



# Des Moines Pool Metropolitan Park District

March 16, 2021

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 1-877-309-2073 access code 722-788-397. Public comment can be made by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com). See stipulations below. For more information email Linda Ray at [linda.ray@desmoinespool.org](mailto:linda.ray@desmoinespool.org) or call us at (206) 429-3852.**

## AGENDA

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

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

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

4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

7:12 5. **PUBLIC COMMENT (Please Limit to Three [3] Minutes)**

*Remote Meeting: If you wish to make public comment, please submit in writing via email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by Noon on Tuesday, March 16th. Please include your name, address and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments 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**

February 16, 2021, Regular Meeting

d. **CORRESPONDENCE**

None

e. **BANK TRANSFERS (REVENUE)**

\$48,924.64 was received in the month of February 2021

f. **VOUCHER APPROVAL**

\$33,190.18 was processed in February 2021 for warrant requests

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

\$54,600.55 was processed in February 2021 for payroll

**22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)**

**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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 meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Linda Ray, District Clerk, 206.429.3852.

7:20        **7. EXECUTIVE SESSION**

- a. Contracts
- b. Employment Review

**8. OLD BUSINESS**

- 7:40        a. BLRB Billing and Closeout
- 7:50        b. Aquatics Manager Agreement
- 8:00        c. Aquatic Coordinator Agreement
- 8:10        d. Phillips Contract
  - City Scene/City Currents
- 8:20        e. Engineer of Record Update
- 8:30        f. Equity Resolution
- 8:40        g. Policy 555 – Capital Assets
- h. Re-Opening/Transition Update

**9. NEW BUSINESS -- None**

- 8:50        a. WCIA Risk Audit
- 9:00        b. April Retreat Scheduling

**UPCOMING MEETINGS**

- April Retreat TBD
- April 20, 2021, Regular Meeting, 7:00 p.m., Location TBD

**ADJOURNMENT**

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**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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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: March 16, 2021

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** February 2021: Total **\$87,705.32**

Admin Expenditures = \$32,427.44 Ops Expenditures = \$55,277.88 Capital Expenditures = \$0.00

**Revenue** February 2021: Total **\$48,924.64**

Property Taxes & Interest = \$17,313.61 Misc Revenue = \$25,000.00 MRP Revenue = \$4,214.50

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- February 16, 2021, Retreat Meeting Minutes

Item 6d: Correspondence – None

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

Item 7f: Voucher Approval - The following voucher/warrants totaling **\$33,190.18** were approved for payment

- \$11,271.90 was processed on February 5, 2021
- \$2,244.35 was processed on February 10, 2021
- \$4,157.72 was processed on February 17, 2021
- \$15,516.21 was processed on February 26, 2021

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$54,600.55** were processed for payment

- \$25,247.23 approved for payroll on February 5, 2021
- \$29,353.22 was approved for payroll on February 22, 2021

A total of **\$87,790.73** was processed in February 2021 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 February 2021 totaling **\$87,790.73**.

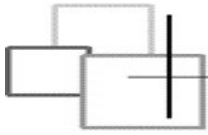
**Reviewed by District Legal Counsel:** Yes \_\_\_\_\_ No x Date: \_\_\_\_\_

**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:



## 2021 FEBRUARY EXPENDITURES

Beginning Monthly Balance = \$1,273,004.89

Ending Monthly Balance = \$1,234,037.28

Category/ Acct #	Reference	Feb 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
<b>Salaries &amp; Wages</b>						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,468.82	\$1,993.41	\$12,800.00	10,806.59	16%
001-000-000-576-20-10-01	District Manager - Wage	\$6,203.85	\$12,324.48	\$98,365.00	86,040.52	13%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,900.99	\$3,672.68	\$28,119.00	24,446.32	13%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,416.34	\$8,833.31	\$74,876.88	66,043.57	12%
001-000-000-576-21-25-02	Aquatic Coordinator	\$5,098.91	\$9,610.75	\$57,500.00	47,889.25	17%
001-000-000-576-21-25-04	Assistant Aquatic Coordinator	\$0.00	\$0.00	\$47,500.00	47,500.00	0%
001-000-000-576-21-30-01	Lifeguards	\$14,508.34	\$31,729.74	\$197,600.00	165,870.26	16%
001-000-000-576-21-30-02	Instructors	\$6,967.58	\$7,282.44	\$41,600.00	34,317.56	18%
001-000-000-576-21-32-02	Head Lifeguards	\$3,281.60	\$5,655.11	\$35,092.51	29,437.40	16%
001-000-000-576-20-21-19	Payroll Taxes	\$13,195.94	\$19,248.49	\$175,760.00	156,511.51	11%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$1,560.00	1,560.00	0%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,257.98	1,257.98	0%
001-000-000-576-21-33-00	Sick Pay	\$73.36	\$230.53	\$13,461.13	13,230.60	2%
	<b>Total Salaries &amp; Wages</b>	<b>\$57,042.37</b>	<b>\$100,350.41</b>	<b>\$785,492.50</b>	<b>\$684,911.56</b>	<b>13%</b>
<b>Personal Benefits</b>						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,508.23	\$7,549.20	\$44,518.70	36,969.50	17%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$270.00	\$2,000.00	1,730.00	14%
	<b>Total Personal Benefits</b>	<b>\$1,643.23</b>	<b>\$7,819.20</b>	<b>\$46,518.70</b>	<b>\$38,699.50</b>	<b>17%</b>
<b>Office Supplies</b>						
001-000-000-576-20-31-00	District Office Supplies	\$173.83	\$200.44	\$2,500.00	2,299.56	8%
001-000-000-576-21-35-04	Office Equipment (non-capitalized-SAA)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$175.04	\$191.53	\$4,000.00	3,808.47	5%
	<b>Total Office Supplies</b>	<b>\$348.87</b>	<b>\$391.97</b>	<b>\$8,500.00</b>	<b>8,108.03</b>	<b>5%</b>
<b>Maintenance &amp; Repair Supplies</b>						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$59.29	\$59.29	\$3,120.00	3,060.71	2%
001-000-000-576-21-35-02	Janitorial Supplies	\$1,569.02	\$1,569.02	\$5,200.00	3,630.98	30%
	<b>Total Maintenance &amp; Repair Supplies</b>	<b>\$1,628.31</b>	<b>\$1,628.31</b>	<b>\$8,320.00</b>	<b>6,691.69</b>	<b>20%</b>
<b>Pool Supplies</b>						
001-000-000-576-20-40-00	Employee Recognition	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$346.97	\$25,000.00	24,653.03	1%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-21-42-06	Uniforms &Clothing	\$0.00	\$0.00	\$300.00	300.00	0%
001-000-000-576-21-43-06	First Aid Supplies (see COVID)	\$452.50	\$452.50	\$1,000.00	547.50	45%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$50.66	\$50.66	\$3,000.00	2,949.34	2%
	<b>Total Pool Supplies</b>	<b>\$503.16</b>	<b>\$850.13</b>	<b>\$30,800.00</b>	<b>29,949.87</b>	<b>3%</b>
<b>Pool Equipment</b>						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-35-16	Suit Spinners (ER&R)	\$0.00	\$0.00	\$4,000.00	4,000.00	0%
001-000-000-576-21-35-17	BecSys Remote System	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-35-18	Pulsar System	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
	<b>Total Pool Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,100.00</b>	<b>17,100.00</b>	<b>0%</b>
<b>Professional Svcs - Front Offc</b>						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$2,800.00	\$2,800.00	\$14,000.00	11,200.00	20%
001-000-000-576-20-41-05	Financial Management Software - VisionMS	\$0.00	\$0.00	\$7,700.00	7,700.00	0%
001-000-000-576-20-41-08	IT Admin/Computer Services (CMIT)	\$1,226.00	\$2,520.75	\$22,500.00	19,979.25	11%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$0.00	\$166.76	\$5,250.00	5,083.24	3%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$0.00	\$5,445.00	5,445.00	0%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$45.80	\$92.30	\$1,500.00	1,407.70	6%



Category/ Acct #	Reference	Feb 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$473.50	\$6,298.38	\$7,700.00	1,401.62	82%
001-000-000-576-21-42-09	Timekeeping (SubitUp)	\$0.00	\$2,400.00	\$3,000.00	600.00	80%
001-000-000-576-21-42-08	Water/Coffee (Mountain Mist)	\$17.62	\$35.22	\$2,000.00	1,964.78	2%
	<b>Total Prof Services-Front Offc</b>	<b>\$4,562.92</b>	<b>\$11,878.19</b>	<b>\$79,095.00</b>	<b>62,216.81</b>	<b>15%</b>

### Professional Svcs - Maintenance

001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$180.00	\$1,500.00	1,320.00	12%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00	\$3,500.00	3,500.00	0%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$646.38	\$646.38	\$2,000.00	1,353.62	32%
001-000-000-576-21-41-20	Gutter and Roof Management	\$0.00	\$0.00	\$3,432.00	3,432.00	0%
001-000-000-576-21-48-02	Rekey Services (Bill's Locksmith)	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-576-21-41-30	Landscaping Services (NW Landscape)	\$549.41	\$1,098.82	\$7,069.92	5,971.10	16%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$4,782.74	\$20,924.30	16,141.56	23%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$0.00	\$170.51	\$3,120.00	2,949.49	5%
001-000-000-576-21-47-05	Sewer Contingency	\$0.00	\$0.00	\$4,092.00	4,092.00	0%
	<b>Total Prof Services-Maintenance</b>	<b>\$1,285.79</b>	<b>\$0.00</b>	<b>\$46,138.22</b>	<b>35,167.77</b>	<b>15%</b>

### Repairs & Maintenance

001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$0.00	\$0.00	\$150,000.00	150,000.00	0%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
	<b>Total Repairs &amp; Maintenance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$152,000.00</b>	<b>\$152,000.00</b>	<b>0%</b>

### Communications

001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$0.00	\$3,000.00	3,000.00	0%
001-000-000-576-20-41-10	MS Subscription MS Office 365	\$209.19	\$418.19	\$4,000.00	3,581.81	10%
001-000-000-576-20-42-00	Postage & Mailing	\$96.10	\$96.10	\$1,000.00	903.90	10%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$415.56	\$831.12	\$7,500.00	6,668.88	11%
001-000-000-576-20-42-02	Cell Phone (Google Fi)	\$0.00	\$0.00	\$750.00	750.00	0%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$33.03	\$66.03	\$520.00	453.97	13%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$118.00	\$873.60	755.60	14%
	<b>Total Communications</b>	<b>\$812.88</b>	<b>\$1,529.44</b>	<b>\$17,643.60</b>	<b>16,114.16</b>	<b>9%</b>

### Training & Travel

001-000-000-576-20-43-10	Travel Expenses (Mileage, Tolls)	\$0.00	\$0.00	\$1,560.00	1,560.00	0%
001-000-000-576-21-43-01	Travel Expenses (Lodging, Per Diem)	\$0.00	\$0.00	\$1,040.00	1,040.00	0%
001-000-000-576-21-43-02	Training (LGI/WSI Certs)	\$0.00	\$0.00	\$2,600.00	2,600.00	0%
001-000-000-576-21-43-03	Certifications (non WSI)	\$0.00	\$0.00	\$3,120.00	3,120.00	0%
001-000-000-576-21-43-04	In Service Supplies (Internal Training)	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-21-43-05	Swim Lessson Licensing (Amer Red Cross)	\$0.00	\$240.00	\$1,560.00	1,320.00	15%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$35.00	\$4,000.00	3,965.00	1%
	<b>Total Training &amp; Travel</b>	<b>\$0.00</b>	<b>\$275.00</b>	<b>\$15,880.00</b>	<b>15,605.00</b>	<b>2%</b>

### Advertising

001-000-000-576-20-41-07	District Advertising	\$607.75	\$2,099.50	\$16,000.00	13,900.50	13%
001-000-000-576-20-42-05	Bulk Mailing - District Postcard	\$0.00	\$0.00	\$4,284.80	4,284.80	0%
001-000-000-576-20-49-09	Bulk Printing - District Postcard	\$0.00	\$0.00	\$2,356.64	2,356.64	0%
001-000-000-576-21-41-04	Ad Design	\$41.50	\$66.50	\$500.00	433.50	13%
	<b>Total Advertising</b>	<b>\$649.25</b>	<b>\$2,166.00</b>	<b>\$23,141.44</b>	<b>20,975.44</b>	<b>9%</b>

### Rentals & Leases

001-000-000-576-20-45-00	District Office Rental (Zen)	\$1,435.00	\$1,435.00	\$13,000.00	11,565.00	11%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$550.00	\$3,600.00	3,050.00	15%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$0.00	\$2,600.00	2,600.00	0%
	<b>Total Rentals &amp; Leases</b>	<b>\$1,710.00</b>	<b>\$1,985.00</b>	<b>\$19,200.00</b>	<b>17,215.00</b>	<b>10%</b>

### Utilities

001-000-000-576-21-47-00	Electricity (PSE)	\$14,650.80	\$21,556.20	\$78,000.00	56,443.80	28%
001-000-000-576-21-47-02	Water (Highline)	\$536.18	\$1,047.47	\$9,360.00	8,312.53	11%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$829.40	\$4,092.00	3,262.60	20%
	<b>Total Utilities</b>	<b>\$15,186.98</b>	<b>\$23,433.07</b>	<b>\$96,452.00</b>	<b>73,018.93</b>	<b>24%</b>

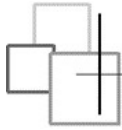
### Insurance

001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
	<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$22,843.59</b>	<b>\$15,000.00</b>	<b>(7,843.59)</b>	<b>152%</b>

### Miscellaneous

001-000-000-576-20-40-20	Scholarships	\$0.00	\$0.00	\$500.00	500.00	0%
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	\$403.65	\$416.78	\$1,040.00	623.22	40%

Category/ Acct #	Reference	Feb 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$0.00	\$1,560.00	1,560.00	0%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$0.00	\$875.00	\$4,000.00	3,125.00	22%
001-000-000-576-20-51-50	Background checks	\$0.00	\$0.00	\$1,820.00	1,820.00	0%
	<b>Total Miscellaneous</b>	<b>\$403.65</b>	<b>\$1,291.78</b>	<b>\$9,420.00</b>	<b>7,628.22</b>	<b>14%</b>
<b>Intergovernmental Services</b>						
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)	\$15.46	\$15.46	\$1,000.00	984.54	2%
001-000-000-576-20-51-10	Services Contract - City of Des Moines	\$0.00	\$0.00	\$5,000.00	5,000.00	0%
001-000-000-576-21-49-20	Permits and Fees (KCHD, CoDM, Cash Mgmt)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
	<b>Total Intergov Services</b>	<b>\$15.46</b>	<b>\$15.46</b>	<b>\$8,000.00</b>	<b>7,984.54</b>	<b>0%</b>
<b>COVID-19</b>						
001-000-000-576-20-31-00	Office Supplies	\$0.00	\$0.00		0.00	0%
001-000-000-576-20-43-00	Training/Conferences	\$0.00	\$0.00		0.00	0%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00		0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies	\$392.17	\$395.27		(395.27)	0%
001-000-000-576-21-43-06	First Aid Supplies	\$1,433.75	\$1,443.62		(1,443.62)	0%
001-000-000-576-21-49-01	Lifeguard Supplies	\$13.17	\$13.17		(13.17)	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies	\$0.00	\$53.55		(53.55)	0%
	<b>Total COVID-19</b>	<b>\$1,839.09</b>	<b>\$1,905.61</b>	<b>\$0.00</b>	<b>(1,905.61)</b>	<b>0%</b>
<b>Capital</b>						
001-000-000-594-76-41-01	Capital - Permits, Fees, Inspections	\$0.00	\$0.00	\$1,500.00	1,500.00	0%
001-000-000-594-76-41-02	Capital - Advertising/Public Notices	\$0.00	\$0.00	\$500.00	500.00	0%
001-000-000-594-76-41-03	Capital - Architects/Engineers	\$0.00	\$0.00	\$25,000.00	25,000.00	0%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	<b>Total Capitals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$102,000.00</b>	<b>\$102,000.00</b>	
	<b>TOTAL ADMINISTRATION</b>	<b>\$32,427.44</b>	<b>\$80,936.06</b>	<b>\$521,977.74</b>	<b>441,041.68</b>	<b>16%</b>
	<b>TOTAL OPERATIONS</b>	<b>\$55,277.88</b>	<b>\$106,971.30</b>	<b>\$375,955.22</b>	<b>268,983.92</b>	<b>28%</b>
	<b>TOTAL CAPITAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$102,000.00</b>	<b>102,000.00</b>	<b>0%</b>
		<b>\$87,705.32</b>	<b>\$187,907.36</b>	<b>\$999,932.96</b>	<b>\$812,025.60</b>	<b>43.96%</b>



## 2021 FEBRUARY REVENUE

Account #	Reference	Feb 2021	YTD Balance	2021 Budget	Budget Balance
<b>General Fund Taxes</b>					
001-000000-311-11-00-00	Property Taxes	\$16,311.05	\$19,882.48	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$1,396.53	\$1,396.53	\$0.00	\$0.00
	<b>Total General Fund</b>	<b>\$17,707.58</b>	<b>\$21,279.01</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Charges for Goods and Services</b>					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
	<b>Total Charges for Goods and Services</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
<b>Miscellaneous Revenues</b>					
001-000-000-361-11-00-00	Investment Interest	\$1,002.56	\$1,002.56	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations ( to Scholarships)	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$609.75	\$1,480.75	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$4,604.75	\$8,183.50	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Revenue</b>	<b>\$6,217.06</b>	<b>\$10,666.81</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Projects/Reserve</b>					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$245,000.00	\$175,000.00	\$175,000.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Capital Projects/Reserve</b>	<b>\$0.00</b>	<b>\$245,000.00</b>	<b>\$175,000.00</b>	<b>\$175,000.00</b>
	<b>Grand Total Revenue</b>	<b>\$48,924.64</b>	<b>\$301,945.82</b>	<b>\$200,000.00</b>	<b>-\$101,945.82</b>

# DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Wednesday, January 13, 2020  
**To:** District Board Commissioners  
**From:** Scott Deschenes, District General Manager  
**Subject:** February 4, 2021 to February 26, 2021 District General Manager Report

## Week Ending February 4, 2020

### **NEXT BOARD MEETING**

Just a reminder that our next board meeting is Tuesday, February 16. We will be sending the packet out along with the meeting link on Thursday, February 11.

### **SCHEDULE UPDATE**

We are updating the pool schedule to take effect in March that will include the MRHS swim season and swim lessons. We will put an update out later this month. Dominic will discuss this more at our February 16 board meeting.

### **SWIM LESSONS**

We are still planning on starting swim lessons. We are meeting on Monday to finalize our plans and will have an email, website and social media update out on Wednesday. Lauryne is also working with staff to create a video on the process.

### **MRHS SWIM TEAM MEETING**

Dominic met with the MRHS Athletic Director on Wednesday. They set out the schedule for both teams starting on March 8. He will include more detailed information at his presentation at the board meeting.

### **ENGINEER OF RECORD**

Engineer of Record letters have been sent. We are interviewing our first firm, Stemper on Wednesday, February 10. We are also meeting on Monday to discuss the meeting. We will update you at the board meeting.

### **ARCHITECT BILLING RESPONSE**

A letter in response to the billing was sent to the architect on Thursday. We will discuss this more at the next board meeting.

### **MAINTENANCE**

- Remote Alerts – Dominic and I both are receiving remote alerts on the HVAC. It had gone down around the time Comcast upgraded our internet.
- EZ-Connect – Dominic reached out to Aquatic Specialties to get the EZ-Connect setup. This will allow management to monitor and control chemical levels remotely.
- AED – Dominic replaced the AED's battery. It should be good until 2022.

- Old Laptop – Quentin has been helping Lauryne with administrative work, so we will be repurposing one of the old laptops (with the help of CMIT) for him to perform duties in helping Lauryne with front office tasks.

## **WCIA**

I met with WCIA on the limitations of the COMPACT, billing and that they have cut back on reimbursements for trainings. They are only paying 10% of the liability. This comes out to about \$140 eligible for reimbursements. In years past there was no cap.

## **WRPA ANNUAL “VIRTUAL” CONFERENCE**

Each April, the Washington Recreation and Parks Association hosts an annual conference. If you are interested in attending the conference, please send me an email. See more information on the conference below. The links for the breakout sessions look to be down, but they should be updated soon.

<https://wrpa.memberclicks.net/about-conference>

## **REOPENING INFORMATION**

MRSC put this article out about the more recent changes to reopening plans from Washington State.

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2021/Latest-COVID-19-Reopening-Plan-and-More.aspx>

## **OFF FRIDAY**

I will be off on Friday. If you need to get a hold of me, please call me on my cell phone or text me.

## **RESEARCH**

- The Urban Play Framework: An Approach to Understanding the Play Experiences in Cities (Brookings) - <https://www.brookings.edu/blog/the-avenue/2021/01/27/the-urban-play-framework-an-approach-for-understanding-the-play-experience-in-cities/>
- Ethics Codes for Local Government, Part 1: Considerations, Scope and Applicability(MRSC) - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2021/Ethics-Codes-for-Local-Governments-Part-1.aspx>
- Pac-12 Moving Championships from KCAC Due to Continued Closure (SwimSwam) - <https://swimswam.com/pac-12-will-take-2021-mens-womens-swimming-championships-to-houston/>
- How Close Are We to Heard Immunity? (CNN) - <https://www.cnn.com/2021/02/03/health/us-coronavirus-wednesday/index.html>

## **Week Ending February 19, BOARD MEETING FOLLOW-UP**

- Engineer of Record – I reached out to Stemper Architects. They are looking over the agreement and sent me references. I am in the process of contacting references.
- WCIA Compact – I am sending waiver information to WCIA on Monday. We are going over the photo, daily usage, passes, swim lessons and other individual user waivers. Rental agreements and contracts have been covered under previous reviews.
- Roof Defects – Dominic has contacted HSD on defects from their re-roofing project. They are scheduled to come out and make “warranty” repairs once the weather dries up. This should not affect programming. See picture below of roof damage.



- Minutes – Linda sent out minutes on Thursday.

## SWIM LESSONS

We put out an email on Thursday, February 18 for swim lesson registration and updated the swim lesson webpage. We had around 90 click the swim lesson page link. This does not include people clicking through from social media or google searches.

Email Notification Link – <http://createsend.com/t/d-C0BDD74237540E842540EF23F30FEDED>

Swim Webpage – <https://mtrainierpool.com/swim-lessons-2/>

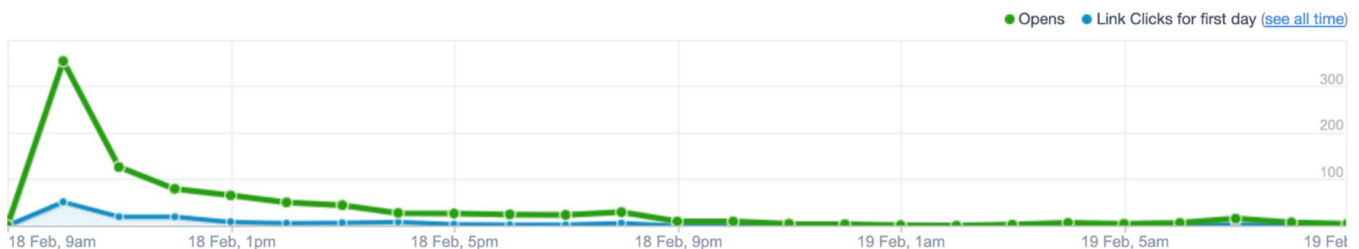
Campaign Monitor First Day Outreach (Below)

### March 2021 - Swim Lesson (Socially Distant) Reintroduction

Sent yesterday to 1,269 unique subscribers across [4 lists](#)

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

[Export Report](#)



■ **388 Unique opens**  
917 total opens to date

■ **1 Bounced**  
0.08% couldn't be delivered

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

**30.6%** of all recipients [opened so far](#)

**24.23%** [clicked a link](#) (94 people)

**0.39%** [unsubscribed](#) (5 people)

**0** people marked it as spam (0%)

**0** [shares](#) across Facebook & email

## MAINTENANCE

- Dryer – Dominic has ordered a replacement dryer. The old one performed past its expected life.
- Concrete Path Cracks – I am going to come in and fill cracks again once the weather warms up enough, and some seams in the concrete that appear to never have been filled. I will probably wait until the weather warms up and we have a dry patch of three to four days in a row.

## BOARD SEATS FOR 2021 ELECTION

Commissioner Achziger wrote an article for the Waterland Blog, which detailed seats up for election in the area this year. Here are the seats up for our District.

- Des Moines Pool Metropolitan Park District Position 1: Joe Dusenbury
- Des Moines Pool Metropolitan Park District Position 2: Eric Kasnick
- Des Moines Pool Metropolitan Park District Position 4: Shane Stender (four-year term)

You can find the rest of the article at the link below.

<http://waterlandblog.com/2021/02/16/think-you-d-be-a-better-des-moines-councilmember-heres-how-you-can-run-for-office/>

## WEBINARS

- [MRSC Tools](#) – I watched a webinar from MRSC on how to use their resources again. They have been making some updates and we utilize many of their tools, so I thought it would be good to know what is available.

## REGIONAL AQUATIC CENTER STUDIES

One of my interests has been studying the Forward Thrust Pool Movement and what communities are doing to replace their pools. One of the options is a Regional Aquatic Center. Bellevue, Kirkland and Redmond had previously performed a study and now it looks like Covington and Maple Valley are also looking at a Regional Aquatic Center Study. Below is a link to their site.

<https://re-createandcreate.com/timeline/>

Also, you should read the FAQ page on funding and the Covington Aquatic Center as we are approaching a similar discussion.

<https://re-createandcreate.com/faqs/>

## FEASIBILITY STUDY/PUBLIC INPUT UNDERSTANDING (PODCAST)

I heard this podcast driving into work on community outreach/public input. It discusses how to get information from your community including a feasibility study. The expert gives an analogy starting at the 8:06 that is one of the better analogies on how to get public input. I believe this has good information on why we did a statistically valid survey and other good information for future public community outreach meetings.

<https://elgl.org/podcast-common-community-engagement-mistakes-with-kevin-lyons-flashvote/>

## OTHER RESEARCH

- Disaster Zone: The Next Phase of the Pandemic (MRSC) - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2021/Disaster-Zone-The-Next-Phase-of-the-Pandemic.aspx>
- Dive into a Rewarding Job This Summer - <https://shawneemissionpost.com/2021/02/16/dive-into-a-rewarding-pool-job-this-summer-113401/>
- A Look at the Renovated Ballard Pool - <https://www.myballard.com/2021/01/21/a-look-at-the-renovated-ballard-pool/>

Who's the Boss? Separation of Powers in Local Government - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2021/Separation-of-Powers-in-Local-Government.aspx>

## **Week Ending February 26, 2021**

### **AQUATICS MANAGER DEPARTURE**

The Aquatics Manager has accepted a position outside the state. His last day will be Friday, March 5. We will discuss this in more detail on March 2<sup>nd</sup>.

### **TRAINING AND EXECUTIVE SESSION MEETING NEXT WEEK**

Just a reminder that our training meeting is next week. Brian has cut the meeting down to two-hours, so we will only meet from 5:00-7:00pm on training. Also, with the departure of the Aquatics Manager, we will discuss replacement of the position in Executive Session. I do not estimate this discussion being over an additional 30-minutes. Linda sent out the formal agenda on Thursday.

Below is a link to the meeting.

Topic: Des Moines Pool Metropolitan Park District Meeting  
Time: Mar 2, 2021 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87223562453?pwd=aU4zOHpoZ04yUU9HRU9lemJxMUZqUT09>

Meeting ID: 872 2356 2453

Passcode: 774380

One tap mobile

+12532158782,,87223562453#,,,\*774380# US (Tacoma)

+14086380968,,87223562453#,,,\*774380# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

Find your local number: <https://us02web.zoom.us/j/87223562453?pwd=aU4zOHpoZ04yUU9HRU9lemJxMUZqUT09>

### **SWIM LESSON REGISTRATION**

Swim lesson registration started on Tuesday, February 23. All but Level 6 are completely full with people on the waiting lists. Lauryne is discussing how we can expand the lessons in the future. She is also working on an email for the first week that will include the swim lesson video. I will have a copy ready to show board members at our meeting on Tuesday and/or in the next weekly report.

### **MARCH SCHEDULE UPDATE**

We are working on finalizing the March schedule taking effect on March 8th. We will put an email notification out on Tuesday, March 2<sup>nd</sup>. With MRHS taking up the pool from 3:00 to 6:00pm, the schedule is really tight. I met with SMAC this week on their updated schedule. See attached for schedule update. This will be updated on our interactive schedule, individual activity guidelines and website.



### SMAC

I met with Ken (Head Coach) this week and we are shooting for having a meeting in mid-March on working together in the future.

### PASS SALES

During the pandemic, we focused on just selling 10-visit passes and daily passes due to reduced and limited hours. We have decided the schedule is open enough now that we will start reselling passes effective March 8, 2021.

### LAST WEEK'S USAGE

Staff put together a new process for reporting usage. The new report includes no shows. As a reminder, no shows get one warning and then have a balance put on their account.

	10 Visit Pass	Membership	Paid	No Show	Totals
Monday 2/15	18	9	1	0	28
Tuesday 2/16	32	16	2	4	50
Wednesday 2/17	27	12	5	0	44
Thursday 2/18	43	11	3	1	57
Friday 2/19	20	14	0	0	34
Saturday 2/20	5	7	0	1	12
Totals	145	69	11	6	225 Weekly Total

### WCIA COMPACT

This week I sent WCIA the waiver information for our compact. Eric (board's WCIA Representative) and I are going to meet with them on Tuesday, March 16<sup>th</sup>. We will discuss any findings at a future meeting. We are hoping to use this information to update our records.

### ANNUAL FINANCIAL REPORT

The annual financial report is due on March 31, 2021. Below is an article from MRSC on the changes in the report.

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2021/The-Annual-Financial-Report-for-2020.aspx>

## ENGINEER OF RECORD

We got some notes on the agreement back from Stemper and are working to incorporate them.

## MAINTENANCE

- Roof - I was notified that the school district's roof contractor patched the roof this week. I will take some pictures of the work next week and share them in the next report.
- Shower Drain Lines – MacMiller was out this week working on the drain lines in the locker rooms. As we are not allowing people to shower\* in the facility, this will not affect usage. (\*Note-We require people to arrive showered and ready to swim.)

## IN OFFICE

I will be in the office on Tuesday, March 2<sup>nd</sup> until the end of the special meeting around 7:30 or 8pm. If you need physical copies of anything, please let me know, so we can setup an appointment.

## WEBINARS

- Facilitating Great Online Meetings (MRSC) – This webinar covered how local governments were improving their online meetings and looking at the future of public meetings after the pandemic.

**Transitioning into the Future**

► What Will It Look Like?

- Hybrid: Virtual focus
- Hybrid: In person focus
- Hybrid: Full integration of both

**Benefits:**

- Work/Life balance
- Broader applicant pool
- Greater inclusivity
- Increased community engagement
- More diverse community engagement
- Options for alternative meeting times
- Caregivers able to engage more
- Less stress on Council
- potentially a wider variety of council candidates
- No more canceling meetings due to inclement weather

**Other Considerations:**

- Great option if your city does not have a dedicated Council Chambers
- Time and money could be saved (set up, staff time, food and coffee, etc.)
- Fancy technology not needed!
- Room for innovation...
- AND MORE!

Image Credit: <https://insleeonline.com/hybrid-conferences-to-see-2021/>

MRSC  
Facilitating Great Online Meetings | February 24, 2021

24:52 / 57:45

## RESEARCH

- Inslee's Plans on Phase 3 Remain Unclear - <https://www.yaktrinews.com/inslee-statewide-progression-plans-phase-3-unclear/>
- Parks and Recreation Provides Important Employment Opportunities – <https://www.nrpa.org/parks-recreation-magazine/2021/march/parks-and-recreation-provides-important-employment-opportunities/>
- The Race to Fix Online Meetings - <https://www.nytimes.com/2021/02/17/magazine/video-conference.html>
- Ensuring an Equal Future for All - <https://www.nrpa.org/parks-recreation-magazine/2021/march/ensuring-an-equal-future-for-all/>

- Olympic Abuse Attorney's Don't Trust SafeSport, Can this Change? - <https://www.law360.com/sports-and-betting/articles/1357724/olympic-abuse-attys-don-t-trust-safesport-can-that-change->
- Five HS Games Cancelled Due to COVID-19 - <https://www.thenewstribune.com/article249522015.html>



# Des Moines Pool Metropolitan Park District

February 16, 2021

7:00 p.m.

Remote Online

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Present were Commissioners Dusenbury, Kasnick, and Achziger, District General Manager Deschenes, District Clerk Linda Ray, Aquatics Manager Finazzo, and Aquatics Coordinator Newman. Commissioner Stender was absent and excused.

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

### ADOPTION/MODIFICATIONS OF AGENDA

District General Manager Deschenes stated that there would be no Executive Session. Also, the DGM requested that items 8b and 8c be moved to the front of the agenda. The changes were adopted unanimously.

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

**PUBLIC COMMENT** – No public comments were received, and no one from the public phoned into the meeting.

### CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in December 2020 totaling \$100,202.28. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 4-0.

**EXECUTIVE SESSION** -- Cancelled

### OLD BUSINESS

#### a. Aquatics Manager Q4 Report

Aquatics Manager Finazzo presented the 4<sup>th</sup> Quarter 2020 Report for the Mt. Rainier Pool. His complete report and his presentation are on file.

The report covered delayed programming, an upward trend in general attendance, pool maintenance, and current projects completed between September and December of 2020.

Lap swimming numbers are strong. There are many slots open for water walking, but not many takers. Revenue was down considerably during the 4<sup>th</sup> Quarter due to a maintenance closure in September and COVID-19.

Commissioner Dusenbury asked if we (MRP) were eligible for federal or local Payroll Protection Programs (PPP). The DGM responded that he would research it.

**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 – 02/16/2021**

**b. Social Distance Swim Lessons**

As an addendum to the AM's report, Aquatic Coordinator Newman gave an update on COVID-19 Swim Lessons. The presentation is on file.

Swim lessons will resume at Mt. Rainier Pool on March 2<sup>nd</sup> and will follow COVID safety protocols. These include mandatory face masks to be worn by parents/guardians and children while on the pool deck, and face shields and masks to be worn by instructors. Parents/guardians will be in the water with their children during instruction and instructors will remain on deck. Everyone will adhere to the 6-foot distance rule. Students and parents must come to the pool pre-showered and will leave without use of showers in the pool changing rooms.

Registration for residents will begin on February 23<sup>rd</sup>, and for non-residents on February 25<sup>th</sup>. An email blast will be sent soon that will provide a link to scholarship information.

**c. BLRB Billing and Closeout**

DGM Deschenes reported that on February 4<sup>th</sup> a registered letter was sent to BLRB disputing the charges billed to us for completion of the 2017 project. The DGM met with the Capitals & Contracts Committee as well as with Project Manager Scott Romano. The architect has not responded to the certified letter, nor has the DGM received a return receipt.

The DGM will reach out to the Board when a response is received from BLRB.

**d. Highline School Lease Discussion**

DGM Deschenes met with the Capitals & Contracts Committee to discuss negotiation of the HSD lease based on the future of the present pool facility. President Young suggested that a discussion on this topic should be an agenda item for the next retreat which is scheduled sometime in April. A date for the retreat will be scheduled when all commissioners are present.

President Young requested the DGM to contact Commissioner Stender to determine if he has been able to review the information on the Feasibility Study that was done in 2017.

**e. Engineer of Record**

The DGM reported that RFQ's for Engineer of Record were sent to the top three architectural firms. Two firms responded with interest: INNOVA and Stemper. The DGM and the Capitals & Contracts Committee interviewed both firms and ultimately chose Stemper as the best fit for our organization.

Stemper is a Seattle company. Their company is completing a full assessment of all forward thrust pools for the City of Seattle. Included in that assessment is an ADA study.

The DGM will initiate a reference check on Stemper while legal counsel negotiates an agreement for review. DGM Deschenes will present the agreement at the March 16<sup>th</sup> Regular Meeting.

A motion was called to enable the DGM to negotiate a contract with Stemper. Commissioner Achziger so moved; Commissioner Dusenbury 2<sup>nd</sup>. With no further discussion, the motion passed unanimously.

**22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)**

**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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 following COVID-19 guidelines and Proclamation 20-28 and will hold meetings remotely until further notice. The public may join meetings through the GoToMeeting app. Logon information is published in each Meeting Agenda. Contact Linda Ray, District Clerk at [linda.ray@desmoinespool.org](mailto:linda.ray@desmoinespool.org) if you have questions.

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 02/16/2021**

**f. Equity Resolution**

Commissioner Achziger is working with Highline College staff members to refine the resolution that was presented in October 2020. Highline has had success in developing their programs addressing equity and diversity. He will report back to the Board at a future meeting regarding his discussions.

**NEW BUSINESS**

**a. 2020 End of Year Financial Report**

DGM Deschenes reported on 2020 end of year financials. His presentation is on file.

He addressed the challenges faced with running an organization during COVID closures from March through August and reduced programming upon re-opening in August through December.

Revenue was 43% lower than the previous year and 36.7% less than estimated budget levels.

The pool was able to keep staff employed by addressing projects and maintenance. The Aquatic Manager and Coordinator held training sessions to prepare staff for re-opening under COVID-19 protocols. Fortunately, we were able to retain most staff members which will give us an advantage when we return to full programming.

As previously mentioned, swim lessons will be starting on March 2<sup>nd</sup>, Mt. Rainier High School wants to use the pool from 3:00 p.m. to 6:00 p.m. each day starting March 8th, and SMAC will be put on the schedule as well in the near future.

**b. WCIA Risk Audit**

The DGM stated that each year we must meet three requirements in order to maintain our insurance with WCIA. First, is to send a representative to their annual meetings; second, satisfy a minimum number of training sessions; and third, WCIA review of our insurance programs.

In past years we have had a review of contracts and user agreements, reviewing our hiring and onboarding process with emphasis on equity, and in 2020 a pool facility walkthrough.

This year, the DGM suggests a review of our waiver process and data entry forms with focus on the software that is used at the pool and how we can better use technology going forward.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:54 pm.

**UPCOMING MEETINGS**

- March 2, 2021, OPMA/PRA Training, 5:00 p.m., Remote Logon TBD
- March 16, 2021, Regular Meeting, 7:00j p.m., Location TBD

**22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)**

**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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 following COVID-19 guidelines and Proclamation 20-28 and will hold meetings remotely until further notice. The public may join meetings through the GoToMeeting app. Logon information is published in each Meeting Agenda. Contact Linda Ray, District Clerk at [linda.ray@desmoinespool.org](mailto:linda.ray@desmoinespool.org) if you have questions.

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 02/16/2021**

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

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

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

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

\_\_\_\_\_  
Commissioner Stender

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

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

DRAFT

**22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)**  
**22722 19<sup>th</sup> Avenue South, Des Moines, WA 98198 (Mailing Address)**

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

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## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/05/2021

Total Amount: \$11,271.90

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20210201155206.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:

2/1/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

2/1/2021

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\_20210201155206.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG 93326	01/25/2021	\$274.56	POOL CHEMICALS
COLIBRI NORTHWEST, LLC			3	01/29/2021	\$607.75	AD WINTER 2021 NP CITY SCENE
DEPARTMENT OF RETIREMENT SYSTEMS			DRS 022021_01	02/01/2021	\$605.50	DEFERRED COMP S DESCHENES
HIGHLINE WATER DISTRICT			20210122HWD	01/22/2021	\$536.18	WATER UTILITY 12/22/20 TO 1/21/21
LINDA RAY			20210125LR Reimb	01/25/2021	\$61.95	REIMBURSEMENT - PO SUPPLIES
MOUNTAIN MIST			3920837	01/28/2021	\$8.81	COFFEE SUPPLIES/MRP
MOUNTAIN MIST			3920836	01/28/2021	\$8.81	BREWER RENTAL/MRP
NORTHWEST LANDSCAPING SERVICES			CD50122977	02/01/2021	\$549.41	LANDSCAPE SERVICE/MRP - FEB 2021
PUGET SOUND ENERGY			20210121PSE	01/21/2021	\$7,668.93	ELECTRICITY/GAS UTILITY - 12/18/20 TO 1/20/21
SNURE LAW OFFICE			20210201BS	02/01/2021	\$950.00	PROFESSIONAL SERVICES - JAN 2020



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/10/2021

Total Amount: \$2,244.35

Control Total: 4

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20210205123529.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:

2/5/2021

2E03815D71304B0  
Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

2/5/2021

5E8DDA9899F2474  
Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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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\_20210205123529.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			RN1212421	01/31/2021	\$69.97	750 LB BEVCARB LIQUID
GRAINGER			9761284091	01/04/2021	\$946.41	JANITORIAL SUPPLIES/MRP
JARED WOLD			20210205JW61	02/05/2021	\$800.66	PAYROLL PE 1/25/2021
MIANNA BEHRENS			20210205MB31	02/05/2021	\$427.31	PAYROLL PE 1/25/2021



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/17/2021

Total Amount: \$4,157.72

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20210211113426.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:

2/11/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

2/11/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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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\_20210211113426.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			16831	02/01/2021	\$90.00	DISTRICT JANITORIAL - FEB 2021
CANON FINANCIAL SERVICES, INC.			26240555	02/09/2021	\$62.88	COPIER CONTRACT CHG - FEB 2021
CMIT SOLUTIONS EASTSIDE			9014	01/31/2021	\$1,226.00	IT SUPPORT - JAN 2021
COMCAST			20210208CB_DMP	02/08/2021	\$188.92	TELEPHONE/INTERNET/DMP - 2/18 TO 3/17/21
COPIERS NORTHWEST			2259972	02/09/2021	\$22.42	COPIER OVERAGE CHG - JAN 2021
SNURE LAW OFFICE			20201001BS	10/01/2021	\$250.00	PROFESSIONAL SVCS (OLD INV) - OCT 2020
SNURE LAW OFFICE			20210101BS	01/01/2021	\$1,600.00	PROFESSIONAL SVCS - JAN 2021
ZEN 22015, LLC			20210201ZEN	02/01/2021	\$717.50	DISTRICT RENT - FEB 2021



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/26/2021

Total Amount: \$15,516.21

Control Total: 13

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20210222152916.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:

2/22/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

2/22/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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Seattle, WA 98104

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

### KING COUNTY FINANCE USE ONLY:

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

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



## Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20210222152916.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG94117	02/18/2021	\$301.85	CARBON DIOXIDE 668 LB
COMCAST			20210212CB_MRP	02/12/2021	\$226.64	TELEPHONE/INTERNET_MRP 2/22 TO 3/21/21
DEPARTMENT OF RETIREMENT SYSTEMS			DRS 2021_02-2	02/21/2021	\$605.50	DEFERRED COMP - S DESCHENES
EMPLOYMENT SECURITY DEPARTMENT			ESD_38224	02/20/2021	\$395.67	BENEFITS Q2/2020
GRAINGER			9793227084	02/02/2021	\$568.99	JANITORIAL/MRP
JARED WOLD			20210222JW 61	02/22/2021	\$661.87	PAYROLL PE 2/10/2021
JOE DUSENBURY			20210222JD08	02/22/2021	\$314.75	COMMISSIONER SUBSIDY - JAN 2021
MIANNA BEHRENS			20210222MB31	02/22/2021	\$482.01	PAYROLL PE 2/10/2021
PUGET SOUND ENERGY			20210219PSE	02/19/2021	\$6,981.87	ELECTRIC/GAS UTILITY/MRP 1/20 TO 2/18/2021
SHANE STENDER			20210222SS77	02/22/2021	\$524.58	COMMISSIONER SUBSIDY - JAN 2021
SHANE YOUNG			20210222SY10	02/22/2021	\$209.83	COMMISSIONER SUBSIDY - JAN 2021
US BANK			20210210USB	02/10/2021	\$3,525.15	US BKCARD 1/11 TO 2/10/2021
ZEN 22015, LLC			210210301ZEN	02/18/2021	\$717.50	DISTRICT RENT - MAR 2021

## 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 Feb 12, 2021

## 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 02/10/2021	170950010			24219		00000	25,247.23
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
<b>Total</b>								\$25,247.23

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

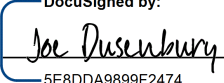
Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## 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 2/5/2021  
 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 Feb 24, 2021

## 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 2/25/2021	170950010			24219		00000	29,353.22
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							<b>Total</b>	\$29,353.22

## PAYEE INFORMATION

Company  Address  City  State  Zip

## BANK INFORMATION FOR WIRE PAYMENTS

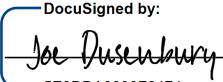
Bank Name  Name on Bank Account   
 Bank Routing #  Bank Account #  City  State

## 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 2/22/2021  
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7a      **Assigned to:** District GM      **Meeting Date:** 3/16/2021

**Under:** Executive Session      **Attachment:** No

**Subject:** Executive Session – Contract Negotiations (If Needed)

#### Background/Summary:

The board will go into Executive Session pursuant review negotiations on the performance of a publicly bid contract. And to meet with legal counsel to discuss potential litigation. Attorney Thomas Burke will be attending the executive session.

**Fiscal Impact:** N/A

#### Proposed Motion:

*Language to Call Session:* The board will go into Executive Session pursuant to RCW 42.30.110(1) (d) to review negotiations on performance of publicly bid contracts. The executive session will be for \_\_ minutes until \_\_\_\_\_.

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

**Reviewed by Legal Counsel:**      Yes X      No \_\_\_\_\_      **Date:** 01/12/21

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

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

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

#### Notes:

No attachments.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 7b    **Assigned to:** District GM    **Meeting Date:** March 16, 2021

**Under:** Executive Sessions    **Attachment:**    Yes           No   X  

**Subject:** *Aquatics Manager Succession*

**Background/Summary:** The incumbent Aquatics Manager gave his two-weeks' notice effective Tuesday, February 23, 2021. The District General Manager (DGM) is suggesting the attached process to fill the position and other succession. The DGM will discuss the succession plan and potential candidates for filling the role of Aquatics Manager. This will be done in Executive Session per RCW 42.30.110(1): “((g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;”

Action items 8b Aquatics Manager Agreement and 8c Aquatics Coordinator have the agreements and job descriptions attached.

**Fiscal Impact:**    N/A. Depends on discussion.

**Proposed Motion:**

*Language to Call Session:* The Board will go into Executive Session pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Any motions will be announced out of the Executive Session, if any formal decisions are made. They will be made on the agenda items 8b Aquatics Manager Agreement and 8c Aquatics Coordinator Agreement.

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

<b>Three Touch Rule:</b>	<u>      N/A      </u>	<b>Committee Review</b>
	<u>  March 2, 2021  </u>	<b>First Board Meeting (Informational)</b>
	<u>  March 16, 2021  </u>	<b>Second Board Meeting (Action)</b>

**Action Taken:**    Adopted           Rejected           Postponed       

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

**Notes:**    No attachments.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8a      **Assigned to:** District GM      **Meeting Date:** 3/16/2021

**Under:** Old Business      **Attachment:** No

**Subject:** BLRB Billing and Closeout

#### Background/Summary:

The Board of Commissioners will discuss the final billing from BLRB to complete the 2017-2018 project and additional billing for support with caulking defect work. A motion will be developed after discussion of the billing and direction to staff from the board.

**Fiscal Impact:** Up to \$96,696.85 (\$91,821.85 + \$4,875.00).

**Proposed Motion:** Motion will be determined in board meeting.

**Reviewed by Legal Counsel:**      Yes X      No \_\_\_\_\_      **Date:** 01/12/21

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

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

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

#### Notes: Attachments:

- No attachments. (For past attachments, see February 16 Regular Board Meeting, AIS 8a)

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8b      **Assigned to:** District GM      **Meeting Date:** 03/16/2021

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

**Subject:** Aquatics Manager Agreement

#### Background/Summary:

On February 22, the Aquatics Manager notified the District General Manager (DGM) that he would be accepting a position out-of-state. Their last day was Friday, March 5.

The DGM recommended that the Aquatics Coordinator (AC) be promoted to Aquatics Manager. Through succession planning, the AC has been trained over the last year to cover the position.

At the March 2 retreat there was discussion that the DGM notified the board he would recommend promoting the Aquatics Coordinator to Aquatics Manager and that he would bring a negotiated contract to the March 16 for their discussion and approval.

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

**Proposed Motion:** I move to approve the Aquatics Manager Contract with Lauryne Thurmond.

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

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

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

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

#### Notes: Attachments:

- Aquatics Manager Agreement
- Aquatics Manager Job Description
- 2021 Salary Schedule



## **Des Moines Pool Metropolitan Park District**

March 3, 2021

Ms. Lauryne Thurmond  
7676 Illiahee Road NE  
Bremerton, WA 98311

Dear Lauryne:

It is my pleasure to offer you the position of Aquatic Manager at the Mt. Rainier Pool, Des Moines Pool Metropolitan Park District. I look forward to your joining our team! The start work date is March 9, 2021.

Below are the details of the job offer:

- Job duties - see enclosed job description
- Salary - \$69,097.60 per year
- Benefits - 16% of your salary will be available for use toward the cost of health care, dental care, vision care, life insurance and/or long-term disability insurance offered through the Association of Washington Cities Benefit Trust and/or deferred compensation program offered through the State of Washington Retirement Systems.
- Work hours - This position is classified as "exempt" per FLSA definition. Work hours are expected to be 40 hours a week, Monday through Friday. This position is not eligible for overtime pay. As with any exempt position, there will be times when your work schedule and/or hours will deviate from the above.
- Pay periods are twice a month - the 15th and the 30/31st. There will be a one week lag between the end of the pay period worked and the payment.
- Paid leave - personal leave earned at the rate of eight hours per month and sick leave earned at the rate of eight hours per month. See Human Resource Policy document for additional information. Holidays - holidays will follow RCW 1.16.050.
- Supervisor - Scott Deschenes, District General Manager
- Location - the work site is at the Mt, Rainier Pool, 22722 19th Ave. S, Des Moines WA 98198
- Performance, compensation and benefits review will occur annually.

This job is considered at-will and either you or the District may terminate your employment at any time for any reason or no reason. Refer to the Human Resource Policy document for more details about performance expectations and other aspects of working for the District. In the event of any conflict between the Human Resource Policy document and this letter, the terms of this letter shall control.

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

**Mailing Address: 22722 19<sup>th</sup> Avenue South, Des Moines WA 98198**

Lauryne Thurmond  
March 3, 2021

-2-

I am excited about you moving into this position and look forward to your continued contribution to our organization! To accept our job offer, please sign the attached copy of this letter and return to me before March 23, 2021.

Scott Deschenes, District General Manager  
Des Moines Pool Metropolitan Park District

Enc. Job description



I accept this job offer outlined in this letter. I understand that it is my responsibility to read and understand the District's Human Resource Policy.

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

## **Job Description**

Des Moines Pool Metropolitan Park District  
22015 Marine View Drive S #2B  
Des Moines WA 98198

---

**Job Title: Aquatics Manager**

**Reports to: District General Manager**

**Classification: Exempt, full-time, 40 hours per week**

**Compensation: Starting at \$69,097.60 plus 16% for benefits**

### **Background:**

The Des Moines Pool Metropolitan Park District (The District) was formed in December 2009 as a new municipal corporation. Its purpose is to operate the Mt. Rainier Swimming Pool in Des Moines WA. Currently the District is conducting an Aquatic Feasibility Study to help determine the future of aquatics in Des Moines.

The Aquatics Manager position is the lead for all day-to-day operational aspects of the Mt. Rainier Pool and is responsible for leading the interviewing and selection of staff.

### **Position Summary:**

The Aquatics Manager will be a working management position. Key responsibilities will be to

- Manage and coordinate the recruitment, interviewing, hiring, training, certification and performance of aquatic staff including supervising the day-to-day activities of the staff.
- Ensure that all appropriate water, environmental, health and safety standards are maintained and that the pool is current on all necessary certifications required for operation including water chemistry, climate control, cleanliness and related maintenance.
- Oversee aquatic programming
- Schedule staff and program events

### **Staffing & Training:**

- Recruit, interview, select and hire employees. Monitor performance, oversee employee goal setting and conduct employee performance reviews at least once a year
- Develop, advise and facilitate an active aquatic training and certification programs for staff
- Conduct in-service training sessions for staff and ensure compliance with District standards by staff



- Develop, update and conduct drills on emergency procedures for the pool facility
- Directly manage up to two Assistant Aquatic Manager positions

#### Promotion & Marketing:

- Oversee the design, development, implementation and success measurements of a variety of multi-generational aquatics programs, leisure activities, wellness programs and special events.
- Ensure that patrons and others receive excellent customer service
- Develop promotional and marketing strategies
- Conduct surveys to determine needs and desires of the public regarding pool programs, hours of operation and latest trends

#### Financial:

- Maintain budgetary goals as set by the District
- Supervise cash processes, prepare daily bank deposits and uphold fiduciary functions at the pool facility
- Ensure the accurate and timely submittal of staff time-cards
- Utilize the District's standard procurement and invoicing processes

#### Administration:

- Develop and maintain records of operational facility usage, monitor and maintain inventories of pool equipment and supplies
- Prepare monthly reports for pool usage, program metrics and other reports under the direction of the District General Manager
- Familiar with WAC 246-260 (related to water recreation) and RCW 35.61 (metropolitan park districts) and RCW 70.90 (water recreation)

### **Minimum Qualifications:**

#### Education and Experience

- A bachelor degree or comparable college coursework in recreation
- A minimum of three years' experience in aquatics
- Or a combination of education, skills and experiences that demonstrate competency in fulfilling the job requirements
- Minimum of one year experience in performing routine pool maintenance and standards for maintaining a pool in excellent condition
- Minimum of one year experience supervising staff

#### Certifications

- Have Aquatic Facility Operator (AFO) or can be re-certified within three months of hire date
- Have lifeguard and lifeguard instructor certification from American Red Cross (or equivalent)
- Have CPR for the Professional Rescuer, AED and First Aid certificates or ability to obtain within three months of hire date
- Have Water Safety Instructor certificate or ability to obtain within three months of hire date

#### Knowledge

- Experience in developing, scheduling and coordinating high-quality aquatic programming
- General knowledge of swimming pool systems and operation, such as filtration systems, chemical controllers and feeders, HVAC, safety systems, pumps and electric motors or a willingness to learn
- 

#### Skills

- Ability to lead an organization to exceptional performance levels, model positive work ethic and to integrate efforts of the entire organization
- Able to identify problems, collect data and analyze situations, identify options, make recommendations, implement action plans, monitor progress, measure success and continue improvement
- Intermediate level proficiency with Microsoft Word, Excel and PowerPoint
- Strong written and verbal communication skills.

#### Attributes

- Works well with people, treating everyone with respect and building trust
- Takes appropriate initiative
- Timely follow through on commitments
- Delivers high quality work performance
- Projects and maintains a positive image at all times
- Works well as a team member/leader in all interactions
- Provides consistent high quality service
- Always puts safety first
- Able to set and achieve goals with a strategy of continuous improvement
- Maintains focus and achieves results relying on facts and data to support recommendations

#### Other Considerations

- Must be able to maintain flexible work hours spread over days and times of pool operation
- Able to work occasional evenings
- Must possess a Washington state driver's license and a driving record free of moving violations for the past three years
- Must be able to pass a WSP & FBI background check

**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.

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8c      **Assigned to:** District GM      **Meeting Date:** 03/16/2021

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

**Subject:** Aquatics Coordinator Agreement

#### Background/Summary:

On February 22, the Aquatics Manager notified the District General Manager (DGM) that he would be accepting a position out-of-state. Their last day was Friday, March 5.

The DGM recommended that the Aquatics Coordinator (AC) be promoted to Aquatics Manager. Through succession planning, the AC has been trained over the last year to cover the position. The Lead Head Lifeguard, (John) Quentin Knox had been training and picking up work in assisting the Aquatics Coordinator. He currently is acting Aquatics Coordinator

At the March 2 retreat there was discussion that the DGM notified the board he would recommend promoting the Aquatics Coordinator to Aquatics Manager, and that he would be promoting the Lead Head Lifeguard to Aquatics Coordinator and that he would bring a negotiated contract to the March 16 for their discussion and approval.

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

**Proposed Motion:** I move to approve the Aquatics Coordinator Agreement with John Quentin Knox.

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

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

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

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

#### Notes: Attachments:

- Aquatics Coordinator Agreement
- Aquatics Coordinator Job Description
- 2021 Salary Schedule (See March 16, AIS 8b)



## **Des Moines Pool Metropolitan Park District**

March 3, 2021

Mr. J. Quentin Knox  
28006 122nd Place SE  
Kent, WA 98030

Dear Quentin,

It is my pleasure to offer you the position of Aquatic Coordinator at the Mt. Rainier Pool, Des Moines Pool Metropolitan Park District. I look forward to your joining our team! The start work date was March 9, 2021.

Below are the details of the job offer:

Job duties - see enclosed job description

Salary - \$27.12/hour

Benefits - 16% of your salary will be available for use toward the cost of health care, dental care, vision care, life insurance and/or long-term disability insurance offered through the Association of Washington Cities Benefit Trust and/or deferred compensation program offered through the State of Washington Retirement Systems.

Work hours - This position is classified as "non-exempt" per FLSA definition. Work hours are expected to be 40 hours a week, Tuesday through Saturday. This position is eligible for overtime pay but must first be approved by Aquatics Manager or District General Manager. As with any position, there will be times when your work schedule and/or hours will deviate from the above.

Pay periods are twice a month - the 10th and the 25th. There will be a one-week lag between the end of the pay period worked and the payment.

Paid leave - personal leave earned at the rate of eight hours per month and sick leave earned at the rate of eight hours per month. See Human Resource Policy document for additional information.

Holidays - holidays will follow RCW 1.16.050.

Direct Supervisor - Lauryne Thurmond, Aquatics Manager

Location - the work site is at the Mt. Rainier Pool, 22722 19th Ave. S, Des Moines WA 98198

Performance, compensation, and benefits review will occur annually

This job is considered at-will and either you or the District may terminate your employment at any time for any reason or no reason. Refer to the Human Resource Policy document for more details about performance expectations and other aspects of working for the District. In the event of any conflict between the Human Resource Policy document and this letter, the terms of this letter shall control.

J. Quentin Knox  
March 3, 2021

-2-

I am excited about you moving into this position and look forward to your continued contribution to our organization! To accept our job offer, please sign the attached copy of this letter and return to me before March 23, 2021.

Sincerely,

A handwritten signature in cursive script, appearing to read "Scott", followed by a long horizontal line extending to the right.

I accept this job offer outlined in this letter. I understand that it is my responsibility to read and understand the District's Human Resource Policy.

A handwritten signature in cursive script, appearing to read "John Quentin Knox II", written above a horizontal line.  
Signature

3/10/21  
Date

## **Job Description**

Des Moines Pool Metropolitan Park District  
22015 Marine View Drive S  
Des Moines WA 98198

---

**Job Title: Aquatics Coordinator**

**Reports to: Aquatics Manager**

**Classification: Non-exempt, full-time, 40 hours per week.**

**Compensation: Starting at \$27.12 per hour plus 16% for benefits**

**Deadline: Position open until filled.**

### **Background:**

The Des Moines Pool Metropolitan Park District (The District) was formed in December 2009 as a new municipal corporation. Its purpose is to operate the Mt. Rainier Swimming Pool in Des Moines WA. Currently the District is conducting an Aquatic Feasibility Study to help determine the future of aquatics in Des Moines.

The Aquatics Coordinator is part of the pool's management team and involved in day-to-day operational and supervisory aspects of the Mt. Rainier Pool.

### **Position Summary:**

Aquatics Coordinator's key responsibilities will be to

- Participate with the recruitment, interviewing, hiring, training, certification and performance of aquatic staff including supervising the day-to-day activities of the staff.
  - Help ensure that all appropriate water, environmental, health and safety standards are maintained and that the pool is current on all necessary certifications required for operation including water chemistry, climate control, cleanliness and related maintenance.
  - Assist the Aquatics Manager in developing aquatic programming and scheduling staff and program events.
  - 
  - Will be the weekend afternoon and weekday morning on-site supervisor. Estimated schedule will be Saturday through Wednesday.
- 
- Monitor the daily operation of the aquatic center, including the administration of programs, coordination of Aquatics staff, and general customer service.
  - Promote water safety education, health and fitness, and recreation through aquatic activities.

- Supervise and provide support to Aquatics staff, including orientations, trainings, procedure development and revision, evaluations, scheduling, and job performance support.
- Assure proper training and certification of staff per applicable regulations and per District policy.
- Oversee and train aquatic facility staff; develop and conduct training on emergency procedures, lifeguarding, instruction, customer service, cleaning, and other staff tasks.
- Assist with scheduling of programs and use of the aquatic facility.
- Provide customer service oversight. Respond to escalated questions and concerns.
- Oversee Civic Rec operation, including POS systems, registration, customer account management, memberships, and activity management. Develop, implement, and revise as needed procedures for utilizing Civic Rec.
- Assist with the planning, developing, and implementing of internal operating policies for the District.
- Monitor revenue collection procedures.

#### Staffing & Training:

- Lead water safety and life guard instruction
- Conduct in-service training sessions for staff and ensure compliance with District standards by staff

#### Financial:

- Provide back up to the Aquatics Manager for cash processes, daily bank deposits and fiduciary functions at the pool facility
- Support the accurate and timely submittal of staff time management and payroll process through When-2-work
- Utilize the District's standard procurement and invoicing processes

#### Administration:

- Oversee processes and maintain records of operational facility usage, monitor and maintain inventories of pool equipment and supplies
- Familiar with WAC 246-260 (related to water recreation) and RCW 35.61 (metropolitan park districts) and RCW 70.90 (water recreation)

### **Minimum Qualifications:**

#### Education and Experience

- A minimum of two years' experience in aquatics
- A bachelor's degree or combination of education, skills and experiences that demonstrate competency in fulfilling the job requirements

#### Certifications

- Current Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) or can be certified within six months of hire date
- Current lifeguard and lifeguard instructor certification from American Red Cross (or equivalent)



- Current Water Safety certificate
- Current CPR for the Professional Rescuer, AED and First Aid certificates
- Current Water Safety Instructor certificate

#### Knowledge

- Experience in developing, scheduling and coordinating high-quality aquatic programming
- Desired: General knowledge of swimming pool systems and operation, such as filtration systems, chemical controllers and feeders, HVAC, safety systems, pumps and electric motors or a willingness to learn

#### Skills

- Ability to model organization team work to exceptional performance levels, exhibit positive work ethic and to integrate efforts of the entire organization
- Working under direction of the Aquatics Manager, identify problems, collect data and analyze situations, identify options, make recommendations, implement action plans, monitor progress, measure success and continue improvement
- Beginner level proficiency with Microsoft Word and Excel
- Proficiency with CivicRec or similar registration management system a plus.
- Strong written and verbal communication skills.

#### Attributes

- Works well with people, treating everyone with respect and building trust
- Takes appropriate initiative
- Timely follow through on commitments
- Delivers high quality work performance
- Projects and maintains a positive image always
- Works well as a team member/leader in all interactions
- Provides consistent high quality service
- Always puts safety first
- Able to set and achieve goals with a strategy of continuous improvement
- Maintains focus and achieves results relying on facts and data to support recommendations

#### Other Considerations

- Must be able to maintain flexible work hours spread over days and times of pool operation especially evening and weekend hours.
- Must possess a Washington state driver's license and a driving record free of moving violations for the past three years
- Must be able to pass a WSP & FBI background check
- Must be able to work a full-time flexible schedule where shifts may be assigned opening, closing, or weekends, depending on the need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Working with chemicals on a regular basis, including DE and Chlorine and understand the proper handling of said chemicals.

# Des Moines Pool Metropolitan Park District

## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8d      **Assigned to:** District GM      **Meeting Date:** 03/16/2021

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

**Subject:** Philips Publishing Agreement

### Background/Summary:

The District has utilized the City Currents and City Scene to put information out about the services at the pool and the importance of swimming.

The City Currents (Des Moines) and City Scene (Normandy Park) allow each city to communicate government news and services to their respective communities. The goal is to have a full-page ad in the Recreation Guide section of each magazine for users to reference when they are looking for a recreational or fitness opportunity in their community. The half-page ad in the news section will be used to work with the Public Outreach to develop a story regarding the importance of the Mount Rainier Pool and its services. When an article is not available, the District will use the space to advertise for jobs, scholarships or other services it wishes to highlight.

Once the District finalizes its schedule, it will use a second-open page to better highlight the importance of swimming, program changes at the pool affecting swim lessons, lifeguarding classes, special events and other services.

This item will be discussed at the Friday, March 12 Public Outreach meeting. Any updated information from that meeting will be presented. Attached is a breakdown of the billing.

**Fiscal Impact:** \$8,398 to Account #001-000-000-576-20-41-07 Advertising. Budget line item is \$16,000.

### Proposed Motion:

I approve the Clerk of the Board to sign advertising contracts with Philips Publishing for 2019 not to exceed \$9,300.

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

<b>Three Touch Rule:</b>	<u>3/12/2021</u>	<b>Committee Review</b>
	<u>Annual</u>	<b>First Board Meeting (Informational)</b>
	<u>3/16/2021</u>	<b>Second Board Meeting (Action)</b>

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

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

### Notes: See attached Invoices...

- City Currents Invoice \$5,967.00
- City Scene Invoice \$2,431.00
- Sample Full Page Ad
- Sample Half page Ad



Rep: Katie Higgins  
Phone:  
Cell: 206-914-4248  
Fax:  
Email: Katie@colibrinw.com

## Advertising Contract

Proposal # 12919

2/22/2021

### Advertiser

Des Moines Pool Metropolitan Park District  
PO Box 98711  
22015 Marine View Drive S.  
Des Moines, WA 98198  
206-429-3852

### Publisher

Colibri NW  
19679 Marine View Dr SW  
Normandy Park, WA 98166  
206-284-8285 Phone

scott.deschenes@desmoinespool.org

Issue	Year	Section	Ad Size	Rate Frequency	Ad Name	Card Rate	Charge & Discount Details	Net
Spring 2021	2021		Full Page	8x		1,055.00	Default Discount Applied to Gross: 158.25	\$896.75
Spring 2021	2021		1/2 page	8x		700.00	Default Discount Applied to Gross: 105.00	\$595.00
Summer 2021	2021		Full Page	8x		1,055.00	Default Discount Applied to Gross: 158.25	\$896.75
Summer 2021	2021		1/2 page	8x		700.00	Default Discount Applied to Gross: 105.00	\$595.00
Fall 2021	2021		Full Page	8x		1,055.00	Default Discount Applied to Gross: 158.25	\$896.75
Fall 2021	2021		1/2 page	8x		700.00	Default Discount Applied to Gross: 105.00	\$595.00
Winter 2022	2021		Full Page	8x		1,055.00	Default Discount Applied to Gross: 158.25	\$896.75
Winter 2022	2021		1/2 page	8x		700.00	Default Discount Applied to Gross: 105.00	\$595.00

<b>Total:</b>	<b>\$5,967.00</b>
---------------	-------------------

Notes:

### ADVERTISING TERMS & CONDITIONS

**Credit Terms:** Net 30 days from invoice date. Invoices will be issued when each issue is printed. We reserve the right to charge 1.5% monthly interest on unpaid balance over 30 days old. 3% additional charge for credit card payments. Wire transfers incur an additional \$35 charge. Any account sent to an Outside Collection or Legal Agency will be responsible for the fees charged in collecting the money owed.

**Cancellation** of any insertions given a multiple insertion discount may result in any previously run discounted insertions being re-invoiced at full rate.

**I have read and understand the terms, of this agreement, and have the authority to execute same, and in so doing accept full responsibility for payment of advertising under the terms of this contract.**

Advertiser: Des Moines Pool Metropolitan Park District  
Signature of Authorized Agent

Date

Account Executive: Katie Higgins

Date

Name (please print)

Title (please print)



Rep: Katie Higgins  
Phone:  
Cell: 206-914-4248  
Fax:  
Email: Katie@colibrinw.com

**Advertising Contract**  
Proposal #12920

2/22/2021

**Advertiser**

Des Moines Pool Metropolitan Park District  
PO Box 98711  
22015 Marine View Drive S.  
Des Moines, WA 98198  
206-429-3852

scott.deschenes@desmoinespool.org

**Publisher**

Colibri NW  
19679 Marine View Dr SW  
Normandy Park, WA 98166  
Phone: 206-284-8285

Issue	Year	Ad Size	Rate Frequency	Card Rate	Charge & Discount Details	Net
Spring 2021	2021	Full Page	8x	715.00	Default Discount Applied to Gross: 107.25	\$607.75
Summer 2021	2021	Full Page	8x	715.00	Default Discount Applied to Gross: 107.25	\$607.75
Fall 2021	2021	Full Page	8x	715.00	Default Discount Applied to Gross: 107.25	\$607.75
Winter 2022	2021	Full Page	8x	715.00	Default Discount Applied to Gross: 107.25	\$607.75
<b>Total:</b>						<b>\$2,431.00</b>

**Notes:**

ADVERTISING TERMS & CONDITIONS

**Credit Terms:** Net 30 days from invoice date. Invoices will be issued when each issue is printed. No Discounts allowed on any past due invoices. We reserve the right to charge 1.5% monthly interest on unpaid balance over 30 days old. 3% additional charge for credit card payments. Wire transfers incur an additional \$35 fee. Any account sent to an Outside Collection or Legal Agency will be responsible for the fees charged in collecting the money owed.

**Cancellation** of any insertions given a multiple insertion discount may result in any previously run discounted insertions being re-invoiced at full rate.

I have read and understand the terms, of this agreement, and have the authority to execute same, and in so doing accept full responsibility for payment of advertising under the terms of this contract.

Advertiser: Des Moines Pool Metropolitan Park District  
Signature of Authorized Agent

Date

Account Executive: Katie Higgins

Date

Name (please print)

Title (please print)

# MOUNT RAINIER POOL NOW OPEN WITH COVID-19 SAFETY PROTOCOLS

**The Mount Rainier Pool is open for Lap Swimming, Water Walking and Water Exercise. Future services will be reintroduced per state and county Health Department directives.**

*For detailed COVID-19  
usage guidelines visit  
[www.mtrainierpool.com](http://www.mtrainierpool.com)*

**During these tough times, we are dedicated to:**

**SAFETY:** The facility will be deep cleaned daily, with continuous cleaning of high-touch areas. All staff and patrons will be required to wear protective masks and gloves per CDC guidelines. A staff member will be dedicated to enforcing physical/social distancing rules.

**VALUE:** There may be limits as to how many people will be allowed in the pool at any given time due to social distancing. We will adjust membership rates and extensions accordingly. We also have scholarships that are not only available for swim lessons but are available for passes and exercise classes, too.

**COMMUNICATION:** Due to social distancing, services will be rolled out in accordance with state-mandated regulations. This will require changes to our services over the next couple of months. Sign up to learn about pool updates and program changes via our email notification system on our website at [www.mtrainierpool.com](http://www.mtrainierpool.com) or by emailing [info@mtrainierpool.com](mailto:info@mtrainierpool.com).

For additional questions or to speak to someone in person, contact Aquatics Coordinator Lauryne Newman at (206) 309-9452 or email her at [lauryne.newman@desmoinespool.org](mailto:lauryne.newman@desmoinespool.org).



Our Mount Rainier Pool website has the most up-to-date information on the pool, including an interactive schedule, swim lessons, scholarships, upcoming events, and news updates. Visit [www.mtrainierpool.com](http://www.mtrainierpool.com).

**MOUNT RAINIER POOL, DES MOINES POOL METROPOLITAN PARK DISTRICT**  
22722 19th Ave S, Des Moines WA 98198  
206.824.4722 | [info@mtrainierpool.com](mailto:info@mtrainierpool.com)



@MTRAINIERPOOL

# Mt. Rainier Pool:

## *Affordable and Safe Exercise During the Pandemic*

During these tough financial times, the Mt. Rainier pool has scholarships and healthcare memberships to support community members to utilize the pool.

### Scholarships (Up to 90% Off)

- Scholarships are still available during COVID-19 for lap swimming, water exercise and water walking
- Open to all ages
- Can utilize HUD Guidelines, free/reduced lunch verification, or foster child verification

### Healthcare Memberships



- The Mt. Rainier Pool accepts many healthcare memberships including but not limited to Silver and Fit, Active and Fit, SilverSneakers and Prime Fitness

### More Information

- To get more information, visit our website at [www.mtrainierpool.com](http://www.mtrainierpool.com), email [info@mtrainierpool.com](mailto:info@mtrainierpool.com) or call us at (206) 824-4722



**MOUNT RAINIER POOL, DES MOINES POOL METROPOLITAN PARK DISTRICT**

**22722 19th Ave S, Des Moines WA 98198**

**206.824.4722 | [info@mtrainierpool.com](mailto:info@mtrainierpool.com)**



**@MTRAINIERPOOL**

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8e      **Assigned to:** District GM      **Meeting Date:** 3/16/2021

**Under:** Old Business      **Attachment:** None

**Subject:** Engineer of Record

**Background/Summary:**

The District selected working with Stemper Architects out of Seattle upon negotiation of a contract and directed the District GM to negotiate an agreement.

The District GM will give an update on the agreement. If a final agreement is prepared by meeting time, he will present it at the meeting.

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

**Proposed Motion:** Dependent on discussion.

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

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

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

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

**Notes:**

No Attachments.

## Des Moines Pool Métropolitain Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8f **Assigned to:** Commissioner Achziger **Meeting Date:** 3/16/2021

**Under:** Old Business

**Attachment:** Yes

**Subject:** Equity (Resolution)

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

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

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

Update 11/12/2020: With the Budget Process having unforeseen changes and effects of COVID-19, I am pushing this item to the December agenda.

Update 2/16/2021: Commissioner Achziger will talk about his conversations with Highline College.

Update 3/16/2021: Discussion at Public Outreach meeting on March 12. Will updated at meeting.

**Fiscal Impact:** N/A

**Proposed Motion:** No motion at this time.

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

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

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

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

#### **Notes:** Attachments:

- See Attached DRAFT-Preliminary Resolution "2020-08 Acknowledging Racism in Public Pools."



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

### **RESOLUTION NO. 2020-08**

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

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

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

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

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

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

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

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

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

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

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

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

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

**NOW THEREFORE, BE IT RESOLVED:**

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

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

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

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

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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District Clerk

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8g      **Assigned to:** District GM      **Meeting Date:** 3/16/2021

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

**Subject:** 555 Capital Asset Policy Update

#### Background/Summary:

At the March 16 Retreat, there was a determination that 555 Capital Asset Policy needed to be updated to include a unanimous vote of including that all commissioners must unanimously vote to surplus equipment.

With legal counsel's direction, district staff has added section 7 to 555 Capital Asset Policy (see attached).

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

**Proposed Motion:** I move to replace 555 Capital Asset Policy.

**Reviewed by Legal Counsel:**      Yes X      No             **Date:** 3/5/21

<b>Two Touch Rule:</b>	<u>N/A</u>	<b>Committee Review</b>
	<u>3/2/21</u>	<b>First Board Meeting (Informational)</b>
	<u>3/16/21</u>	<b>Second Board Meeting (Action)</b>

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

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

#### Notes:

Attachments:

- 555 Capital Asset Policy (Updated March 16, 2021)

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## 555 - Capital Asset Policy

### 1. PURPOSE

- 1.1. This policy is established to provide guidelines to ensure adequate stewardship over Des Moines Pool Metropolitan Park District (District) resources through control and accountability of capital assets, and to collect and maintain complete and accurate capital assets information required for preparation of financial statements in accordance with the WA State Auditor's Office (SAO) BARS guidance for cash basis reporting entities, also known as Other Comprehensive Basis of Accounting (OCBOA).

### 2. DEFINITIONS

- 2.1. **Fixed Assets.** Fixed assets are tangible, non-consumable items including, but not limited to: land, buildings, machinery, equipment, and vehicles owned by the District valued at \$5,000 or more with a life expectancy of over one year. The value of the fixed asset includes the purchase price plus sales tax, as well as costs to acquire (shipping and handling), install (excluding site preparation costs), secure, and prepare an item for its intended use. The original purchase of a software program is considered a fixed asset if it meets the \$5,000 threshold established above. Improvements to an existing asset that extends the life of the asset by more than one year added to the capitalized value of the asset accounted for in accordance with BARS guidance for cash basis entities is considered a fixed asset.

- 2.2. **Small & Attractive Assets.** Assets valued at less than \$5,000 that are defined as having a high risk for theft. These assets are not normally consumed within one year. These assets may include items in one or more of the following categories:

- 2.2.1. Portable and marketable, either alone or as a component unit.
- 2.2.2. Assets that can be utilized for personal gain.
- 2.2.3. Assets repeatedly reported as lost and/or stolen within the industry and society.

### 3. CAPITALIZATION THRESHOLD

- 3.1. All assets with a cost of \$5,000 or more shall be tracked, monitored and evaluated for condition. Although *Small & Attractive Assets* (assets costing less than \$5,000) do not meet the District's capitalization threshold, they are considered assets for purposes of marking and identification, recordkeeping, and tracking.

### 4. IMPROVEMENT/REPAIR/MAINTENANCE EXPENSES

- 4.1. Routine repair and maintenance costs should be expensed as they are incurred and will not be capitalized. Major repairs will be recorded in accordance with Cash Basis - BARS requirements as a capital expenditure, if they result in betterments/improvements to the District's capital assets. To the extent that a project replaces the "old" part of a capital asset, outlays will be recorded as a repair or maintenance expense; and to the extent that the project is betterment/improvement, outlays will be recorded using the Cash Basis BARS manual capital expenditure code.

### 5. EXPECTED USEFUL LIFE OF ASSETS

- 5.1. The District should use the IRS Publication 946 *Table of Class Lives and Recovery Periods* or as such publication is updated, modified, or amended, to determine the life of acquired assets.

### 6. TAGGING NEW ASSETS

- 6.1. All assets fitting descriptions of a fixed asset, small and attractive asset, and/or high-risk asset (other than infrastructure, vehicles, small tools, and computer components) should be recorded and identified with a tag as an asset reference number, serial, model, or other identifying number on the District Fixed Asset Log (Attachment A) maintained by the District General Manager or Board Designee and District Accountant. All assets that are surplus or traded-in should be removed from the fixed asset inventory and the tag listing. The disposition of the item is to be noted in the asset log.
- 6.2. Asset log shall be reviewed/updated annually for asset's condition, location and disposition
- 6.3. Asset should be labeled (tagged), identifying its owner as the District's and its asset reference number

## 7. DISPOSAL OF SURPLUS PROPERTY

Washington law does not address the disposal of surplus property by metropolitan park districts other than requiring unanimous consent of the Board of Commissioners to surplus property under RCW 35.61.132. The intergovernmental transfer of property is addressed in Chapter 39.33 RCW, entitled "Intergovernmental Disposition of Property", but this Chapter does not address the sale or other conveyance of surplus property to non-governmental entities. It is the purpose of this policy to establish procedures for the lawful disposal of District owned property that has been determined by staff to be of limited or no value to the District. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost effective dispositions of property where the strict application of the procedures would not be in the District's best interest.

In compliance with RCW 35.16.132, this policy and the procedures incorporated herein have been unanimously approved by the Board of Commissioners.

### 7.1 Definitions

- a. *Property.* All equipment, material, fixtures, supplies and real estate owned by the District.
- b. *Fair Market Value.* The value of the Property that would be obtained through an arm's length transaction using a Commercially Reasonable Means of sale, or the value established by a formal third party appraisal.
- c. *Commercially Reasonable Means.* Process or procedures designed to obtain the highest value for surplus property which may include but are not limited to: public bidding procedures, consignment sales, sales through want ads, internet sites or other form of public notice, auctions, garage sales, sales through brokers, or privately negotiated sales provided that there is independent documentation that the private sale is for Fair Market Value.

**7.2 Declaring Property Surplus.** The Board Commissioners, upon recommendation from staff shall determine which District Property serves no valid function for the present or future needs of the District. Such Property shall hereinafter be declared surplus to the needs of the District using the following procedures.

- a. The Board, by the adoption of this policy, delegates to the General Manager or designee the decision to surplus any Property of the District with a Fair Market Value of under \$500.00. The General Manager or designee shall provide an annual report to the Board identifying all such surplus property.
- b. For single items with a value in excess of \$500.00 the Board of Commissioners shall approve the decision to surplus such Property by Resolution.

### 7.3 Disposition of Property.

- a. *Transfer of Surplus Property to a Non-Governmental Entity.* If the sale or transfer of the surplus property is made to a non-governmental entity, the sale shall be made as follows:
- b. *Estimated Value less than cost of disposal.* When staff has determined that the cost of disposal exceeds the value of the Property, such determination should be documented in writing. The Property may then be disposed in any manner deemed suitable by staff.
- c. *Estimated Value exceeds cost of disposal.* Property shall be disposed of using Commercially Reasonable Means approved by the General Manager or Board of Commissioners.

**7.4 Transfer of Surplus Property to a Governmental Entity.** Pursuant to Chapter 39.33 RCW, surplus property may be sold, transferred, donated, exchanged, leased, or otherwise disposed of, to the State of Washington, any Washington State municipality, a political subdivision of Washington State, or a foreign governmental entity. Pursuant to RCW 39.33.010 and RCW 39.33.020, the transfer shall occur as follows:

- a. *Estimated Value is less than \$50,000.00.* Property shall be transferred for Fair Market Value on such terms and conditions as are mutually agreeable between the governmental entities.
- b. *Transfer of Property Having an Estimated Value Greater Than \$50,000.00.* Prior to conveying property having an estimated value of \$50,000 or more to a governmental entity, the District shall hold a public hearing to advise the public on the proposed terms of the transfer and thereafter solicit public input on the proposed transaction using the following procedures:
  - i. *Notice of Public Hearing.* Publish notice of the public hearing once in a newspaper of general circulation where the property is located at least 10 days but not greater than 25 days prior to the hearing.
  - ii. *Contents of Hearing Notice.* At a minimum, the hearing notice shall set forth the date, time, and place of the hearing. It shall also identify the property to be disposed of using a description easily understood by the public. Finally, if the property is real property, the

- notice shall also describe the proposed use thereof by the receiving governmental entity.
- iii. Press Release. A press release pertaining to the hearing shall be disseminated among printed and electronic media in the area where the property is located.
  - iv. Transfer Decision. At or after the conclusion of the public hearing, the District Commissioners shall determine whether to so transfer the property.

**7.5 Documentation of Sales.**

Sales of equipment, vehicles or other personal property in excess of a value of \$500.00 shall be transferred pursuant to a Bill of Sale substantially in the form attached as Exhibit A (equipment) or Exhibit B (Vehicles). The Bill of Sale requirement may be waived in specific situations with the approval of legal counsel. An inventory of all surplus Property disposed of pursuant to this policy shall be maintained in accordance with the state record retention requirements.

**7.6 Annual Report**

District staff shall present a surplus property report to the Board of Commissioners on an annual basis documenting the items that were declared surplus and the revenues generated by disposal of the surplus items.

**8. LOST, STOLEN, OR MISSING PROPERTY**

- 8.1. When suspected or known losses of capital assets or small and attractive items occur, staff should conduct a search for the missing property. If the missing property is not found:
  - 8.1.1. Notify the District General Manager or Board Designee.
  - 8.1.2. Have the person deemed to be primarily responsible for the asset, as well as that individual's supervisor, complete and sign a statement to include a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.
  - 8.1.3. The District General Manager or Board Designee should report known or suspected losses of capital assets to the State Auditor's office in accordance with RCW 43.09.185, and a copy of the report should be provided to the Board.

## ATTACHMENT A

## Des Moines Pool Metropolitan Park District Asset Management Log

Sheet1 | Sheet2 | Sheet3 | (+)



ATTACHMENT B



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

**AFFIDAVIT OF ASSET  
DESTRUCTION/DISPOSITION STATE OF  
WASHINGTON  
King County**

I, \_\_\_\_\_, being first duly sworn upon oath, state that I have  
destroyed/disposed of \_\_\_\_\_, asset no. \_\_\_\_\_, in the proper manner detailed  
below, and that said destruction/disposition was witnessed by \_\_\_\_\_.

Brief description of item:

Date of Destruction/Disposition: \_\_\_\_\_

Destruction/Disposition Method:

☐ Sale (See #1) (See #2)

☐ Sale:

Any additional pertinent information; if sold through a District sale process or action, provide the  
following detail:

Disposal Business Name: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Scheduled Sale Date: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Signed: \_\_\_\_\_

☐ Recycled:

Name of Recycle Service, if applicable: \_\_\_\_\_

☐ Thrown Away

Subscribed and sworn on this day of \_\_\_\_\_, \_\_\_\_\_.

Affiant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 8h      **Assigned to:** District GM      **Meeting Date:** 3/16/2021

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

**Subject:** Transition/Re-Opening Update

**Background/Summary:**

The report is to inform the board on the progress of the District with COVID-19 protocols and with the current change in management.

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

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

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

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

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

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

**Notes:** Attachments:

- Transition/Re-Opening Presentation

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# Re-Opening and Transition Update

March 16, 2021

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Since Last Board Meeting

Swim Lessons

March 8 Schedule Update

MRHS Swim Practices

MRHS Swim Meet

Updating Systems

Moving Forward

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## Swim Lessons

- 8/9 filled except Level 6 (Replaced with Adult Class)
- Several people on wait lists
- Only one person showed up not knowing they had to get in pool
  - Husband showed up and he took class with daughter second half
- Weekly updates for parents to work with children (Video on Next Slide)
- Next Lessons need to be scheduled with MRHS swim lessons/meets and kids in condensed sports seasons

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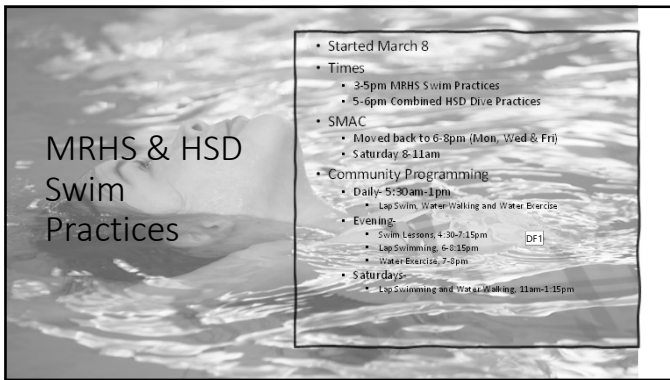
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## MRHS & HSD Swim Practices

- Started March 8
- Times
  - 3-5pm MRHS Swim Practices
  - 5-6pm Combined HSD Dive Practices
- SMAC
  - Moved back to 6-8pm (Mon, Wed & Fri)
  - Saturday 8-11am
- Community Programming
  - Daily 5:30am-1pm
    - Lap Swim, Water Walking and Water Exercise
  - Evening:
    - Swim Lessons 4:30-7:15pm (DF1)
    - Lap Swimming 6:00-8:15pm
    - Water Exercise 7:30pm
  - Saturday:
    - Lap Swimming and Water Walking 11am-1:15pm

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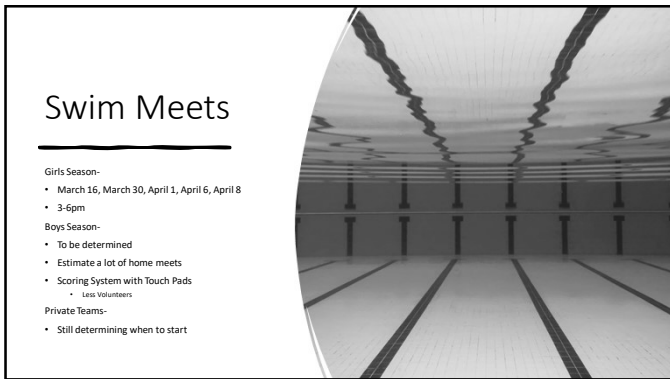
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## Swim Meets

- Girls Season-
  - March 16, March 30, April 1, April 6, April 8
  - 3-6pm
- Boys Season-
  - To be determined
  - Estimate a lot of home meets
  - Scoring System with Touch Pads
    - Less Volunteers
- Private Teams-
  - Still determining when to start

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## Updating Systems

### Remote Monitoring

- EZ Connect (Chemicals) Updated
- AHU (Sunbelt Controls) Updated
- Pulsar Acid Feeder

### Contracts and Services

- Aquatics Specialties (2x/month)
- MacMiller – Checking with Romano

### Staffing/Partners

- Dominic notified before leaving
- Having frequent transition meetings

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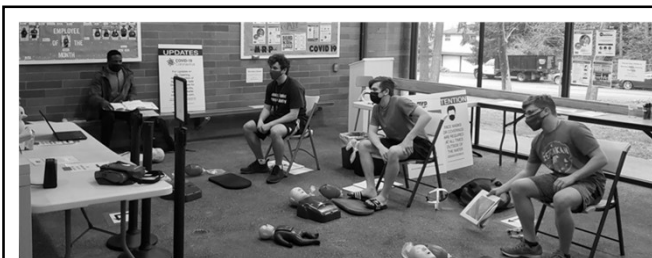
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## Trainings

- Build capacity for future programming
- Especially swim lesson
- Many pools closed now

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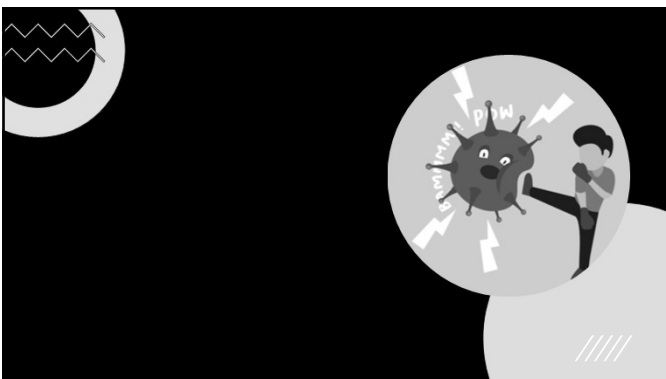
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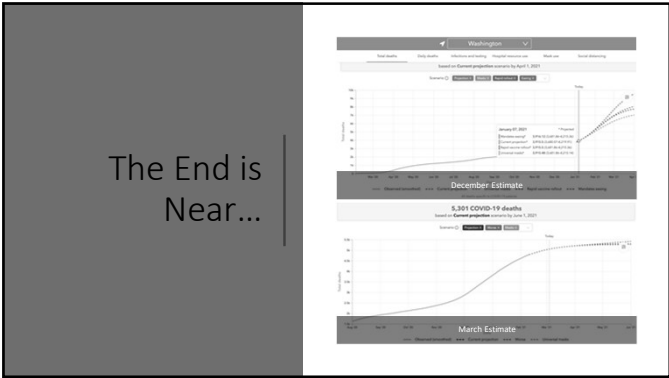
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## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9a    **Assigned to:** District GM    **Meeting Date:** March 16, 2021

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

**Subject:** WCIA 2021 Compact Review

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

Each year the District completes a COMPACT as part of our requirements for Washington Cities Insurance Authority (WCIA). Over the past years we have completed the following:

- 2016    Contracts
- 2017    Personnel Policies
- 2018    Use Agreements
- 2019    Hiring/On-boarding employees
- 2020    Facility walk-through

For 2021 the District selected waivers. The audit is scheduled to be performed on Monday, March 15. The District GM will present the results at the meeting.

**Fiscal Impact:** N/A

**Proposed Motion:** No Motion Needed. Informational Only.

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

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

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

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

#### **Notes:** Attachment:

- WCIA Compact Information Sheet

## 2021 COMPACT

### COMPACT Emphasis

For 2021 WCIA once again offers a tailored approach to the annual audit. Members will work with their designated Risk Management Representative to select from 3 options based upon loss history and applicability. The Risk Management Representative will be in contact with the member to discuss what might be the appropriate option.

Option 1 is a Traditional Audit questionnaire. The member will complete an audit questionnaire through the WCIA Origami portal website on one of the following topics: **Homelessness, Personnel (emphasis on Supervisors), or Fleet Liability.**

Option 2 is a Targeted Risk Management Review. The review will consist of a thorough review and analysis of an agreed upon area of exposure, such as a member's special events forms and processes, parks and recreation programs, public works exposures, facility use agreements, insurance and indemnification requirements for contract templates or a walk-through and inspection of one or more member-owned premises such as parks, community/senior centers, swimming pools, marinas, etc.(virtual currently due to pandemic)

Option 3 is a Loss and Exposure Reduction plan. The plan involves an in-depth review of the member's loss history to identify the greatest area of risk and then development of an action plan using best practices to assist the member in reducing its losses.

Each of the options above will require a meeting with the member's assigned Risk Management Representative, delegate, and appropriate member staff. This meeting will also include the annual review.

### Annual Audit Scheduling

Your assigned Risk Management Representative will contact you 30-60 days before your audit month to discuss an appropriate audit topic and to schedule your annual audit and review. Please feel free to contact your Risk Management Representative with any questions. The audit and review calendar is attached and is also in the 2021 COMPACT Information document on our website under [Risk Management](#). You must be logged in to view the calendar.

### Training & Education Support

Training programs to support the COMPACT topics will be offered throughout the year as well as through reimbursed municipal education programs. At this time, all WCIA trainings are currently scheduled for virtual viewing thru a webinar format. Changes to training formats will be confirmed thru member correspondence and posted on the WCIA website.



The **2021 COMPACT CORE Topics Trainings List** is included in this document and may also be located at: <http://www.wciapool.org/education-training>.

**To register for scheduled WCIA Trainings**, click:

- [List View \(cvent.com\)](#) – trainings are listed in list view format
- [Calendar View \(cvent.com\)](#) – trainings are listed in monthly calendar format

**To view eligible Training Reimbursements and Program Overview**, click: [Training Reimbursements](#) and locate document under Additional Materials.

For questions regarding training programs, please contact Member Services at [memberservices@wciapool.org](mailto:memberservices@wciapool.org)

## Des Moines Pool Metropolitan Park District

### AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 9b    **Assigned to:** District GM    **Meeting Date:** 3/16/2021

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

**Subject:** April (Spring) Retreat

**Background/Summary:**

The District has quarterly retreats to strategically plan. The District needs to plan out work for the Engineer of Record and discuss the next steps with re-introduction of programs with the effects of the pandemic improving.

Any other topics to be added to the retreat will also be discussed.

**Fiscal Impact:** N/A

**Proposed Motion:** I move to hold the April retreat on \_\_\_\_\_.

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

<b>Three Touch Rule:</b>	<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 \_\_\_\_\_    Report back date: Monthly

**Notes:** No Attachments.