



Des Moines Pool Metropolitan Park District

September 21, 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 784-983-741. Public comment can be made by email to info@mtrainerpool.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@mtrainerpool.com by Noon on Tuesday, September 21st. 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**
 - August 3, 2021, Special Meeting
 - August 17, 2021, Regular Meeting
 - d. **CORRESPONDENCE**
 - None
 - e. **BANK TRANSFERS (MRP REVENUE)**
 - \$8,477.85 was received in the month of August 2021
 - f. **VOUCHER APPROVAL**
 - \$30,988.53 was processed in August 2021 for warrant requests
 - g. **KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**
 - \$67,830.36 was processed in August 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 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

- 7:20 a. Schedule Update
- 7:35 b. Aquatic Facilities Grant Application Update
- 7:50 c. Budget Retreat Handouts
- 8:05 d. Future Board Meeting Locations

8. NEW BUSINESS

- 8:20 a. Whidbey Island Feasibility Study for Competitive Pool
- 8:35 b. United Health Care Agreement
- Insurance Membership
- 8:50 c. Lifeguard Bonus Program

UPCOMING MEETINGS

- September 21, 2021, Regular Board Meeting, 7:00 p.m., Location TBD
- September 28, 2021, Retreat, 7:00 p.m., Location TBD

ADJOURNMENT

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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: 9/21/2021

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 August 2021: Total **\$98,909.02**

Admin Expenditures = \$22,843.33 Ops Expenditures = \$74,759.44 Capital Expenditures = \$1,306.25

Revenue August 2021: Total **\$64,861.13**

Property Taxes & Interest = \$15,114.97 Misc Revenue = \$41,265.31 MRP Revenue = \$8,477.85

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- August 03, 2021, Special Meeting Minutes
- August 17, 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 **\$30,988.53** were approved for payment

- \$13,092.28 was processed on August 11, 2021
- \$5,718.20 was processed on August 18, 2021
- \$12,178.05 was processed on August 25, 2021

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$67,830.36** were processed for payment

- \$31,317.41 was approved for payroll on August 9, 2021
- \$36,512.95 was approved for payroll on August 24, 2021

A total of **\$98,818.89** was processed in August 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 August 2021 totaling **\$98,818.89**.

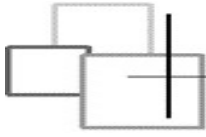
Reviewed by District Legal Counsel: Yes No Date: _____

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 Report back date: _____

Notes:



2021 AUGUST EXPENDITURES

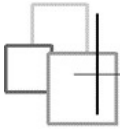
Beginning Monthly Balance = \$1,397,365.01

Ending Monthly Balance = \$1,361,721.68

Category/ Acct #	Reference	Aug 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,060.30	\$11,106.55	\$12,800.00	1,693.45	87%
001-000-000-576-20-10-01	District Manager - Wage	\$5,442.71	\$49,167.06	\$98,365.00	49,197.94	50%
001-000-000-576-20-10-02	District Clerk -Wage	\$2,073.81	\$15,145.40	\$28,119.00	12,973.60	54%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,736.75	\$36,597.76	\$74,876.88	38,279.12	49%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,519.72	\$34,713.94	\$57,500.00	22,786.06	60%
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	\$13,296.48	\$107,393.08	\$197,600.00	90,206.92	54%
001-000-000-576-21-30-02	Instructors	\$14,122.53	\$64,578.07	\$41,600.00	(22,978.07)	155%
001-000-000-576-21-32-02	Head Lifeguards	\$5,782.20	\$27,080.42	\$35,092.51	8,012.09	77%
001-000-000-576-20-21-19	Payroll Taxes	\$3,650.32	\$23,042.80	\$40,424.80	17,382.00	43%
001-000-000-576-21-42-05		\$12,220.63	\$76,013.31	\$135,335.20	59,321.89	56%
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	\$1,337.05	\$2,108.35	\$13,461.13	11,352.78	16%
	Total Salaries & Wages	\$67,242.50	\$446,946.74	\$785,492.50	\$338,545.76	57%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$1,653.80	\$12,161.91	\$10,239.30	(1,922.61)	119%
001-000-000-576-21-22-30		\$1,509.82	\$10,926.05	\$34,279.40		
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,066.50	\$2,000.00	933.50	53%
	Total Personal Benefits	\$3,298.62	\$24,154.46	\$46,518.70	-\$989.11	52%
Grants						
001-000-000-337-20-00-01	Risk Reduction (Pool Gates)	\$0.00	\$0.00	\$3,910.20	3,910.20	0%
001-000-000-337-20-00-01	King County Youth Athletic Sports	\$0.00	\$0.00	\$10,000.00	10,000.00	0%
	Total Grants	\$0.00	\$0.00	\$13,910.20	\$13,910.20	\$0.00
Office Supplies						
001-000-000-576-20-31-00	Office Supplies	\$16.50	\$149.44	\$575.00	425.56	26%
001-000-000-576-21-35-03		\$128.79	\$1,287.14	\$1,925.00	637.86	67%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$319.28	\$1,774.78	\$2,000.00	225.22	89%
001-000-000-576-20-35-01	Computer Equipment (Non-capitalized)	\$0.00	\$1,259.24	\$4,000.00	2,740.76	31%
	Total Office Supplies	\$464.57	\$4,470.60	\$8,500.00	4,029.40	53%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$0.00	\$441.99	\$3,120.00	2,678.01	14%
001-000-000-576-21-35-02	Janitorial Supplies	\$578.04	\$3,771.90	\$5,200.00	1,428.10	73%
	Total Maintenance & Repair Supplies	\$578.04	\$4,213.89	\$8,320.00	4,106.11	51%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$0.00	\$228.86	\$500.00	271.14	46%
001-000-000-576-21-35-01	Pool Chemicals	\$48.59	\$3,353.96	\$25,000.00	21,646.04	13%
001-000-000-576-21-35-15	Special Pool Events	\$0.00	\$712.41	\$1,000.00	287.59	71%
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)	\$43.49	\$862.39	\$1,000.00	137.61	86%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$76.85	\$366.01	\$3,000.00	2,633.99	12%
	Total Pool Supplies	\$168.93	\$5,523.63	\$30,800.00	25,276.37	18%
Pool Equipment						
001-000-000-576-21-35-06	Equipment - BecSys PRobes (ER&R)	\$0.00	\$0.00	\$1,100.00	1,100.00	0%
001-000-000-576-21-35-14	Misc Pool Equipment (ER&R)	\$0.00	\$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%

Category/ Acct #	Reference	Aug 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
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)	\$450.00	\$7,987.50	\$14,000.00	6,012.50	57%
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)	\$5,114.39	\$14,811.55	\$22,500.00	7,688.45	66%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$166.61	\$716.23	\$2,625.00	1,908.77	27%
001-000-000-576-21-49-10		\$31.44	\$645.41	\$2,625.00	1,979.59	25%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$4,954.50	\$4,954.50	\$5,445.00	490.50	91%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$74.10	\$436.86	\$1,500.00	1,063.14	29%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$549.86	\$10,572.25	\$7,700.00	(2,872.25)	137%
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)	\$30.19	\$390.70	\$2,000.00	1,609.30	20%
Total Prof Services-Front Offc		\$11,371.09	\$42,915.00	\$79,095.00	36,180.00	54%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$720.00	\$1,500.00	780.00	48%
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)	\$197.73	\$2,609.49	\$2,000.00	(609.49)	130%
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	\$4,395.28	\$7,069.92	2,674.64	62%
001-000-000-576-21-48-10	Maintenance Contract (MacD-Miller)	\$0.00	\$19,130.96	\$20,924.30	1,793.34	91%
001-000-000-576-21-48-11	Water Quality Main Contract (Aq Spec)	\$372.42	\$3,962.93	\$3,120.00	(842.93)	127%
001-000-000-576-21-47-05	Sewer Contingency	\$0.00	\$0.00	\$4,092.00	4,092.00	0%
Total Prof Services-Maintenance		\$1,209.56	\$30,818.66	\$46,138.22	15,319.56	12%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$3,150.99	\$24,509.46	\$150,000.00	125,490.54	16%
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		\$3,150.99	\$24,574.40	\$152,000.00	\$127,425.60	16%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$0.00	\$971.50	\$3,000.00	2,028.50	32%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$33.03	\$670.06	\$2,000.00	1,329.94	34%
001-000-000-576-21-42-01		\$176.16	\$1,212.43	\$2,000.00	787.57	61%
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)	\$386.43	\$1,776.09	\$3,750.00	1,973.91	47%
001-000-000-576-21-42-20		\$225.41	\$1,776.52	\$3,750.00	1,973.48	47%
001-000-000-576-21-42-21	Cell Phone (Google Fi)	\$0.00	\$131.07	\$750.00	618.93	17%
001-000-000-576-20-42-03	Work Email Accounts (Google Suite)	\$10.36	\$150.04	\$260.00	109.96	58%
001-000-000-576-21-42-30		\$24.15	\$148.68	\$260.00	111.32	57%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$531.00	\$873.60	342.60	61%
Total Communications		\$914.54	\$7,880.49	\$17,643.60	9,763.11	45%
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)	\$180.00	\$1,650.00	\$2,600.00	950.00	63%
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)	\$0.00	\$1,140.00	\$1,560.00	420.00	73%
001-000-000-576-21-43-07	Management Staff Training	\$0.00	\$0.00	\$2,000.00	2,000.00	0%
001-000-000-576-20-43-07		\$0.00	\$260.00	\$2,000.00	1,740.00	13%
Total Training & Travel		\$180.00	\$2,790.00	\$15,880.00	12,830.00	18%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$1,178.92	\$8,853.04	\$16,000.00	7,146.96	55%
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	\$60.05	\$319.27	\$500.00	180.73	64%
Total Advertising		\$1,238.97	\$9,172.31	\$23,141.44	13,969.13	40%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$0.00	\$5,022.50	\$13,000.00	7,977.50	39%

Category/ Acct #	Reference	Aug 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$2,475.00	\$3,600.00	1,125.00	69%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$61.05	\$369.33	\$2,600.00	2,230.67	14%
	Total Rentals & Leases	\$336.05	\$7,866.83	\$19,200.00	11,333.17	41%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$4,223.76	\$48,168.79	\$78,000.00	29,831.21	62%
001-000-000-576-21-47-02	Water (Highline)	\$1,103.52	\$4,445.85	\$9,360.00	4,914.15	47%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$1,137.96	\$2,269.97	\$5,000.00	2,730.03	45%
001-000-000-576-21-47-04	Sewer (Midway)	\$0.00	\$1,471.56	\$4,092.00	2,620.44	36%
	Total Utilities	\$6,465.24	\$56,356.17	\$96,452.00	40,095.83	58%
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	\$376.90	\$3,018.95	\$19,661.00	16,642.05	15%
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	\$4,598.57	\$1,040.00	(3,558.57)	442%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$0.00	\$1,459.13	\$1,560.00	100.87	94%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$315.00	\$1,454.42	\$4,000.00	2,545.58	36%
001-000-000-576-20-51-50	Background checks	\$0.00	\$305.50	\$1,820.00	1,514.50	17%
	Total Miscellaneous	\$691.90	\$10,836.57	\$28,581.00	1,102.38	38%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$291.77	\$291.77	\$1,000.00	708.23	29%
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)	\$0.00	\$1,042.00	\$1,000.00	(42.00)	104%
	Total Intergov Services	\$291.77	\$1,361.16	\$8,000.00	6,638.84	17%
COVID-19						
001-000-000-576-20-31-00	Office Supplies		\$26.41		(26.41)	0%
001-000-000-576-20-43-00	Training/Conferences		\$0.00		0.00	0%
001-000-000-576-21-31-01	Custodial		\$0.00		0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies		\$1,591.83		(1,591.83)	0%
001-000-000-576-21-43-06	First Aid Supplies		\$1,970.76		(1,970.76)	0%
001-000-000-576-21-49-01	Lifeguard Supplies		\$32.92		(32.92)	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies		\$214.23		(214.23)	0%
	Total COVID-19	\$0.00	\$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	\$1,306.25	\$10,106.25	\$25,000.00	14,893.75	40%
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	\$1,306.25	\$10,106.25	\$102,000.00	\$91,893.75	
*Reserve starting balance \$214,079.00						
	TOTAL ADMINISTRATION	\$22,843.33	\$192,687.58	\$340,493.14	147,805.56	57%
	TOTAL OPERATIONS	\$74,759.44	\$517,725.52	\$1,057,369.32	539,643.80	49%
	TOTAL CAPITAL	\$1,306.25	\$10,106.25	\$102,000.00	91,893.75	10%
		\$98,909.02	\$720,519.35	\$1,499,862.46	\$779,343.11	115.46%



2021 AUGUST REVENUE

Account #	Reference	Aug 2021	YTD Balance	2021 Budget	Budget Balance
General Fund Taxes					
001-000000-311-11-00-00	Property Taxes	\$11,866.12	\$555,866.77	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.08	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$1,627.19	\$4,604.74	\$0.00	\$0.00
	Total General Fund	\$13,493.31	\$560,471.59	\$0.00	\$0.00
Charges for Goods and Services					
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$25,000.00	\$50,000.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$25,000.00	\$50,000.00	\$25,000.00	\$0.00
Miscellaneous Revenues					
001-000-000-361-11-00-00	Investment Interest	\$1,624.66	\$6,873.25	\$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 *	\$16,265.31	\$31,382.77	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$1,261.00	\$11,660.62	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$7,216.85	\$56,420.86	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$458.00	\$0.00	\$0.00
	Total Revenue	\$26,367.82	\$107,395.50	\$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	\$64,861.13	\$962,867.09	\$200,000.00	-\$70,000.00

* Misc Revenue= \$16253.33,SMAC; \$11.98 Cash Mgmt

DES MOINES POOL METROPOLITAN PARK DISTRICT

Date: Thursday, August 11, 2021
To: District Board Commissioners
From: Scott Deschenes, District General Manager
Subject: August 12, 2021 to September 10, 2021 District General Manager Report

Week Ending August 12, 2020

BOARD MEETING

Just a reminder that our next board meeting is Tuesday, August 17 at 7:00pm. Linda sent the packet yesterday. Linda sent out the packet. The agenda is posted at both facilities and on the website.

AUGUST 3 MEETING MINUTES

Linda sent the minutes out for the retreat on August 3. They will be on the Tuesday, September 21 regular board meeting packet.

CLOSURE NEXT WEEK

Just a reminder that we will be closed next week (August 15-22). We have updated the website's banner ad (posting Friday), put it on the voicemail, posted signage for weeks, sent out email notifications and posted it on social media. We also have lined up some projects.

ADA STAIRS

We got the estimate from Aquatic Specialty Services and it is under budget. They sent us directions for measurements to custom fabricate the stairs. After looking at the instructions and the possibility that we could send the wrong measurements, we have decided to have Aquatic Specialty Services out next week during their repairs to measure the unit.

ENGINEER OF RECORD

We were hoping to have the Engineer of Record come out next week to do some testing to utilize the closure, but we will have to look at a future date when things are slower. They should have their formal proposal in early next week to review at our August 17 board meeting.

PHONE SYSTEM

We switched over the phone system from Comcast to VoIP on Thursday, August 12, 2021. We are working out any potential hitches. I am coming in next week to program all the phones for the shortcut buttons. We also are going to get a microphone to better record the voicemails.

PHOTO OP

Shane and Lauryne will be accepting the check and taking a photo with Dave Upthegrove for the second \$5,000 check for this year and a future program. This will be the last day of the program. We have a press release that we will send out with the picture next week.

POWER OUTAGE/SURGE

I am happy to report we had a power outage/surge at 2:00pm. I am happy to report the staff had the kids out of the pool from the MRP Swim Club with seconds. It is good to see their trainings are paying off.

SWIM LESSONS

- Saturday Classes: The Saturday classes are filled with only a few spots left in Level 4.
- Flyers: Attached are flyers for private lessons and fall swim lessons. We will combine with the schedule for PeachJar in a couple of weeks. We are also working on a flyer for the fall schedule.
- Website: We updated the webpage with the private lesson information.
<https://mtrainierpool.com/swim-lessons-2/>
 - We are also moving the shortcut to not be under the Other Services scroll down link. It should be active next week.

UPDATED SCHEDULE

We will be updating the schedule next week during the closure. The updated schedule will be emailed out on Tuesday, and the new banner ad will be posted on Thursday. The new schedule will take effect on Monday, August 23.

ENGINEER OF RECORD

I met with the Engineer of Record on Friday, August 6. They are working on a formal quote for the August 17 board meeting.

OPEN SWIMS

We had over 60 people attend the first Saturday open swim.

RESEARCH

- Highline Public Schools Levy Will Be On November 2 (Waterland Blog) - <https://waterlandblog.com/2021/08/11/highline-public-schools-levy-will-be-on-nov-2-ballot/>
- Extreme droughts target west ahead of wildfire season (MRSC) - <https://www.naco.org/articles/extreme-droughts-target-west-ahead-wildfire-season>
- Extreme Heat Warning: August 11-14 (Waterland Blog) - <https://waterlandblog.com/2021/08/09/weather-alert-excessive-heat-watch-issued-for-region-starting-wednesday-aug-11/>
- Covid-19 Vaccination Mandates in Local Government Workplace (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-2021/COVID-19-Vaccinations-in-the-Local-Government-Work.aspx>

Parks and Recreation: The Public Health Breakout Star of Covid-19 (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/august/parks-and-recreation-the-public-health-breakout-star-of-covid-19/>

Week Ending August 20, 2021

MASK MANDATE

As you are aware, Governor Inslee made masks mandatory at all indoor facilities. The only exception he made in his executive order was in the water activities. The State DOH received the update when we did

this week and are working on putting out updated guidelines. We will update you when we receive this information next week when the mandate takes effect on Monday, August 23.

- Masks: We are having people wear their masks when they enter the facility and anytime, they are outside the water. We have also purchased more disposable masks to have ready for patrons and staff that forget theirs (which rarely happens). Staff have also strategically placed chairs by the edges of the pool for patrons to put them while they are swimming. Signage has been posted throughout the facility.
- Showers: We are limiting one patron per shower tree. Signage is posted.
- Staff: Staff must wear their masks in the facility. The only exception we have is a staff member is working by themselves in their closed office.
- Updated Safety Plan: I am awaiting the State Department of Health updated guidelines for Water Recreation Facilities. Once updated we will notify you and post to the Governance page.

Below is the message from the State of Washington Department of Health, Water Recreation Facilities, Program Manager:

Hello LHJ Water Rec leads and industry partners,

This is a quick note to let you all know that I am receiving questions from many people about the mask mandate announcement that came out of the Governor's Office yesterday as well as the vaccine mandate announcement that was made on August 9 for state employees and health care workers, which will be extended to cover educators as announced yesterday. Please click on the links below to learn more about the announcement.

[Inslee announces educator vaccination requirement and statewide indoor mask mandate | Governor Jay Inslee \(wa.gov\)](#)

[21-14 - COVID-19 Vax Washington \(tmp\).pdf](#)

Please know that:

- Details about the latest mask mandate are still being worked out and the updated version of the mask order is not available yet. It means that I cannot give you accurate information about it until it becomes available.
- I don't know if the water recreation specific guidelines will be reinstated. I don't know if it will happen or when it will happen. But if I learn that it will happen, I will let you know right away.
- I don't know any more about the vaccine mandate than what the order says currently. Some asked if it will be extended to cover swim instructors who come in contact with children or childcare workers within recreational facilities. I do not know the answer to that. I believe more details will be available on this topic as well, and when it happens, I will share my information with you as soon as possible.

I ask for your patience. It is important for me to understand the new requirements accurately so that I can give you accurate information you can use. In the meantime, please do everything you can to protect yourself and people you work with. I will be in communication with you shortly.

BOARD MEETING FOLLOW UP

- Board Retreat (Save the Date) – Just a reminder that our board retreat on the budget will be Tuesday, September 28 at 7:00pm.
- Engineer of Record – I met with Stemper Architects on Wednesday morning and they are okay with the delay. They said if we need any assistance on the grant to let them know.
- Meeting Location – I will reach out to HSD next week for more details on the rental space. I will start preparing for hybrid virtual meetings. We will also need to pass a resolution with our new meeting location.
- PTSA's – I will start putting out information to the local PTSA's next week. I want to meet with staff before moving forward to ensure we are ready to start promoting this.

FALL SCHEDULE UPDATE

On Thursday, we sent out the updated schedule starting August 23. The banner ad and schedule pages have been updated and the story is linked on social media.

<http://createsend.com/t/d-D545B85042B195392540EF23F30FEDED>

STAFF ONBOARDING

Aquatics management staff has been meeting on changing over during the next couple of months. We have setup voicemails, emails, and desktop changeovers for the transition. All computers should be setup by this Friday.

HALLOWEEN EVENT

Our first special event of the year is planned to be Halloween on October 30 from 2-4pm. Planning has been delayed a little with the transition, but we should have more information coming soon.

POOL CLOSURE

Since our update at the board meeting, the following things occurred.

- Shallow Division Lines: Quentin is working with Aram and Jared to develop lines (like lane lines) to separate the shallow and deep end.
- Duct Cleaning: Sound Cleaning performed duct cleaning on Wednesday.
- Storage Cleaning: Staff cleaned out the storage area and moved a few items from the office. We will need to surplus items in September before we are able to clean enough space.
- ADA Stairs – We are working with Aquatic Specialties and have decided to increase the stairs from 5 to 7. This will reduce the height of each step. This will probably be installed in September.

I will put more detailed information out next week.

UPDATED PHONE SYSTEM

We have installed all phones and the system is now working. We are still learning the system, so it might take a couple of weeks or months to fully utilize all the functions, including scheduling messages and developing extensions with information about schedules, fees, and other information. The system develops an email transcription with an attached .wav file. All emails are forwarded to our main email (info@mtrainierpool.com).

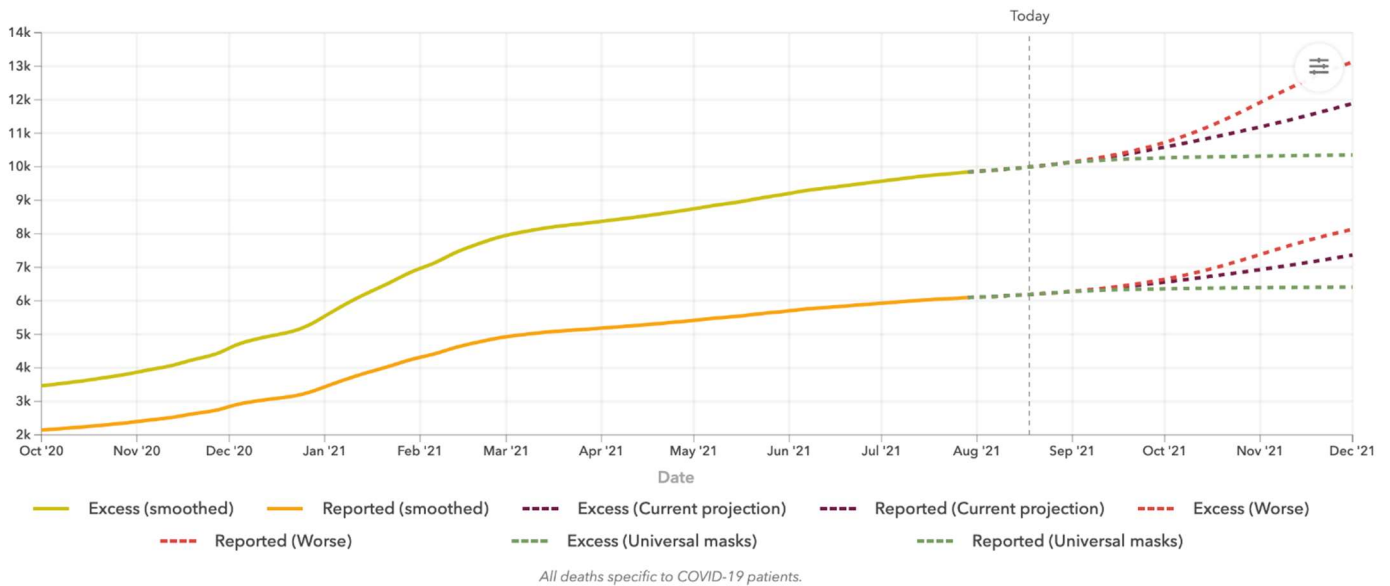


PRR REQUEST

We have finalized all information and are going through materials to complete the request next week. Linda and I are meeting in the office on Wednesday to ensure we have included everything.

IHME COVID-19 PROJECTIONS

I have not posted this for a while. You can see projections for the rest of this year in reported and excess cases.



RESEARCH

Regulating Signs During Election Season (MRSC) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-2021/Regulating-Signs-During-Election-Season.aspx>

In the West, Research Finds Connection Between Covid and Wildfires (NY Times) - <https://www.nytimes.com/2021/08/13/climate/wildfires-smoke-covid.html>

Mountain View Will Temporarily Close Until Transition (PT Leader) - <https://www.ptleader.com/stories/mountain-view-pool-will-temporary-close-until-transition,76595>

The Legacy of St. Louis Municipal Pool Race Riots (Governing) - <https://www.governing.com/now/the-legacy-of-the-st-louis-municipal-pool-race-riots>

Week Ending August 27, 2021

UPDATED STATE DOH GUIDANCE

Water Recreation Facilities: We have not received any updates from Water Recreation Facilities. There is a potential interpretation of Youth Development Workers and vaccinations that could affect our and other aquatic facility operations. We are working with the state department of health and our legal to get an exact interpretation. We have been notified that the Governor's office is working on a FAQ. Note- The deadline for vaccinated workers is October 18, so we are hoping for an interpretation soon.

Overall Workplace/Public Meetings Requirements:

- Staff - In accordance with guidelines, we are allowing vaccinated staff working in a closed office (away from the public) to not wear a mask. Staff are required to wear facemasks regardless of vaccination status anywhere else outside the water.
- Public Meetings – The option of in-person meetings has been extended.

For more information, check out this article by MRSC - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/August-2021/COVID-19-Where-Things-Stand-as-of-August-23.aspx>

SCHEDULE UPDATE

We sent out a schedule update last Friday. The new schedule started Monday, August 23.
<https://mtrainierpool.com/upcoming-events/34230/>

SWIM COACH TRAINING

We are working with the Highline School District to potentially offer the in-the-water portion of the Swim Coach Training program through American Red Cross. They are required to have this certification.

2020-2021 HSD PAYMENT

HSD had an issue on their end for the payment, so we will probably see it in September.

ADDITIONAL SWIM MEET

MRHS may add another meet in October. We are awaiting final word for confirmation.

BUDGETING

We have started putting together a preliminary budget for 2022 and are reaching out to vendors for potential projects and costs in 2022. We also have a preliminary proposal for rates and some other supporting information.

MEETING SPACE

We will not be able to apply for rental space until after Labor Day (September 6). I have received the link to their website and will start the application process week after next.

PHONE SYSTEM

We have updated the phone system to include during and after-hours options. During the day, it will ring through for 30-seconds and then allow people to use the main phone line to leave a voicemail. The afterhours will allow patrons to leave a voicemail or use the last name of a staff member to leave a message.

We will expand it to do further tasks in the future but want to master the current system first.

WEBSITE

We updated the website including the Swim Lesson, Schedule, and Upcoming Events pages.
<https://mtrainierpool.com/>

PTSA SWIM NOTIFICATIONS

I am working with Commissioner Achziger on communications for PTSA swims. We are reaching out to Woodmont K-8 first. Due to the Covid-19 surge, we are holding off until Spring 2022 to offer the programming but will contact people now to get on their calendars.

UNITED HEALTHCARE

I have placed United Healthcare as a first-touch item on the September 21 agenda. This has been requested by a few of our patrons and is another service to add to our insurance membership options for patrons. They are sending an updated contract. The original contract was for another state's laws.

OUTSIDE TRAINING LETTER

We had someone show up this week training one-on-one swim instruction. I am working on a form letter that staff can hand violators. I will have it to legal by next week.

PRR UPDATE

We have the information to legal and should have the request honored by early next week.

MAINTENANCE

- Sunbelt Controls – We got an update from Sunbelt Controls that the JACE system is expected to be mailed the week of August 26. The parts are on delay due to long lead times. We will update you when we have something more concrete for installation.
- ADA Stairs – Aquatic Specialty Services is coming back out to remeasure the stairs. This should ensure we get the right stairs. The new stairs will have six versus five stairs and are the same company, so we should not have to bore any additional holes into the pool deck.
- Sanded and Refinished Benches – Former board member, Marty Martinson sanded and refinished a couple of the benches behind the diving boards. We will look at this for future closures as a project.



WCIA

- Exposure Survey – We completed our annual exposure survey.
- Rate for 2022 – As part of the budget process, we have received our annual estimates from WCIA and will be putting them into the budget.

STAFFING

- Minor Work Permits – We are sending minor work permits out to all employees to comply with legal work requirements for staff 17 and under. The deadline is September 30.
- Lifeguard Recruitment - Staff is working on reestablishing recruitment with Mount Rainier High School in preparation for the 2021-2022 school year.
- In-Service - Friday staff will have an in-service and turn in their schedules for the next couple of weeks.
- Aquatic Specialist – Nickol Carroll started this week as the Aquatic Specialist and already has caught a couple of things we need to improve. She already has proven to be a great acquisition.

RESEARCH

- Thousands annually die in drownings and prevention efforts may get US funding (Spokesman Review) - <https://www.spokesman.com/stories/2021/aug/04/thousands-annually-die-in-drownings-and-prevention/>
- Ballard Pool (and other Seattle Pools) will reopen in September (MyBallard) - <https://www.myballard.com/2021/08/12/ballard-pool-to-reopen-in-october/>
- Chlorine Shortage Causing Some Pools to Close in San Diego County (Fox5) - <https://fox5sandiego.com/news/local-news/chlorine-shortage-causing-some-pools-to-close-in-san-diego-county/>
- Lifeguard Shortage Creates Problems Poolside (Columbus Dispatch) - <https://www.dispatch.com/story/news/local/2021/08/04/lifeguard-shortage-creates-problems-poolside/5455136001/>
- Coin Shortage Creates Loads of Laundry Stress (Wall Street Journal) - <https://www.wsj.com/articles/coin-shortage-creates-loads-of-laundry-stress-quarters-change-thefed-11629209465>
- Get ready for more shops and restaurants closing early as younger workers return to school (Business Insider) - <https://www.businessinsider.com/shops-restaurants-closing-early-staffing-labor-shortage-seasonal-college-employees-2021-8>

Week Ending September 3, 2021

There are a lot of moving parts with Covid-19, staffing and short-term succession, but we are holding things together. We might have to make some adjustments over the next couple of weeks, but we want to work to keep things moving forward.

WASHINGTON DOH GUIDANCE (& EFFECTS ON OPERATIONS)

We have been waiting over a week for FAQs that are supposed to come out on youth related programs in educational setting. This could affect programming this fall.

- Program Limits – With the effects of the Covid-19 Delta variant, we are limiting participation of some drop-in swims (Open, Family) to give more space for social distancing in the water. We have also discussed social distancing outside the water if we have lines at events and other potential issues where people may not be wearing their masks.
- Staffing – Staffing has been difficult with parents’ reluctance to send their children to work and kids going back to school. We should have more information to share next week.
- Schedules – We are getting staff availability, which is always tough when school first starts with staff and their parents a little reluctant to take on schedules before they have been to classes.
 - Updated Schedule: This will include schedule, swim lessons and other programming. This will take effect on September 27. We just need more information before we announce anything.

FMLA SUCCESSION

We will preliminarily appoint Quentin to interim Aquatics Manager, Nickol to interim Aquatics Coordinator and Jared Wold from Lead Head Lifeguard to Aquatics Specialist during the changeover. We have updated the technology packages, which should have minimal effect on the budget, are transitioning workspaces and meeting to discuss training and responsibilities during the Fall months. Our goal is to have a transition that has minimal impact on pool usage.

HALLOWEEN EVENT

We have moved the Halloween event to October 23. We were originally going to have it on the 30th between 2pm and 4pm, but Destination Des Moines will be offering their event at the same time. We moved the event a week earlier and will move the Wubit setup back a week to combine for the event. Nickol will be leading this event. We will have more information coming out soon.

PTSA SWIMS

I have reached out to Woodmont PTSA in the hopes of discussing adding the PTSA swims back in Spring 2022. We are going to discuss this with their PTSA president first and use the feedback to approach the other schools in Des Moines. We will reach out to additional Highline School District schools in mid-September.

PRIVATE SWIM LESSON DELAY

We are moving back implementing the changes to private swim lessons. Staff have not signed up for a lot of shifts as they want to transition going back to school. We believe it is important to get the staffing schedules for open hours and group lessons before adding the private lessons into the mix. We hope to start them in the next couple of months.

BUDGET MEETING

We had a first budget meeting with the entire budget on Wednesday. We also had a meeting on proposed fees before, but this was our first look at a budget draft.

FIRST SUNDAY

We had our first Sunday of operations on August 28 and we had about 14 people for the two hours. Note- new days take a little time to pick up.

WAIVERS CHANGEOVER

We are starting to switch over the waivers to the ones WCIA approved earlier this year. We are starting with the daily waiver that patrons will sign when they come in. This should save paper from the old system. We will also be updating this system for passes, swim lessons and water exercise in the next couple of weeks/months.

MAINTENANCE

- Vacuum Repair – One of the vacuums went down, so we will be having it repaired at Aquatic Specialty Services.
- Inventory/Surplus – I have started working on the updated inventory lists and will have a surplus list soon.
- Final Shower/Backflow Invoice – The cost of the repairs to the shower system and smaller repair to the backflow prevention system was \$5,549. It will be paid for in the next batch.

MRHS SWIM TEAM SCHEDULE CHANGES

Mount Rainier High School has added a couple of meets to the schedule including a jamboree. See updated schedule below.

Fall Schedules								
Team	Day	Date	School	Opponent	Location	Time	AT	NL
GSW	Thu	9/9/2021	Mount Rainier	v. Kentwood, Kent Meridian	Mount Rainier Pool	3:30		
GSW	Tue	9/14/2021	Mount Rainier	at Tahoma	Tahoma	3:30		
GSW	Tue	9/21/2021	Mount Rainier	v. Kentlake	Mount Rainier Pool	3:30		
GSW	Thu	9/23/2021	Mount Rainier	v. Kent Meridian	Mount Rainier Pool	3:30		
GSW	Tue	9/28/2021	Mount Rainier	v. Kentridge	Mount Rainier Pool	3:30		
GSW	Thu	10/7/2021	Mount Rainier	v. Kennedy	Mount Rainier Pool	3:30		
GSW	Fri	10/22/2021	Mount Rainier	v. KE and TAH	Mount Rainier Pool	3:30		
GSW	Fri	10/29/2021	Mount Rainier	at WCD 3				
GSW	Sat	10/30/2021	Mount Rainier	at WCD 3				

FALL CITY SCENE

We were notified that the City of Des Moines would not be including advertising in the Fall 2021 City Scene. Their reasoning was to not have political ads. We were notified from Colibri NW that we would receive a credit towards future advertising.

PRR REQUEST

We completed the Public Records Request on Wednesday, September 1. The request was picked up on Thursday, September 2.

LABOR DAY

Just a reminder the facility will be closed Monday, September 6 for Labor Day. This weekend we will be open on Saturday and Sunday.

RESEARCH

- The Public Sector Retirement Explosion (Route 50/MRSC) - <https://www.route-fifty.com/management/2021/08/public-sector-retirement-explosion/184806/>

- National Drowning Prevention Alliance Takes Fall Symposium Online (Aquatics Intl) - https://www.aquaticsintl.com/facilities/national-drowning-prevention-alliance-takes-fall-symposium-online_o
- Meet the founder of swim program fighting racist stereotypes in teaching black people how to swim ... (BOTWC) - <https://www.becauseofthemwecan.com/blogs/culture/meet-founder-swim-program-fighting-racist-stereotypes-teaching-black-people-swim>
- How Does Your City Interpret Equity – Part 1? (NRPA/John Crompton) - <https://www.nrpa.org/parks-recreation-magazine/2021/september/how-does-your-city-interpret-equity-part-one/>
- How to Build a Cost-Effective Gaming Center (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/september/how-to-build-a-cost-effective-gaming-center/>

NOVA of Virginia turns former Macy's into \$13 million aquatic center (Swimswam) -

<https://swimswam.com/nova-of-virginia-turns-former-macys-into-13-million-aquatic-center/>

Week Ending September 3, 2021

NEXT BOARD MEETING

Just a reminder that our next board meeting is Tuesday, September 21 at 7:00pm. It will be remote again. Linda has sent each of you the invite information.

KCYAS AQUATIC FACILITIES GRANT

The King County Aquatic Facilities Grant will be coming out on Wednesday, September 15 at noon. The Finance Committee will be meeting on Monday, September 20 and we will have this on the agenda for our regular board meeting on Tuesday, September 21.

TRANSITION UPDATE

Lauryne was notified on Friday that the Aquatics Specialist had accepted a job elsewhere. We will move our current Head Guard Jared Wold into the Interim Aquatics Coordinator position during the FMLA succession. Jared has strong experience in lifeguarding and has been working at Mount Rainier Pool for a couple of years. We will also recruit for more head guards to have more adults on the staff until some of our current staff turns 18 to meet OSHA standards for the position. We should have this posted on the WRPA's job board early next week.

WRF DOH GUIDANCE

We are still awaiting formal guidance from the state on vaccinations. There are still a lot of holes in how the interpretations of youth enrichment services effect aquatic facilities. The governor's office came out with the following interpretation of swimming that we believe allows us to allow to unvaccinated staff to work. It was part of their FAQs they provided due to

Providers of youth enrichment activities such as youth sports; overnight camps; Scouts, Camp Fire, etc.; driving instruction; youth fitness classes (e.g., yoga, martial arts, performing arts, guided workouts, etc.); guided outdoor recreation and lessons such as skiing, golf, and swimming; and similar activities that do not typically serve a childcare function.

o At this time, proclamation 21-14.1 is not intended to impact the services and activities offered by local parks and recreation departments and other youth-serving community-based organizations except when those entities are providing childcare, including licensed and unlicensed care, and other in-person basic supports for children and youth.

The only issue we have is with MRHS swim teams where it could be interpreted the staff working during those times 3-5:30pm, Monday through Friday. Although all our staff are vaccinated at this time, we are seeking an interpretation through WRPA Aquatics Group to the State Governor's office to ensure we are interpreting their directives clearly. We will update you and the safety plan once this guidance is formalized.

Below are the links from the most recent FAQs provided by the governor's office.

- DOH COVID-19 [Resources and Recommendation](#) page > Information on: > Vaccine > Children and Youth > [COVID-19 Vaccination Requirement FAQ for Child Care, Early Learning, and Youth Development Providers](#)

- DOH COVID-19 [Resources and Recommendations](#) page > Information for: > Schools and Child Care > [COVID-19 Vaccination Requirement FAQ for Child Care, Early Learning, and Youth Development Providers](#)

Note-This situation could change with directives and interpretations from the governor's office. We will update you with any potential changes.

SCHEDULE UPDATE

We will be making a schedule update the week of September 27. We are still waiting for guidance from the DOH for formal changes to announce. We will update the board at the September 21 board meeting and put out messaging to the public on September 22.

MINOR WORK PERMITS

Quentin is sending out paperwork to the parents of our staff under 18 for their minor work permits. We are performing this to meet the September 30 deadline.

WRPA AQUATICS MEETING

Below is Lauryne's summary from the WRPA Aquatics meeting to me:

Hey Scott,

Just a quick rundown of our meeting today:

It looks like pretty much everyone had a ton of members and filled programming but have had a ton of issues with staffing.

Even Facilities like Bainbridge are having staffing issues and cutting back hours.

We are in the same boat as everyone as far as staffing.

Semena, Federal Way Community Center, Military Pools, Sequim (Y), Bellevue has enforced vaccines on their staff.

Seattle has not done any swim lessons yet, when they do start they are teaching from the deck and 50% capacity across the pool.

Covington, Reduced capacity for swim lessons.

Vaccine: Still no direct yes or no mandate.

A few facilities are offering sign on bonuses (there are a bunch of places offering 1200-1500 bonuses for employees who work a specific amount of time, 90 days), are other facilities also offering \$ to those who recommend new staff, and some doing both.

Metro Parks Tacoma, \$500 signing and 18-20 per hour starting. Their marketing manager had her on TV, in the paper, on the radio and they found no one.

Red Cross has made it mandatory to have vaccines to be in any academy (this is LGI and above).

BILLING

Lauryne is sending out billing for SMAC for the summer months before she goes on leave. We are also still awaiting payment from HSD for their usage during the 2020-2021 season.

FIRST SWIM MEET

On Thursday, September 9, we hosted our first MRHS swim meet. They finished 15 minutes late that cut into the next swim team's time. We will follow up with MRHS about completing on time.

MRHS SWIM TEAM REQUEST

MRHS has requested to have their time later. This was after school started and we have set all the rental groups' schedules. This came from the swim coach, but not the district AD. I requested confirmation from the district AD but had not heard back at the time of this email.

OFF

I will be out of the office next week on Thursday and Friday. You can call my cellphone, but I will be in the woods, so it might take me a couple of hours to contact you.

RESEARCH

- Federal Way Returns to Remote City Meetings (Kent Reporter) - <https://www.kentreporter.com/northwest/federal-way-returns-to-fully-remote-city-meetings/>
- King County working on vaccine verification for some non-essential business activities and other venues; would go into effect in October (King County Executive News Blog) - <https://kingcounty.gov/elected/executive/constantine/news/release/2021/September/07-vaccine-verification.aspx>

Engaging marginalized communities: challenges and best practices (ICMA) - <https://icma.org/articles/pm-magazine/engaging-marginalized-communities-challenges-and-best-practices>



Des Moines Pool Metropolitan Park District

August 3, 2021
7:30 p.m.
Remote Online

MINUTES SPECIAL MEETING

CALL TO ORDER/ROLL CALL

Clerk of the Board Dusenbury called the meeting to order at 7:30 p.m. Present were Commissioners Achziger and Stender, District General Manager Deschenes; and Des Moines resident, Holly Campbell. President Young joined the meeting at 7:35 p.m.

District Clerk Linda Ray and Commissioner Kasnick were absent and excused.

PLEDGE OF ALLEGIANCE – District General Manager Deschenes led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – Adopted unanimously

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS -- None

PUBLIC COMMENT

The public was asked to submit comments via email for the public portion of the meeting and no comments were received.

BUSINESS

a. Engineer of Record Questions

The purpose of the meeting is to discuss questions for Stemper Architecture surrounding a scope of work and the future of the pool facility. District General Manager led off the discussion by giving the background of the Forward Thrust Initiative which promoted construction of neighborhood pools in the 60's and 70's.

Question A: The DGM asked, In thinking about the next steps for Mount Rainier pool, whether for a new building or for modifying existing one, what does the district envision for serving the immediate community and secondary large communities? And what goals does the District want to achieve?

The Board members discussed the results of previous studies and the cost to move the facility to a new location. The decision to remain at the present location and let Stemper guide the District in renovations and additions including ADA updates was restated as the next step for the Mt. Rainier Pool facility. The primary goals include the capacity to provide swim lessons on a larger scale and to be able to accommodate swim clubs and dive teams, while adding a warm water tank and zero entry access. A workout area was also suggested in addition to a multi-purpose room that could be used for parties and meetings.

Question B: The DGM cited a study done by Barker Rinker Seacat (BRS) which surveyed a cross section of the population in Des Moines. Out of 3,801 surveys, they received a 7.9% response. Responses rated aquatic related sports as the 3rd or 4th activity of choice. The DGM then asked, Does the District intend to partner with local

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

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 8/3/2021**

community leaders, schools and/or organizations for additional outreach and promotion of aquatics programming to encourage new membership and increase population of Mt. Rainier Pool?

The Board members agreed that partnering with community organizations will be vital in determining what and how much the District will be able to put towards a renovation project. Expanded programming in a newly remodeled facility may have a positive impact on boosting interest in aquatics for the community.

President Young encouraged the opening of the pool on Sundays as an immediate way to improve programming and attendance.

Question C: 1) If it is decided to rebuild a new facility on another site, it will take a number of years before actual construction can take place. If the existing facility is to remain in service during this time, will the District be able to support maintenance to the existing building while a new facility is being built?

2) What happens to the existing building? Will it be returned to Highline School District?

President Young stated that the District would be obligated to be financially responsible to the public for those funds while also maintaining the existing buildings for a period of possibly 5 years.

A discussion ensued on what maintenance to the facility could look like over a period of 5-7 years.

The Board discussed seasonal programming and staffing. Summertime sees much of the staff opting for outdoor pools rather than working at indoor facilities. A suggestion was made to add an outdoor at the present facility that could be used for swim team practice in the warmer months.

Question D: If renovations of the present facility, or construction of a new building were to move forward, how would the District prioritize the following services and/or principles for the building (or add any services)?

- Swim classes
- Therapy pool
- Outdoor leisure pool
- Lap pool
- Community room, Community space or Multi-Purpose

President Young felt the last question was posed too soon in the process and should be postponed.

The Board asked the DGM to revisit with Scott Logan of Highline School District on what properties might exist under their jurisdiction that they might want to dispose of.

The DGM reported on estimated costs and funding of previous maintenance projects. During previous projects there were unforeseen existing conditions that were not accounted for. His suggestion is to ask Stemper to do perform a detailed study prior to any future work to uncover anything that could potentially be costly.

Discussions turned to placing priorities on the current facility, planning a scope, and phasing in changes over a period of time before discussions with partners and the school district. At that time, announcements to the public would

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**Des Moines Pool Metropolitan Park District
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be made and feedback would be solicited from potential partners. It is imperative that the District maximize what we currently have through programming. At such a time that we are maxxed out, then it will be time to have discussions on increasing space and modernizing.

The suggestion was made to ask Stemper for a proposal to bring the facility to ADA compliance.

Stemper will provide Scope 1 and 2 at a cost of \$95K. those reports will include an assessment of the building and the existing site conditions. The second is a preliminary analysis of the building and site potential.

Under Scope 1 would be a complete review of building systems, i.e. mechanical, electrical, plumbing, structural/seismic, hazardous materials. Along with this an architectural review and ADA compliance. Stemper would then review, evaluate, and report on findings to determine the remaining life cycle of systema and buildings, and the associated costs.

Under Scope 2, a review and verification of local ordinances and codes for property and site conditions/restrictions would occur. Stemper would also analyze the feasibility for renovation or addition to the existing building. This includes room layout.

President Young asked for this item to be put on the agenda for the 8/17 Regular Meeting for further action by the Board.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:41 p.m.

UPCOMING MEETINGS

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

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

Commissioner Young

Commissioner Dusenbury

Commissioner Kasnick

Commissioner Stender

Commissioner Achziger

Linda Ray, District Clerk

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Des Moines Pool Metropolitan Park District

August 17, 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; Aquatic Manager, Lauryne Thurmond, District General Manager Deschenes and District Clerk Linda Ray.

PLEDGE OF ALLEGIANCE – Commissioner Kasnick led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

District General Manager Deschenes introduced an item for addition to the agenda:

- 8c, King County Aquatic Facilities Grant

President Young called for adoption of the amended agenda. Commissioner Achziger so moved; Commissioner Dusenbury 2nd, Adopted 5-0.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

DGM Deschenes stated that a photo op took place at the pool on Friday, 8/13. Councilman Dave Uptegrove presented a grant check of \$5,000 to the District. Aquatic Manager Lauryne Thurmond and Commission President Shane Young were in attendance to accept the grant. L.

PUBLIC COMMENT -- None

CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in June 2021 totaling \$80,045.32. Commissioner Dusenbury 2nd. The motion passed 5-0.

The Aquatic Manager's quarterly report was moved to the front of Old Business

OLD BUSINESS

a. Q2 Aquatics Manager Report

Aquatics Manager Lauryne Thurmond reported on 2nd quarter operations which is April to June 2021. The District was in Phase 3 of state COVID mandates and were requiring appointments for all pool users as well as limited class sizes for swim lessons.

A presentation and full quarterly report are on file.

The AM summarized maintenance that was performed during 2nd quarter which included repair to the Pulsar system, some pipe leaks, and a software update to the HVAC controls system.

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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 – 08/17/2021**

SMAC has used the pool continuously since December 2020. Programming was limited during Phase 3 which enabled SMAC to use the full space.

A re-certification class was held from July 14th to 17th, and an in-service for staff during the same time running for four days of four-hour training sessions.

During the summer, Monday through Thursday morning swim classes have been held and are back to regular size. There are also Saturday morning classes with some private lessons. Registration for these classes have been at capacity.

A Junior Lifeguarding class was held to assist kids to pass the lifeguard test and to become a lifeguard. All of the kids that started made it through to the end. The District also started a swim club that filled within 10 minutes and another time slot was opened for kids who didn't get into the first class.

The newly hired Aquatic Specialist, Nickol Carroll, will start on Wednesday. She was with the YMCA for six years and has an extensive aquatics background in programming.

In closing, the AM reported that the registration process has been upgraded. Grade cards will be handed out at the end of the class before the final lesson with a flyer explaining the registration process for the next class.

b. Engineer of Record Decision from Board

At the 8/3 retreat, the District General Manager and the Board discussed a formal scope of work for Stemper Architecture. The scope will include a site assessment and feasibility study at a cost of \$112K and will culminate in a direction for the pool facility.

A state grant is available to assist with payment to Stemper of up to \$100K and ultimately renovations/construction at the Mt. Rainier Pool, however it the funds cannot be used retroactively. This would delay the assessment and study until March 2022. It was decided to hold off on approval of the work with Stemper until the District has completed the grant process which opens in September 2021.

The DGM will work with the Finance Committee on the grant application and all Board members will give input before it is submitted.

President moved to have staff begin working on the grant process with the Finance Committee to have it ready for review at the Regular Board Meeting on September 21st. Commissioner Dusenbury 2nd. Passed 5-0.

c. Q2 Finance Report

District General Manager Deschenes summarized the report which was included in the meeting packet. The cash position at the end of June was \$1.45 million.

We invoiced Normandy Park in late 2020 which was not paid until April 2021. We invoiced them for 2021 in June and that will be on the August revenue report.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 08/17/2021**

Budget remains a little above 50% at present. We are in a good position to transfer over \$75K plus unused miscellaneous repairs to Capital at the end of the year.

d. Closure Update

The DGM reported the pool facility began their annual maintenance closure week on Sunday, 8/15, and will reopen on Monday, 8/23. During this time the staff will deep clean the facility and organize storage in surplus, Sound Cleaning will do a high dusting, lights will be replaced while a lift is on site, and repairs to the showers will be made.

e. Future Board Meeting Location

The DGM spoke to Scott Logan at the Highline School District regarding any available locations they have for potential development. Mr. Logan stated only Des Moines Elementary School site is available over the next couple of years.

In addition, Mr. Logan said that the District can use the Mt. Rainier High School for future Board meetings. The DGM will contact him next week and look at the meeting space.

NEW BUSINESS

a. Budget Retreat

Each year the Board begins the budgeting process for the coming year at the end of August. The District General Manager suggests a retreat in September to begin the process. The Board members decided to schedule the retreat on September 28th at 7:00 p.m.

An agenda will be published after the regular meeting on September 21st.

b. Emergency Plumbing Repair

The DGM informed the Board that MacDonald Miller and the program manager recommended a repair to the pool showers. The vendor on-site also took care of back flow prevention. The District GM received approval from the Capital and Contract Committee to complete the repairs during the August 15-22 and so this agenda item is offered as informational only. This action saved the district one day of pool closure.

c. King County Aquatic Facilities Grant

This agenda item was discussed earlier in the meeting.

GENERAL DISCUSSION

The District General Manager announced that beginning in September, the pool will open on Sundays from 11:15am to 1:15pm. Programming will include family swim and lap swim. An announcement will be made after the closure.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:59 pm.

UPCOMING MEETINGS

- September 21, 2021, Regular Meeting, 7:00 p.m., Location TBD
- September 28, 2021, Retreat Meeting, 7:00 p.m. Location TBD

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 08/17/2021**

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

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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

ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date 8/14/2021

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 8/10/2021	170950010			24219		00000	31,317.41
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$31,317.41

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

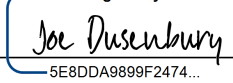
Typed or Printed

Contact Name Organization
 Email Phone # Ext Fax #

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 8/9/2021
5E8DDA9899F2474...
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date 8/30/2021

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 8/25/2021	170950010			24219		00000	36,512.95
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$36,512.95

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 Organization
 Email Phone # Ext Fax #

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 Date
DocuSigned by:

 Print Name Phone # Email



Special District Voucher Approval Document

Scheduled Payment Date: 08/11/2021
Total Amount: \$13,092.28
Control Total: 15
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20210804134613.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: <u>Scott Deschenes</u>	<u>8/4/2021</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u>	<u>8/5/2021</u>
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

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210804134613.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			RN07212455	07/31/2021	\$70.06	750 LB BEVCARB LIQUID
CENTRAL WELDING SUPPLY			CG100344	07/30/2021	\$127.67	UN2187, CARB DIOX
COLIBRI NORTHWEST, LLC			1	10/21/2021	\$607.75	AD FALL 2020, NP CITY SCENE
COMCAST			20210712CB_MRP	07/12/2021	\$225.41	TELEPHONE/INTERNET_MRP - 7/22 TO 8/21/21
DEPARTMENT OF RETIREMENT SYSTEMS			DRS1_072021	07/22/2021	\$1,396.52	DEF COMP - L THURMOND, Q KNOX, S DESCHENES
HIGHLINE WATER DISTRICT			20210722HWD	07/22/2021	\$551.76	WATER UTILITY - 6/22/2021 TO 7/22/2021
JOE DUSENBURY			20210722JD08	07/22/2021	\$353.43	COMMISSIONER SUBSIDY - JUNE 2021
MACDONALD-MILLER FACILITY SOLUTIONS			SVC208891	07/15/2021	\$275.25	HVAC REPAIR-SVC CALL ID 210709-0067
MACDONALD-MILLER FACILITY SOLUTIONS			SVC209896	07/30/2021	\$2,601.59	DOMESTIC WATER - SVC CALL ID 210712-0079
NORTHWEST LANDSCAPING SERVICES			CD50155716	08/01/2021	\$549.41	LANDSCAPE SVC - AUG 2021
PUGET SOUND ENERGY			20210721PSE	07/21/2021	\$4,223.76	ELECTRIC/GAS UTILITY - 6/18/ TO 7/20/21
SHANE STENDER			20210722SS77	07/22/2021	\$235.60	COMMISSIONER SUBSIDY - JUNE 2021
SHANE YOUNG			20210722SY10	07/22/2021	\$117.82	COMMISSIONER SUBSIDY - JUNE 2021
SNURE LAW OFFICE			20210801BS	08/01/2021	\$450.00	PROFESSIONAL SERVICES - JUL 2021
STEMPER ARCHITECTURE			14022	07/22/2021	\$1,306.25	TASK ORD #1 - PROJECT #2104.1, SVCS THRU 7/22/2021



Special District Voucher Approval Document

Scheduled Payment Date: 08/18/2021
Total Amount: \$5,718.20
Control Total: 8
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20210809140424.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: <u>Scott Deschenes</u> 2E38157130480...	<u>8/9/2021</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u> 5E8DDA9A88F872...	<u>8/9/2021</u>
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

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210809140424.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AAA FIRE PROTECTION INC.			10113110	08/06/2021	\$159.65	FIRE EXT SERVICE
ABS			17253	08/01/2021	\$90.00	DISTRICT JANITORIAL - AUG 2021
BREE CASWELL			20210809BC55	08/09/2021	\$30.73	PAYROLL PE 7/25/2021
CMIT SOLUTIONS EASTSIDE			9479	06/30/2021	\$1,321.00	IT SUPPORT - JUNE 2021
CMIT SOLUTIONS EASTSIDE			9554	07/31/2021	\$2,472.39	IT SUPPORT - WORKSTATION HARDWARE
CMIT SOLUTIONS EASTSIDE			9572	07/31/2021	\$1,321.00	IT SUPPORT - JULY 2021
COMCAST			20210708CB_DMP	07/08/2021	\$188.26	TELEPHONE/INTERNET_DMP - 7/18 TO 8/17/21
COPIERS NORTHWEST			2337895	08/09/2021	\$135.17	COPIERS LEASE - AUG 2021



Special District Voucher Approval Document

Scheduled Payment Date: 08/25/2021
Total Amount: \$12,178.05
Control Total: 17
Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District
File Name: AP_DMPOLPRK_APSUPINV_20210819121238.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: <u>Scott Deschenes</u>	<u>8/19/2021</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u>	<u>8/19/2021</u>
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

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210819121238.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AAA FIRE PROTECTION INC.			10168051	08/13/2021	\$132.12	FIRE EXT INSPECTION
AAA PEST CONTROL, INC.			312351	07/16/2021	\$274.15	PEST CONTROL TREATMENT
AQUATIC SPECIALTY SERVICES			21166	08/17/2021	\$170.51	MONTHLY SERVICE - AUG 2021
AQUATIC SPECIALTY SERVICES			21060	08/03/2021	\$170.51	MONTHLY SERVICE - JUL 2021
AQUATIC SPECIALTY SERVICES			21039	07/30/2021	\$48.59	REAGENTS
AQUATIC SPECIALTY SERVICES			20145_2	02/22/2021	\$31.40	SALES TAX UNPD IN FEB 2021
CANON FINANCIAL SERVICES, INC.			27205996	08/13/2021	\$62.88	COPIERS CONTRACT CHG - AUG 2021
CIVICPLUS			212751	07/27/2021	\$4,954.50	ANNUAL RENEWAL - 2021
COMCAST			20210808CB_DMP	08/08/2021	\$198.17	TELEPHONE/INTERNET - 8/18 TO 9/17/2021
DEPARTMENT OF RETIREMENT SYSTEMS			DRS2_0721	08/16/2021	\$1,413.29	DEF COMP - THURMOND, KNOX, DESCHENES
GRAINGER			9003519122	07/27/2021	\$491.15	JANITORIAL SUPPLIES
GRAINGER			9006959184	07/30/2021	\$86.89	JANITORIAL SUPPLIES
HIGHLINE WATER DISTRICT			20210816HWD	08/16/2021	\$551.76	WATER UTILITY - 6/22 TO 7/22/2021
MOUNTAIN MIST			20210731MtM	07/31/2021	\$30.19	WATER/COFFEE DELIVERY_MRP - JUL 2021
RECOLOGY			0006031532	07/31/2021	\$1,137.96	GARBAGE/RECYCLE UTILITY - JUN-JUL 2021
SEATTLE SOUTHSIDE CHAMBER OF COMMERCE			1019678	08/01/2021	\$315.00	MEMBERSHIP RENEWAL - 2021
US BANK			20210810USB	08/10/2021	\$2,108.98	BANKCARD STMT

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a Assigned to: Aquatics Manager Meeting Date: 9/21/21

Under: Old Business Attachment: Yes

Subject: Schedule Update

Background/Summary: The District will be updating the pool's schedule on September 27 in response to Covid-19 related issues. A presentation will be made by the Aquatics Manager.

Fiscal Impact: N/A

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:

- Scheduling Presentation (May be updated as conditions change before Board Meeting)

Schedule Changes (September 27- November 27)

September 21 Regular Board Meeting

1

Effects on Schedule

- Youth Employees:
 - Out of school since March 2020.
 - Parents want to concentrate on school first.
 - MRHS Swim and Football (ends in November).
 - Estimate more availability later in Fall.
- Unvaccinated:
 - Still awaiting formal decision (since August 26).
 - High School staffing.
 - Key staff members.
 - October 19.
- Head guard succession
 - Most off to college.
- Aquatic Specialist Curveball

2



FMLA Succession

- Aquatics Manager out of office – Effective September 27
- Interim Positions:
 - Aquatics Manager – Quentin Knox
 - Aquatics Coordinator – Jared Wold
 - Aquatics Specialist – Not filled
- Messaging and website will be updated to reflect this information
- Less coverage to back people up

3

Programming

- No effects on:
 - Weekend programming including lap swimming.
 - Swim teams: public and private.
 - Evening water exercise.
 - Morning programming between 9am and 1pm.
- Programming effected:
 - Water Exercise: Cut back to twice a week.
 - Main issue: No backups
 - Evening Open Programming: Cut back lap swim to Wednesdays only (2 lanes). No family swims.
 - Open later Tuesday and Thursday: 8:00 am.
 - Swim Lessons...

4

Swim Lessons

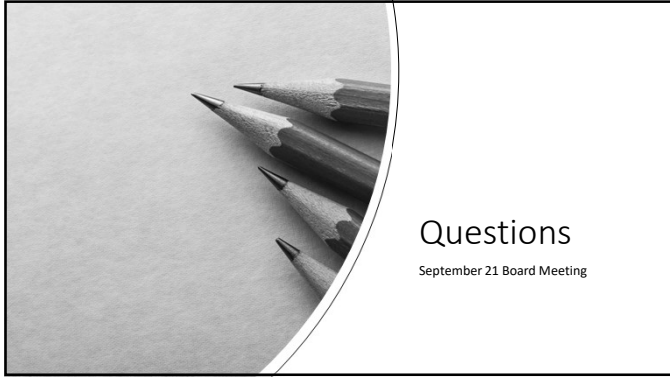
- Saturdays: No Changes.
- Cut back Monday and Wednesday to Monday Only!
 - October 4 – November 15
 - Make decision in late October on second Fall session.
- Options:
 - A: Mondays only again.
 - B: Monday/Wednesday class
 - C: Monday or Wednesday (Thru February)
- Hold off on Private Lessons for now.
 - Start later once kids get into their schedules

5

Good News

- Next crop of head lifeguards coming soon.
 - Good staff turning 18 over to fortify staffing through Fall/Winter.
- A couple are taking Water Safety Instruction classes.
- Will fortify staff for the rest of the year through the summer.
- Swim lesson bonuses should help incentivize participation.
- New Interim Coordinator is working hard on recruitment.

6



7

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** District GM **Meeting Date:** 9/21/21

Under: Old Business **Attachment:** Yes

Subject: KCYAS Aquatic Facilities Grant Application

Background/Summary: The District is preparing to do a feasibility and assessment study to better prepare for the future of the Mount Rainier Pool and aquatics in the Des Moines community.

King County announced in August 2021 that an Aquatic Facilities Grant program covering up to \$100,000 of the study would be available.

The District will apply for the grant and the District GM work with the Finance Committee of the board on the application.

The grant opens on September 15 and will close on October 15. The application is attached to this AIS. (There has been no progress as the application came out one day before the packet was sent out 9/16/21).

The grant will be awarded in the first quarter of 2022, and the architect is on hold until the grant is awarded.

The Finance Committee is meeting/met on Monday, September 20 at 7:00pm to discuss and start working on the grant. An update will be made at the regular board meeting on Tuesday, September 21.

Fiscal Impact: Save up to \$100,000.

Proposed Motion: No motion necessary. Discussion only.

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

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

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

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

Notes/Attachments:

- KCYAS Aquatic Facilities Grant Application (Available Sept 15 @ Noon)
- Ordinance 19166 Attachment C, Aquatic Facilities Grant Program
- Aquatic Facilities Grant FAQ
- Grants Program Summary: Aquatic Facilities

Aquatic Facilities Grant Program

Implementation Guidelines for Project Criteria, Eligibility, Project Selection Process, and Administration of Grants

August 23, 2020

Background

In 2019, as part of the King County parks, recreation, trails and open space levy, voters approved up to \$44 million in Parks Levy fund proceeds to create the Aquatic Facilities Grant Program to provide moneys for a broad range of improvements to public aquatics facilities located in King County. These projects include feasibility studies, design, permitting, and construction of new or improvement of existing capital facilities. The opportunity to learn how to swim as well as providing continued access for recreational swimmers is a regional priority.

For more than 50 years, King County communities have built public pools and aquatic centers to improve access for residents to recreation, competition and education opportunities. The majority of aquatic facilities owned by public entities in King County were constructed in the 1970s and their useful life has been extended through constant update and repair. Ensuring that the public has continued access to these facilities as well as the ability to access levy proceeds for assistance in constructing new aquatic centers is a priority of King County. This grant program is intended to assist communities as our region grows and existing facilities become obsolete or reach capacity.

Eligibility Criteria

Eligible Project Types

Projects relating to public aquatic facilities, including:

1. Planning or feasibility studies
2. Land purchase
3. Pre-construction
4. Design
5. Construction
6. Renovation
7. Repair
8. Expansion
9. Other capital costs associated with the construction or continued function of an aquatic center.

All projects must allow public access and be geographically located within King County.

36 Eligible Entities

37 The following entities are eligible to be recipients of the Aquatic Facilities Grant:

- 38 1. King County cities and towns
- 39 2. Metropolitan Park Districts geographically located in King County
- 40 3. School Districts
- 41 4. Other public entities that own public aquatic facilities

42

43 **Advisory Committee**

44 Nomination Process

- 45 1. The King County Executive will seek input from King County Councilmembers on advisory
46 committee recommendations and provide notification to the King County Council 30 days
47 prior to appointment.
- 48 2. The King County Executive will appoint committee members who reflect the diverse needs
49 and populations within King County.
- 50 3. The committee will make recommendations for both the Parks Capital and Open Space Grant
51 Program and the Aquatic Facilities Grant Program.

52 Committee Makeup

53 The committee will be staffed by The King County Parks and Recreation Division and composed
54 of up to 17 people appointed by the King County Executive based on the composition below, and
55 will make recommendations for both the Parks Capital and Open Space grant program and the
56 Aquatic Facilities grant program.

57 The following composition shall make up the Aquatic Facilities Grant and Parks Capital and
58 Open Space Grant Advisory Committee:

- 59 1. City/park district representatives – up to nine members of the committee shall be elected or
60 employed officials of cities or park districts in King County. Cities or park districts in each
61 of the nine County Council districts should be represented.
- 62 2. School districts – up to four members shall be elected or employed officials of school
63 districts actively engaged in aquatics recreation and/or implementation of the
64 recommendations in the State of Play Report.
- 65 3. Non-profit organizations – up to four members shall represent organizations with a strong
66 history of championing public access to recreation to include active, passive, and aquatics
67 recreation in King County.

68 Upon formation, the Advisory Committee will work closely with Parks and Recreation Division
69 staff to further develop and refine the application, review, and recommendation process to ensure
70 a streamlined process is in place for ease of use by applicants, the Advisory Committee, and
71 program administrators.

72

73 **Project Selection and Reporting Process**

- 74 1. The King County Parks and Recreation Division staff will prepare and advertise a request for
75 proposals and receive applications on a biennial basis.
- 76 2. The Advisory Committee will review and rank proposals and will recommend projects and
77 award amounts. In accordance with Motion 15378, all awards in unincorporated areas should
78 be made in consultation with the Department of Local Services.
- 79 3. The committee will recommend a project for funding to the Department of Natural Resources
80 and Parks only if the proposal meets the eligibility criteria above. Additional criteria to weigh
81 the relative strength of applications include:
- 82 a. Addressing an unmet need for aquatics recreation and water safety
 - 83 b. Creating new or expanded programming opportunities
 - 84 c. Preserving, protecting, or enhancing the structural integrity of an existing facility
 - 85 d. The project will further established Countywide priorities, such as equity and social
86 justice, the Strategic Climate Action Plan, improving water quality and increasing
87 habitat, for example through green stormwater infrastructure, the Land Conservation
88 Initiative, or implementation of the recommendations in the State of Play Report;
 - 89 e. The project is supported through partnership and will be measured by resulting
90 community benefits, as well as the strength and diversity of partnership;
 - 91 f. The project has been identified in an adopted plan;
 - 92 g. The project is located in an underserved area or provides recreational access or benefit
93 where none currently exists;
 - 94 h. The project demonstrates certainty in success of delivery;
 - 95 i. The project demonstrates how successful implementation will be measured over time;
 - 96 j. The project identifies cost effectiveness and ability to leverage other funding or in-kind
97 donations.
- 98 4. The King County Executive will transmit to the King County Council a recommended list of
99 grant awardees, including a summary description of how each project meets the selection
100 criteria and the objectives of the Aquatics Facility Grant Program. The Executive will also
101 transmit an ordinance to approve grant allocations for each project.
- 102 5. The King County Parks and Recreation Division will administer the contracts for approved
103 projects. Any town or city receiving a grant award will be required to notify the King County
104 Council of any major milestones such as groundbreaking or ribbon cutting 30 days prior to the
105 event.
- 106 6. The King County Parks and Recreation Division will provide an annual report on the status of
107 the Aquatic Facilities Grant Program. Information on the number of proposals received,
108 projects awarded in that year, and a summary of completion of past projects shall be included
109 in the report.

110

111 **Program Staffing**

112 The King County Parks and Recreation Division shall be responsible for administering and
113 staffing the program, utilizing a percentage of program moneys to pay for this administration.

114 The percentage of moneys for program administration shall be consistent with other grant
115 programs managed by County agencies.

116 Administration shall include development of the process, application materials,
117 announcements, review process, contract development and administration, project tracking,
118 financial accounting, project reporting, and audit function.

AQUATIC FACILITIES GRANT PROGRAM

FAQ

WHAT IS THE PURPOSE OF THE AQUATIC FACILITIES GRANT PROGRAM?

Funding from the Aquatic Facilities Grant Program is intended to preserve or increase public access to aquatic facilities for the residents of King County to provide equitable access to aquatic recreation and water safety skills and education.

WHAT KIND OF PROJECTS DO YOU FUND?

Projects funded from this grant program pertain to the development and construction of new, renovation, or expansion of existing aquatic facilities and include the following activities: 1) land acquisition; 2) feasibility studies; 3) design and permits; and 4) construction.

WHAT ENTITIES OR AGENCIES ARE ELIGIBLE TO RECEIVE GRANT FUNDING?

Agencies or entities eligible to apply for and receive funding include King County towns and cities, school districts, metropolitan park districts and public entities that own public aquatic facilities.

HOW LARGE ARE YOUR GRANTS?

- Projects are capped at \$5,000,000 or 25% of project cost, whichever is smaller
- Planning or feasibility studies are capped at \$100,000

ARE THERE MATCHING REQUIREMENTS FOR THIS PROGRAM?

- Grants up to \$100,000 require no match
- Grants from \$100,001 - \$2,000,000 must be matched by at least 50% of a project's total cost
- Grants from \$2,000,001 - \$5,000,000 must be matched by at least 75% of a project's total cost

HOW MUCH FUNDING IS AVAILABLE IN THIS GRANT CYCLE?

Roughly \$13 million is available for grants in the 2021-2022 grant cycle.

IS A LETTER OF INTENT OR PRE-APPLICATION REQUIRED?

No, a letter of intent is not required for this grant program cycle.

WHEN ARE GRANT APPLICATIONS DUE?

Grant applications are due October 15, 2021, by 5:00 p.m. Late applications will not be accepted.

CAN APPLICANTS SUBMIT MORE THAN ONE PROJECT FOR FUNDING IN ANY ONE GRANT CYCLE?

Applicants can submit more than one project for potential funding, but each project requires its own application.

ARE SPRAY PARKS AND WADING POOLS ELIGIBLE FOR PROJECT APPLICATIONS?

No, this program provides funding for projects that result in recreation associated with public safety around water (learning to swim, water safety education) and water recreation (swimming, diving, aquatic based wellness, etc.). Those projects, however, are eligible under the Parks Capital and Open Space grant program.

WHO DECIDES WHICH GRANT APPLICATIONS WILL RECEIVE FUNDING?

The Aquatic Facilities and Parks Capital and Open Space Grant Advisory Committee will make recommendations to the King County Executive for project funding. The Executive will in turn provide the King County Council with a list of projects based on input from the committee. The Council makes final award determinations.

ARE THERE RESOURCES THAT CAN BE ACCESSED TO HELP US WITH TECHNICAL QUESTIONS?

King County staff will be available to provide technical support and general guidance to assist with understanding the program criteria, eligibility, and navigating the application process.

DO YOU FUND SALARIES AND OPERATING EXPENSES?

Grant funds may be used to cover up to 15% of administrative costs for projects. Operating expenses are not eligible expenses.

DOES THE NUMBER OF PEOPLE WHO WILL BENEFIT FROM THE GRANT MATTER?

The number of people benefiting from the grant is considered, but the proposal is evaluated in context of the stated need and how the proposal is designed to meet that need.

SHOULD WE HAVE A PROFESSIONAL GRANT WRITER PREPARE OUR APPLICATION?

It is not necessary. The application is modest in nature and grant evaluators are more interested in the reality of the need and the quality of the plan for addressing it than in the elegance of the grant language. Clear and concise language is greatly appreciated.

DO YOU MAKE GRANTS OUTSIDE OF KING COUNTY?

No. Grant funding is limited to the geographic area of King County, Washington.

IF MY PROJECT APPLICATION IS DECLINED FOR FUNDING IN THIS ROUND, CAN I RESUBMIT MY APPLICATION FOR FUTURE ROUNDS?

Yes. Projects not funded are eligible for future grant rounds, but applicant must reapply.

ARE WE REQUIRED TO APPLY ONLINE?

Yes. Online applications are required. Should you need assistance to ensure your application is submitted properly, please coordinate with our staff for assistance.

WHEN ARE FUNDS AVAILABLE?

Funds are released upon applicant completing key milestones identified in the grant agreement. Grant funds are not eligible for retroactive funding for previously completed projects.

IS THERE A TIMELINE FOR COMPLETING PROJECTS FUNDED THROUGH THIS PROGRAM?

Yes. Projects must be completed within two years of grant award. Extensions may be approved based upon project circumstances.

ARE THERE REPORTING REQUIREMENTS FOR PROJECTS FUNDED THROUGH THIS GRANT PROGRAM?

Yes. Projects must provide regular reports to program staff through the life of the project. In addition, applicants must inform program staff and the King County Council of major milestones achieved during the project, such as groundbreaking and project dedication events.

GRANT PROGRAM SUMMARY:

AQUATIC FACILITIES



King County

PARKS

Your Big Backyard

BACKGROUND

In 2019, as part of the King County Parks and Recreation levy, voters approved funding to create four (4) unique grant opportunities:

- Capital Projects and Open Space Program
- Targeted Equity Program
- Aquatic Facilities Program
- Open Space and River Corridors Program



The Aquatic Facilities Grant Program is intended to preserve and increase public access to aquatic facilities across King County. For more than 50 years King County communities have built public pools and aquatic centers to improve access public recreation, competition and critical water safety skills (drowning prevention). This grant program is intended to assist communities across all of King County as our region grows and existing facilities become obsolete or reach capacity. The Aquatic Facilities grant program will provide funding opportunities for activities related to the renovation or expansion of existing facilities, or construction of new aquatic facilities in King County.

APPLICATION PROCESS

On Wednesday, **September 15 at Noon**, our website will be updated to include Program Guidelines and a link to our online grant portal where applicants will find the application. Staff will be available to provide technical assistance during the application process. Applicants will have until Friday, **October 15, 2021 at 5:00 p.m.** to complete and submit an application.

The grant portal closes at that time and **late applications will not be accepted.**

GRANT APPLICATION SCHEDULE

Grant Application Available / RFP Open	September 15, 2021 at Noon
Application Due	October 15, 2021 at 5:00 p.m.
Advisory Committee Evaluations and Recommendations	November, 2021
King County Executive Transmits Recommendations to Council	December, 2021*
King County Council Approves Final Grant Awards	February, 2022*
King County Parks Coordinates Grant Agreements	Q1, 2022*

* *Subject to change*

WHO CAN APPLY?

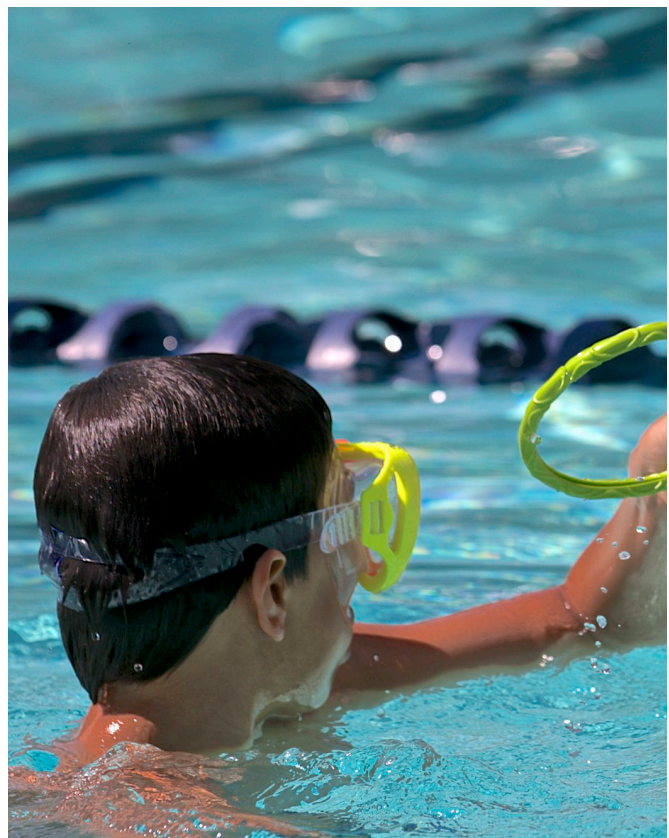
- King County Cities and Towns
- Metropolitan Park Districts located in King County
- School Districts located in King County
- Other public entities that own public aquatic facilities

AVAILABLE FUNDING

Funding is subject to change until grant awards are confirmed by King County Council action. The anticipated available funding for the current grant cycle is roughly **\$13 million.**

GRANT RANGES

- Projects are capped at \$5,000,000 or 25% of project cost, whichever is smaller
- Planning or feasibility studies are capped at \$100,000



MATCH REQUIREMENTS

- Grants up to \$100,000 require no match
- Grants from \$100,001 - \$2,000,000 must provide 50% of a project's total cost
- Grants from \$2,000,001 - \$5,000,000 can provide no more than 25% of a projects total cost

The match may include:

- Appropriations or cash
- Volunteer labor
- Donations of land
- Donation of professional services, equipment, and materials
- Federal, state, local, and private grants

GRANT EVALUATIONS

Projects will be reviewed and evaluated based on criteria established by the Advisory Committee which support County goals and include the following themes:

Equity and Community Impact

- Demonstrated need
- Results in increased recreation and new or expanded programming opportunities
- Preserves, protects, or enhances the structural integrity of an existing facility
- Demonstrated partnership that facilitates community participation and engagement
- Project is located in a low-moderate income census tract
- Access to facility by priority populations

Project Plan

- Project readiness
- The project has been identified in an adopted plan
- Quality design
- How facility is maintained over time

Budget and Resources

- Budget is adequate, secure, and reasonable
- Match requirements met or exceeded
- Partnership exists to aid in completion of project and/ or supports programming and use of the facility by the community
- Funding plan in place to complete project and maintain investment going forward

ADVISORY COMMITTEE AND EVALUATION PROCESS

The Advisory Committee will review and prioritize projects based on evaluation criteria identified in the program guidelines. Upon completing their evaluations, the Committee shall recommend to the King County Executive a list of applications which scored well and best met the goals of the program. The Executive will transmit to the King County Council a list of applications recommended for funding. Once the Council votes on a final list of recommended awards, King County Parks will coordinate with grantees to establish a grant agreement to proceed with their project.

The Advisory Committee, whose membership is directed by Council Ordinance 19166, represents a variety of stakeholders, interests, and perspectives related to managing parks and recreation projects and programs. The composition of the Committee includes:

- City Representatives
- Park District Representatives
- Non-Profit Recreation Representatives
- School District Representatives

ELIGIBLE PROJECTS

These are examples of items that may be covered through grant funding **but are not** an all-inclusive list. All grant applicants for this program must ensure that public access is provided.

- Construction of a new facility
- Renovation or expansion of an existing facility including key infrastructure or facility components
- Planning and design or feasibility studies related to development of an aquatic facility
- Land acquisition

INELIGIBLE PROJECTS

These are examples of items that are not covered through grant funding **but are not** an all-inclusive list.

- Wading pools
- Spray parks (funded under the Parks Capital and Open Space program)
- Public swim beaches
- Non-aquatic related infrastructure located within a multi-use community center
- Routine operation and maintenance costs.

If an applicant receives a grant, King County Parks staff will work with grantee to establish a grant agreement which clarifies and refines a scope of work, and budget. Funds are released on a reimbursable basis when project milestones identified in the grant agreement are reached. Grantees have two years to fulfill the scope of work, but extensions may be granted depending on the circumstances. Grantees will be expected to provide regular reports to program staff through the life of the project including informing program staff and the King County Council of major milestones achieved during the project, such as groundbreaking and project dedication events.

CONTACT INFORMATION

Butch Lovelace, Program Manager, 206.477.4577, butch.lovelace@kingcounty.gov

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c Assigned to: District GM Meeting Date: 9/21/21

Under: Old Business Attachment: Yes

Subject: Budget Retreat Handouts

Background/Summary: The District will have its board retreat on Tuesday, September 28 at 7:00pm. The retreat will mainly focus on the District's upcoming 2022 budget and levy.

Attached are the proposed documents for the meeting.

All documents are DRAFTS and are for discussion. All are subject to change.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Discussion only.

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

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

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes/Attachments:

- Proposed Fee/Rate Changes for 2022
- [MRSC 2022 Budget Suggestions Link \(PDF\)](#)*
- Proposed 2022 Budget – Will be handed out at 9/21 meeting

*Link address: <https://mrsc.org/getmedia/ef33598f-d9d5-4d40-b16d-59e02ed74196/2022-budget-suggestions.pdf.aspx?ext=.pdf>

2022 Suggested Rates

September 28 Board Retreat

1

Goals

- Simplify Rate Schedule while Giving Plenty of Options (Balance)
 - Combine fees for lap and open swims
 - Special rate structures for Disabled/Veteran/Active Military/Teacher
 - Youth/Seniors combined with above
 - Water exercise – one flat rate
- Remove payment plans
 - Software – hard to track
 - Collection agency – example - expired numbers.
- Insurance Program
 - Future of many users, but low repayments
- Keep low through pandemic and then look at increasing in 2023

Note: 3-month & annual already combined pricing for non-water exercise usage

2

Current Rates (Click link to view page)

Age Group	Resident Rate*	Non-resident Rate
Open Swim		
Adult (18-61)	\$3.75	\$4.50
Senior (62 & Older)	\$3.00	\$3.75
Youth (2-17)	\$3.00	\$3.75
Lap Swim		
Adult (18-61)	\$4.50	\$5.25
Senior (62 & Older)	\$3.25	\$4.00
Youth (2-17)	\$3.25	\$4.00
Water Exercise		
Adult (18-61)	\$5.00	\$7.25
Senior (62 & Older)	\$5.00	\$5.75
Youth (2-17)	\$5.00	\$5.75

Age Group	Resident Rate*	Non-resident Rate
Open Swim		
Adult (18-61)	\$34.00	\$40.00
Senior (62 & Older)	\$27.00	\$34.00
Youth (2-17)	\$27.00	\$34.00
Lap Swim		
Adult (18-61)	\$50.00	\$67.50
Senior (62 & Older)	\$37.00	\$50.00
Youth (2-17)	\$37.00	\$50.00
Water Exercise		
Adult (18-61)	\$51.00	\$69.00
Senior (62 & Older)	\$42.00	\$51.00
Youth (2-17)	\$42.00	\$51.00

<https://mtrainerpool.com/fees/>

3

1

(SUGGESTED) PRICING SHEET

GENERAL ADMISSION	Daily Entry		10-Visit		3-Month		Annual	
	Resident Rate*	Non-resident Rate	Resident Rate*	Non-resident Rate	Resident Rate*	Non-resident Rate	Resident Rate*	Non-resident Rate
Child (0-11)	Free	Free	Free	Free	Free	Free	Free	Free
Youth (12-17)	\$3.25	\$4.00	\$20.00	\$24.00	\$79.00	\$96.00	\$209.00	\$249.00
Adult (18-64)	\$4.00	\$5.00	\$30.00	\$34.00	\$120.00	\$140.00	\$449.00	\$499.00
Senior (65 & Older)	\$3.25	\$4.00	\$20.00	\$24.00	\$79.00	\$96.00	\$209.00	\$249.00
Special**	\$3.00	\$3.75	\$20.00	\$24.00	\$79.00	\$96.00	\$209.00	\$249.00
*Family (2-5 Members)***	N/A	N/A	N/A	N/A	\$249.00	\$269.00	\$999.00	\$449.00

*Resident discount rate is for residents of Des Moines and Normandy Park that pay taxes to subsidize pool.
 **Special includes Active Military, Disabled Swimmer, Teachers and Veterans.
 ***Family members may need to provide proof of residency at same household.

Additional Family Member	3-Month		Annual	
	Resident Rate*	Non-resident Rate	Resident Rate*	Non-resident Rate
Family member 6+	\$25.00	\$29.00	\$90.00	\$99.00

WATER EXERCISE

	Daily Entry		10-Visit		3-Month		Annual	
	Resident Rate*	Non-resident Rate	Resident Rate*	Non-resident Rate	Resident Rate*	Non-resident Rate	Resident Rate*	Non-resident Rate
Rate for All	\$5.00	\$5.75	\$40.00	\$51.00	\$159.00	\$179.00	\$599.00	\$599.00
Insurance***	Free	Free	N/A	N/A	N/A	N/A	N/A	N/A

*Resident discount rate is for residents of Des Moines and Normandy Park that pay taxes to subsidize pool.
 **Special includes Active Military, Disabled Swimmer, Teachers and Veterans.
 ***Insurance memberships including SilverSneakers, Silver and Fit, Active and Fit and Prime can utilize some classes for free. Call for details.

4

fitness your way

by Thrifty Health

- Pursue UnitedHealthcare in late 2021
- During pandemic lowered reimbursement from \$3 to \$2.50
- In August 2021, included for all classes
- Maximum 10 class reimbursements
- Need to stay on top of, or lose visits
- Partner with health clubs for marketing (2 for 1) & employers
- Grow water exercise and morning hours
- Expect to have more employment partnerships in future

5

Swim Lessons (Group)

- No increases since re-opening.
- About 3% increase across board (rounded).
- Scholarships dramatically increased.
- Private lessons already approved.

SWIM LESSONS	Drop-In	Current		Suggested		Percentage Increase	
		Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Youth (Per Lesson)	N/A	\$8.00	\$9.75	\$8.25	\$10.00	3%	3%
Parent-Tot	N/A	\$5.88	\$7.50	\$6.00	\$7.75	2%	3%
Adult	N/A	\$8.00	\$9.75	\$8.25	\$10.00	3%	3%

6

Scholarship Table


SCHOLARSHIPS PER YEAR	
2011	\$ 2,895.75
2012	\$ 555.75
2013	\$ 624.00
2014	\$ 399.75
2015	\$ -
2016	\$ -
2017*	\$ 569.70
2019	\$ 5,892.24
2020** (1/1-3/16)	\$ 1,614.70
2021** (3/1-8/23)	\$ 10,022.45

2021 Scholarship Totals	
Scholarships	\$ 3,076.45
Free Afternoon Programming	\$ 6,946.00
Totals	\$ 10,022.45

Scholarships (w/ Afternoon Programming)

*2017 Scholarships for AMG up to 6/17/2017.
 **Pandemic- no or reduced programming March 17, 2020 thru July 1, 2021.
 ***Dates include around 57% for free afternoon programming.

7



Rental Rates

- No major changes.
- Only increase is Wibit which consumes staff to setup, guard and tear down.
- No longer have highest rental rates for lane rental rates.
 - Explore increase in 2023.
 - Look at contracts

# of People	Per Hour	
	Resident	Non-resident
1 to 25	\$90.00	\$115.00
26 to 60	\$120.00	\$155.00
61 to 90	\$150.00	\$190.00
Lobby	\$45.00	\$55.00


Additional Items Per Hour	
Water Walk	\$ 40.00
Wibit**	\$ 100.00

**Wibit only available on 3rd Saturdays after Open Swim.

	SWIM TEAM RATES	
	Peak*	Non-Peak
Whole Facility (Per Hour Including Staffing)	\$ 200.00	\$ 200.00
Per Lane Rental Rate (Per Hour)	\$ 16.50	\$ 15.00
Storage (Per Sq. Foot)**	\$ 2.50	\$ 2.50
Bulkhead Moving Rate (Per Move)***	\$ 50.00	\$ 50.00

*Peak time is Monday-Friday, 4:00-8:00pm.
 **Storage must be agreed up between district and renter.
 ***Bulkhead moving rate includes before and after event moving, which affects rental costs.

8



Questions

September 28 Board Retreat

9

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d Assigned to: District GM Meeting Date: 9/21/21

Under: Old Business Attachment: Yes

Subject: Future Board Meeting Locations

Background/Summary: The District is looking at relocating for its future in-person meetings. The District is working with Highline School District to meet on the Mount Rainier High School campus.

This project is in progress, and any update will be made at the meeting.

Fiscal Impact: Not available at this time.

Proposed Motion: No motion necessary. Informational only!

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

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

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes/Attachments:

- Motion will need to be formally made with resolution, once new location is set. Should make motion between meetings to set future site.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a Assigned to: District GM Meeting Date: 9/21/21

Under: New Business Attachment: Yes

Subject: South Whidbey Island Aquatic Study

Background/Summary: Commissioner Shane Stender has requested the District GM share the attached South Whidbey Island Aquatic Study.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only.

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

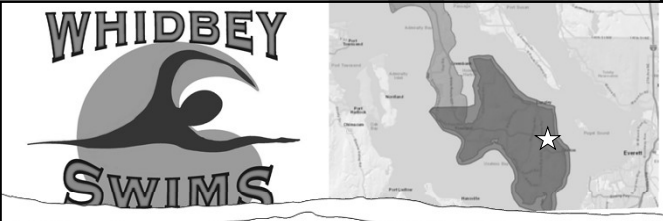
Two Touch Rule: N/A Committee Review
N/A First Board Meeting (Informational)
N/A Second Board Meeting (Action)

Action Taken: Adopted Rejected Postponed

Follow-up Needed: Yes No Reporting Back Date:

Notes/Attachments:

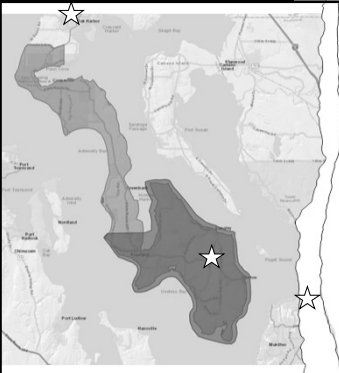
- South Whidbey Island Aquatic Study (Presentation)
- South Whidbey Aquatic Study (Website) – <http://swpaf.org/CommunityPool.php>
- South Whidbey Parks and Recreation (Website) - <http://swparks.org/>



WHIDBEY SWIMS

South Whidbey Aquatic Center
PNS Bob Keller - Spring 2021

1



Our Project

A public aquatic facility on South Whidbey Island


In 1st (2nd) service areas:

- 17k (29k) total population
- 2,200 (4,000) kids <17

Nearest public pool 90 min RT

- HS swim team commutes to Kamiak HS in Mukilteo
- Youth swim teams, Masters rent space at private club pool (4-lane 25y 4' const depth 84")
- Learn to Swim summers only using outdoor country club pool

2



Done in Partnership

Parks District has public aquatic facility in 2018-2023 Comprehensive Plan filed with Washington RCO

501(c)(3) Parks and Aquatics Foundation has public aquatic center as part of core mission

Joint Steering Committee formed from both organizations and supplemented by volunteers

3

Strong Public Support

Support resolutions /letters
 - Langley City Council
 - County, Port Dist Commissioners
 - South Whidbey School District
 - Youth/Masters Swim Team
 - Economic Development Council

Parks survey 700 responses
 - Aquatic Center #1 ranked of all Comprehensive Plan projects

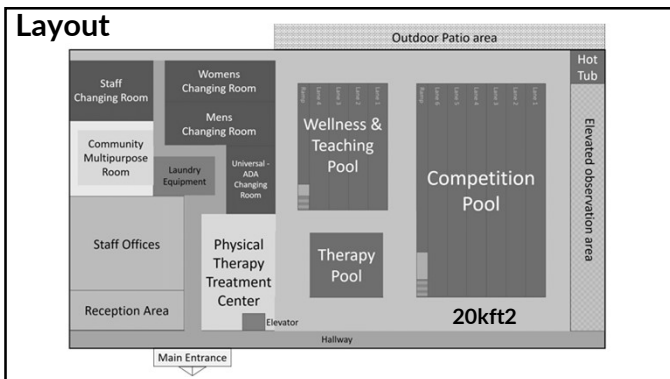
Ballard*King Needs Assessment
 1700 responses
 - 70% of respondents said Aquatic Center was "High Priority"



4



5



6

The Water

Competition Pool

- Myrtha steel construction
- Blocks and gutters
- 80-82 degrees

Teaching Pool

- Myrtha steel construction
- 4 lane layout
- 86-88 degrees

Therapy Pool

- Hydroworx 3200
- 4 depth zones w/ballast
- Underwater treadmill
- 3 patient/3 therapist capacity

7

Competition Program

Youth

- Every 3rd grader Learn to Swim
- PE program, Swim team, meets

High School

- PE program
- Special events
- Swim team, meets (12 2A teams)

Masters

- Midweek program
- Weekend special events, meets

- ✓ Potential to create PNS Club
- ✓ Large pool of meet volunteers

8

Location

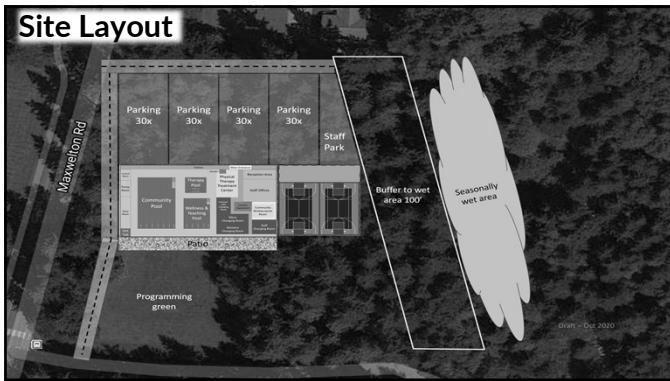
Site Selection Criteria

- Between population centers
- On an Island Transit route
- Near the public schools
- Proximity to Highway 525
- Zero acquisition cost

Site Feasibility

- Septic ✓
- Water ✓
- Electrical ✓
- Cultural Resources ✓
- Wetland/Critical Areas ✓

9

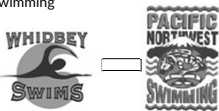


10

Capital Needs	Funding Plan
<ul style="list-style-type: none"> - Capital Campaign \$100k - Plans/Engineering \$1.1M - Site (LOSS, water) \$1M - Construction \$10M - O&M Reserve obj \$1M 	<ul style="list-style-type: none"> - PNS seed funding - WA DoC CDBG planning CY21 - Capital campaign mid 2021 - State capital budget CY22 - WA RCO grant cycle CY22 - Large Foundation grant applications 2021-2022 - WA DoC CDBG CY22 - Voted bond measure 2022

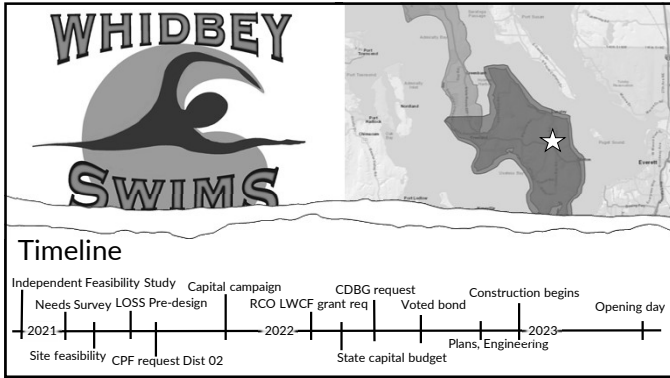
11

Alignment to PNS	Our Ask - PNS Funding
<p>Competition-quality short course pool adds to water in the PNS geographic territory</p> <ul style="list-style-type: none"> - Focus on large youth swimming population currently without an accessible facility on South Whidbey - Facility will promote swimming for the benefit of swimmers of all ages and abilities - Public facility with inclusion and diversity goals similar to PNS/USA Swimming 	<p>\$20k in June 2021, to fund first 3 months of capital campaign (objective - \$5M)</p> <p>Pledge of \$50k to support CY22 RCO grant applications</p> <ul style="list-style-type: none"> - WA Recreation and Conservation Office grant cycle opens March 2022 - Project will compete for a \$500k Land Water Conservation Fund (LWCF) grant - Grant requires \$500k match - Pledged \$\$, stakeholder support from organizations like PNS offer significant advantages in grant application scoring



Thank you from all of the volunteers at Whidbey Swims!

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** 9/21/21

Under: New Business **Attachment:** Yes

Subject: United Healthcare Insurance Program

Background/Summary: The District currently has agreements with Tivity Health (SilverSneakers & Prime Fitness) and ASH Networks (Silver and Fit & Fitness Your Way) for patrons to utilize the facility including water exercise at the Mount Rainier Pool.

Members of the community obtain these programs through their insurance programs to improve their wellness. These organizations contract with the District for their usage at Mount Rainier Pool. The District is reimbursed \$2.50/visit up to ten visits per month for Tivity and ASH networks.

United Healthcare will reimburse these programs at \$3.00/visit up to ten visits per month. The agreement can start anytime, but for the Mount Rainier Pool to show up on open enrollment, the contract needs to be before October 1, 2021.

Note-United Healthcare has not sent an updated agreement at the time of mailing. The District GM will send it to the board once it is ratified by legal.

Fiscal Impact: N/A

Proposed Motion: First touch item.

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:
- United Healthcare Agreement (not attached)

FITNESS PASSPORT SERVICE AGREEMENT

This Fitness Passport Service Agreement (this "Agreement") is entered into on September 9, 2021 (the "Effective Date"), by and between OptumHealth Care Solutions, LLC, including its affiliates ("Optum") and Des Moines Pool Metropolitan Park District, including its Participating Facilities ("Network"). For purposes of this Agreement, Network and Optum shall collectively be referred to herein as the "Parties" and individually as a "Party".

WHEREAS, Network wishes to become part of the Optum Fitness Passport network comprised of facilities that provide services to support the Fitness Passport Program to Optum's clients; and

WHEREAS, Optum provides its client's Members access to the Fitness Passport Program (as further described in Appendix A attached hereto and incorporated by reference); and

WHEREAS, Optum desires to include Network as part of its Fitness Passport Program offering so that Optum's client's Members may access the Fitness Passport Program.

NOW THEREFORE, for and in consideration of the above recitals, and the mutual covenants and agreements set forth below, and in exchange for other valuable and adequate consideration which the Parties agree is sufficient to enter into this Agreement, the Parties agree as follows:

ARTICLE 1 DEFINITIONS

Except as otherwise specifically indicated, the following terms shall have the following meanings in this Agreement (such meanings to be equally applicable to both the singular and plural forms of the terms defined):

Activation ID: A unique system-generated number assigned by Optum and used by both Parties to identify a Member who enrolls in the Fitness Passport Program.

Activation Letter: A letter, which displays the Activation ID that Members print off and present to a Participating Facility to enroll in the Fitness Passport Program.

Fitness Passport Program: A program sponsored by Optum as described in Appendix A herein.

Eligible Member: A benefit holder enrolled in a qualifying health plan or individual covered by a qualifying employer that may or may not be a member of a Participating Facility and is not enrolled in the Fitness Passport Program.

Member: A benefit holder enrolled in a qualifying health plan or individual covered by a qualifying employer that is enrolled in the Fitness Passport Program and is a member of a Participating Facility.

Participating Facility: Each Network facility location, unless otherwise excluded as expressly stated in Appendix A herein that is obligated by this Agreement to participate in the Fitness Passport Program.

Network Facility Reimbursement: The amount of reimbursement Optum has agreed to remit to Network toward a Member's monthly membership rate that Network represents has met the established Fitness Passport Program visit criteria as defined by Optum in Appendix A.

ARTICLE 2 TERM AND TERMINATION

2.1 Term. The initial term of this Agreement shall begin on the Effective Date and shall continue through December 31, 2023 ("Initial Term"). Thereafter, this Agreement shall automatically renew on the same terms and conditions on January 1st of each calendar year after the Initial Term for successive twelve (12) month terms (each a "Renewal Term"), unless otherwise agreed

to in writing prior to September 1st of each calendar year or otherwise terminated in accordance with Section 2.2 of this Agreement. The Initial Term and each subsequent Renewal Term may be referred to collectively or separately as "Term."

2.2 Termination. This Agreement may be terminated by any of the following:

- a) If either party provides written notice of non-renewal for the next Renewal Term no later than September 1st of the current Term. Following proper notice of non-renewal the current Term will effectively terminate as of midnight local time of Network on December 31; or
- b) By either Party upon mutual written agreement; or
- c) If either Party breaches any material provision of this Agreement and fails to cure such breach within thirty (30) days after written notice is given by the non-breaching Party, the Agreement shall terminate at the end of the thirty (30) day period. Any failure to use good faith efforts to cure the breach will be considered an early termination under section (d) below.
- d) Network may, ~~at Optum's sole discretion and~~ subject to the early termination fee described below, terminate the Agreement early at the end of any calendar month for an early termination fee that is due in full and payable upon the effective termination date, pursuant to the following fee schedule. Should Network fail to remit timely payment in full as of the effective early termination date, Network will be liable for interest at the rate of one and half percent (1.5%) or the maximum permitted by law, whichever is less, for each thirty (30) day period on a prorated basis that Network has not remitted the full balance due and payable to Optum. Further, Network shall be liable for any collection/legal/court fees Optum incurs to collect such fee and interest.

Early Termination Fee. For each month of the Term remaining as of the effective termination date, Network will pay Optum a lump sum early termination fee upon the effective date of termination equal to ~~fifty~~ fifty percent (50%) of the average Network Reimbursement Fees that Optum paid Network during the current Term (e.g. January – May Optum average fees for these five months equaled \$2,000.00, therefore Network would pay Optum to terminate June 1 an amount equal to \$1,000.00 per month (calculated as 50% of the \$2,000.00 monthly average) for the remaining 7 months of the Term or \$7,000.00).

- e) This Agreement shall terminate immediately and automatically upon delivery to the other Party of written notice of termination on the occurrence of one of the following:
 - i. Bankruptcy, insolvency or the dissolution of either Party;
 - ii. Unauthorized assignment of this Agreement, whereby such assignment will be subject to the early termination fee in (d) above of this Agreement; or
 - iii. The loss of any license, qualification, authorization, accreditation or certification required for a Party to perform its duties under this Agreement that was not the result of such Party's willful or negligent act or omission (which such act or omission will be subject to the early termination fee in section (d) above.

Each Party agrees to notify the other Party in writing not later than five (5) business days after the occurrence of any of the events referred to immediately above.

2.3 Effect of Termination: Upon termination of this Agreement, each Party shall immediately cease using the other Party's name, symbol or logo ("Mark"), including but not limited to uses of the Mark authorized by this Agreement. Notwithstanding, the obligation to pay Network Facility Reimbursement to Network by Optum shall survive Termination for 120 days after the termination date.

~~**2.4 Ongoing Obligations.** Termination shall not affect either Party's liability for any obligations incurred by such Party prior to the effective date of termination.~~

**ARTICLE 3
OBLIGATIONS OF NETWORK**

3.1 Access to, Fulfillment of, and Membership Fees for the Fitness Passport Program. Each Participating Facility shall provide all Members with unlimited visits to the Participating Facility and all standard Network services, during the hours of operation as advertised by the Participating Facility to include, if applicable, an initial orientation to a Participating Facility and the equipment. In connection with participating in the Fitness Passport Program, each Participating Facility will provide Members with unlimited visits to Participating Facility at the rate set forth in Appendix A.

3.2 Acknowledgement. Network acknowledges that Optum is not a payer of services nor an insurer with respect to any services provided by the Network as part of this Agreement.

3.3 Compliance with Applicable Laws. Both Parties shall comply with all applicable local, state and federal laws. Network shall also obtain and maintain any and all licenses required to fulfill its duties and obligations under this Agreement.

3.4 Cooperation with Optum. Both Parties agree Network shall be the first point of contact for Members and Eligible Members and shall assume all service responsibility with respect to Member participation in the Fitness Passport Program, unless the Member contacts Optum first, in which case that Member will be re- directed to the Network. In the event of an escalated issue whereby Optum's assistance is required for resolution, Optum agrees to cooperate with Network in handling any complaints or inquiries from Members or Eligible Members regarding the Fitness Passport Program.

3.5 Account Management. Network will assign an account management individual or team to support Optum with implementation of the Fitness Passport Program.

**ARTICLE 4
OBLIGATIONS OF OPTUM**

4.1 Payment to Network. Optum shall pay Network the Network Facility Reimbursement set forth in Appendix A for each eligible Member that meets the Fitness Passport Program's monthly visit requirement. Payment details for the Network Facility Reimbursement are set forth in Appendix A.

4.2 Hold Harmless. Network agrees that the only payment Optum is responsible for is in accordance with its obligation described in Section 4.1. The Member is responsible for all other costs, fees and charges related to services not included in the Network standard membership services. Network will not seek and will hold Optum harmless for any charges, fees, costs or expenses a Member may incur that are not part of the obligation of Optum under Section 4.1.

4.3 Promotion of Services. Optum shall promote the Fitness Passport Program to Eligible Members through the Optum Web site, marketing and sales brochures, and other distribution channels designated by Optum, including but not limited to telephone and email communications. Optum shall be responsible for the design and production of any such materials and the design and maintenance of the Optum Web site.

**ARTICLE 5
CONFIDENTIALITY**

5.1 Information. Each Party acknowledges that in the course of performing under this Agreement, it may learn confidential, trade secret, or proprietary information concerning the other Party or third parties to whom the other Party has an obligation of confidentiality. Each Party shall protect and shall not disclose the other's proprietary information, including but not limited to, trade secrets, lists of Activation IDs and Participating Facilities, Member information, reimbursement amounts, and patented, trademarked, trade-named, service-marked, and copyrighted material or other property belonging to it or to a third party to whom it has an obligation of confidentiality ("Confidential Information").

5.2 Protection of Confidential Information. Each Party agrees that during the term of this Agreement:

(a) it will use such Confidential Information only as permitted by this Agreement or as otherwise permitted in writing, (b) it will not disclose such Confidential Information orally or in writing to any third party without the prior written consent of the other Party, (c) it will take at least those precautions to protect the other's Confidential Information as it takes to protect its own similar information, and (d) it will not otherwise use such Confidential Information for its own purposes or that of any other person or entity. A Party may disclose Confidential Information if required by law, legal process, or court order, in which case the disclosing Party shall notify the other Party sufficiently in advance of the disclosure, as allowed by law, to permit intervention at its option. The obligations stated in this Section shall survive termination of this Agreement for so long either Party has access to the other's Confidential Information.

5.3 Privacy. Each Party agrees to be bound by any applicable state and federal rules and regulations concerning the privacy and security of Member information.

5.4 Trademarks, Logos and Copyrighted Materials.

Network hereby acknowledges that Optum and its affiliates may, from time to time during the term of this Agreement, provide Network with marketing, promotional or other advertising materials intended for use in connection with the promotion of the Program (such materials together with all content, trademarks, trade names, and/or logos of Optum and its affiliates, the "Optum Marketing Materials"). Optum hereby grants to Network a revocable, nonexclusive, non-assignable and non-transferable right and license to use and display the Optum Marketing Materials during the term of this Agreement without modification solely in connection with the promotion of the Program. Upon expiration or the earlier termination of this Agreement, the foregoing license shall automatically terminate and be of no further force and effect and Network shall immediately cease its use and display of the Optum Marketing Materials. All uses of the Optum Marketing Materials shall be subject to Optum's prior approval. Optum hereby represents and warrants to Network that it has the right to grant the license as set forth in this paragraph. Except as expressly set forth in this Agreement, Network obtains no other rights in or to the Optum Marketing Materials and Optum and its respective affiliates reserve all rights

Network hereby grants to Optum and its affiliates a revocable, nonexclusive, non-assignable and non-transferable right and license to use and display all names, trademarks, trade names, service marks and logos of Network and its affiliates (collectively, the "Network Marks") during the term of this Agreement solely in connection with the administration and promotion of the Program. Upon expiration or the earlier termination of this Agreement, the foregoing license shall automatically terminate and be of no further force and effect. Network hereby represents and warrants to Optum that it has the right to grant the license as set forth in this paragraph.

**ARTICLE 6 DISPUTE
RESOLUTION**

In the event that any dispute, claim, or controversy of any kind or nature relating to this Agreement arises between the Parties, the Parties agree to meet and make a good faith effort to resolve the dispute. If the dispute is not resolved within thirty (30) days after the Parties first met to discuss it, and either Party wishes to further pursue resolution of the dispute, that Party shall refer the dispute to non-binding mediation under the Commercial Mediation Rules of the American Arbitration Association ("AAA"). In no event may the mediation be initiated more than one (1) year after the date one Party first gave written notice of the dispute to the other Party. A single mediator engaged in the practice of law, who is knowledgeable as to the subject matter relevant to the dispute, shall conduct the mediation under the then current rules of the AAA. The mediation shall be held in a mutually agreeable site. Nothing herein is included to prevent either Party from seeking any other remedy available at law including seeking redress in a court of competent jurisdiction.

ARTICLE 7
RESPONSIBILITY FOR DAMAGES AND INDEMNIFICATION

7.1 Responsibility for Damages. Each Party shall be responsible for any and all damages, claims, liabilities, or judgments it incurs that arise as a result of its own acts or omissions. Any costs for damages, claims, liabilities, or judgments incurred at any time by one Party as a result of the other Party's negligence or intentional wrongdoing shall be paid for or reimbursed by the other Party.

Except for claims indemnified hereunder, or breaches of provisions related to confidentiality of information provided, in no event shall either Party be liable to the other for incidental, consequential, economic, special, or lost profit damages, even if such Party has been advised of the possibility of such damages. Consequential damages include, but are not limited to, lost profits, lost revenues, and lost business opportunities, whether or not the other Party was or should have been aware of the possibility of these damages.

7.2 Indemnification. The Parties shall each indemnify and hold the other harmless against any and all losses, liabilities, penalties, fines, costs, damages, and expenses the other incurs, including reasonable attorneys' fees ("Damages"), which arise out of a third party claim and to the extent such Damages directly arise from or are the result of the indemnifying Party's: (i) breach of this Agreement; or (ii) negligence or willful misconduct. Network shall also indemnify Optum for any claim brought by a Member for the failure to deliver services by Participating Facility, or membership dues and/or associated fee disputes.

7.3 Indemnification Procedures. Promptly, upon becoming aware of any matter which is subject to the provisions of Article 7 (a "Claim"), the Party seeking indemnification (the "Indemnified Party") must give notice of the Claim to the other Party (the "Indemnifying Party"), accompanied by a copy of any written documentation regarding the Claim received by the Indemnified Party.

The Indemnifying Party will, at its option, settle or defend, at its own expense and with its own counsel, the Claim. The Indemnified Party will have the right, at its option, to participate in the settlement or defense of the Claim, with its own counsel and at its own expense; but the Indemnifying Party will have the right to control the settlement or defense. The Indemnifying Party will not enter into any settlement that imposes any liability or obligation on the Indemnified Party without the Indemnified Party's prior written consent. The Parties will cooperate in the settlement or defense and give each other full access to all relevant information.

If the Indemnifying Party: (i) fails to notify the Indemnified Party of the Indemnifying Party's intent to take any action within 30 days after receipt of a notice of a Claim; or (ii) fails to proceed in good faith with the prompt resolution of the Claim, the Indemnified Party, with prior written notice to the Indemnifying Party and without waiving any rights to indemnification, including reimbursement of reasonable attorney's fees and legal costs, may defend or settle the Claim without the prior written consent of the Indemnifying Party. The Indemnifying Party will reimburse the Indemnified Party on demand for all Damages incurred by the Indemnified Party in defending or settling the Claim.

ARTICLE 8
MISCELLANEOUS

8.1 Entire Agreement. This Agreement, exhibits and attachments constitute the entire understanding between the Parties and supersedes all proposals, communications and agreements between the Parties relating to its subject matter.

8.2 Independent Contractors. The Parties' relationship to each other is that of independent contractors. No Party shall be deemed to be, or hold itself out as, a partner, agent, employee or joint venture partner of any other Party. No Party will represent that it has any authority to assume or create any obligation, express or implied, on behalf of the other Party, or to represent any other Party as an agent, employee or in any other capacity.

8.3 Insurance. Each Party, at its sole cost and expense, shall procure and maintain in full force and effect for the term of

this Agreement and after its termination for so long as the services are provided to Members pursuant to this Agreement, adequate commercial general liability insurance coverage, including but not limited to contractual liability insurance coverage, with limits that are reasonable and customary for its business to cover liabilities and claims which may arise in relation to or in connection with providing such Party's respective services under this Agreement, but in no event less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

8.4 Certificate of Insurance. Network and Optum agree to 1) provide the other, within ten (10) business days of a written request, with a Certificate of Insurance with respect to all liability insurance required under this Agreement, and 2) maintain the foregoing policy or policies of insurance without material change or cancellation except upon thirty (30) days written notice to the other Party.

8.5 Right to Audit. Optum shall have the right to review or to appoint an independent third party auditor to review the files and materials used by Network for the purpose of auditing compliance by Network related to Network's obligations under this Agreement. Optum may exercise such right of audit during normal business hours upon five (5) business days prior written notice to Network. Network shall cooperate with Optum's auditor in the performance of any audit. Optum shall be solely responsible for the cost of the audit, providing however, if such audit reveals reporting discrepancies to Optum, Network shall bear the costs of such audit.

8.6 Fitness Passport Program Performance Standards. The Fitness Passport Program Performance Standards are attached hereto and incorporated herein by reference as Appendix B.

8.7 Assignment. Except as provided in this Section, neither party may assign any of its rights and responsibilities under this Agreement to any person or entity without the prior written consent of the other party, which shall not be unreasonably withheld. Network and Optum acknowledge that persons and entities under contract with or affiliated with them may perform certain services under this Agreement. Network acknowledges that assignment by Optum of all or any of its rights and responsibilities under this Agreement to any affiliate shall not require Network's prior written consent.

8.8 Successors. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective heir(s), personal representatives, executors, administrators, successors, and assigns.

8.9 Governing Law. This Agreement shall be construed and interpreted in accordance with the laws of the State of [Minnesota](#).

8.10 Amendments. No amendments, modifications, or additions to this Agreement shall be valid unless made in writing and signed by both the Network and Optum.

8.11 Invalidity of Sections of Agreement. If any portions of this Agreement shall, for any reason, be invalid or unenforceable such portions shall be ineffective only to the extent of such invalidity or unenforceability and the remaining portion or portions shall nevertheless be valid, enforceable and of full force and effect.

8.12 Survival. The terms and conditions of this Agreement, which by their express or implied terms, survive the termination of this Agreement, shall survive the termination of this Agreement.

8.13 Notices. Any notice, demand, or communication required under this Agreement shall be hand delivered or sent by commercial overnight delivery service, or if mailed, by pre-paid, first class mail to the addresses below. The addresses to which notices are sent may be changed by proper notice.

Notice to Optum:
Optum
11000 Optum Circle
Eden Prairie, MN 55344
Attn: Contracts Administration MN101-W013

Notice to Network:
Des Moines Pool Metropolitan Park District
22722 19 Ave S
Des Moines, WA 98198

8.14 Counterparts. This Agreement may be executed by electronic signatures or in one or more counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, this Agreement is executed by the parties' authorized officers or representatives and shall be effective as of the Effective Date.

OptumHealth Care Solutions, LLC

11000 Optum Circle
Eden Prairie, MN 55344

Des Moines Pool Metropolitan Park District

22722 19 Ave S
Des Moines, WA, 98198

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Agreement Number: 00772477.0

Appendix A

**Fitness Passport Program
Fees and Description of Services**

- I. **Fitness Passport Program Description:** The Optum Fitness Passport Program provides eligible Members with pre-determined monthly membership rates to Participating Networks when they enroll in the Fitness Passport Program. The Optum Fitness Passport Program also reimburses Participating Networks a pre-determined amount when Members meet the established program criteria as defined by Optum.
- II. **Network Reimbursement Fees:** In connection with participating in the Fitness Passport Program, Optum will reimburse Network a pre-determined amount each calendar month for each participating Member, following Network’s validation and representation that the Member has met the program criteria as defined by Optum below. The Network Facility Reimbursement payment is associated with a Member’s cumulative number of monthly visits to any Participating Facility. For the avoidance of doubt, the Network Facility Reimbursement payment is not applicable to each Participating Facility individually.

Medicare Member Participation Requirement	Network Reimbursement amount paid by Optum
Medicare Member visits any Participating Facility during calendar month	\$3.00 per visit to Participating Facility with a maximum monthly payment of \$30.00 (10 visits)
Commercial Member Participation Requirement	Network Reimbursement amount paid by Optum
Commercial Member visits any Participating Facility during calendar month	\$3.00 per visit to Participating Facility with a maximum monthly payment of \$30.00 (10 visits)

Unless Network has notified Optum in writing no later than August 1st of the current Term the Network Reimbursement Fee will not be negotiable and will continue for the next Renewal Term.

1. **Most Favored Reimbursement.** Network represents and warrants that the Network Facility Reimbursement as outlined in this Agreement is equal to or lower than the reimbursement per-visit rates and maximum monthly fees being offered by Network to any other customer for the same or similar services. If during the term of this Agreement Network enters into an agreement or arrangements with any other customer contracting with Network for the benefit of its members which includes lower reimbursement per-visit rates or maximum monthly fees for the same or similar services as stated in this Agreement, Network shall promptly identify such lower per-visit rates and/or maximum monthly fees to Optum, and the Parties shall execute an amendment to this Agreement to incorporate the change in Network Facility Reimbursement effective as of the date that the Network made such lower rates available to such customer.

III. **Description of Services:**

1. **Network Responsibilities.**

Network shall be responsible for:

- a) Participating Facility Membership Fees: In connection with participating in the Fitness Passport Program, Network shall waive any and all enrollment and membership fees for those Members that enroll in the Fitness Passport Program. Network will need to enroll the eligible Member in the Fitness Passport Program in order to be eligible for reimbursement.
- b) Network will reasonably cooperate with Optum to create Fitness Passport Program communication and promotional materials for Optum to send to Optum's clients, Members or Eligible Members.
- c) Maintaining a Web site that provides Participating Facilities locations including Network branches by zip code as well as a list of amenities and services, hours of operation and other information for each Participating Facility. Network shall allow Optum to link to this site for purposes of providing information to Eligible Members and Members. By the seventh day of each month or the next business day if the seventh day of the month falls on a weekend or holiday, the Network or Optum's designated third party will deliver to Optum, in a file format specified by Optum, a file containing the usage data for the prior month for every Member in the Fitness Passport Program, regardless of how many times they visited the Network each month. Network will report a Member's cumulative number of visits to any Participating Facility in the file containing usage data. Network is responsible for ensuring the submitted usage data is accurate. A maximum of one (1) visit per calendar day can be counted towards a Member's monthly visit total to Network. Network will be responsible for accurate reporting monthly and correct any errors in reporting. For purposes of this Agreement, Optum will only be responsible for those records that have been reported within two (2) months from the end of the reported month will be evaluated for possible Network Facility Reimbursement. For example, at the conclusion of the month of April, the Network has two calendar months to report a Member's April visit count for purposes of calculating a possible Network Facility Reimbursement. Upon identifying any processing errors Network will promptly notify Optum of these errors and the errors will be corrected in the next month's payment cycle.
- d) Assisting to resolve questions, complaints or grievances related to a Member's participation in the Fitness Passport Program and to notify Optum via e-mail correspondence of all unresolved Member disputes and/or grievances that require the involvement of Optum.
- e) Additional administrative and support services as described herein.

2. Optum Responsibilities.

Optum shall be responsible for:

- a) Communicating program overview to Members pursuant to Section 4.3 of the Agreement.
- b) Making reasonable efforts to notify Optum's Eligible Members of Fitness Passport Program enrollment guidelines and processes.
- c) Posting updated facilities as a Participating Facility directory on the Optum Web site pursuant to Section 4.3 of the Agreement when available.
- d) Upon receipt of Member Fitness Passport Program utilization information on a monthly basis from Network or Optum's designed third party, Optum will verify the eligibility of Members listed on the monthly Member usage file and indicate which Activation IDs meet eligibility requirements for Network Facility Reimbursement to Network. Optum will designate with an error code any records which are ineligible for any such payments.
- e) By the twenty-third day of each month or the next business day if the twenty-third day of the month falls on a weekend or holiday, Optum will provide the eligibility verification file containing the payment amount of

Network Facility Reimbursement to be reimbursed to Network. In addition, by the twenty-third day of the month Optum will send a payment via electronic funds transfer ("EFT") to Optum's designated third party equal to the total amount of Network Facility Reimbursement to Network for the prior month.

f) Additional administrative and support services as described herein.

3. Additional Fitness Passport Program Guidelines.

a) The Network Facility Reimbursement period for Network is calculated based on each calendar month only, regardless of the date of enrollment by the Member. A Member who signs up for the Fitness Passport Program will enable Network to be eligible to earn an Network Facility Reimbursement payment from Optum commencing as of the month the Member enrolls. For example, if the Member enrolls in the Fitness Passport Program on January 5, Network may earn the Network Facility Reimbursement if the Member meets their monthly attendance requirement at a Network on or after January 1 through the end of January.

Appendix B

**Fitness Passport Program
Performance Standards**

Network and Optum accept the minimum performance standards set forth below.

**Section 1
Minimum Standards**

1.1 Customer Service: Participating Facilities and Optum shall work together to resolve all Member complaints and grievances in a timely manner. Network will make best efforts to achieve the Customer Service Deliverables listed in Table 1 below:

TABLE 1 - Customer Service	
Service Level Deliverables	Timeframe
E-mails and written inquiries to Participating Facilities from Optum	Network will respond within two (2) business days
Member complaint and/or grievance resolution	Network must notify Optum in a timely manner of any disputes or other grievances involving Members and Network will work to resolve ninety-five percent (95%) of such disputes within seven (7) business days.

1.2 Data and Payment Processing Schedule: Network, Optum and Optum’s designated third parties, if applicable will use the following schedule set forth in Table 2 below for processing data and sending payment:

TABLE 2 - Data and Payment Processing (per Appendix A)		
Network to provide Member usage file to Optum or Optum’s designated third party*	Optum to provide eligibility verification file to Optum’s third party	Optum or Optum’s designated third party to transmit the Network Facility Reimbursement to Network’s designated account
By the seventh day of the month or the next business day if the seventh day of the month falls on a weekend or holiday, following the month of usage	By the twenty-third day of the month or the next business day if the twenty-third day of the month falls on a weekend or holiday, following the month of usage**	By the first day of the month or the next business day if the first day of the month falls on a weekend or holiday, following the exchange of data**
Example: February 7 for January usage	Example: February 23 for January usage	Example: March 1 for January usage received in February

* If Optum notifies Network that Optum utilizes a third party to collect Member usage from Network, Network will provide Member’s monthly usage reports to Optum’s designated third party no later than by the fifth day of the month.

** Subject to timely receipt of usage data received by Network

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District GM **Meeting Date:** 9/21/21

Under: New Business **Attachment:** Yes

Subject: Swim Instructor Incentive Program

Background/Summary: The District optioned to give staff that received Water Safety Instructor (WSI) certification through the American Red Cross a \$.50/hour incentive. This certification offers the District more flexibility to offer swim classes and substitutions, but also helps increase the quality of lessons with teachers that are taught how to lesson plan, the nuances of swim instruction and how to properly give feedback.

The District is still having trouble with instructors wanting to teach lessons. Instead of increasing the hourly rate for instruction or increasing the hourly incentive. The District GM suggests developing a quarterly incentive of \$100 for instructors that teach three classes per quarter.

Quarters are broken down below:

- Quarter 1: January – March
- Quarter 2: April – June
- Quarter 3: July – September
- Quarter 4: October – December

If staff is able to complete incentives for all quarters within a calendar year, the District GM suggests giving an additional incentive of \$100 for an annual total of \$500.

This program would take effect on October 1 to test it for the rest of the year and bring back suggestions in January for 2022.

Many programs around the country are struggling to staff their programs and have elected to have similar incentive programs. See below for examples from around the country.

Fiscal Impact: The District would need to allocate up to \$1,000 in 2021 and to budget an estimated \$12,000 for 2022.

Proposed Motion: I move to approve the District GM to implement a incentive program of \$100 per quarter.

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

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

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

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

Notes/Attachments:

- (Article) Massachusetts Pay Raise and End-of-season Incentive - <https://www.wcvb.com/article/massachusetts-beach-water-safety-june-25-2021/36843202#>
- (Article) Lifeguard Minimum Wage Raised to \$15/hr with \$500 Signing Incentive in Mecklenburg County - <https://www.wbtv.com/2021/05/25/lifeguard-minimum-wage-raised-hour-with-signing-incentive-mecklenburg-county/>
- (Article) City of Newport offering incentive to lifeguards, beach - <https://whatsupnewp.com/2021/04/city-of-newport-offering-incentivees-to-lifeguards-beach-staff/>