



Des Moines Pool Metropolitan Park District

July 20, 2021
7:00 p.m.
Regular Meeting

District meetings are also held remotely. If you wish to listen in, please do so at 1-866-899-4679 access code 748-725-301. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Linda Ray at linda.ray@desmoinespool.org or call us at (206) 429-3852.

AGENDA

- 7:00 1. CALL TO ORDER ROLL CALL
- 7:03 2. PLEDGE OF ALLEGIANCE
- 7:06 3. ADOPTION/MODIFICATIONS OF AGENDA
4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS
- 7:12 5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)
Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, July 20th. 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
 - June 15, 2021, Regular Meeting
 - d. CORRESPONDENCE
 - None
 - e. BANK TRANSFERS (MRP REVENUE)
 - \$27,629.50 was received in the month of June 2021
 - f. VOUCHER APPROVAL
 - \$50,499.80 was processed in June 2021 for warrant requests
 - g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)
 - \$49,267.19 was processed in June 2021 for payroll

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)
22722 19th 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. OLD BUSINESS

- 7:25 a. Transition/Reopening Update
- 7:35 b. Future Meeting Locations
- 7:45 c. Office Space Decision
- 7:55 d. Phone System Recommendation

8. NEW BUSINESS

- 8:05 a. Email Retention Policy
- 8:15 b. SAO Interagency Data Sharing Agreement
- 8:25 c. New Private Swim Process
- 8:35 d. HVAC Controls Emergency Repair
- 8:45 e. Engineer of Record update
- 8:55 f. KCYAS Grant

UPCOMING MEETINGS

- August 17, 2021, Regular Meeting, 7:00 p.m., Location TBD

ADJOURNMENT

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)
22722 19th 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:** July 20, 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 June 2021: Total **\$107,791.09**

Admin Expenditures = \$40,561.31 Ops Expenditures = \$67,229.78 Capital Expenditures = \$7,676.25

Revenue May 2021: Total **\$27,629.50**

Property Taxes & Interest = \$13,238.66 Misc Revenue = \$797.29 MRP Revenue = \$8,593.55 Grant: \$5000.00

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- June 15, 2021, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 6f: Voucher Approval - The following voucher/warrants totaling **\$50,499.80** were approved for payment

- \$11,601.19 was processed on June 2, 2021
- \$3,621.87 was processed on June 9, 2021
- \$17,961.01 was processed on June 16, 2021
- \$17,315.73 was processed on June 30, 2021

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$49,267.19** were processed for payment

- \$20,287.98 was approved for payroll on June 7, 2021
- \$28,979.21 was approved for payroll on June 22, 2021

A total of **\$99,766.99** was processed in June 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 June 2021 totaling **\$99,766.99**.

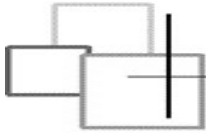
Reviewed by District Legal Counsel: Yes _____ No x Date: _____

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

Action Taken: Adopted Rejected Postponed

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

Notes:



2021 May EXPENDITURES

Beginning Monthly Balance = \$1,532,605.98

Ending Monthly Balance = \$1,445,439.81

Category/ Acct #	Reference	Jun 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,763.15	\$9,474.03	\$12,800.00	3,325.97	74%
001-000-000-576-20-10-01	District Manager - Wage	\$6,277.32	\$37,447.44	\$98,365.00	60,917.56	38%
001-000-000-576-20-10-02	District Clerk -Wage	\$2,098.84	\$11,277.80	\$28,119.00	16,841.20	40%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,738.38	\$27,122.63	\$74,876.88	47,754.25	36%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,969.88	\$27,525.46	\$57,500.00	29,974.54	48%
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	\$10,546.26	\$83,403.33	\$197,600.00	114,196.67	42%
001-000-000-576-21-30-02	Instructors	\$9,366.74	\$38,951.38	\$41,600.00	2,648.62	94%
001-000-000-576-21-32-02	Head Lifeguards	\$4,108.61	\$14,327.29	\$35,092.51	20,765.22	41%
001-000-000-576-20-21-19	Payroll Taxes	\$2,976.05	\$17,340.94	\$40,424.80	23,083.86	43%
001-000-000-576-21-42-05		\$9,963.29	\$58,054.22	\$135,335.20	77,280.98	43%
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	\$0.00	\$572.08	\$13,461.13	12,889.05	4%
	Total Salaries & Wages	\$55,808.52	\$325,496.60	\$785,492.50	\$459,995.90	41%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,651.00	\$9,632.76	\$10,239.30	606.54	94%
001-000-000-576-21-22-30		\$1,637.47	\$8,540.87	\$34,279.40		
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$796.50	\$2,000.00	1,203.50	40%
	Total Personal Benefits	\$3,423.47	\$18,970.13	\$46,518.70	\$1,810.04	41%
Office Supplies						
001-000-000-576-20-31-00	Office Supplies	\$91.33	\$132.94	\$575.00	442.06	23%
001-000-000-576-21-35-03		\$129.98	\$1,130.54	\$1,925.00	794.46	59%
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)	\$16.50	\$1,259.24	\$4,000.00	2,740.76	31%
	Total Office Supplies	\$237.81	\$2,522.72	\$8,500.00	5,977.28	30%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$140.00	\$441.99	\$3,120.00	2,678.01	14%
001-000-000-576-21-35-02	Janitorial Supplies	\$442.48	\$3,193.86	\$5,200.00	2,006.14	61%
	Total Maintenance & Repair Supplies	\$582.48	\$3,635.85	\$8,320.00	4,684.15	44%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$25.00	\$50.00	\$500.00	450.00	10%
001-000-000-576-21-35-01	Pool Chemicals	\$2,422.15	\$3,305.37	\$25,000.00	21,694.63	13%
001-000-000-576-21-35-15	Special Pool Events	\$47.81	\$479.47	\$1,000.00	520.53	48%
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)	\$187.49	\$793.85	\$1,000.00	206.15	79%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$289.16	\$3,000.00	2,710.84	10%
	Total Pool Supplies	\$2,682.45	\$4,917.85	\$30,800.00	25,882.15	16%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PProbes (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	\$1,315.45	\$5,000.00	3,684.55	26%
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	\$2,277.00	\$5,000.00	2,723.00	46%
	Total Pool Equipment	\$0.00	\$3,592.45	\$17,100.00	13,507.55	0%
Professional Svcs - Front Offc						
001-000-000-576-20-41-01	Consulting Contracts	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
001-000-000-576-20-41-04	Legal Services Contract (Snure)	\$362.50	\$6,337.50	\$14,000.00	7,662.50	45%

Category/ Acct #	Reference	Jun 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
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)	\$1,321.00	\$9,697.16	\$22,500.00	12,802.84	43%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$112.62	\$456.11	\$2,625.00	2,168.89	17%
001-000-000-576-21-49-10		\$31.44	\$520.45	\$2,625.00	2,104.55	20%
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)	\$47.10	\$316.46	\$1,500.00	1,183.54	21%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$455.00	\$2,741.50	\$7,700.00	4,958.50	36%
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)	\$11.76	\$269.48	\$2,000.00	1,730.52	13%
	Total Prof Services-Front Offc	\$2,341.42	\$22,738.66	\$79,095.00	56,356.34	29%

Professional Svcs - Maintenance

001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$540.00	\$1,500.00	960.00	36%
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)	\$305.82	\$2,232.38	\$2,000.00	(232.38)	112%
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	\$3,296.46	\$7,069.92	3,773.46	47%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$14,348.22	\$20,924.30	6,576.08	69%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$1,050.51	\$3,134.00	\$3,120.00	(14.00)	100%
001-000-000-576-21-47-05	Sewer Contingency	\$0.00	\$0.00	\$4,092.00	4,092.00	0%
	Total Prof Services-Maintenance	\$1,995.74	\$23,551.06	\$46,138.22	22,587.16	12%

Repairs & Maintenance

001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$14,138.93	\$20,005.47	\$150,000.00	129,994.53	13%
001-000-000-576-21-48-01	Office/IT Equipment Repairs	\$0.00	\$64.94	\$2,000.00	1,935.06	3%
	Total Repairs & Maintenance	\$14,138.93	\$20,070.41	\$152,000.00	\$131,929.59	13%

Communications

001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$776.50	\$3,000.00	2,223.50	26%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$33.03	\$532.44	\$2,000.00	1,467.56	27%
001-000-000-576-21-42-01		\$176.16	\$931.67	\$2,000.00	1,068.33	47%
001-000-000-576-20-42-00	Postage & Mailing	\$0.00	\$284.05	\$500.00	215.95	57%
001-000-000-576-21-42-07		\$0.00	\$229.05	\$500.00	270.95	46%
001-000-000-576-20-42-01	Telephone/Internet Services (Comcast)	\$199.08	\$1,389.66	\$3,750.00	2,360.34	37%
001-000-000-576-21-42-20		\$473.88	\$1,551.11	\$3,750.00	2,198.89	41%
001-000-000-576-21-42-21	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)	\$16.51	\$132.08	\$260.00	127.92	51%
001-000-000-576-21-42-30		\$16.52	\$99.10	\$260.00	160.90	38%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$413.00	\$873.60	460.60	47%
	Total Communications	\$974.18	\$6,338.66	\$17,643.60	11,304.94	36%

Training & Travel

001-000-000-576-21-43-10	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	\$1,200.00	\$2,600.00	1,400.00	46%
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 Lesson Licensing (Amer Red Cross)	\$900.00	\$1,140.00	\$1,560.00	420.00	73%
001-000-000-576-21-43-07		\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-43-07	Management Staff Training	\$0.00	\$260.00	\$2,000.00	1,740.00	13%
	Total Training & Travel	\$900.00	\$2,340.00	\$15,880.00	13,280.00	15%

Advertising

001-000-000-576-20-41-07	District Advertising	\$1,866.36	\$5,907.61	\$16,000.00	10,092.39	37%
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%
001-000-000-576-20-41-40	Ad Design	\$38.20	\$204.73	\$500.00	295.27	41%
	Total Advertising	\$1,904.56	\$6,112.34	\$23,141.44	17,029.10	26%

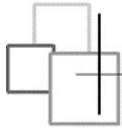
Rentals & Leases

001-000-000-576-20-45-00	District Office Rental (Zen)	\$717.50	\$3,587.50	\$13,000.00	9,412.50	28%
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$1,925.00	\$3,600.00	1,675.00	53%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$308.28	\$2,600.00	2,291.72	12%
	Total Rentals & Leases	\$992.50	\$5,820.78	\$19,200.00	13,379.22	30%

Utilities

001-000-000-576-21-47-00	Electricity (PSE)	\$9,841.62	\$43,945.03	\$78,000.00	34,054.97	56%
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Category/ Acct #	Reference	Jun 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-21-47-02	Water (Highline)	\$1,023.24	\$3,342.33	\$9,360.00	6,017.67	36%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$0.00	\$1,132.01	\$5,000.00	3,867.99	23%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$1,047.12	\$4,092.00	3,044.88	26%
	Total Utilities	\$10,864.86	\$49,466.49	\$96,452.00	46,985.51	51%
Insurance						
001-000-000-576-20-46-00	Insurance - WCIA, AWC	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
	Total Insurance	\$0.00	\$22,843.59	\$15,000.00	(7,843.59)	152%
Miscellaneous						
001-000-000-576-21-40-20	Scholarships	\$1,595.35	\$1,845.55	\$18,600.00	16,754.45	10%
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	\$0.00	\$4,545.01	\$1,040.00	(3,505.01)	437%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$984.01	\$1,459.13	\$1,560.00	100.87	94%
001-000-000-576-20-49-60	Dues/Membership/Subscriptions	\$99.00	\$1,105.11	\$4,000.00	2,894.89	28%
001-000-000-576-20-51-50	Background checks	\$58.00	\$174.00	\$1,820.00	1,646.00	10%
	Total Miscellaneous	\$2,736.36	\$9,128.80	\$27,520.00	1,636.75	33%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$0.00	\$1,000.00	1,000.00	0%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$0.00	\$27.39	\$1,000.00	972.61	3%
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)	\$127.00	\$1,042.00	\$1,000.00	(42.00)	104%
	Total Intergov Services	\$127.00	\$1,069.39	\$8,000.00	6,930.61	13%
COVID-19						
001-000-000-576-20-31-00	Office Supplies	\$26.41	\$26.41		(26.41)	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	\$0.00	\$1,591.83		(1,591.83)	0%
001-000-000-576-21-43-06	First Aid Supplies	\$351.37	\$1,970.76		(1,970.76)	0%
001-000-000-576-21-49-01	Lifeguard Supplies	\$0.00	\$32.92		(32.92)	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies	\$26.78	\$214.23		(214.23)	0%
	Total COVID-19	\$404.56	\$3,836.15	\$0.00	(3,809.74)	0%
Capital *						
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	\$7,676.25	\$7,676.25	\$25,000.00	17,323.75	31%
301-000-000-397-00-00-00	Transfer From General Fund to Capital	\$0.00	\$0.00	\$75,000.00	75,000.00	0%
	Total Capitals	\$7,676.25	\$7,676.25	\$102,000.00	\$94,323.75	
*Reserve starting balance \$214,079.00						
	TOTAL ADMINISTRATION	\$21,424.17	\$151,183.87	\$340,493.14	189,309.27	44%
	TOTAL OPERATIONS	\$78,690.67	\$381,528.06	\$1,056,308.32	674,780.26	36%
	TOTAL CAPITAL	\$7,676.25	\$7,676.25	\$102,000.00	94,323.75	8%
		\$107,791.09	\$540,388.18	\$1,498,801.46	\$958,413.28	88.05%



2021 MAY REVENUE

Account #	Reference	Jun 2021	YTD Balance	2021 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$10,857.66	\$539,733.95	\$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	\$1,581.02	\$2,977.55	\$0.00	\$0.00
	Total General Fund	\$12,438.68	\$542,711.50	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$25,000.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$25,000.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$799.98	\$4,321.20	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$0.00	\$600.00	\$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 *	\$5,499.29	\$10,117.46	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,583.25	\$6,923.62	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$7,010.30	\$29,922.97	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$298.00	\$458.00	\$0.00	\$0.00
	Total Revenue	\$15,190.82	\$52,343.25	\$0.00	\$0.00
Capital Projects/Reserve					
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$245,000.00	\$175,000.00	\$245,000.00
001-000-000-397-00-00-00	Transfer from Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$245,000.00	\$175,000.00	\$245,000.00
	Grand Total Revenue	\$27,629.50	\$865,054.75	\$200,000.00	-\$70,000.00

* Misc Revenue= \$499.29 USBk rebate and \$5,000 YASG Grant

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, June 8, 2021
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: June 10, 2021 to July 8, 2021 District General Manager Report

Week Ending June 10, 2020

BOARD MEETING TUESDAY

Linda sent out the packet and login information on Thursday, June 10. Below is a link to the meeting and login information if you missed the email.

<https://mtrainierpool.com/wp-content/uploads/20210615-Regular-Meeting-Packet.pdf>

Log on info for the meeting is as follows:

June 15 - Regular Board Meeting
 Tue, Jun 15, 2021 7:00 PM - 9:00 PM (PDT)

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

<https://global.gotomeeting.com/join/711796941>

You can also dial in using your phone.

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

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

Access Code: 711-796-941

UPCOMING STATE UPDATE

I received the following message forwarded from the WRPA Lobbyist this week. It looks good, but we will still need to wait for WRF direction from the state.

This is where we are headed for June 30, or earlier is vaccinations get us to 70% (always subject to change):

- Capacity restrictions on almost everything will go away (there may still be some restrictions on large events with greater than 10K+ attendees)
- Most guidance documents will be rescinded (some have been already)
- Guidance documents that remain will be mostly related to K-12 schools, healthcare and congregate living settings (incarceration, senior living facilities, overnight camps, cruises etc...)
- State will adopt CDC guidance in many areas
- Public transit facial coverings order is federal and will remain (planes, trains, busses)
- The State will still have in effect a [statewide facial covering order](#) for those that are unvaccinated
- The State will still have in effect [Labor and Industries regulations](#) relating to COVID

- DOH will still regulate [water recreation](#) and [day camps and childcare](#) but these regulations may change

And we also received messaging from the State DOH Program Coordinator through WRPA Aquatics Group:

We have received clarification on guidelines post June 30th from Jun at the DOH. While not officially announced yet, Jun wanted me to share this with aquatic facilities so they could start preparing. **After June 30th the DOH Water Recreation Facility guidelines will be removed completely.** There will be no max capacities, social distancing, instructors in face shields, or any other COVID related restrictions from the DOH. Jun shared that the state may still have the overall mask guidelines for un-vaccinated people, but that would only apply out of the water. I have attached a link to a quick 3 question survey on your facilities reopening plans. Please fill it out!

<https://forms.gle/USq1P4dNjs4hAbxE9>

Note-Lauryne will complete the survey for us.

STAFF NAME TAGS

Lauryne has ordered all staff members name tags and vaccinated stickers. Each staff member that is vaccinated can wear the sticker on their nametag to make patrons more comfortable with them not wearing their masks after July 1st.

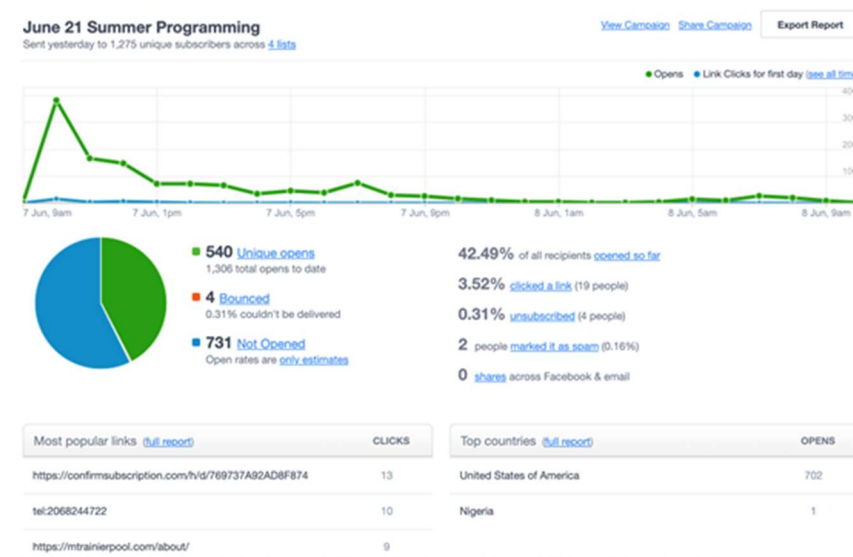
COLIBRI AD

Gene helped me update the Colibri ad. He had me add a QR code to lead back to the website. See attached ad.

The information will be out on June 29, which is right before we go back to the new normal.

EMAIL NOTIFICATION

On Monday, we sent out an email notification on the afternoon programs starting on June 22. Below is the report from the first 24+ hours.



Our next email notification will be about swim lesson registration and our scholarship event for June 22.

AFTERNOON SWIM CLUBS UPDATE

It took only about ten minutes to fill the MRP Swim Club. The Lifeguard Prep class only had four people register for the Lifeguard class. The next day we met and Lauryne increased the 1-2pm session from 20 to 30, and she is going to split the pool for the 2-3pm session with Lifeguard Prep to split the pool. It only took about ten minutes to fill the MRP Swim Club, the lifeguard Prep class has 5 out of the 10 spots filled currently. Note-Morning hours end at 1pm with SMAC usage starting at 3pm, so the time frame is tight.

MRP Swim Club: Lauryne has all spots accountable. If anyone approaches you, we cannot guarantee anyone will get in, but encourage people to sign up for waitlists. If anyone drops out, Lauryne will try to get them in if she can.

Lifeguard Prep: There are still a couple of spots available.

PARKING

During our staff meeting, Quentin mentioned a good point about parking in our last staff meeting. We will have the pool busy from 2-3pm with the afternoon swim clubs and SMAC showing up at 3pm. We will also be increasing swim lessons back to normal. I am reaching out to MRHS about usage of their lot as overflow and we will be putting out the parking information sandwich board.

STAFF TRAINING

- LGI Training – Quentin got confirmation that the LGI's will complete their certification class, June 25-27. This will allow us to train multiple guards at one time during the summer.
- LGI Classes – Once staff have certifications, we will be able to have classes with 5 people per instructor. Once restrictions lessen, this can increase to ten. The only other issue is having pool and lobby space for trainings.
- In-Service – Lauryne and Quentin will be leading a comprehensive training refresh for staff next week, June 14 through 17.

COMMITTEE MEETINGS

Capital and Contracts Committee – I met with the Capital and Contracts Committee (Gene and Joe) on Wednesday (June 9). We went over the next steps with the Engineer of Record, HSD Lease and SWOT Analysis. We ran out of time, so we are communicating the SWOT Analysis by email.

PUBLIC RECORDS REQUESTS

Linda just wrapped up the SAO records request. It was quite the request. I went to storage and picked up some documents for another request. Linda and I are meeting on Wednesday to ensure (double-check) there is not anything we are missing from records that may have existed before we were with the district.

There is a copy of the public records request SAO made in the June 15 agenda under the consent agenda.

INVOICES

This week we sent invoices off for SMAC swim team, MRHS's swim meets, Normandy Park's subsidy and the KCYAS Grant.

AMG CREDIT

I authorized staff to process an AMG credit. Even though the person was not on the list, they were adamant that they had credits for their child. We gave them a 75% discount that worked out to the equivalent of 6

lessons for the old system. We had budgeted \$500 this year to ensure we had monies budgeted to cover such a scenario.

SEEK (RECOVERY) GRANT

I participate in the SEEK Grant webinar on Thursday morning. The program is covered by the national recovery money allocated to staff. The state has OSPI (Office of the Superintendent of Public Instruction) working with WRPA (Washington Recreation and Parks Association) to administer the grant. The program is to offset summer programming for the summer. The grant for this year will be administered right away, but the funding for 2022 will be administered this Fall.

GRANT EVALUATION TIERS

Three funding categories for the SEEK Grant

Tier 1: Up to \$50,000
Tier 2: Up to \$100,000
Tier 3: Up to \$250,000

Four Population Ranges Applicants are Evaluated in:

- 100-10,000
- 10,001 – 50,000
- 50,001 – 100,000
- 100,001 & Up

Talking: DOUG LEVY

Microsoft Excel

GRANT SCORING & CRITERIA

An advisory committee consisting of 5 emeritus WRPA members will individually evaluate and score all applications to determine which projects will be recommended for funding.

Talking: Jennifer Papich

<p><u>PROGRAM DESIGN: 1-5 POINTS (X2)</u></p> <p>Prioritize activities or programs that promote:</p> <ul style="list-style-type: none"> • Social connection • Encourage physical activity • Affordable, accessible to all 	<p><u>YOUTH SERVED: 1-5 POINTS (X3)</u></p> <p>Engaging and involvement of school-aged youth who are:</p> <ul style="list-style-type: none"> • Underserved • Disproportionately impacted by COVID-19 • Addressing access and equity for those who have previously had a more difficult time participating due to lower income level, language barriers, communities of color etc.
<p><u>OUTDOOR ENGAGEMENT/ENRICHMENT: 1-5 POINTS</u></p> <ul style="list-style-type: none"> • Evaluate the quality and quantity of evidence based outdoor education and recreation focus 	<p><u>ASSISTING COVID-IMPACTED STUDENTS, FAMILIES: 1-5 PTS.</u></p> <ul style="list-style-type: none"> • Connecting to families who are struggling with childcare needs coming out of the pandemic, so they can return to the work force and have a safe enriching place for their children to be • Emphasis on supporting the social & emotional well being of youth participants

ENGINEER OF RECORD

Last Friday, I met with the engineer of record on the past meeting and information they need to move forward. I have requested them to together questions they need to have answered at our next retreat and a

quote/proposal for a comprehensive study for the future of the facility. I am still communicating with them and will update you when we discuss the upcoming retreat. They are going to send some preliminary questions for the retreat that I will review with the Capital and Contracts Committee to hopefully better utilize the time for the next retreat in July.

WAIVER UPDATE

We have decided to push back the class part of the waiver updates until after the closure for the week of August 15. There are just too many variables right now and I believe waiting until the week after August 15 will allow us to train staff, update systems and best notify patrons.

WEBSITE UPDATE

We will be making some minor updates to the website for the first week of July. It looks like we will be going back to normal or close to it. This will allow us to transition from the COVID-19 updates that we have piece-mealed over the past year back to the formalized website we had before Covid-19.

RESEARCH

Washington Local Governments Tackle Reopening Plans (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/June-2021/Washington-Local-Governments-Tackle-Reopening-Plan.aspx>

Local Government Officials' Perception of Parks and Recreation (NRPA) -

<https://www.nrpa.org/publications-research/research-papers/local-government-officials-perceptions-of-parks-and-recreation/>

Highline Public Schools CFAC announces potential need for future school bonds (Btwn Blog) - <https://b-townblog.com/2021/06/06/highline-public-schools-cfac-announces-potential-needs-for-future-school-bonds/>

City of Des Moines Parks and Recreation Master Plan Underway (CoDM) -

https://www.desmoineswa.gov/news/what_s_new/parks_master_plan_update

Vaccine incentive policies in local government (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/June-2021/Vaccine-Incentive-Policies-in-the-Local-Government.aspx>

Amy Arrington is Normandy Park's New City Manager (NPBlog) -

<https://www.normandyparkblog.com/2021/06/06/amy-arrington-is-normandy-parks-new-city-manager/>

Partnering with Hospitals (Recreation Management) -

<https://www.nxtbook.com/nrpa/ParksRecreationMagazine/june-2021/index.php#/p/18>

Week Ending June 17, 2021

BOARD MEETING FOLLOW-UP

- **Board Retreat** – The board retreat will be Tuesday, July 6 at 7:00pm. We will be discussing the Engineer of Record, office space and meeting space for the future. The meeting will be online. Linda will send the link information and packet the week before.
- **Public Meeting Space** – I am working on contacting potential spaces in the area to get their pricing, size and availability. We will discuss this at the board retreat on July 6th.
- **July Regular Board Meeting** – The next meeting will be virtual. Just a reminder that Eric will not be at the July meeting.
- **Future Meetings** – At the meeting I discussed looking at continuing to use GoToMeeting and looking at the Meeting Owl as an option for board members to participate remotely (when needed), patrons to view meetings online and staff to utilize the video and transcription tools. Below is a link to the product.

- https://owllabs.com/products/meeting-owl-pro?utm_source=adwords&utm_campaign=US_Branded&utm_medium=ppc&utm_term=meeting%20owl%20pro&hsa_kw=meeting%20owl%20pro&hsa_mt=e&hsa_tgt=kwd-837676157485&hsa_src=g&hsa_ad=500718850548&hsa_ver=3&hsa_cam=1485487619&hsa_net=adwords&hsa_acc=2493962266&hsa_grp=84793054511&gclid=CjwKCAjwwqaGBhBK EiwAMk-FtOLVnw9FzRo5DLXgTkHjzaVmLNxfPC7tuBtADZmokVVtI9MVLdubfhoCXA0QAvD_BwE

STAFF TRAINING

- **4-Day In-Service:** Thursday is the last day of in-service trainings. Lauryne mentioned that they have covered a lot of information over the last couple of days and she believes that this is a good annual process to offer before summer programming begins.
- **Lifeguard Class:** Quentin has staff calling interest list people for the lifeguard class. The class will be July 25-27.

SAO FINANCIAL RECORDS ACCESS

The June 15 board packet's consent agenda included the SAO public records request that Linda put together, which included over 200 pages of reports. They followed up by requesting access to sign an agreement for sharing of records. With all agreements, we sent it on to legal. Legal noticed there was information missing that put an undue burden on organizations like ours. SAO has responded that they are working on the section of the agreement and will have it back to us. The actions by SAO for the records request and agreement were directed by the state legislature earlier this year.

SWIM LESSON EMAIL NOTIFICATION

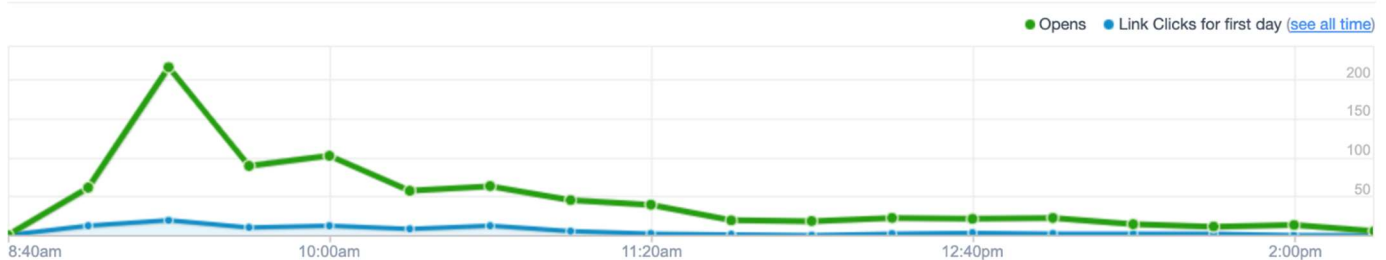
On Thursday, we sent out an email at 9:10am (see link below) to email notification followers on the email list.

Summer Swim Lesson Registration and Scholarship Event!

Sent today to 1,278 unique subscribers across [5 lists](#)

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

[Export Report](#)



■ **384 Unique opens**
817 total opens to date

■ **3 Bounced**
0.23% couldn't be delivered

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

30.12% of all recipients [opened so far](#)

14.32% [clicked a link](#) (55 people)

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

0 people marked it as spam (0%)

0 [shares](#) across Facebook & email

Most popular links [\(full report\)](#)

CLICKS

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

68

Top countries [\(full report\)](#)

OPENS

United States of America

463

Below is a link to the email notification.

<http://createsend.com/t/d-6E94A01E4FBFD5172540EF23F30FEDED>

CHLORINE SHORTAGE

Lauryne and Quentin had a surplus supply of chlorine delivered last week. The tablets are being stored at the pool for now. Thank you to Shane S for recommending this.

(From WRPA Aquatics Group) As you may have already heard from your chlorine supplier, liquid chlorine supplies are going to be extremely limited due to a raw material supply issue. At our last meeting we discussed the chlorine shortage mostly affecting pressed tablets, but it has spread now to most types of chlorine. This is obviously a disaster for summer operations if production is not fixed soon.

I recommend contacting your chemical supplier if you have any questions.

I have attached letters network members have received from suppliers about this. Aquatic Specialty Services, JCI, ORCA, and HASA have declared force majeure and are diverting resources to critical infrastructure such as water treatment.

COMMITTEE UPDATES

- Capital and Contracts – We are meeting next Wednesday at 11am to discuss information from the Engineer of Record for the retreat on July 6, 2021.
- Public Outreach – I am sending out goals on Friday for the committee. We have not scheduled another meeting at this time.

AUGUST CLOSURE

The City Project Manager, staff and I are meeting next week on our projects for the week of August 15.

RESEARCH

- Parks and Recreation: A Critical Link to Health (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/june/parks-and-recreation-a-critical-link-to-health/>
- Youth Participation in Local Government (MRSC Government Section) - <https://mrsc.org/Home/Explore-Topics/Governance/Citizen-Participation-and-Engagement/Youth-Participation-in-Local-Government.aspx#citycouncil>
- Development Planning Continues for Kent West Hill... (Kent Reporter) - <https://www.kentreporter.com/news/development-planning-continues-for-kents-west-hill-downtown-properties/>
- Trends in Aquatic Facilities (Recreation Management) - https://recmanagement.com/feature_print.php?fid=202106FE02
- Trends in Schools & School Districts (Recreation Management) - https://recmanagement.com/feature_print.php?fid=202106FE05
- How to Promote Racial Equity in the Workplace (Harvard Business Review) - <https://hbr.org/2020/09/how-to-promote-racial-equity-in-the-workplace>

Week Ending June 24, 2021

PROGRAMMING STARTING THIS WEEK

Lauryne, Quentin and their staff have done a great job in instituting the Lifeguard Prep and MRP Swim Clubs. Both programs have 56 total (originally set at 40) people participating. I checked out the program on Wednesday around 2:45pm and it was nice to see groups utilizing all major areas of the pool with parents socially distanced in the stands. Again, this program was put together after we found that summer programming for other organizations was cancelled and we wanted to have opportunities for youth in the community to participate in. Lauryne mentioned that we had great input from parents so far. We also had open swims. I will add these to next week's report as we have only had one meeting.

SCHEDULE UPDATE

We are finalizing our schedule to make an announcement next week with our updated schedule. Below is a draft of the tentative schedule. We are working on safety guidelines, signage, updated flyers, website content changes and other supporting documentation.

POST COVID-19 RE-OPENING POOL SCHEDULE Monday-Saturday (No Sundays) July 1st - TBD

SHALLOW END						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:30-8:00am	Water Walk	Water Walk	Water Walk	Water Walk	Water Walk	
8:00-9:00am	Water Ex.*	Water Ex.	Water Ex.*	Water Ex.	Water Ex.*	8:00-11:00am Swim Lessons
9:00-11:00am	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lesson	Family Swim	
11:00am-1:00pm	Water Walk	Water Walk	Water Walk	Water Walk	Water Walk	11am-1pm Water Walking
1:00-3:00pm	MRP Swim Club/Lifeguard Prep	Open Swim	MRP Swim Club/Lifeguard Prep	Open Swim	MRP Swim Club/Lifeguard Prep	1-3pm Open Swim - 1st \$1/3rd Wibit
3:00-5:00pm	Cleaning 3-5pm					
5:00-7:00pm	Family Swim		Family Swim		Family Swim	
7:00-8:00pm		Water Ex.		Water Ex.		
DEEP END						
5:30-8:00am	Lap Swimming	Lap Swimming	Lap Swimming	Lap Swimming	Lap Swimming	
8:00-9:00am	**Special Reservation Time - One Swimmer Per Lane. (Reserve up to two business days prior).					
9:00-11:00am	Lap Swim (4)***	Lap Swim (4)***	Lap Swim (4)***	Lap Swim (4)***	Lap Swimming	7:30-1030am SMAC
11:00am-1:00pm	Lap Swimming	Lap Swimming	Lap Swimming	Lap Swimming	Lap Swimming	11am-1pm Lap Swimming
1:00-3:00pm	MRP Swim Club/Lifeguard Prep	Open Swim	MRP Swim Club/Lifeguard Prep	Open Swim	MRP Swim Club/Lifeguard Prep	1-3pm Open Swim - 1st \$1/3rd Wibit
3:00-6:00pm	3-8pm SMAC Practice (Full Pool)	3-6pm SMAC Practice (Full Pool)	3-8pm SMAC Practice (Full Pool)	3-6pm SMAC Practice (Full Pool)	3-8pm SMAC Practice (Full Pool)	
6:00-8:00pm		6-8pm Lap Swim (3)***		6-8pm Lap Swim (3)***		

*Water Exercise - Mon/Wed/Fri classes accept insurance memberships. (Silver & Fit, SilverSneakers, Prime and others. Call for details.)

**Special Reservation Time - Weekday, 8-9am. One per lane. Reservations two business days prior by phone or in-person. (No online registration)

*** Number between parantheses refer to the number of lanes available due to other programming in other lanes in deep end.

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

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

Quentin and Lauryne are working on processes to prepare for the governor's announcement. We hope to have a schedule update out as soon as the announcement is made.

COMMITTEE MEETINGS

- Capital and Contracts – We met on Wednesday, June 23 and went over questions and information provided from Stemper. The committee will make a recommendation at the July 6th Retreat for moving forward.
- Public Outreach – I sent out categorized goals with short, middle and long-term objectives. We are going to meet again the week of July 12. I am delaying this as I see lots of changes happening with operations over the next couple of weeks.

JULY 6th RETREAT

Just a reminder that our next meeting will be Tuesday, July 6th at 7:00pm. The meeting will cover the Engineer of Record, Office and Future Meetings discussions.

STAFF TRAINING WEEK HIGHLIGHTS

(Email from Lauryne on In-Services from June 14-17) I wanted to check in and let you know we just finished the last day of in-service and I think it went so well!

We mainly focused on scenarios, skills and endurance with staff. At the beginning staff was very rusty but by the end we have a solid team that all have gone through a ton of “real life” scenarios that will help them all be super prepared for our upcoming open swims.

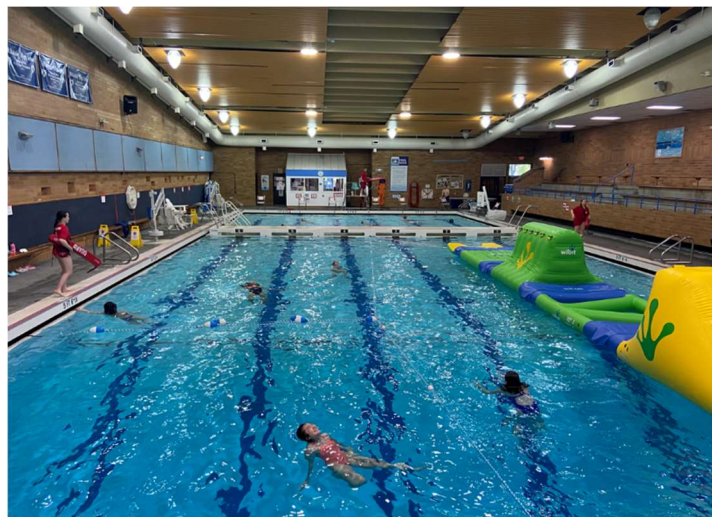
We also went over cleaning standards, sub it up and certified 22 staff members with their bloodborne pathogens training. We will follow up with all staff who still need it and make sure that gets done ASAP.

Today was a ton of fun, everyone loved the pizza and had a blast on the WIBIT for the last hour. We also had enough time today to go over how to put the WIBIT in and how to take it out, how to guard and what to look for while guarding.

I have lots of pictures! I will send them separately and Quentin will send the group photos in when he has a chance.

I think over all this was a success and should be done yearly, I am really hoping for a full week next year with much more staff!

Thank you for supporting us in this endeavor and letting us use the pool for such a fun and much needed training!



LIFEGUARD TRAINING

Quentin is leading a lifeguard training starting on Friday. He was able to fill four of the five spots. The fifth spot decided to take the lifeguard prep free program to work on their skills.

SEEK GRANT

Since we have already received a grant this summer for the lifeguard prep and MRP swim clubs, we are going to push for getting the SEEK Grant in 2022 to continue these programs or similar programming. See information below from WRPA.



June 23, 2021

SEEK Fund Application Now Open

The deadline for applications is 5:00 PM, Friday, July 2, 2021

WRPA, in collaboration with the AWC and OSPI, is excited to announce the application window for the 2021 SEEK Fund is now open.

This \$12 million funding program will enable local parks and recreation agencies throughout our state to expand summer outdoor education programs offered to school-aged kids! The goal is to increase access to quality outdoor summer programming for youth and communities who have historically been underserved and who have been most impacted by the COVID-19 pandemic.

SUBMIT APPLICATION

Download the Application Guide & Project Cost Worksheet to get started. The details in these forms are required for submission.

KCYAS GRANT

We received our KCYAS Grant of \$5,000 on Wednesday. This grant covers 71% of the estimated direct costs for the MRP Swim Club and Lifeguard Prep free programs. I will reach out to Dave Upthegrove about the program that he put money towards. I wanted to make sure we did not have any kinks in our new programming before we invite him for a visit. Luckily we did not have any kinks.

MAINTENANCE

I met with the city's project manager and we discussed August closure projects and communication. We will be meeting with him once a month.

WATER SAFETY AND EDUCATION SPECIALIST

We did not get any solid applications for the position, so we are going to all look at the job description and work on reposting for an abbreviated position the week of July 5th.

OFF

Just a heads up that I will be off Friday, June 25-Monday, June 28 at noon. Please call or text me on my Google Voice number, if you have any immediate questions or email me.

PHONE ISSUES

We keep getting calls for the pool to the district offices and have issues with our call waiting at the pool. I am going to switch the pool phone to VoIP and switch the district office phones to extensions. I am hoping this will lessen the confusion by community members. People think the Mount Rainier Pool and Des Moines Pool MPD are separate facilities. I am hoping this will lessen communication issues. I also plan to have the old phone number forwarded to the Mount Rainier Pool number. The VoIP should also help with transferring calls between both offices and better help with online registration days. The day after we changed the number we only received one call versus the five plus we were averaging a day.

WEBSITE CHANGE

I removed the district office contact information from the website's contact information. Even though it tells people that it is not a contact number, we still get a lot of people trying to call, especially on registration dates. The office information is still listed with contact information on the governance site, but we are hoping this will help our customers.

RESEARCH

King County to Lift Mask Mandate on June 29 (Federal Way Mirror/MRSC) -

<https://www.federalwaymirror.com/news/king-county-to-lift-indoor-mask-mandate-on-june-29/>

Partnering with Non-profit Organizations to Deliver Services (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/july/partnering-with-nonprofit-organizations-to-deliver-services/>

Importance of Inclusion and Access in Youth Sports (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/july/the-importance-of-inclusion-and-access-in-youth-sports/>

Week Ending July 1, 2021

RETREAT

Linda sent each of you the packet for Tuesday's meeting (July 6th at 7:00pm). The agendas will be posted on Friday at both facilities and on the website.

FUTURE PUBLIC MEETINGS

We will discuss this more at our meeting on Tuesday, but new guidance on public meetings came out on July 1st. We will update you at the retreat.

HOT WEATHER

I am thinking it might be good to have protocols for the future for extreme heat advisories. We received a lot of calls about open swims, but already had programming. We do have cold (inclement) weather protocols too. This will be a good protocol to discuss in the future.

The governor's office made a decision on June 28 to lift all protocols on capacity early due to the number of water-related issues with non-lifeguarded bodies of water. See message below.

Hi Everyone,

With the extreme weather we are facing, the DOH and the State have decided to lift capacity, social distancing, cleaning, and health screening requirements for water recreation facilities a few days early to allow the community to utilize these facilities. The state is trying to reduce people going to unregulated open water and get people into lifeguarded facilities. Facilities should use their pre covid capacity limits. Please see the forwarded email from Jun for more details. Don't forget, all restrictions end on June 30th anyways! Stay safe and hydrated out there!

Mark Feeney

WRPA Aquatic Chair

Aquatics & Facilities Director, Samena Club

----- Forwarded message -----

From: **Naotsuka, Jun (DOH)** <jun.naotsuka@doh.wa.gov>

Date: Mon, Jun 28, 2021 at 12:37 PM

Subject: Early Allowance and Flexibility with COVID Protocols for Water Recreation Facilities

To:

Hello LHJ Water Recreation leads and industry partners,

Due to the extremely hot weather we are experiencing in the state, DOH has decided to provide allowance and flexibility with the COVID protocols for water recreation facilities outlined in this document [COVID-19 Prevention Guidance and Reopening of Water Recreation Facilities in Phases](#) before June 30, 2021.

As long as it is safe to do so determined by the managers and pool operators of the facilities; there is no stricter requirement provided by local health jurisdictions; and it does not violate any other local, state, and federal laws and regulations; water recreation facilities regulated under WAC 246-260 and WAC 246-262 are allowed as of today (June 28, 2021) to:

- Open the facilities using the normal time (non-COVID time) maximum occupancy limits
- Physical distancing, health screening, and environmental cleaning and disinfection are still recommended, but not required
- Masks should be worn by unvaccinated people in an indoor environment when not in the water

Ensure that water recreation facilities are operated in a safe manner following the requirements found in WAC 246-260 and WAC 246-262. These requirements include but are not limited to:

- Adequate lifeguarding following the lifeguarding plans at each water recreation facility that is required to have lifeguards
- Adequate provision of restrooms, locker rooms, and shower rooms where required
- Proper maintenance of water quality (disinfectant and pH are in the acceptable ranges)
- Hand-feeding of disinfectant is allowed only on an emergency basis if no users are in the pool. Shortage of liquid chlorine supply caused some facilities to switch from liquid chlorine (sodium hypochlorite solution) that is automatically fed to granular chlorine (calcium hypochlorite) that is

hand-fed by operators. Consult the local health jurisdiction about this practice and ensure that it is done in a safe manner.

Should you have any questions, please feel free to contact me.

Please spread this word as widely as possible.

Thank you! Have a safe summer!

Jun Naotsuka, MS, RS, MTeach

Water Recreation Program Manager
Office of Environmental Health and Safety
Washington State Department of Health
Jun.naotsuka@doh.wa.gov
360-236-3073 | www.doh.wa.gov

PHONE SYSTEM UPDATE

We are working to update the phone system. The current system does not have great call waiting. We also forwarded the office line to the pool to ensure people are not calling the wrong number trying to register for lessons. The new system should also allow us to better communicate schedule and other information.

JULY 1 SCHEDULE CHANGE

On Wednesday, June 30, we sent out the following message on our new schedule and updated the website including banner ad.

<http://createsend.com/t/d-AEA7FC81844B939A2540EF23F30FEDED?fbclid=IwAR2VHRMWkSbWqGGAMhdbKtuv2Vp42szwV OZDHP2FjFi88-dnQ0lQaYkAoBc>

Campaigns > Summer Schedule Update - Takes Effect July 1st

Summer Schedule Update - Takes Effect July 1st!

Sent yesterday to 1,277 unique subscribers across 5 lists

[View Campaign](#)

[Share Campaign](#)

[Export Report](#)



■ **480 Unique opens**
1,012 total opens to date

■ **3 Bounced**
0.23% couldn't be delivered

■ **794 Not Opened**
Open rates are only estimates

37.68% of all recipients opened so far

7.5% clicked a link (36 people)

0.39% unsubscribed (5 people)

1 person marked it as spam (0.08%)

0 shares across Facebook & email

Most popular links [\(full report\)](#)

CLICKS

createsend.com/t/d-6E94A01...lknz1vJ2Y7zgkEkNscF0r-0U3Qc

11

Top countries [\(full report\)](#)

OPENS

United States of America

547

The only major service right now is rentals. We are holding off to ensure we have enough staff for operations including lessons, existing rentals, special programming, and contingency.

All other updates can be discussed at the retreat.

SWIM LESSONS

On Tuesday, June 29, staff opened registration for weekday swim lessons starting on July 5th. All lessons except for the Parent and Child class are full. Lauryne increased the capacity from 4 to 5 in most classes except for the Parent and Child class which now has 10 spots.

PRIVATE SWIM LESSONS

Lauryne also added private swim lessons starting July 6 on Tuesdays and Thursdays. Staff is calling the list of people interested in private swim lessons.

We are also looking at creating a new process for private swims.

MAINTENANCE

- Showers- Quentin is working with MacMiller to get the shower temperatures worked out. After almost a year and a half, we want to make sure they are at a safe, optimal level for users.
- Chemicals – Quentin is working with Aquatic Specialties on the acid system to ensure there are no clogs.
- Surplus – We will start working on our surplus and updating inventory in the next couple of weeks getting ready for our August closure.
- Sunbelt Controls – We have signed the quote for Sunbelt Controls, but they are slow to schedule an appointment. I will keep contacting them. The controls help us better get alerts to help be prepared to catch trends before they become larger issues or breakdowns.

INDEPENDENCE DAY

The Mount Rainier Pool will be closed Saturday, July 3rd in observance of Independence Day. Even though July 5 is a state holiday, we will have swim lessons that day.

LIFEGUARD CLASS

We ended up having four people take the class and hired two of the participants to work at the pool.

PUBLIC RECORDS REQUEST

We received another public records request. Linda and I are working to ensure that we answer this request correctly with legal's guidance.

RESEARCH

Why Diverse, Active City Commissions Are Important (ICMA) - <https://icma.org/blog-posts/why-diverse-active-citizen-commissions-are-important>

From Commissioner Stender: Racism has held up ethnic minorities in swimming, says Alice Dearing (The Guardian)

<https://www.theguardian.com/sport/2021/jun/25/racism-has-held-up-ethnic-minorities-in-swimming-says-alice-dearing>

Chlorine shortage leads to water supply worries (Whidbey News Time)-

<https://www.whidbeynewstimes.com/news/chlorine-shortage-leads-to-water-supply-worries/>

Transition from pandemic presents mixed bag for aquatic facilities (Aquatics International) -

<https://www.aquaticsintl.com/facilities/transition-from-pandemic-presents-mixed-bag-for-aquatics-facilities>

Week ending July 8, 2021

EMAIL FROM PATRON (TO LAURYNE)

I want to thank you and all the staff for all your work that kept the Pool open during this past year. All of you did a tremendous job, I always felt very comfortable and safe with the cleaning, restrictions, etc. A BIG THANKS for everyone's efforts!!! Barb Bertucio

ANOTHER \$5K GRANT

I emailed Commissioner Dave Upthegrove about the MRP Swim Club and Lifeguard Prep program and he let me know that they have secured another \$5,000 for us. We will set up a photo opportunity later this month for him and some of the board. We can discuss this more at our next meeting.

RETREAT FOLLOW-UP

- Meeting Locations – Shane Young is reaching out to Highline Water District and Midway Sewers. I am reaching out to the rest.
 - Highline School District – The sent me a request form that I am completing.
 - Fire District – Sent email Thursday.
 - Highline College – A little too expensive versus other venues.
 - <https://adminservices.highline.edu/conference-services/external-events/rental-rates/>
 - Masonic Lodge – Phone's voicemail is full. Called a couple of times.
- Meeting Owl – We will be using the meeting owl at future meetings. Here is a video that goes over the basics. <https://www.youtube.com/watch?v=S3odw-EvTqQ>
- Engineer of Record – I sent a request to meet with them early next week to discuss the scope.
- Office Space – I will be working with legal to ensure a smooth transition from our lease in the future. I will start this next week.

SATURDAY OPEN SWIMS

This Saturday, we will be starting our Saturday open swims from 1-3pm. Below is the special events calendar, if anyone asks you.

- First Saturday, \$1.00 Special Rate (includes diving and water walk setup)
- Second and Fourth Saturday, Regular Price (includes diving and water walk setup)
- Third Saturday, Wibit Setup, Regular Price (does not include diving and water walk setup)

AQUATIC SPECIALIST JOB POSTING

We reposted the Water and Education Safety Training Specialist as Aquatic Specialist. We decided to make the job posting simpler and more dropped some of the education requirements and required them to be obtained in first six months of employment. The job will close at 5pm on July 19.

https://mtrainierpool.com/employment/?et_fb=1&PageSpeed=off

VoIP (PHONE SYSTEM) PLAN

On Thursday, we did a demo with CMIT on the Elevate VoIP system. The system appears to have all the functionality that we need. We are working with CMIT to get a quote and discussed the possible logistics. <https://www.elevatetechnology.com/hosted-pbx>

SAFETY PLAN UPDATE

With legal and staff's help, I have updated the Safety Plan. All management staff has it at the pool, and it is posted on our Governance Webpage. Below is a link to the plan. Note – I did send the information below updated DOH WRF information below to legal before finalizing the plan.

<https://mtrainierpool.com/wp-content/uploads/Safety-Plan-MRP-2020-July-1-2021-Update.pdf>

UPDATED STATE DOH WRF GUIDANCE

We received updated State Department of Health, Water Recreation Facilities information this week. See message below:

Hi Everyone,

Jun sent out information on how the post June 30th Mask Order should be interpreted for water recreation facilities as well as talking about where they are working on clarification with the state. As Jun says below, the DOH has compiled a FAQ to help interpret the state mask order. The DOH has also compiled RECOMMENDATIONS for youth sports. These DOH guidelines are not required nor will they be enforced.

As a reminder we also have to be following L&I requirements to protect our employees. The latest guidelines are here: <https://www.lni.wa.gov/forms-publications/F414-164-000.pdf> They are mainly discussing how to protect unvaccinated employees.

Hello LHJ Water Rec leads and industry partners,

I just wanted to share a few updates on COVID requirements/restrictions for WRF.

- Washington State Health Secretary's mask order was revised on June 29, 2021. It is effective as of June 30, 2021. Please see here. [Secretary of Health Order 20-03 Statewide Face Coverings.pdf \(wa.gov\)](#). In this order, you will see that:
 - People are not required to wear masks while engaging in swimming or other water sports or recreation (page 2).
 - Even fully vaccinated people must wear masks when in health care settings, and K-12 schools, camps, and other youth settings where children are expected to be present (page 3).
- DOH has Masks and Face Coverings FAQ here. [Cloth Face Coverings and Masks FAQ :: Washington State Department of Health](#) It is expected that more information will be provided here to clarify whether masks are required for:
 - Unvaccinated people who are on the pool deck (not in the water) in an indoor WRF.
 - Unvaccinated people who are in indoor settings (not in the water or on the pool deck but part of the WRF) such as restrooms, locker rooms, and shower rooms.
 - Vaccinated and unvaccinated people who are at WRF within nursing homes, retirement centers, K-12 schools, camps, and who are at WRF where swim lessons are provided and children are expected to be present.
- DOH has posted two new guidance documents ([Guidance for Businesses and Organizations \(Non-Health Care\) \(PDF\)](#) and [Guidance for Sports and Fitness During COVID-19 \(PDF\)](#)) Both documents state that it is a recommendation and not a requirement unless specifically stated. These are the new "consolidated" guidance documents that eventually replace the existing industry specific guidance documents including the ones for WRF. The WRF specific guidance documents are still posted as of today, but they will be eventually rescinded and removed from our website. The sports guidance specifically mentions swimming, diving, water polo, etc. that relate to WRF regulations, and it may cause some confusions, but please remember that this guidance lists recommendations and not requirements unless specifically stated.

I hope to follow up and provide more updates shortly regarding the additional information to come in the FAQ section above. Please let me know if you have any concerns or questions.

INTERAGENCY DATA SHARING AGREEMENT

I signed a data sharing agreement with the State Auditor's Office (SAO). I have put it on the agenda for July 20, to let the board look at it. They had sent the agreement back in June, but legal felt there was a whole in the agreement. The updated agreement was approved by legal.

CYBERSECURITY

(From CMIT) I am sure you've seen the news by now. One of the largest ransomware events in history took place over the weekend. None of the tools we use to support you were impacted by this event. The particular attack that is currently ongoing involves Kaseya and a component they use for their agents to monitor servers and workstations. This product is a competitor to the one we use from Continuum/Connectwise. I am sure that Connectwise will be using this in their marketing efforts for the foreseeable future as a distinguishing factor. Continuum pushed tighter security measures a couple of years ago to lock things down. At that time, they were viewed as being aggressive in this arena but now it appears they had the foresight to be ahead of these types of attacks.

Cyber-attacks can come from anywhere and no one can guarantee 100% protection. However, this current attack is not affecting our customers at this time as we do not use any of the Kaseya components in our management stack. The incident does serve as a reminder to all of our vendors to remain ever vigilant and constantly be looking at ways to tighten the belt in how systems are managed.

We are continuing to monitor the situation. We are proactively working with our vendors to improve the security of our existing tools. At this point, we do not need you to do anything on your end. Please let me know if you have any questions.

UPDATED STAFF PICTURE

I posted an updated staff picture. This is about a third of our staff on payroll that attended one of our in-service trainings.

https://www.facebook.com/mtrainierpool/posts/4486536914711808?notif_id=1625543201544432¬if_t=page_post_reaction&ref=notif

STAFF TRAININGS/OPERATIONS

- Front Desk Notebook – Quentin has been working to improve front desk knowledge and customer service. He has been putting a notebook together and trainings.
- In-Service Trainings – Lauryne is putting together a binder to improve in-service trainings.
- Front Lobby Switchover – Lauryne is working to bring the lobby back to pre-Covid-19 operations including bringing coffee service back.
- WRPA Aquatics Group – Lauryne and Quentin will be attending next Thursday's WRPA Aquatics Group meeting.
- Volleyballs and Beach Balls – A patron has recommended that we use volleyballs instead of basketballs for the water basketball hoops and beach balls for patrons in the shallow end. Lauryne has ordered both. Thank you to Eric for his recommendations.

MAINTENANCE

- Lighting – Joe gave me a contact on updating the lighting. It has only been a couple of years with three lights burnt out. I want to make sure that we do not have more lights or a larger issue. I will be contacting an engineer that Joe recommended. Note-changing bulbs requires shutdowns and cannot be done while we are operating.
- Surplus – Next Wednesday, we will be moving more items to storage. To make room, we will take a load of unused cardboard and other items that are under the policy threshold to the dump/recycling center. Quentin has been working with staff to clean the back rooms to accomplish this and will be helping me.
- Card Readers – We have a continuing issue getting the card readers updated. We have a new contact at Heartland and are working to resolve this.
- CivicRec – CivicRec is switching their webhosting to Amazon Web Services. We have notified staff and will be ready if there are any glitches.

RESEARCH

Drowning Deaths Doubled in King County in 2020 (Public Health Insider) -

<https://publichealthinsider.com/2021/06/24/as-drowning-deaths-doubled-in-king-county-in-2020-water-safety-is-more-important-than-ever/>

How Splash Pad Design Can Encourage and Promote Inclusive Play (Aquatics Int'l) -

https://www.aquaticsintl.com/facilities/how-splash-pad-design-can-encourage-and-promote-inclusive-play_o

2021: New Election Laws (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/July-2021/2021-New-Election-Laws.aspx>



Des Moines Pool Metropolitan Park District

June 15, 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, Stender, and Achziger; Holly Campbell, a Des Moines resident, District General Manager Deschenes and District Clerk Linda Ray.

Commissioner Stender was absent and excused.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

President Young called for adoption of the agenda. Commissioner Achziger so moved; Commissioner Dusenbury 2nd, Adopted 4-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT

Holly Campbell who is running for Commissioner Position #2 in the November election, introduced herself and is looking for a way to support the Des Moines community by participating as a Commissioner on the District Board. She and her family are patrons of the Mt. Rainier Pool.

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in May 2021 totaling \$86,973.72. Commissioner Dusenbury 2nd. The motion passed 4-0.

OLD BUSINESS

a. Transition /Re-opening Update

District General Manager Deschenes gave an update in presentation form which is on file. There are many changes coming back to normal operations pre-COVID that are expected to go into effect on July 1st. Masks will still be required of unvaccinated individuals using the pool facility.

Swim lessons starting on July 5th will be for five children in the water with no adults. Practice cards will return giving parents and children five times to practice before you take a lesson.

Open swims will remain on Tuesdays and Thursdays. Diving boards will also be open. Mt. Rainier Pool swim club which is a home grown team for children 9 years to 13 years will practice on Monday, Wednesday, and Friday from 1:00 to 3:00 p.m.

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

22722 19th 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.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 06/15/2021**

A lifeguard prep class will be held for 14 to 18 year olds. The majority of kids are from Des Moines. This class will start on July 21st.

Saturday \$1.00 swims will return with Wibit on the 3rd Saturday of each month.

Locker rooms and showers will no longer be restricted. Other changes will be made as state directives dictate.

Staff recruitment and training is occurring for a full week. The Aquatic Coordinator, Quentin Knox is taking registrations for a new lifeguard class. He is hoping for 10 individuals to register. There are presently three staff members with LGI certifications who will in turn provide training to other interested staff members.

The DGM reported that there have been no qualified applicants for the Education and Safety Training Specialist position. He will continue to post the position.

Plumbing repairs were made by Aquatic Specialty. During the closure starting August 15th, diving board resurfacing and installation of ADA stairs.

b. King County Youth Amateur Sports Grant

District General Manager Deschenes reported that when programming was drafted for the Mt. Rainier Pool Swim Team and Lifeguarding Prep Class, it was decided to provide those at no cost as a way to build momentum for future use of community-based programs. After the programs were drafted, he was contacted by Butch Lovelace at King County Parks and Recreation who stated through a clerical error, the District should have received a \$5,000 scholarship to be applied towards those programs.

An invoice was sent to King County for the grant funds and we should receive a check before the end of the month.

c. ADA Stair Replacement

A stair replacement project was budgeted for in 2018 but was postponed. The new stairs will have a platform and will have sides on it to prevent anyone in the pool from going underneath and not being spotted by a lifeguard. Because the tax funding was already paid in 2018, the DGM is asking the Board for permission to proceed with this project.

Commissioner Achizger moved to approve purchase of ADA stairs and platform with a not to exceed of \$10,000. Commissioner Kasnick 2nd. Passed 4-0.

d. Parking Lot Gates Project

The DGM stated that his original estimate on this pre-COVID project was underestimated. In the first quarter of 2020, we received a grant from WCIA for \$3,390 to cover half of the cost of the original estimate. Since that time, the City of Des Moines discovered a right of way issue because of the distance from the street. That issue has been resolved and we now have a permit to proceed with the project. The estimate for the project was revised to include vactoring and concrete work. He will have the new proposal ready for review by the August 17th regular meeting.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 06/15/2021**

NEW BUSINESS

a. July Retreat Scheduling

The Board members are available on July 6th at 7:00 p.m. and so a 2nd quarter retreat was scheduled. Stemper Architecture will provide information to discuss the future of the facility building. Also on the agenda, the Highline School District lease which has been extended a year, and lastly, goal setting as previously presented by the Public Outreach Committee.

A discussion ensued regarding the District office and whether or not it should be vacated. Both the District General Manager and the District Clerk have been successfully working remotely for the most part for 16 months due to COVID and make trips into the office as needed. Relinquishing the office space and associated equipment, will save a considerable sum of money.

As in-person Board meetings resume, it will be necessary to find meeting venues that can accommodate the Board and the public. The District General Manager will research and report back at the July 6th retreat.

d. Surplus Process

During COVID closures, inventory tracking of capital assets and pool equipment was a low priority. An inventory list was developed in 2019 and it was determined at that time that some of the items were not operable or recoverable. Everything in question was put into storage for evaluation at a later time. The DGM's goal is to work through a process and have things ready for disposal during the week of August 15th. Pictures of items for surplus will be taken and each item will be recorded in accordance with our Policy 555-Capitals Assets. An affidavit of destruction or disposition will be required for disposal of items.

GENERAL DISCUSSION

Commissioner Achziger announced the "Running of the Flags" event which started on June 5th and will go through July 5th. It is sponsored by Destination Des Moines.

District General Manager Deschenes and District Clerk Ray will work through a Public Records Request at the office tomorrow. It is due on Friday, June 18th.

President Young mentioned that he is enjoying the family swims at the pool on Saturday mornings.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:49 pm.

UPCOMING MEETINGS

- July 6, 2021, Retreat Meeting, 7:00 p.m., Location TBD
- July 20, 2021, Regular Meeting, 7:00 p.m. Location TBD

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 06/15/2021**

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

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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/02/2021

Total Amount: \$11,601.19

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210527164341.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:

5/27/2021

2E03815D71304B0
Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

5/28/2021

5E8DDA9899F2474...
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_20210527164341.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			20523	05/10/2021	\$372.97	POOL SUPPLIES
AQUATIC SPECIALTY SERVICES			20580	05/24/2021	\$715.65	POOL SUPPLIES
AQUATIC SPECIALTY SERVICES			20511	05/07/2021	\$2,718.79	FACILITIES UPGRADES
AQUATIC SPECIALTY SERVICES			20561	05/18/2021	\$1,050.51	MONTHLY SERVICES - MAY 2021
HIGHLINE WATER DISTRICT			2021521HWD	05/21/2021	\$535.88	WATER UTILITY - 4/22 TO 5/21/2021
NORTHWEST LANDSCAPING SERVICES			CD50143049	06/01/2021	\$549.41	LANDSCAPE SERVICE/MRP - JUN 2021
PUGET SOUND ENERGY			20210519PSE	05/19/2021	\$4,940.48	ELECTRIC/GAS UTILITY - 4/20 TO 5/19/2021
ZEN 22015, LLC			20210601ZEN	05/25/2021	\$717.50	DISTRICT RENT - JUN 2021



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/09/2021

Total Amount: \$3,621.87

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210607121026.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:

Scott Deschenes 6/7/2021
 2E0A863124B0 Authorized District Signature Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

Joe Dusenbury 6/7/2021
 5E8DDA909074... 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_20210607121026.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ABS			17108	06/01/2021	\$90.00	DISTRICT JANITORIAL - JUN 2021
CENTRAL WELDING SUPPLY			CG97951	06/01/2021	\$101.56	UN2187, CARB DIOX
CENTRAL WELDING SUPPLY			RN05212435	05/31/2021	\$70.06	750 LB BEV CARB LIQ
COLIBRI NORTHWEST, LLC			125DM	06/03/2021	\$896.75	AD SUMMER 2021 DM CITY CURRENTS
COLIBRI NORTHWEST, LLC			126DM	06/03/2021	\$595.00	AD SUMMER 2021 DM CITY CURRENTS
DATAQUEST, LLC			15037	05/31/2021	\$58.00	BACKGROUND CHECK/MRP - MAY 2021
DEPARTMENT OF RETIREMENT SYSTEMS			DRS_2_052021	06/07/2021	\$1,448.00	DEF COMP - KNOX, THURMOND, DESCHENES
SNURE LAW OFFICE			20210601BS	06/01/2021	\$362.50	PROFESSIONAL SERVICES - JUN 2021

Special District Voucher Approval Document

Scheduled Payment Date: 06/16/2021

Total Amount: \$17,961.01

Control Total: 13

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210614132820.csv

Fund #: 170950010

CONTACT INFORMATION

Preparer's Name: Linda Ray

Email Address: linda.ray@desmoinespool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

Scott Deschenes

6/14/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date _____

— DocuSigned by:

Joe Dusenbury

6/14/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
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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_20210614132820.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			26894667	06/12/2021	\$62.88	COPIERS CONTRACT - JUN 2021
CMIT SOLUTIONS EASTSIDE			9385	05/31/2021	\$1,321.00	IT SUPPORT - MAY 2021
COMCAST			20210608CB_DMP	06/08/2021	\$199.08	TELEPHONE/INTERNET_DMP - 6/18 TO 7/17/21
COMCAST			20210612CB_MRP	06/12/2021	\$473.88	TELEPHONE/INTERNET_DMP - 6/22 TO 7/21/21
COPIERS NORTHWEST			2312065	06/08/2021	\$81.18	COPIES OVERAGE CHARGE
DEPARTMENT OF L&I			335093	05/27/2021	\$127.00	PERMIT
GRAINGER			9914687356	05/26/2021	\$217.55	JANITORIAL SUPPLIES_MRP
GRAINGER			9907903646	05/20/2021	\$224.93	JANITORIAL SUPPLIES_MRP
MACDONALD-MILLER FACILITY SOLUTIONS			SVC206154	06/07/2021	\$3,278.78	PLUMBING REPAIR_PROPOSAL #2021-082LT
PRINT PLACE			31656	06/01/2021	\$37.98	BUSINESS CARDS - LT, QK
PRINT PLACE			31707	06/09/2021	\$595.83	LIFEGUARD MANUALS, BINDERS
STEMPER ARCHITECTURE			13008	06/01/2021	\$7,676.25	TASK ORDER #1, PROJECT 2104.1
US BANK			20210610USB	06/10/2021	\$3,664.67	BANKCARD STATEMENT



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 06/30/2021

Total Amount: \$17,315.73

Control Total: 10

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210624130133.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

 Authorized District Signature

6/24/2021

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

 Authorized District Signature

6/24/2021

Date

Authorized District Signature

Date

Authorized District Signature

Date

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Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210624130133.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES			20572	05/20/2021	\$7,904.69	PIPE REPAIR
AQUATIC SPECIALTY SERVICES			20705	06/09/2021	\$1,333.53	POOL CHEMICALS - CHLORINE
CENTRAL WELDING SUPPLY			CG98889	06/22/2021	\$134.20	CARB DIOX BULK
DEPARTMENT OF RETIREMENT SYSTEMS			DRS1_062021	06/22/2021	\$1,482.73	DEFERRED COMP - THURMOND, KNOX, DESCHENES
HIGHLINE WATER DISTRICT			20210622HSD	06/22/2021	\$487.36	WATER UTILITY - 5/21 TO 6/22/2021
JOE DUSENBURY			20210622JD08	06/22/2021	\$353.44	COMMISSIONER SUBSIDY - MAY 2021
MOUNTAIN MIST			004178403	06/23/2021	\$11.76	PICK UP EQUIP AT DMP OFFICE
PUGET SOUND ENERGY			20210621PSE	06/21/2021	\$4,901.14	ELECTRIC/GAS UTILITY - 5/19 TO 6/18/2021
SHANE STENDER			20210622SS77	06/22/2021	\$353.44	COMMISSIONER SUBSIDY - MAY 2021
SHANE YOUNG			20210622SY10	06/22/2021	\$353.44	COMMISSIONER SUBSIDY - MAY 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 Jun 14, 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 06/10/2021	170950010			24219		00000	26,680.32
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$26,680.32

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

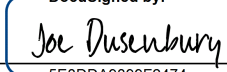
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

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 6/7/2021
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggyssue@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 Jun 29, 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 6/25/2021	170950010			24219		00000	28,979.21
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
Total								\$28,979.21

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

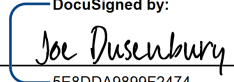
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

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 6/22/2021
DocuSigned by: 5E8DDA9899F2474...
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District GM **Meeting Date:** 7/20/2021

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.

The District GM will keep the report short, as the Aquatics Manager will have their Second Quarter Report on August 17, 2021.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Informational only.

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

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

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

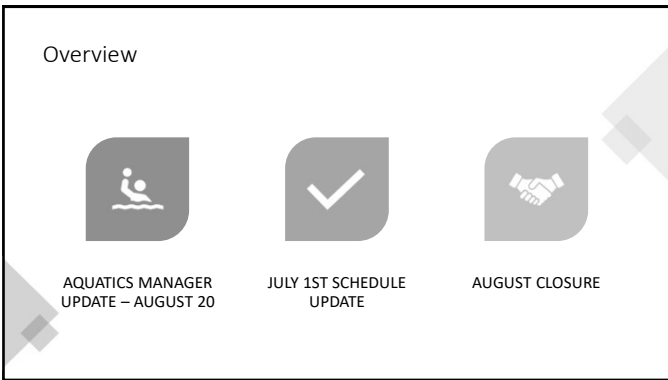
Follow-up Needed: **Yes** **No** **Reporting Back Date:**

Notes: Attachments:

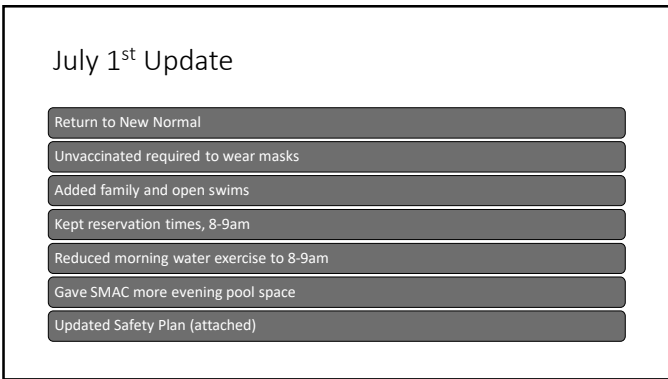
- Transition/Re-Opening Presentation



1



2



3

August Closure

- Working towards
- Looking at:
 - Inventory & Surplus of items (process already started)
 - Deep Cleaning
 - Lighting
 - General Maintenance
 - No Large Projects
- Start announcements towards end of month

4



5

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** District GM **Meeting Date:** 7/20/2021

Under: Old Business **Attachment:** Yes

Subject: Future Meeting Location Discussion

Background/Summary:

This topic is to discuss the future of public meetings for the District.

The District offices have a maximum of 15 people in the space. The room is also used as office space for two District staff. For meetings with the full board (5) and full-management staff (4), this can leave little room for people to view the meetings.

During the pandemic, the District has realized it needs more space for meetings.

It will also be good to talk about the future of meetings, post pandemic and what meetings might look like.

All directives will be announced by the State of Washington around July 1, 2021. We will also need to take this into account.

See attached presentation.

Fiscal Impact: Not known at this time dependent on direction of the board.

Proposed Motion: I move to direct the District GM to reserve space with Highline School District.

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

Two Touch Rule:	<u>Not held yet</u>	Committee Review
	<u>07/06/2021</u>	First Board Meeting (Informational)
	<u>07/20/2021</u>	Second Board Meeting (Action)

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

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

Notes: Attachments:

- Presentation
- Email from Brian Snure on June 30, 2021 about public meetings w/ attachments

Note- As June 30, 2021 is the day the state re-opened, any updates between this date and the meeting will be handed out the day of the meeting.



1

Spaces

Available <ul style="list-style-type: none">• Highline School District	Not Available/Not an Option <ul style="list-style-type: none">• Library• Fire District 66• Midway Sewer• Highline Water• Masonic Lodge
Did Not Contact <ul style="list-style-type: none">• CoDM, Des Moines Yacht Club, Highline College	

2

Questions/Discussion

July 20, 2021, Regular Board Meeting

3

From: Brian Snure <Brian@snurelaw.com>
Date: Thursday, July 1, 2021 at 7:01 AM
To: Brian Snure <Brian@snurelaw.com>
Cc: "Ferris, Roger (WFCA)" <RogerF@WFCA.WA.GOV>
Subject: OPMA Guidance Update

The following is an update of yesterday's email blast based on additional guidance and formal confirmation issued in the attached documents (Miscellaneous Venues Guidance, Secretary of Health Order 20-03.3, L&I Publication F414-179). Updated items are italicized in red text.

In Person Meetings.

Effective today June 30, 2021 you may return to operating your in person public meetings without regard to capacity limitations. The following guidance was issued by the Governor's office:

- Vaccine verification/negative testing: Recommended but not required for large indoor and outdoor events
- Physical distancing: No requirements
- Facial coverings *For Members of the Public (see below for masking rules applicable to staff and commissioners): Not required for **vaccinated** individuals children under 5, individuals with a medical or mental condition that precludes wearing a mask, Unvaccinated individuals are still required to wear masks. Based on this rule and the continuation of Proclamation 20.28 which removed the prohibition on placing conditions on attendance of public meetings, it is my opinion that you **may, but are not required to, require proof of vaccination of members of the public that wish to attend your meetings without a mask. If you make this a requirement, unlike the rules for employees, you are not required to track or maintain copies of the public's vaccination status. Members of the public that refuse to comply or provide proof of vaccination status should be given the option of attending the meeting virtually (see below).***

Updated L&I requirements for your employees, volunteers and commissioners are attached. The L&I guidelines detail options for fully vaccinated workers to go without a mask, methods for verification of worker vaccination status, choices workers have to continue to mask up and other updated guidance to prevent the spread of COVID-19 on the job and help employers meet their obligations to provide a safe and healthy workplace.

Virtual Meetings.

The lifting of the restrictions was not, as of this morning, accompanied by a lifting of the State of Emergency or a modification of Proclamation 20.28-15. Accordingly, although you may

resume your pre-pandemic meeting practices, subject to the L&I safe workplace rules, you are still required to provide a virtual meeting option.

I will update this email at such time as Proclamation 20.28 is modified or rescinded.

--

Sincerely,

Brian Snure
Snure Law Office, PSC
612 S. 227th St.
Des Moines, WA 98198
Phone: 206-824-5630
Toll Free: 800-486-9484
Cell: 206-276-8742
[Email: Brian@snurelaw.com](mailto:Brian@snurelaw.com)

THE INFORMATION CONTAINED IN THIS EMAIL MAY BE PRIVILEGED, CONFIDENTIAL AND INTENDED ONLY FOR THE USE OF THE INDIVIDUAL IDENTIFIED ABOVE. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY US IMMEDIATELY, DO NOT COPY OR SEND THE MESSAGE TO ANYONE ELSE AND DELETE THE ORIGINAL TRANSMITTAL. THANK YOU!



STATE OF WASHINGTON

DEPARTMENT OF HEALTH

*PO Box 47890 • Olympia, Washington 98504-7890
Tel: 360-236-4030 • 711 Washington Relay Service*

**ORDER OF THE SECRETARY OF HEALTH
AMENDING ORDER 20-03**

20-03.3

Face Coverings - Statewide

WHEREAS, Washington State Governor Jay Inslee has issued Proclamation 20-05, subsequently amended and extended, proclaiming a statewide State of Emergency due to an outbreak of coronavirus disease 2019 (COVID-19) in the United States and community spread of COVID-19 in Washington State; and

WHEREAS, COVID-19 spreads mainly from person to person through respiratory droplets when infected people, many of whom do not exhibit COVID-19 symptoms, cough, sneeze, or talk, and evidence shows that wearing a cloth face covering reduces an infected person's chance of spreading the infection to others and may protect uninfected persons from larger droplets from infected people around them; and

WHEREAS, the Washington State Department of Health, the United States Centers for Disease Control and Prevention (CDC), and the World Health Organization recommend that people wear cloth face coverings when they are gathered with non-household members or in public settings, given the substantial number of cases of COVID-19 infection, these precautions must be mandatory; and

WHEREAS, although many Washingtonians wear face coverings voluntarily when in public, requiring all Washingtonians to wear cloth face coverings in public, subject to certain exceptions, helps control and prevent the spread of COVID-19 in Washington State; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continue to constitute an emergency threatening the safety of the public health, demanding action by the Secretary of Health, and only a small number of Washington's local health officers have issued orders requiring the general public in their jurisdictions to wear cloth face coverings in public; and

WHEREAS, on June 24, 2020, Order of the Secretary of Health 20-03 was issued, directing every person in Washington State to wear a face covering when in any indoor or outdoor public setting, subject to certain exceptions; and

WHEREAS, on July 24, 2020, Order of the Secretary of Health 20-03.1 was issued, directing every person in Washington State to wear a face covering when outside of their dwelling unit, subject to certain exception; and

WHEREAS, on May 17, 2021, Order of the Secretary of Health 20-03.2 was issued, exempting fully vaccinated people in Washington state from the requirement to wear face coverings in public, except in certain limited settings; and

WHEREAS, for the same reasons stated above, requiring people, especially those who are not yet fully vaccinated, to wear face coverings when in a place where non-household members are present or generally accessible to non-household members will help control and prevent the spread of COVID-19 in Washington State; and

WHEREAS, it is scientifically appropriate to amend the face covering order to provide additional detail and clarity and incorporate new CDC guidance recommending that people need not wear face coverings outdoors.

NOW, THEREFORE, I, Umair A. Shah, MD, MPH, Washington State Secretary of Health, as a result of the above-noted situation, and under RCW 43.70.130, RCW 70.05.070, WAC 246-100-036, and any other applicable authority, do hereby amend Orders 20-03, 20-03.1, and 20-03.2 and order as follows:

General Face Covering Requirement

Every person in Washington State must wear a face covering that covers their nose and mouth when they are in a place where people from outside their household are present or in a place that is generally accessible to people from outside their household, subject to the exceptions and exemptions below.

- If a person lives in a congregate living setting where they share living facilities with other residents, their household includes only the people who regularly reside in their bedroom. They must wear a face covering when they are outside their bedroom in any common area inside the building, subject to the exceptions and exemptions below.

Exceptions to General Face Covering Requirement

People are not required to wear face coverings in any of the following situations:

- When outdoors. People who are not fully vaccinated against COVID-19 are encouraged to wear face coverings in crowded outdoor settings, such as at sporting events, fairs, parades, concerts, and similar settings where there is decreased ability to consistently maintain physical distance between non-household members;
- At a small indoor gathering in a place not generally open to the public that is attended only by people fully vaccinated against COVID-19 and by unvaccinated people from a single household in which no one is at increased risk for severe illness from COVID-19;
- While engaged in indoor training or competition in any type of sport designated by the Department of Health or in outdoor training or competition in any type of sport;
- While swimming or engaged in other water sports or recreation;
- While engaged in the act of eating or drinking;
- While showering, bathing, or engaging in other personal hygiene or grooming activities that require the removal of the face covering;
- When any party to a communication is deaf or hard of hearing and not wearing a face covering is essential to communication;

-
- While obtaining a service that requires temporary removal of the face covering;
 - While sleeping;
 - When necessary to confirm the person's identity;
 - When federal or state law prohibits wearing a face covering or requires the removal of a face covering; or
 - When unable to put on a face covering due to an emergency.

People Exempt from General Face Covering Requirement

The following people are exempt from the requirement to wear a face covering:

- People who are fully vaccinated against COVID-19, except when in:
 - Health care settings, in accordance with CDC health care infection prevention and control recommendations;
 - Correctional facilities in areas where incarcerated individuals are present or expected to be present;
 - Homeless shelters in areas where individuals being served are present or expected to be present; or
 - K-12 schools, childcare facilities, camps, or other youth settings in areas where children are present or expected to be present;
- Children younger than five years old;
 - Children who are younger than two years old should never wear face coverings due to the risk of suffocation.
 - Children who are two, three, or four years old, with the assistance and close supervision of an adult, are strongly recommended to wear a face covering at all times in public settings when around non-household members; and
- People with a medical condition, mental health condition, developmental or cognitive condition, or disability that prevents wearing a face covering. This includes, but is not limited to, people with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

Additional Provisions

- Any frequently asked questions or other guidance explaining or interpreting this order issued by the Department of Health is automatically incorporated herein.
- Types of face coverings permitted.
 - For purposes of this order, a face covering must:
 - Fit snugly against the sides of the face;
 - Completely cover the nose and mouth;
 - Be secured with ties, ear loops, elastic bands, or other equally effective method; and
 - Include at least one layer of tightly woven fabric without visible holes, although multiple layers are strongly recommended.
 - A face covering may also be a mask or face covering that provides a higher level of protection than a cloth face covering, such as a medical procedure/surgical mask, a KN95 mask, or an N95 mask.
 - Clear masks or cloth masks with a clear plastic panel may be used when interacting with people who are deaf or hard of hearing, young children or students learning to read, students learning a new language, people with disabilities, and people who need to see the proper shape of the mouth for making appropriate vowel sounds.

-
- A person is fully vaccinated against COVID-19 two weeks after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).
 - A person is at increased risk for severe illness from COVID-19 if they have any of the medical conditions identified by the CDC as making a person more likely to get severely ill from COVID-19. These conditions are currently listed on the following CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>.
 - Face covering requirements imposed by other public agencies or officials.
 - Face covering requirements lawfully imposed by another public agency or official are to be followed if they are more protective than the requirements in this order. If they are less protective, then this order must be followed.
 - Notwithstanding the foregoing, any face covering requirements imposed pursuant to an order of the Governor take precedence over this order.

This order shall take effect on June 30, 2021, and remain in effect until rescinded or superseded by a subsequent order of the Secretary of Health or until the Governor issues a proclamation declaring the termination of the State of Emergency declared by Proclamation 20-05, as amended and extended by subsequent amendatory proclamations, whichever is earlier.

Members of the public are required by law to comply with this order, and violators may be subject to enforcement action pursuant to RCW 43.70.130(7), RCW 70.05.120(4), and WAC 246-100-070(3).

Signed this 29th day of June, 2021.



Umair A. Shah, MD, MPH
Secretary of Health

Mask and Distancing Requirements Are Changing:

Key COVID-19 Updates for Fully Vaccinated Workers (June 14, 2021)

Updated state COVID-19 workplace safety and health guidance from the Washington Department of Labor & Industries (L&I) at www.Lni.wa.gov, will help employers adapt masking policies to meet new CDC guidelines (www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html) adopted by Governor Jay Inslee.

What's new:

- Fully vaccinated employees do not have to wear a mask or socially distance at work, unless their employer or local public health agency still requires it.
- Before ending mask and social distance requirements, employers must confirm workers are fully vaccinated — by having the worker either sign a document attesting to their status or provide proof of vaccination.
- Employers must be able to demonstrate they have verified vaccination status for workers who are not masked or physically distanced. L&I's guidance on vaccination verification methods are from the perspective of the worker safety and health laws. There may be other laws that apply like the Americans with Disabilities Act (ADA) that employers should consider when implementing the verification process. Verification methods may include:
 - Creating a log of workers who have verified they've been vaccinated and the date of verification,
 - Checking vaccination status each day as workers enter a jobsite,
 - Other methods demonstrating an employer has verified worker vaccination status may also meet the standard.
- When verifying an employee's vaccine status, acceptable documentation includes a CDC vaccination card, a photo of the card, documentation from a health care provider, a signed attestation from the worker, or documentation from the state immunization information system.

- Evidence of the verification system must be available to L&I upon request.
- Employers do not need to save actual copies of employee vaccination cards.

What's staying in place:

- Employers may still require mask use if they choose, and with some exceptions (<http://lawfilesexternal.wa.gov/biennium/2021-22/pdf/Bills/Session%20Laws/Senate/5254-S.SL.pdf>), employers must allow employees to wear a mask or other protective equipment if they choose to, regardless of vaccination status.
- If an employee is not fully vaccinated or their vaccination status is unknown, employers must continue to require masks and social distancing.
- The new guidance does not change masking rules for health care settings like hospitals, long-term care, or doctor's offices; correctional facilities, homeless shelters, schools, child care centers or day camps. And the federal order requiring masks on public transportation remains in place.
- Employers cannot fire or discriminate against an employee who is at high risk of contracting COVID-19 and is seeking accommodation that protects them from COVID-19 exposure.
- Unvaccinated individuals are still required to wear face coverings in all public spaces.

Employers are encouraged to check with their local public health agency, which may have more stringent requirements or recommendations.

For more information on enforcement policies:

- Visit www.Lni.wa.gov/DD170 and www.Lni.wa.gov/DD1180.
- Read L&I's COVID-19 Workplace Safety Requirements at www.Lni.wa.gov/go/F414-164-000 and www.Lni.wa.gov/go/F414-169-000.

PUBLICATION F414-179-000 [06-2021]



Washington State Department of
Labor & Industries

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

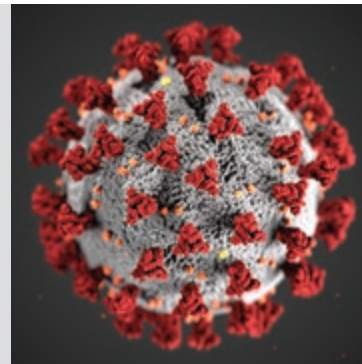
Miscellaneous Venues COVID-19 Requirements

As of June 30, 2021 the following apply to governing bodies of public agencies opting to host in-person public meetings under the Open Public Meetings Act, as permitted under Emergency Proclamation 20-28, et seq.:

- No restrictions on capacity.
- No physical distancing requirements.
- Follow current applicable face covering requirements as outlined in: Proclamation 20-25, et seq., Secretary of Health Order 20-03.2, and LNI Publication F414-179.

L&I Requirements and Guidance for Preventing COVID-19

This information is current as of June 30, 2021.



Businesses in Washington state are now able to open at full capacity and have fewer requirements to follow to protect employees from COVID-19.

Requirements for Employers

- Ensure unvaccinated employees wear a mask while working indoors.
- Verify vaccination status before lifting employee mask requirements and be able to show the process used for verification.
- Keep employees with possible or confirmed cases of COVID-19 from working around others.
- Provide handwashing facilities and supplies.
- Train employees to recognize and respond to workplace hazards, including COVID-19.
- Assess recognized hazards, including COVID-19, as part of the ongoing requirement to provide a safe and healthful workplace and, where appropriate, take additional steps to protect unvaccinated employees.
- Notify employees in writing within one business day if someone they had close contact with tests positive for COVID-19 (without disclosing the person's identity).*
- Report COVID-19 outbreaks of 10 or more employees at workplaces or worksites with more than 50 employees to L&I within 24 hours.*

Industries where masks or respirators are still required for all workers

- Health care (long-term care, doctor's offices, hospitals)
- Public transportation (aircraft, train, buses, road vehicles)
- K-12 schools, childcare facilities and day camps in locations where children are present or expected to be present
- Correctional facilities
- Homeless shelters

Masks and Face Coverings

- Employers must provide cloth face coverings or a more protective mask to employees, free of charge, when use of a mask is required.
- Although fully vaccinated employees are no longer required to wear a face covering, an employer may still require or encourage mask use.
- Employees have the right to wear a mask or other protective equipment, regardless of their vaccination status, as long as it doesn't create safety issues.

Verifying Worker Vaccination Status

Employers must be able to show the process used to verify employee vaccination status. However, they do not need to keep an actual copy of the employee's vaccination records.

* Required by the Health Emergency Labor Standards Act (HELSEA) passed by the legislature earlier this year. See www.Lni.wa.gov/go/F417-291-000.



Division of Occupational Safety and Health



www.Lni.wa.gov/safety-health



1-800-423-7233



Washington State Department of
Labor & Industries

Acceptable types of verification include:

- Vaccine card or photo of vaccine card.
- Documentation from a health care provider.
- State immunization information system record.
- A hard copy or electronically signed self-attestation from the employee.

When implementing a verification process, employers should consider other laws that may apply.

Guidance for Protecting Unvaccinated Workers

The following information is advisory and intended to help employers provide a safe and healthy workplace. However, there may be specific requirements that must be followed for the industries listed in the box above.

- A COVID-19 vaccine is the best tool to prevent the spread of the virus. Employers should support and encourage workers to get vaccinated.
- Other ways to reduce the risk of COVID-19 transmission for unvaccinated employees include:
 - Continuing distancing between unvaccinated employees, especially in indoor areas with poor ventilation or while working with the public.
 - Maximizing fresh air and air filtration settings on HVAC systems, and adding filtration in areas with poor ventilation.
 - Providing a mask that is more protective than a cloth face covering for unvaccinated workers who are generally not able to maintain distance from other unvaccinated workers or the public. Examples could include surgical masks or KN95s.
 - Providing a mask to unvaccinated workers in outdoor crowded settings is strongly encouraged (sporting events, fairs, parades, concerts, and similar settings).

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

Reasonable Accommodation and Discrimination

Employers must ensure workplaces remain safe and healthy for all, including employees with medical issues or disabilities (see the Americans with Disability Act, or ADA, at www.eeoc.gov/laws/guidance/fact-sheet-disability-discrimination).

Additionally, HELSA protects high-risk employees from being discharged, permanently replaced, or discriminated against in the workplace for seeking accommodation from exposure to an infectious or contagious disease during a public health emergency. HELSA is administered by L&I and currently applies to accommodations related to COVID-19.

Resources

L&I's COVID-19 guidance includes resources from the Centers for Disease Control (CDC), Department of Health (DOH) and U.S. Occupational Safety and Health Administration: www.Lni.wa.gov/CovidSafety.

DOH Secretary of Health Order: www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c **Assigned to:** District GM **Meeting Date:** 7/20/2021

Under: Old Business **Attachment:** No

Subject: Office Space Discussion

Background/Summary:

The office space was established back in 2010 for the District to have a location for staff and board meetings.

In 2017, the District assumed operations of the Mount Rainier Pool.

During the pandemic, the District utilized the space very little and has decided to have a discussion about the future of the office space.

At the July 6, 2021 Board Retreat, the Board of Commissioners discussed the possibility of eliminating the district offices to save money by elimination of duplication of services provided including internet, phone, copier lease and office space rent.

Fiscal Impact: Save approximately \$20,000/year.

Proposed Motion: I move to direct the District General Manager to negotiate the termination of the lease at the District Offices (22015 Marine View Dr. S.).

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

Two Touch Rule:	<u>Not held yet</u>	Committee Review
	<u>07/06/2021</u>	First Board Meeting (Informational)
	<u>07/20/2021</u>	Second Board Meeting (Action)

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

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

Notes: No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District GM **Meeting Date:** 7/20/2021

Under: Old Business **Attachment:** Yes

Subject: Phone System Upgrade

Background/Summary:

District staff has identified the need to upgrade the phone system. Along with staff working remotely, an upgraded VoIP system has been identified as a way to improve services and communication throughout the organization.

See attached overview and Elevate Technology website for more detailed information.

Fiscal Impact: Up to \$4,224 for annual service, but most will be covered by elimination of District office.

Proposed Motion: I move to approve the upgrade to Elevate

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

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

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

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

Notes: Attachments:

- Phone Upgrade Overview
- Link to Elevate Technology Website - <https://www.elevatetechnology.com/hosted-pbx>

VoIP PHONE SYSTEM PRICING

Des Moines Pool M.P.D./Mount Rainier Pool

OVERVIEW

The District currently has a personal phone package at the Mount Rainier Pool. This package was setup before we took over operations. It has been problematic on registration days and messaging during non-operational hours.

RECOMMENDATION

The District GM is recommending that the district utilize [Elevate VoIP services](#). The service is recommended and will be supported by CMIT. CMIT is our IT service provider. This will ensure quality installation and support throughout the lifetime of the product.

BENEFITS

The product will give us a central line. Many people call the Des Moines Pool MPD number looking for lessons. This will allow a centralized line. It will also allow for a centralized voicemail.

Other Main Benefits:

- Voicemail tree scheduling – the voicemail can be scheduled to include holidays, schedule changes and other program changes (inclement weather, breakdowns, etc.).
- Centralized messages/mailboxes – we have the ability to have centralized messages including facility schedule, private swims, rentals and scholarships. (Allows us to call people back in order.)
- Registration days flexibility – on days where we have high call volume, we will be able to have multiple lines answer the phone, and call people back in the order calls were received.
- Free phones – the district receives a free VoIP phone for each line. This will eliminate installation fees.
- Remote working – the lines can be answered on any phone including cell phones.
- Text messaging – system also accepts text messaging.
- Voice to text tracking of messages. Comes in handy for messages sent to wrong voicemail boxes.
- Includes bank of local numbers and we can port over current number.
- For other benefits click here.

ANNUAL EXPENSES*

Monthly Charges (All After Estimated Taxes):

	Per Unit Price	Quantity	Total Price
Call Center Fee	\$100.00	1	\$100.00
Lines	\$36.00	7	\$252.00
TOTAL PER MONTH			\$352.00

Total Annual Fee:

\$352/month x 12 months = \$4,224.00

**The fee listed above does not include the cost of internet that the VoIP system will run on. Internet will be needed for other business protocols at the pool including POS/registration software and Office suite.*

BREAKDOWN OF LINES

Below is a breakdown of the nine (9) lines needed.

1. MRP Front Desk #1 (Registration Line #1)
2. MRP Front Desk #2 (Registration Line #2)
3. Aquatics Manager
4. Aquatics Coordinator
5. Aquatics Specialist
6. District General Manager (offsite)
7. District Clerk (offsite)

POTENTIAL SAVINGS

Once the District closes its district office, there will be ample savings.

TURN AROUND

CMIT has informed the District GM that it will take about a month. If we changed it over today, we should be able to launch the new system after we re-open the pool on August 22.

RECOMMENDATION

The District GM is recommending the Board of Commissioners approved the changeover to a VoIP system to improve customer service, communications and overall improvement of business operations.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** 7/20/2021

Under: New Business **Attachment:** Yes

Subject: Email Retention Policy

Background/Summary:

The District periodically reviews its policies and looks for ways to improve. The District GM is suggesting adding an Email retention policy that will include board members. A discussion will be had about the need for this policy.

This is a first-touch item. Please have any edits to the District GM, no later than Tuesday, August 3, 2021.

The policy will be added to the August 17 agenda, which will include the policy number.

Fiscal Impact: N/A.

Proposed Motion: No motion necessary. First-touch.

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>07/20/2021</u>	First Board Meeting (Informational)
	<u>08/17/2021</u>	Second Board Meeting (Action)

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

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

Notes: Attachment:
- Email Retention Policy.

280 –Email and Text Message Retention Policy

- 1.0** All email and text messages (“Messages”) sent or received that are related to the conduct of Des Moines Pool Metropolitan Park District (“District”) business must be evaluated by the user for record content. The content of each Message should be evaluated in light of the RCW 42.56.010(3) definition of “public record”, and against the following criteria:
- Was it created in the course of District business?
 - Was it received for District action?
 - Does it document District activities, decisions, or actions?
 - Is it mandated by statutes or regulations?
 - Does it support financial obligations or legal claims?
 - Does it communicate District requirements?
- 2.0** Messages that meet the definition of a public record (“Public Message”) must be managed according to their approved retention period in the Public Message’s native format.
- 3.0** All Public Messages whether sent or received from a District email address, personal email address or personal phone number must be downloaded to the staff or commissioner’s archive folder link that will be provided by district management staff within 90 days of the creation or receipt of the Public Message.
- 4.0** Messages that are not Public Messages are excluded from the retention or downloading requirements.
- (For staff only)* Public Messages placed in Email Storage folders will be retained for the length of the retention period based on the Washington State Local Records Committee Records Retention Schedule. Commissioner’s emails will also be stored in this format on the server.
- 5.0** On the **first Sunday** of every month all email messages remaining in the *Inbox*, *Sent Items*, and *Deleted Items* folders that are more than 90 days old are purged from the District’s email storage. This process will also purge saved emails that have met their required retention period.
- 6.0** In order to comply with records management requirements and the Washington State Public Records Act (RCW 42.56), Public Message must be stored within technology systems supported by the District. The District’s archiving solution is considered the official system of record for District email messages.
- 7.0** Records Management staff will coordinate the transfer of email messages of elected officials, department directors, and communications related to official Boards and Commissioners to the Washington State Archives per WAC 434-662-150 before they are permanently deleted.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** 7/20/2021

Under: New Business **Attachment:** Yes

Subject: State Auditor's Office (SAO) Data Sharing Agreement

Background/Summary:

The State Auditor's Office (SAO) was directed by the State Legislature to be more hands on with government agencies including our District.

The first part of this was a public records request that was recently honored that included past financial records.

The second part is the attached SAO Data Sharing Agreement. This agreement gives the SAO access to our financial records. Legal had us hold off on originally signing the agreement as it created a duty to transfer liability to the District if SAO violated privacy issues.

This issue has been resolved and the District GM has signed and the agreement has been submitted to SAO. This agreement is non-negotiable and there was a limited amount of time until it was due back.

See attached agreement for your records.

Fiscal Impact: N/A.

Proposed Motion: No motion necessary. Already signed.

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

Two Touch Rule: N/A **Committee Review**
 07/20/2021 **First Board Meeting (Informational)**
 Second Board Meeting (Action)

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

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

Notes: Attachment:

- SAO Data Sharing Agreement

INTERAGENCY DATA SHARING AGREEMENT

Between

Des Moines Pool Metropolitan Park District

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between Des Moines Pool Metropolitan Park District hereinafter referred to as “Agency”, and the Office of the Washington State Auditor, hereinafter referred to as “SAO”, pursuant to the authority granted by Chapter 39.34 RCW and 43.09 RCW.

AGENCY PROVIDING DATA: Agency

Agency Name:	<u>Des Moines Pool Metropolitan Park District</u>
Contact Name:	<u>Linda Ray</u>
Title:	<u>District Clerk</u>
Address:	<u>22015 Marine View Drive S.</u> <u>Des Moines, WA 98198</u>
Phone:	<u></u>
E-mail:	<u>linda.ray@desmoinespool.org</u>

AGENCY RECEIVING DATA: SAO

Agency Name:	<u>Office of the Washington State Auditor</u>
Contact Name:	<u>Alexander Behrndt</u>
Title:	<u>Audit Manager</u>
Address:	<u>841 Central Ave N., Suite 201 Kent, WA 98032</u>
Phone:	<u>253-372-6251</u>
E-mail:	<u>beherndta@sao.wa.gov</u>

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141 and standards 141.10) in the handling of information considered confidential.

2. DEFINITIONS

“Agreement” means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

3. PERIOD OF AGREEMENT

This agreement shall begin on 7/01/2021 or date of execution, whichever is later, and end on 6/30/2024, unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO’s authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA ACCESS

If desired, with the Agency’s permission, the Agency can provide direct, read-only access into its system. SAO will limit access to the system to employees who need access in support of the audit(s). SAO agrees to notify the agency when access is no longer needed.

7. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

8. DATA STORAGE AND HANDLING REQUIREMENTS

SAO expects Agencies to identify confidential data when provided. All confidential data provided by Agency will be stored with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

9. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09.

10. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09.

11. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

12. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.
- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

13. OVERSIGHT

The SAO agrees that Agency will have the right, at any time, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

14. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agreement Administrator named on Page 1. However, once data is accessed by the SAO, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

15. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

16. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the

DSA Agreement between Agency and SAO
Agency DSA: 21-01

Agency DSA 21-01

other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.

- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

17. SIGNATURES

The signatures below indicate agreement between the parties.

Agency
Des Moines Pool Metropolitan Park District

Office of the Washington State Auditor

DocuSigned by:
Scott Deschenes 7/8/2021
~~Scott Deschenes~~

Alex Allott 7/14/21

Signature Date

Signature Date

Title: District General Manager

Title: Audit Manager

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District GM **Meeting Date:** 7/20/2021

Under: New Business **Attachment:** Yes

Subject: Private Swim Lesson Changes (Proposed)

Background/Summary:

In 2018, the District elected to copy other organizations private swim lessons processes. Over the last couple of years, we have gathered data on swim lessons and are making the following recommendations (see attached) presentation.

Fiscal Impact: N/A.

Proposed Motion: I move to approve the District GM to make the updated changes to the private swim lesson program.

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>07/20/2021</u>	First Board Meeting (Informational)
	<u>TBD</u>	Second Board Meeting (Action)

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

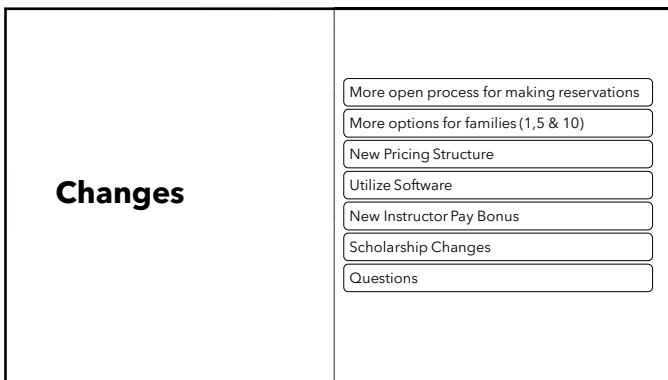
Follow-up Needed: **Yes** **No** **Reporting Back Date:**

Notes: Attachment:

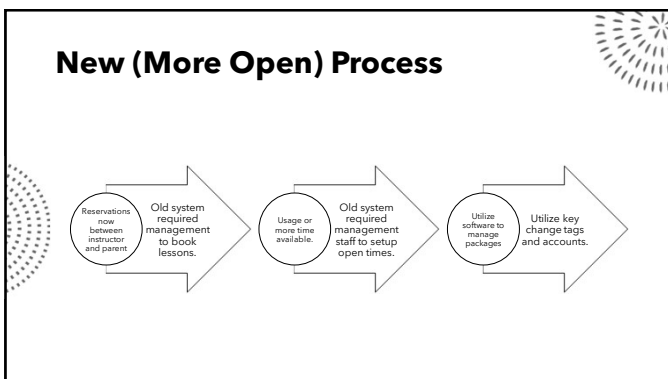
- Private Swim Lesson Presentation



1



2



3

New Pricing Structure

Give people discount for more commitment with 5 & 10 packages

Private Rate (1-on-1)		
	30-Minute Lesson	
	Resident Rate*	Non-resident Rate
Single Visit	\$30.00	\$37.50
5-Visit Package	\$140.00	\$177.50
10-Visit Package	\$270.00	\$345.00
Semi-Private Rate (1:2-3)*		
	30-Minute Lesson	
	Resident Rate*	Non-resident Rate
Single Visit	\$40.00	\$50.00
5-Visit Package	\$185.00	\$235.00
10-Visit Package	\$360.00	\$460.00

* Semi-Private rates shared between users.

4

Rates Raises

- Exclusive use of spaces
 - See Greenplay Pricing Pyramid
- Have exceptions later
- More administration
 - Scheduling
 - Coordinating
 - More no shows
- Flate rate for groups simplifies process

	2021 Rates		2022 Suggested Rates	
	Resident Rate*	Non-resident Rate	Resident Rate*	Non-resident Rate
Private Rate (1-on-1)				
30-Minute Lesson				
Single Visit	\$30.00	\$37.50	\$30.00	\$37.50
5-Visit Package	N/A	N/A	\$140.00	\$177.50
10-Visit Package	N/A	N/A	\$270.00	\$345.00
Semi-Private Rate (1:2-3)				
30-Minute Lesson				
Single Visit	\$140.00**	\$20.00**	\$40.00	\$50.00
5-Visit Package	N/A	N/A	\$185.00	\$235.00
10-Visit Package	N/A	N/A	\$360.00	\$460.00

** Rate for two is \$28 Resident/\$40 Non-resident and for three \$42 Resident/\$60 Non-resident.

5

Utilize Software

- Utilize software to track visits
 - Single visit - POS key
 - 5 & 10 Passes - Track with membership for privates
- Utilize separate color key tags
 - User will swipe in when they visit facility
 - If refund needed software will be able to give accurate info



6

- Pay lifeguards current WSI hourly pay plus \$5.00 (\$2.50/30-minutes) per hour bonus. \$21.89 to \$25.55 per hour.
- Other pools pay up to \$50/lesson.

	Step A	Step B	Step C	Step D	Step E	Step F	Position
Grade 1*	11,664	12,110	12,559	13,009	13,461	14,016	Asst. (15 Year Old Position)
Grade 2	14,751	15,344	15,935	16,529	17,126	17,725	Ungraded
Grade 3	17,788	18,425	19,061	19,698	20,337	20,978	Swim Instructor
Grade 4	18,889	19,576	20,263	20,950	21,637	22,325	Water Exercise
Grade 5	18,007	18,750	19,493	20,235	20,978	21,721	Lead Ungraded
Grade 6	19,338	20,125	20,912	21,699	22,486	23,273	Lead Lead Ungraded
Grade 7	20,669	21,527	22,385	23,243	24,101	24,959	
Grade 8	22,144	23,062	23,980	24,900	25,820	26,739	Education & Safety Ungraded
Grade 9	23,689	24,663	25,642	26,624	27,607	28,592	
Grade 10	25,344	26,384	27,424	28,464	29,504	30,544	
Grade 11	27,128	28,228	29,328	30,428	31,528	32,628	Aquatics Coordinator
Grade 12	29,021	30,181	31,341	32,501	33,661	34,821	District Exec. Ungraded
Grade 13	31,056	32,276	33,496	34,716	35,936	37,156	
Grade 14	33,221	34,555	35,889	37,223	38,557	39,891	Aquatics Manager
Grade 15	35,556	36,997	38,438	39,879	41,320	42,761	

7

- Let parents with children that might need (vs. want) private swim lessons ability to pay for free or at a lower rate.
 - Focus Issues or Distract Others
 - Scared of Water
 - Language Barriers
- Not only affects their children, but entire class.
- Give as option with District GM to have ability to work through these situations.
 - Due to complexity and potential issues.
 - Currently part of process for scholarships.



8

July 20, 2021, Regular Board Meeting

9

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8d **Assigned to:** District GM **Meeting Date:** 7/20/2021

Under: New Business **Attachment:** Yes

Subject: HVAC Controls Upgrade Emergency Repair – Committee Approval

Background/Summary:

The software that controls the HVAC system's is out of date and no longer supported and is producing fail alarms that make it impossible to properly monitor the system. The pool cannot legally operate without a functional HVAC and this system also helps us better detect issues remotely.

The repair was over the District GM's threshold of \$5,000 according to Section 4.3 of the [Procurement Policy \(520\)](#).

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

The Finance Committee was contacted and approved the repair on Tuesday, July 13, 2021 and Wednesday, July 14.

Fiscal Impact: Not known at this time.

Proposed Motion: No motion necessary. Information only.

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

Two Touch Rule: 7/13&14/21 **Committee Review**
 Time-sensitive **First Board Meeting (Informational)**
 7/20/21 **Second Board Meeting (Action)**

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

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

Notes: Attachments:

- Sunbelt Quotation - S9621092A

Service Quote



SITE: Mt Rainier Pool
22722 19th Ave. South
Des Moines, WA 98198

DATE: 7/13/2021
Quotation # S9621092A
Quotation valid until: 8/13/2021
Prepared by: A. Gail

Bill To:

Mount Rainier Pool, Des Moines Parks
22722 19th Ave. South
Des Moines, WA 98198
Attn: Scott Deschenes, (206) 429-3852
scott.deschenes@desmoinespool.org
lauryne.newman@desmoinespool.org

Scope of Work: **HVAC Controls System Upgrade**

This quote covers a new Tridium JACE Controller, Software, and Software Maintenance. The current Distech Tridium Building Automation System JACE is now out of date due to the fact that Tridium had an end-of-life condition to the software that would have gone into the existing JACE at Mt. Rainier Pool.

Tasking Under this Proposal

- 1) Install New JACE with Core Software and a 3 Year Tridium Software Maintenance License.
- 2) Merger the current N4 Database of the Current System into this new JACE.
- 3) Test and Verify all functions, access, and provide customer training as required.

Description	AMOUNT
Materials: Distech JACE 8000 Router/Controller. CDIDI-BOS8USWIFI List Price: \$2,495	\$880.00
Materials: Tridium 10 Device, 500 Pts Core SW for JACE. SDITR-NC-8010 List Price: \$1,995	\$704.00
Materials: Distech 10 Dev. Core SW Maint. License. SDITR-SMA-BOS8010-3YR List Price: \$720	\$254.00
Labor: Sunbelt Controls On-Site Labor per above narrative. Hours: 16 Labor Rate: \$205.00	\$3,280.00
Truck Charge	\$0.00
Pricing does not include: Overtime Pay, Bonds	Sub Total \$5,118.00
WA Sales Tax: 10.0%	\$511.80
Total	\$5,629.80

Andrew Gail | Service Sales Engineer

Phone: 206-335-4573

E-mail: agail@sunbeltcontrols.com

Sunbelt Controls
1000 SW 34th St. Suite A
Renton, WA 98057

Thank You For Your Business

Phone: 425-988-2688
Fax: 425-988-2690

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8e **Assigned to:** District GM **Meeting Date:** 7/20/2021

Under: New Business **Attachment:** Yes

Subject: Engineer of Record Update

Background/Summary:

First, the engineer of record's original NTE went over by \$1,306.25. This was due to a list of question items and potential scope overview that needed to be answered by the Capital and Contracts Committee. I had put both into an attached PowerPoint that was presented to the Capital and Contracts Committee. The additional services is over the original \$8,880 that was approved by the board on April 20, 2021.

Second, I had them put together an NTE number for the August 17 to give the board an idea of the monies we would be exploring while having them put together a potential scope of services that would be reviewed at that meeting. The total is \$95k with additional studies that could add to the study. We should meet to discuss the direction of moving forward with revitalization of the Mount Rainier Pool and ensure we have clear consensus.

Fiscal Impact: Still within \$25,000 budget, but \$1,306.25 over NTE given at April 20, 2021 meeting of \$8,880.00.

Proposed Motion: I move to approve the District GM to sign and pay the \$1,306.25 over the original \$8,880 Task Order #1.

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>7/20/21</u>	First Board Meeting (Informational)
	<u>Time-sensitive</u>	Second Board Meeting (Action)

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

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

Notes: Attachments:

- \$1,306.25 additional services letter from Stemper
- PowerPoint Presentation that was set for Retreat that Included Additional Services
- Email from Melody Leung of Stemper on potential NTE of future studies

JULY 20, 2021

**Mr. Scott Deschenes
District General Manager
Des Moines Pool Metropolitan Park District
22015 Marine View Dr., #2B
Des Moines, WA 98198**

**RE: Mount Rainier Pool – Task Order 01
Additional Services Request #01 – Visioning Questions Preparation**

Dear Scott:

Thank you for the opportunity to submit an additional services request for the Mount Rainier Pool Project. This letter regards work scope that exceeded the amount in Task Order No. 01. At the request of DMPMPD, StemperAC provided visioning/preliminary questions to you for presentation at the July 06 Board Meeting. The preparation for formulating the questions exceeded the fee amount in Task Order 01.

The total requested additional service fee is: **\$1,306.25** (under the Sr. Proj. Mgr rate at \$180)

CONTRACT TYPE: Terms and conditions shall be in accordance with the DMPMPD Contract for On-Call Architectural and Engineering Consultant Services.

Thank-you for your consideration of this proposal. Please do not hesitate to contact me should you have any questions or concerns, or require any additional information.

Sincerely,



Melody Leung, President
Stemper Architecture Collaborative

Linda Ray

From: Melody Leung <melody@stemperac.com>
Sent: Tuesday, July 20, 2021 12:52 PM
To: Scott Deschenes
Cc: Scott Stemper
Subject: Mt Rainier Pool - NTE for Study and Add Service Request
Attachments: L-_SDeschenes_ASR#01 7-20-21 comp.pdf

Scott,

As requested, below is the informal ROM for doing Parts 1 and 2 of the comprehensive site assessment and feasibility study. I am including the scope of work bullet points just as reference for you. Additionally, I am showing the numbers by trade. Please note that these numbers are estimate only – once the team has the opportunity to review existing record documents and walk the site, the numbers will definitely change and may be less than what is noted.

I have also attached the Add Service Request #1 for your review. Please let me know if you have any questions. Thank you.

NTE ROM Estimates for Part 1 – Comprehensive Site Assessment:

Architect:	\$15,000
Mechanical:	\$12,000
Electrical:	\$ 3,500
Civil Eng:	\$6,900
Struct'l:	\$6,200
HazMat:	\$5,000
Bldg Env:	\$8,000

Total for Part 1: \$56,600

NTE ROM Estimates for Part 2 – Feasibility Study on Renovation/Addition

Architect:	\$10,000
Mechanical:	\$ 8,000
Electrical:	\$ 4,000
Civil Eng:	\$ 9,000
Struct'l:	\$ 3,400
HazMat:	n/a
Bldg Env:	\$ 4,000

Total for Part 2: \$38,400

Part 1 + Part 2 Grand Total: \$95,000

Additional Expenses (as needed only):

GeoTech Eng for soils survey: \$6500
Land Survey: \$6000-8000
Boom Lift: \$3000
Infrared Testing for Bldg Env: \$4000

ORIGINAL EMAIL REGARDING SCOPE OF WORK:

Scope of Work Part 1 – Assessing the Existing Building and Site Conditions:

- *General building systems evaluation and investigation for interior/exterior*
- *Review building systems which include mechanical, electrical, plumbing, structural/seismic, hazardous materials*
- *Review existing building site/property and utility conditions, impervious cover*
- *Review architectural and building envelope systems/materials, ADA compliance (for the entire building)*
- *Review, evaluate, and report on findings to determine remaining life cycles of systems and building*
- *Associated ROM costing and prioritization of repairs/improvements*

Scope of Work Part 2 – Preliminary Analysis of Building and Site potential:

- *Review and verify local ordinances and codes for property and site conditions and restrictions*
- *Analyze feasibility for renovation/addition to existing building and site; (potential presentation of 2 feasible scenarios); review whether scenarios can meet Owner goals.*
- *Associated ROM costing for scenarios*

Consultants, Owner Provided Tools, Miscellaneous:

- *SubConsultant Team needed: mechanical/plumbing, electrical, structural, civil, hazardous materials, building envelope technologist*
- *Any as-built record drawings and documents for building and site (in CAD if available)*
- *Land survey of existing site which include utility locations and demarcation of environmentally sensitive areas. (if this is not available, the civil/architect will need to research Des Moines GIS and archives for this information. If minimal information is found, then a detailed land survey may be required)*
- *Building envelope consultant may need to perform test cuts/destructive investigation; infrared testing may be required, although this can only occur on cool/cold exterior temperature conditions. The infrared test should only be included as an add service.*
- *Geotech survey (estimate only for core samples and report on soils) as an add service option*
- *Maintenance records, energy bill (for 12 months)*
- *We will likely need a boom lift for the natatorium interior*

Assumptions and Deliverables

- *The intent of this comprehensive report is to provide information to Des Moines Pool Metropolitan Park District such that the Board Members may make a determination on renovating at the existing building site to meet service goals to the community.*
- *Site assessment will likely occur over a two day period, depending on access and availability to the building (minimum 4 hours each visit)*
- *Site assessments will occur in conjunction with Mt Rainier Pool's annual maintenance work (mid – late August?)*
- *Site assessments will need to occur when pool is closed if the mid-August dates are not feasible*
- *Deliverables: draft review of report/findings at 65% completion to Owner for discussion, Final Report and Feasibility review, ROM Costing and analysis for Final Report*
 - *A/E Team will have a minimum of 2 team coordination meetings.*
 - *A/E Team will utilize the report format and templates provided by Stemper AC.*

SINCERELY,

MELODY LEUNG

PRESIDENT, MANAGING MEMBER

STEMPER ARCHITECTURE
COLLABORATIVE

MWBE/DBE | 206.624.2777

Check out our website at: www.stemperac.com



1

Question B

Barker Rinker Seacat's (BRS) extensive study surveyed a cross section of the population of Des Moines (3,801 surveys), with a 7.9% response return (296 legitimate responses). One part of the response to the survey indicated that aquatic programs or aquatic related activities consistently ranked 3rd or 4th for athletic/sport activity of choice. BRS's survey also indicated an existing population of approximately 32,000 people, with steady growth in the area for the next 5-10 years. Does DMPMPD intend to partner with local community leaders, schools, and/or organizations for additional outreach and promotion of aquatic programming to encourage new membership and increase population usage of Mt. Rainier Pool?

3

Question A

As part of the Forward Thrust Initiative that occurred in the Seattle and King County in the late 1960s, early 70s, an aquatic system was created through new construction of sixteen (16) pool facilities. These aquatic buildings intended to be strategically disbursed in neighborhoods to provide ease and local access to the public. Mount Rainier Pool was built as part of the original grouping, and continues to function for the existing surrounding neighborhood today. In thinking about next steps for Mt. Rainier Pool, whether for a new building or for modifying the existing one, what does DMPMPD envision for serving the immediate community and secondary at-large communities? What goals does DMPMPD want to achieve?

2

Question C

This a two-fold question: 1] If a new aquatic building is the direction that DMPMPD chooses, it will take a number of years to raise funds, work with stakeholders, carry out design and then construction. Assuming that the existing building is to remain in service while this is occurring, and noting that existing systems and infrastructure require modernization, will DMPMPD be able to financially support maintaining the existing building and design/construction of a new building that may take up to 5 years to complete? 2] What happens to the existing building? Is it intended that the building is returned to Highline School District?

4

Question D

If renovations or a new building were to move forward, how would DMPMPD prioritize the following services and/or principles for the building (or add any services):

- Swim classes (all types)
- ~~Fitness Room~~
- Therapy Pool
- Outdoor leisure pool
- Lap Pool
- Community Room, Community Space or Multi-Purpose
- ~~Playground~~
- ~~Indoor or outdoor walking/running track~~
- ~~Multi-purpose room~~
- ~~Café areas~~

5

Question F

Does the DMPMPD believe there is any logic in having two pool facilities?

7

Question E

What factors would influence your decision for modernizing the existing pool building vs. designing a new building?

6

MRP Assessment

Final Assessment of
Pool for Direction
July 6, 2021 -
7:00p.m.

8

Situation:

The Mount Rainier Pool is 45+ years old facility.

HSD Contract was extended but need to decide the future of the facility.

9

Old Studies Effect on Report

Please note that the fee structure for Seattle Parks was lump sum based and for a seven-pool total. Again – it's an averaged number, so I think we can probably do better for you on Mt. Rainier Pool since we have some existing reports from Wetherholt and Macdonald Miller for building envelope and mechanical/electrical review. We would also consider BLRB's reporting as well. In addition – BLRB had drawings from work done in 2017, although we would benefit from seeing the original drawings as well if they are available. As we discussed, we don't intend to disregard the legitimate reporting that's been done on the existing building—we would take that data and verify the existing condition since those reports were done some years ago.

11

Estimated Cost & Funding

Costs

- EOR Early Estimates \$35-\$40k
- Exclusions included: civil engineer, hazardous materials consultant, preliminary design review, equipment rentals, infrared testing, and any additional land survey/geotech work.

Funds

- \$18k of \$25k budgeted
- \$150k for unforeseen maintenance (remainder to Capital Reserve)
- Ordinance 18890 – Fall 2021
 - Might be good to use for design of remodel or future plan
 - Utilize buzz from grant

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Scope of Work – Two Parts

Scope 1 – Assessing the Building and Existing Site Conditions

Scope 2 – Preliminary Analysis of Building and Site Potential

Other Factors:

Consultants and Tools Needed

Assumptions and Deliverables

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Scope 1 – Assessing the Building and Existing Site Conditions

- General building systems evaluation and investigation for interior/exterior
- Review building systems which include mechanical, electrical, plumbing, structural/seismic, hazardous materials
- Review existing building site/property and utility conditions, impervious cover
- Review architectural and building envelope systems/materials, ADA compliance (for the entire building)
- Review, evaluate, and report on findings to determine remaining life cycles of systems and building
- Associated ROM costing and prioritization of repairs/improvements

13

Consultants and Tools Needed

- Subconsultant Team needed: mechanical/plumbing, electrical, structural, civil, hazardous materials, building envelope technologist
- Any as-built record drawings and documents for building and site (in CAD if available)
- Land survey of existing site which include utility locations and demarcation of environmentally sensitive areas. (if this is not available, the civil/architect can research Des Moines GIS and archives for this information. If minimal information is found, then a detailed land survey may be required)
- Building envelope consultant may need to perform test cuts/destructive investigation; infrared testing may be required, although this can only occur on cool/cold exterior temperature conditions.
- Maintenance records, energy bill (for 12 months)
- We will potentially need a boom lift for the natatorium interior

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Scope 2 – Preliminary Analysis of Building and Site Potential

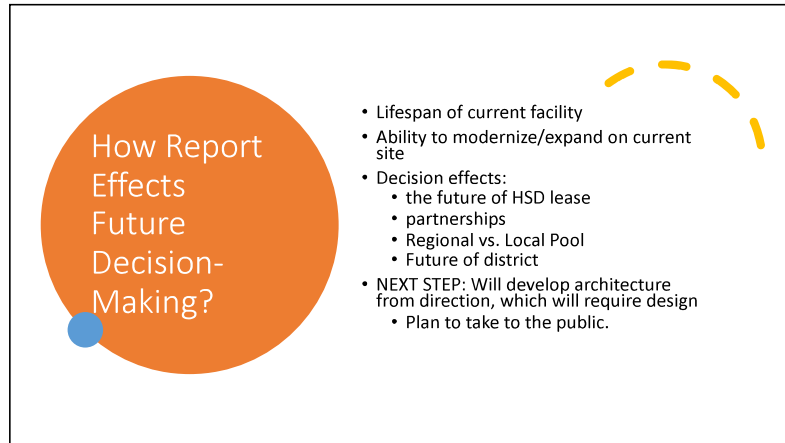
- Review and verify local ordinances and codes for property and site conditions and restrictions
- Analyze feasibility for renovation/addition to existing building and site (this includes locker room layouts)
- Associated ROM costing for preliminary analysis

14

Assumptions and Deliverables

- The intent of this comprehensive report is to provide information to Des Moines Pool Metropolitan Park District such that the Board Members may make a determination on renovating at the existing building site vs. consideration for a new pool building structure.
- Site assessment will likely occur over a two-day period, depending on access and availability to the building
- Site assessments will occur in conjunction with Mt Rainier Pool's annual maintenance work (mid – August?)
- Site assessments will need to occur when pool is closed if the mid-August dates are not feasible
- Deliverables: draft review of report/findings at 65% completion to Owner for discussion, Final Report and Feasibility review, ROM Costing and analysis for Final Report

16



How Report Effects Future Decision-Making?

- Lifespan of current facility
- Ability to modernize/expand on current site
- Decision effects:
 - the future of HSD lease
 - partnerships
 - Regional vs. Local Pool
 - Future of district
- NEXT STEP: Will develop architecture from direction, which will require design
 - Plan to take to the public.

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17



Questions

July 6, 2021, Retreat

Decorative elements: A large orange shape on the left side of the slide, featuring a yellow circle and a dashed yellow arc, resembling a rising sun or a stylized logo.

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8f **Assigned to:** District GM **Meeting Date:** 7/20/2021

Under: New Business **Attachment:** No

Subject: KCYAS Grant Check Acceptance

Background/Summary:

I sent a thank you to Council person Dave Upthegrove's office. I was later contacted by their office and they would like to setup a photo opportunity to have Mr. Upthegrove handing over a large check to a representative of our District.

I have not set a day or time, as I felt it was important to discuss this issue with the board to determine, whom they would like to have accept the check.

This is the second of \$5,000 grants we have received from King County Youth and Amateur Sports. The original \$5,000 was utilized to cover the afternoon (MRP Swim Club and Lifeguard Prep) courses that have 55 local youth participating.

This picture needs to be setup soon to ensure we have it during the program. My suggestion would be to have it at 2pm on a Monday, Wednesday or Friday between both programs with the participants in the background (if possible).

Fiscal Impact: \$5,000 to be put towards programming or scholarships.

Proposed Motion: No motion necessary. Discussion only.

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>7/20/21</u>	First Board Meeting (Informational)
	<u>Time-sensitive</u>	Second Board Meeting (Action)

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

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

Notes: No attachments.