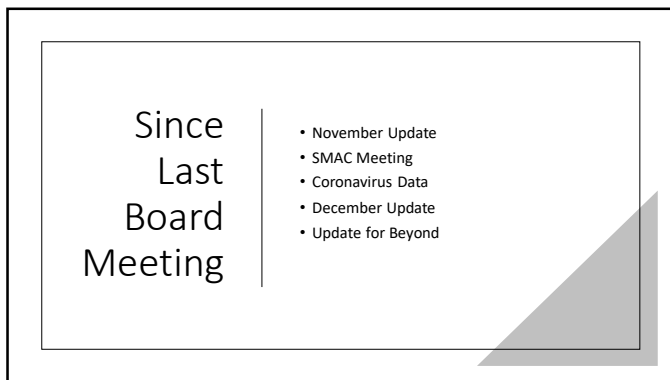
Follow-up Needed: Yes No **Reporting Back Date:**

Notes:

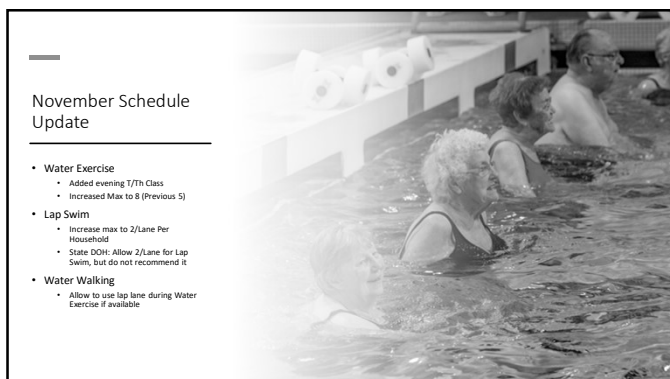
Attachments: Re-Opening Presentation



1



2



3

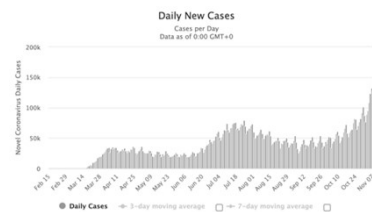
SMAC Meeting

- Offered Exclusive Use of Pool Mon, Wed and Fri evenings
- Partial use on Tuesday, Thursday and Saturdays
 - Allow lap swimmers and water walkers some time after work
- Limit 3 Swimmers Per Lane
 - Max 4 per rules, but does not allow for capacity (25)
 - Capacity based on surface space for deck and water (not stands)
- Looking at early December for changes
- Need to check their system

4

COVID-19 Flu Season Surge

Daily New Cases in the United States



- IHME prognosis is becoming reality
- Over 100k/day since November 3
- State may go back into lockdown
- Being careful with adding programs and staffing
- Promising news but no timeline for vaccines

5

December Schedule Update

- Schedule:
 - Mon/Wed/Fri – Add SMAC in evenings
 - Tu/Thu – Add SMAC, 3-6pm (3 lanes)
 - Saturdays – SMAC, Lap Swim and Water Walking 9-11am
- No New Programming
- Next Update – December 27
 - MRHS Girls Swim and Dive Teams
 - Infection rates may delay season

6

2021 Schedule

- "Social Distancing" Swim Lessons
 - Start in February
 - January Announcement and Education
 - Problems with Contact Swim Lessons
- School Season
 - May have delayed season announced in December
 - Effects SMAC, Swim Lessons and other programming
- Reintroduction of other programming

Cloth attached to face shield

Source: Washington State Labor and Industries

7

Questions

October 20, 2020

8

AGENDA ITEMS SUMMARY SHEET

Attachment: Yes

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 #: 8c **Assigned to:** District General Manager **Meeting Date:** 11/17/2020

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

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.

The plan was presented at the November 10 Retreat.

Fiscal Impact: N/A – Many Variables Involved.

Proposed Motion: I move to approve the 2020 Capital Improvement Plan.

Reviewed by District Legal Counsel: Yes No X Date:

Three Touch Rule: N/A **Committee Review**
11/10/20 **First Board Meeting (Informational)**
11/17/20 **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)

2021-Beyond Capital Improvement Plan (CIP)

2021 Budget Process

October 20, 2020 Budget Workshop

1

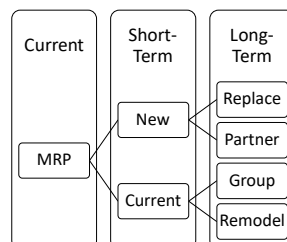
Strategic Items Affecting Process

- 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




5

Priority of Major CIP Projects




Critical

- Boiler/Domestic Hot Water
- AHU System and Insulation



Medium

- Historically Upgrade Piping
- Entry Rooftop AHU
- Controls Upgrade
- Pool Pump Panels
- Replace Switches
- Distribution Switchboard

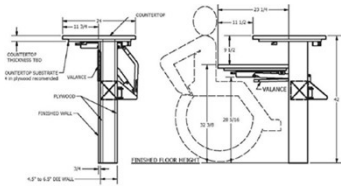


Low

- 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

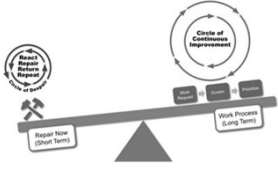
Short-Term Plan (If Stay, No)

- | | |
|--|---|
| <ul style="list-style-type: none"> • 2021: <ul style="list-style-type: none"> • No Major Capital - Contingency • HSD Contract & Stay or Go • Budget for Potential Breakdown/Extension • 2022: <ul style="list-style-type: none"> • Budget for Boiler/Domestic Hot Water • 2023: <ul style="list-style-type: none"> • Budget Air Handling Unit | <ul style="list-style-type: none"> • 2024: <ul style="list-style-type: none"> • 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

**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 (Preliminary 40%, Final 25%, Final 10%)	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)												150	
									Total			150.0	
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 Balcon	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	



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



BUILDING PERFORMANCE GROUP

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.

Electrical:

Upon initial, limited inspection, the Electrical System appears to be in good working condition with some exceptions. The intent of these recommendations and pricing proposal is to identify each area of concern, individually, and provide as much information as we can on each item.

Main Distribution Switchboard

The Main Distribution Panel is pitted, scratched and rusty on the outside but the internal portions appear visually fine. The manufacturer of this equipment, ITE, has been purchased by Siemens and parts are still available with multiple sources to get them from. There are a couple of different options with this panel, set up a Maintenance Plan or Replacement. The Maintenance Plan could or should be done on a semi-annual basis and should include thermal imaging, physical and visual inspections, meter testing and documentation as well as tighten and torque services. The Maintenance would identify portions of the system that need to be repaired or replaced. The repairs and replacement parts would be proposed on, at the time of the findings, for future work considerations. The Removal and Replacement of the Main Distribution Switchboard would provide a long-term solution and would need to include coordination with the utility to shutdown the service and install a new panel to match the existing.

Main Distribution Switchboard Maintenance

\$ 5,000

Including the following:

- Thermal Imaging
- Physical and Visual Inspection
- Safe Practices and Procedures, including PPE
- Meter Testing and Documentation
- Tighten and Torque Services
- Cleaning and Wipe Down of the Surfaces

Main Distribution Switchboard Removal and Replacement

\$ 17,000

Including the following:

- Utility coordination of shutdowns
- Demo and Make Safe of the existing circuits
- Safe Practices and Procedures, including PPE
- Removal and Disposal of the existing Main Distribution Switchboard
- Installation of the new Main Distribution Switchboard to match the existing configuration
- Permit and Inspections
- Operational Testing

Replacement and Troubleshooting of the Existing Pool Pump Panel (Filter Room Basement)

\$ 8,000

Including the following:

- Investigation of all of the existing circuits and wiring to identify each system
- Disconnect and Make Safe of the existing circuits and controls
- Safe Practices and Procedures, including PPE
- Removal and Disposal of (1) existing Pool Pump Control Panel
- Installation of (1) new Branch Panel
- Provide and Installation of new contactors, relays and starters to match existing, operational, systems
- Removal of all existing, non-functional, conduit and wiring

Troubleshoot and Repair of the existing Switches and Outlets **\$ 8,000**

This work would be provided on an as needed or identified basis.

**Troubleshoot and Repair of the existing circuits to the Hair Dryers
in the Locker Rooms** **\$ 10,000**

This work would be provided depending on the findings. If the wiring needs to be replaced and the conduits can be re-used, every effort would be made to follow this route.

If the conduits are un-usable, new conduit and wiring would be provided, surface mounted, to provide new circuits to the existing hair dryer locations. **+\$ 5,000**

Add light switches for lighting that is currently switched at hallway breaker. Make safe Panel X1
This scope assumes wall mounted raceway to exterior mount switch box. **\$ 4,500**

Upgrade remaining fixtures to LED

Replace the existing wall packs to LED and retrofit the existing T-8 fixtures to LED. Excludes fixtures in mechanical and electrical rooms. **\$ 10,000**

Replace existing LED light fixtures

The existing LED fixtures are still within the published operating hours and would not be expected to be replaced until 2031. The estimated replacement cost in today's dollars: **\$ 12,000**

Controls:

The existing control system is aging and no longer performing optimally. Many of the graphics were slow to load or did not load properly. Without the insight into how the system is operating it is difficult to trouble shoot or identify issues with the mechanical system. It is recommended to replace the controls to a new modern system and upgrade the user interface. **\$ 40,000**

Mechanical:

Boiler/Domestic Water: The aging boiler has had a burner retrofit around 2014. The boiler provides heat to the natatorium as well as the domestic water heaters (via tank type heat exchangers). This requires the boiler to provide a minimum of 120 F. The domestic hot water heaters/heat exchangers are at the end of the economic life and requires immediate replacement.

Presented are two options to address the failing domestic water heaters:

1. Replace the domestic water heaters/heat exchangers now with new gas fired water heaters. This will allow the gas fired domestic water heaters to provide the 120F and gives some redundancy to the system. At that time, it would be suggested to replace the boiler with a high efficiency condensing boiler. The new high efficiency boilers can operate extremely efficiency in pool operations where they provide 95F-100F water to the pool. By performing both scopes of work concurrently efficiencies can be gained from the labor pool and the ability to redesign the mechanical room. A concern with only replacing the water heaters now and putting off the boiler upgrade would be the reduction in the load on the boiler causing it cycle more, which decreases efficiency and life of the burner. **\$ 250,000**



MacDonald-Miller
FACILITY SOLUTIONS

2. Option 2) Replace the domestic hot water heat exchangers and tanks now, included piping, pumping, and appearances associated with the domestic water system within the mechanical room. The boiler would remain as is. **\$ 135,000**
3. Option 2) The boiler and burner has approximately 6-10 years of useful life. This is a critical piece of equipment since it is the single point of heating (of pool and natatorium) and domestic hot water. This unit should be planned for replacement instead of run to fail. It is suggested that a high efficiency gas boiler replace the existing boiler. Although the high efficiency boiler will not be able to operate at as high of an efficiency as option 1 (95%) it still would be able to operate around an 85%-90% efficiency, compared to the existing boiler at around a 75%-80%. The boilers should be specified as a sealed combustion unit, this would eliminate the high and low vents in the mechanical room. **\$ 150,000**

Natatorium Unit: This unit is at the end of its life and should be budgeted to be replaced within the next two years. At that time, the outdoor ducting should also be replaced. **\$ 79,000**

Entry Rooftop Unit: The unit is showing signs that it is aging and should also be considered for replacement within the next three years. Cleaning of the ductwork is also recommended at the time of replacement. **\$ 25,000**

Plumbing: Exposed plumbing/piping in the pool mechanical room(s) have mostly been replaced although the original piping still exists in the buried/concealed areas of the pool gutters. Other piping within the facility is difficult to determine end of life. It would also be expensive to fix the concealed piping once it fails. It is recommended that an annual budget be set aside for dealing with the failure once it happens. As time goes by the chance of the frailer will also increase and the costs will also increase. It is recommended that **\$ 10,000** be set aside annually to a maximum of \$100,000 to address the future plumbing failure.

Mechanical and Electrical - Estimated Replacement Years and Budgets

Building/Equipment	Equipment Tag	Manufacturer	Replacement year	Budget
Mount Rainier Pool				
Electrical				
Main Distribution Switchboard Maintenance (1) - Option 1	N/A		2019	\$5,000
Main Distribution Switchboard Replacement (2) - Option 2	N/A		2019	\$17,000
Replacement of Pool Pump Panel (3)	N/A		2019	\$8,000
Troubleshoot Switches and Outlets (3)	N/A		2019	\$8,000
Repair circuits to the hair dryers (3)	N/A		2019	\$10,000
Add light switches for lighting currently switched at breaker, Make safe Panel x1	N/A		2019	\$4,500
Upgrade remaining fixtures to LED (Wall packs and T-8s)	N/A		2019	\$10,000
Replace existing LED lights	N/A		2031	\$12,000
Controls				
Complete controls upgrade/replacement (4)	N/A		2019	\$40,000
Mechanical				
Boiler and Domestic Hot Water Tanks (5) - Option 1	Varies	AO Smith	2019	\$250,000
Domestic Water Heat exchangers and tanks - Option 2 (6)	WH-1, WH-2	AO Smith	2019	\$135,000
Boiler and Burner Replacement - Option 2 (6)	BLR-1		2025	\$150,000
Natatorium AHU	AHU1?	HeatEx Inc	2020	\$79,000
Entry Rooftop AHU	AHU2?	HeatEx Inc	2021	\$25,000
Plumbing replacement budget (7)	N/A		2019	Annual \$10,000

Note:

1. If the main is not replaced, budget inspection and maintenance now and then every 2 years. The exterior looks bad, but the internals appears visually fine. Parts are still available. The budget is the biannual cost of inspection and maintenance.
2. The removal and replacement of the main would provided a long-term solution although biannual maintenance would still be recommended.
3. These items are budgeted to be completed at the same time.
4. The existing controls are extremely slow and difficult to access control of the equipment. It is recommended for replacement once budget allows.
5. The domestic hot water tanks/heat exchangers are failing and require immediate replacement. The boiler serving the heating system and domestic hot water system is in good condition but should be budgeted for replacement prior to domestic water heater failure. The boiler is operating at about 75-80% efficiency but can be replaced with a 90-92% efficiency. With the load on the boiler, this could be significant over time. It is recommended that the boiler get replaced with a condensing boiler and high efficiency gas fired domestic water heaters be installed to serve the domestic load. This solution also removes the single point of failure concern with the boiler providing both heat and domestic hot water. This budget includes all pumping and piping replacement.
6. The boiler and burner are in relatively good condition and should be operational for another 6-10 years. This boiler provides heat to both the natatoriums heating system as well as providing heat to the domestic hot water system. The boiler is approximately 75-80% efficient and is a single point of failure. The domestic hot water heat exchangers/tanks are failing and should be replaced now. If replacing the domestic hot water system "like for like" is performed, the opportunity to replace the boiler system with a high efficiency system as described in option 1 will not be available and the ability to install a 90-92% efficient boiler will be reduced to a 80-85% efficient boiler and will still have a single point of failure.
7. Plumbing replacements costs for the boiler and domestic water system(s) in the mechanical room are covered above. The remaining piping is more difficult to assess the condition due to the piping being concealed. Evidence suggests that much of the pool gutter piping will need replacement in the near future. It is suggested that a annual budget be set aside to address a failure when it happens.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District GM **Meeting Date:** 11/17/2020

Under: Old 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.

UPDATE (10/20/2020): The board deferred the discussion to the November 10, 2020 retreat. The District GM added a new presentation from comments made by board at October 20, 2020 board meeting.

UPDATE (11/17/2020): The District GM reached out and spoke with Director of Operations at Tukwila MPD. They discussed budget, which their November 9 meeting had 2020 information and not proposed 2021 information. The packet includes a presentation from this discussion and information.

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 & 11/17/20</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:**

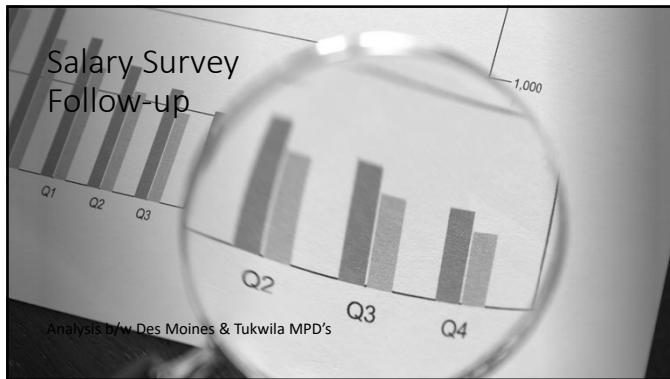
Notes:

Attachments:

- Lifeguard Salary Comparison (Des Moines and Tukwila)
- Salary Schedule

Past Attachments (Not Attached from October 20 and November 10 Meetings):

- Lifeguard Salary Survey (PowerPoint) [From October 20 Meeting Packet]
- Benefits and Pay (PowerPoint) [From October 20 Meeting Packet]
- Management Staff Salary/Schedule (PowerPoint) [From October 20 Meeting Packet]
- Policy 455 Salary Plan Administration [From October 20 Meeting Packet]
- Employment Barriers (PowerPoint)



1

Assumptions

- All information are budget numbers and not actual pay levels.
- The District GM reached out to the Director of Operations at Tukwila on Thursday for clarification that yes, their budget is for entire year.
 - Note- This is not proposed budget, but not final. They finalize their budget in December.
- Due to time constraints, I compiled just the salary and benefit differences from the budget.
- Note- the budgeted levels do not reflect the philosophy and execution of services: safety, programming, oversight, etc.

2

Pool Management

Des Moines	Tukwila
• Aquatics Manager \$74,877	• Director of Aquatics Operations \$78,328
• Aquatics Coordinator \$57,500	• Assistant Aquatics Managers \$136,220
• Total \$132,377	• Total \$214,548

3

Pool General Staffing

Des Moines

- Head Lifeguards \$35,092
- Lifeguards \$197,000
- Instructors \$41,600
- Water Exercise Instructors \$0
- Maintenance \$0 (Dominic's/MM Job)
- Front Desk \$0 (Lifeguards)
- Total \$273,692

Tukwila

- Head Lifeguards \$0
- Lifeguards \$193,000
- Instructors \$55,000
- Water Exercise Instructors \$9,200
- Maintenance (Contracted)
- Front Desk \$32,500
- Summer Bonuses \$1,500
- Total \$291,200

4

Total Pool

Des Moines

- Management \$132,377
- Staffing \$273,692
- Total \$406,069

Tukwila

- Management \$214,548
- Staffing \$291,200
- Total \$505,748

5

Administration

Des Moines

- District GM \$98,365
- District Clerk \$28,119
- Board Stipends \$12,800
- Total \$139,284

Tukwila

- District Admin \$44,559
- Bookkeeper \$23,239
- CPA Services \$4,500
- Board Stipends \$9,600
- Total \$80,898

6

Benefits

Des Moines

- District GM \$2,000
- Staff Benefits \$36,919*
- Total \$38,919*

**Does not include Asst. Aquatics Coordinator*

Tukwila

- District Admin \$6,684
- Bookkeeper \$3,486
- Other \$32,182
- Total \$42,352

7

Total Budget

Des Moines

- Pool \$406,069
- Administration \$139,284
- Benefits \$38,919
- Total \$584,272

-\$44,726

Tukwila

- Pool \$505,748
- Administration \$80,898
- Benefits \$42,352
- Total \$628,998

8

Asst. Aquatics Coordinator (Proposed Position)

- Help cover additional programming, outreach and equity programs
- Staff up to almost 60
- More rentals and operational hours once re-open
- Lower Liability

- All these additional services for being \$10,274 over Tukwila.

9

History of Each District

Des Moines

- Pool Built in 1976
- District Formed in 2010
- Board first contracted DGM and then hired full-time in February 2016
- Took over management in 2017 and reopened a year and a half later
- Started with less than 10 employees at reopening in 2018

Tukwila

- Pool Built in 1973
- District formed by City of Tukwila in 2011
- District separated in 2015 from City

10

Staffing Levels

- This will require more time to perform a complete analysis.
- Completed a couple of years ago but should add this to future meeting agenda.
- I spoke with Brad at Tukwila and both of our staffing models are very similar.
- Only major difference is the position of District GM.
 - The Tukwila board writes policy and other guiding work that this board would have to take on.

11



Questions

November 17 2020 Board Meeting

12

Des Moines Pool Metropolitan Park District
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	

District GM. - Negotiation with District Board.

Salary Matrix Notes

- * Grade 1 is below minimum wage. Only for 15 years of age for Assistant positions for training.
- * Each salary grades 2 thru 15 are separated by 7%
- * Each salary steps A thru F are separated by 4% , most salary matrix plans assumes the employee will begin at "Step A" when hired and with a satisfactory performance evaluations be advanced to the next step annually until reaching "Step F" at the completion of five years of tenure with the District.
- * Grade separations of 7% and Step separations of 4% represent best practices for public sector salary matrixes

Bonus/Incentives

- * WSI Certified Instructors get \$.50/hour for lifeguarding.
- * Early Morning Guards get \$2.00/hour.
- ** Daytime between 8am and 3pm get \$1.00/hour.