



Des Moines Pool Metropolitan Park District

October 19, 2021
7:00 p.m.
Regular Meeting

District meetings are also held remotely. If you wish to listen in, please do so at 1-877-309-2073, access code 983-026-229. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Linda Ray at linda.ray@desmoinespool.org or call us at (206) 429-3852.

AGENDA

- 7:00 1. **CALL TO ORDER ROLL CALL**
- 7:03 2. **PLEDGE OF ALLEGIANCE**
- 7:06 3. **ADOPTION/MODIFICATIONS OF AGENDA**
4. **ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**
- 7:12 5. **PUBLIC COMMENT (Please Limit to Three [3] Minutes)**
Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, October 19th. 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**
 - September 21, 2021, Regular Meeting
 - September 28, 2021, Retreat Meeting
 - d. **CORRESPONDENCE**
 - None
 - e. **BANK TRANSFERS (MRP REVENUE)**
 - \$ was received in the month of September 2021
 - f. **VOUCHER APPROVAL**
 - \$ was processed in September 2021 for warrant requests
 - g. **KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)**
 - \$ was processed in September 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. Board Appointment
- 7:30 b. Schedule Update
- 7:40 c. Aquatic Facilities Grant Application Update
- 7:50 d. Part-time Employee Wages Update
- 8:00 e. Rates and Fees
- 8:10 f. 2022 Budget Update
- 8:20 g. HSD Lease Extension

8. NEW BUSINESS

- 8:30 a. Whidbey Island Feasibility Study for Competitive Pool
- 8:40 b. Eric Kasnick Recognition
- 8:50 c. WCIA Delegate

UPCOMING MEETINGS

- November 16, 2021, Regular Board Meeting, 7:00 p.m., Location TBD
- December 21, 2021, Regular Board Meeting, 7:00 p.m., Location TBD

ADJOURNMENT

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

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6a-g **Assigned to:** Clerk of the Board **Meeting Date:** 10/19/2021

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 September 2021: Total \$

Admin Expenditures = \$23,943.81 Ops Expenditures = \$59,513.05 Capital Expenditures = \$0.00

Revenue September 2021: Total **\$43,048.86**

Property Taxes & Interest = \$17,404.21 Misc Revenue = \$21,227.35 MRP Revenue = \$4,416.80

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- September 21, 2021, Special Meeting Minutes
- September 28, 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 **\$40,720.18** were approved for payment

- \$8,417.59 was processed on September 1, 2021
- \$10,293.48 was processed on September 8, 2021
- \$5,268.65 was processed on September 15, 2021
- \$7,953.09 was processed on September 22, 2021
- \$8,787.37 was processed on September 29, 2021

Item 6g: Funds Transfers (Payroll) - The following Electronic Transfers to King County totaling **\$47,583.60** were processed for payment

- \$26,977.73 was approved for payroll on September 8, 2021
- \$20,605.87 was approved for payroll on September 22, 2021

A total of **\$88,303.78** was processed in September 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 September 2021 totaling **\$88,703.78**.

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

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

Action Taken: Adopted Rejected Postponed

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

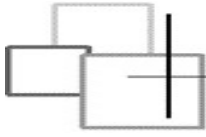
Notes:



2021 SEPTEMBER REVENUE

Account #	Reference	Sep 2021	Oct 2021	Nov 2021	Dec 2021	YTD Balance	2021 Budget	Budget Balance
General Fund Taxes								
001-000000-311-11-00-00	Property Taxes	\$16,723.05	\$0.00	\$0.00	\$0.00	\$572,589.82	\$0.00	\$0.00
001-000-000-311-11-00-01	Timber Harvest Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.08	\$0.00	\$0.00
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$4,604.74	\$0.00	\$0.00
	Total General Fund	\$16,723.05	\$0.00	\$0.00	\$0.00	\$577,194.64	\$0.00	\$0.00
Charges for Goods and Services								
001-000-000-347-60-00-00	Normandy Pk - Pool Use Fee (annual)	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$25,000.00	\$0.00
	Total Charges for Goods and Services	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$25,000.00	\$0.00
Miscellaneous Revenues								
001-000-000-361-11-00-00	Investment Interest	\$681.14	\$0.00	\$0.00	\$0.00	\$7,554.39	\$0.00	\$0.00
001-000-000-367-00-00-01	Contributions/Donations (to Scholarships)	\$472.00	\$0.00	\$0.00	\$0.00	\$1,072.00	\$0.00	\$0.00
001-000-000-369-81-00-00	Cash Over/Shorts (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001-000-000-369-81-00-02	Misc Revenue *	\$20,755.35	\$0.00	\$0.00	\$0.00	\$52,138.12	\$0.00	\$0.00
001-000-000-369-81-00-03	MRP Cash Deposits	\$901.05	\$0.00	\$0.00	\$0.00	\$12,561.67	\$0.00	\$0.00
001-000-000-369-81-00-04	MRP Credit Card Deposits and Refunds	\$3,515.75	\$0.00	\$0.00	\$0.00	\$59,936.61	\$0.00	\$0.00
001-000-000-369-81-00-05	Reimbursements (Fitness Specialists)	\$0.00	\$0.00	\$0.00	\$0.00	\$458.00	\$0.00	\$0.00
	Total Revenue	\$26,325.29	\$0.00	\$0.00	\$0.00	\$133,720.79	\$0.00	\$0.00
Capital Projects/Reserve								
301-000-000-397-00-00-00	Transfer from General Fund - Capital	\$0.00	\$0.00	\$122,500.00	\$122,500.00	\$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	\$0.00	\$0.00	\$0.00
	Total Capital Projects/Reserve	\$0.00	\$0.00	\$122,500.00	\$122,500.00	\$245,000.00	\$175,000.00	\$245,000.00
	Grand Total Revenue	\$43,048.34	\$0.00	\$122,500.00	\$122,500.00	\$1,005,915.43	\$200,000.00	-\$70,000.00

* Misc Revenue= \$19,402.35,SMAC; \$1353.00 Voided check



2021 SEPTEMBER EXPENDITURES

Beginning Monthly Balance = \$1,361,721.68

Ending Monthly Balance = \$1,320,498.16

Category/ Acct #	Reference	Sep 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
Salaries & Wages						
001-000-000-576-20-10-00	Commissioners - Subsidies	\$1,884.95	\$12,991.50	\$12,800.00	(191.50)	101%
001-000-000-576-20-10-01	District Manager - Wage	\$6,278.17	\$55,445.23	\$98,365.00	42,919.77	56%
001-000-000-576-20-10-02	District Clerk -Wage	\$1,967.96	\$17,113.36	\$28,119.00	11,005.64	61%
001-000-000-576-21-10-01	Aquatics Mgr -Wage	\$4,738.38	\$41,336.14	\$74,876.88	33,540.74	55%
001-000-000-576-21-25-02	Aquatic Coordinator	\$3,970.79	\$38,684.73	\$57,500.00	18,815.27	67%
001-000-000-576-21-25-04	Assistant Aquatic Coordinator	\$950.19	\$950.19	\$47,500.00	46,549.81	2%
001-000-000-576-21-30-01	Lifeguards	\$7,644.89	\$115,037.97	\$197,600.00	82,562.03	58%
001-000-000-576-21-30-02	Instructors	\$7,181.75	\$71,759.82	\$41,600.00	(30,159.82)	172%
001-000-000-576-21-32-02	Head Lifeguards	\$4,827.58	\$31,908.00	\$35,092.51	3,184.51	91%
001-000-000-576-20-21-19	Payroll Taxes	\$1,681.08	\$24,723.88	\$40,424.80	15,700.92	43%
001-000-000-576-21-42-05		\$5,821.46	\$81,834.77	\$135,335.20	53,500.43	60%
001-000-000-576-21-33-04	Overtime (OT)	\$0.00	\$0.00	\$1,560.00	1,560.00	0%
001-000-000-576-21-33-05	Family Medical Leave (FMLA)	\$0.00	\$0.00	\$1,257.98	1,257.98	0%
001-000-000-576-21-33-00	Sick Pay	\$0.00	\$2,108.35	\$13,461.13	11,352.78	16%
	Total Salaries & Wages	\$46,947.20	\$493,893.94	\$785,492.50	\$291,598.56	63%
Personal Benefits						
001-000-000-576-20-22-30	Personal Benefits (AWC/DRS)	\$984.15	\$13,146.06	\$10,239.30	(2,906.76)	128%
001-000-000-576-21-22-30		\$763.29	\$11,689.34	\$34,279.40	22,590.06	34%
001-000-000-576-20-22-40	Fringe Benefits (Car, Mileage)	\$135.00	\$1,201.50	\$2,000.00	798.50	60%
	Total Personal Benefits	\$1,882.44	\$26,036.90	\$46,518.70	\$20,481.80	56%
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	\$152.00	\$301.44	\$575.00	273.56	52%
001-000-000-576-21-35-03		\$137.59	\$1,424.73	\$1,925.00	500.27	74%
001-000-000-576-20-35-00	Office Equipment (non-capitalized-SAA)	\$0.00	\$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	\$289.59	\$4,760.19	\$8,500.00	3,739.81	56%
Maintenance & Repair Supplies						
001-000-000-576-21-31-00	Maintenance Supplies and Small Tools	\$79.55	\$521.54	\$3,120.00	2,598.46	17%
001-000-000-576-21-35-02	Janitorial Supplies	\$0.00	\$3,771.90	\$5,200.00	1,428.10	73%
	Total Maintenance & Repair Supplies	\$79.55	\$4,293.44	\$8,320.00	4,026.56	52%
Pool Supplies						
001-000-000-576-21-40-00	Employee Recognition	\$25.00	\$253.86	\$500.00	246.14	51%
001-000-000-576-21-35-01	Pool Chemicals	\$0.00	\$3,353.96	\$25,000.00	21,646.04	13%
001-000-000-576-21-35-15	Special Pool Events	\$90.71	\$803.12	\$1,000.00	196.88	80%
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)	\$0.00	\$862.39	\$1,000.00	137.61	86%
001-000-000-576-21-49-01	Lifeguard Supplies & Equip	\$0.00	\$366.01	\$3,000.00	2,633.99	12%
	Total Pool Supplies	\$115.71	\$5,639.34	\$30,800.00	25,160.66	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	Sep 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)	\$350.00	\$8,337.50	\$14,000.00	5,662.50	60%
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)	\$3,474.95	\$18,286.50	\$22,500.00	4,213.50	81%
001-000-000-576-20-49-10	Printing/Copying (Canon)	\$148.50	\$864.73	\$2,625.00	1,760.27	33%
001-000-000-576-21-49-10		\$31.44	\$676.85	\$2,625.00	1,948.15	26%
001-000-000-576-21-42-03	Recreation Mgmt Software (CivicRec)	\$0.00	\$4,954.50	\$5,445.00	490.50	91%
001-000-000-576-21-42-04	Credit Card Transactions (Authorize.net)	\$59.00	\$495.86	\$1,500.00	1,004.14	33%
001-000-000-576-21-42-05	Payroll/HR (Heartland)	\$4,689.07	\$15,261.32	\$7,700.00	(7,561.32)	198%
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)	\$324.83	\$715.53	\$2,000.00	1,284.47	36%
Total Prof Services-Front Offc		\$9,077.79	\$51,992.79	\$79,095.00	27,102.21	66%
Professional Svcs - Maintenance						
001-000-000-576-20-41-09	Janitorial Services-District Office	\$90.00	\$810.00	\$1,500.00	690.00	54%
001-000-000-576-21-31-01	Custodial	\$2,350.64	\$2,350.64	\$3,500.00	1,149.36	67%
001-000-000-576-21-31-02	CO2 Services (Central Welding)	\$225.97	\$2,835.46	\$2,000.00	(835.46)	142%
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	\$4,944.69	\$7,069.92	2,125.23	70%
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)	\$0.00	\$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		\$3,216.02	\$34,034.68	\$46,138.22	12,103.54	12%
Repairs & Maintenance						
001-000-000-576-21-48-00	Maintenance Services (non-contracted)	\$7,328.68	\$31,838.14	\$150,000.00	118,161.86	21%
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		\$7,328.68	\$31,903.08	\$152,000.00	\$120,096.92	21%
Communications						
001-000-000-576-20-41-02	Web Design & Maintenance	\$292.50	\$1,264.00	\$3,000.00	1,736.00	42%
001-000-000-576-20-41-10	MS Suscription MS Office 365	\$33.03	\$703.09	\$2,000.00	1,296.91	35%
001-000-000-576-21-42-01		\$176.16	\$1,388.59	\$2,000.00	611.41	69%
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)	\$128.20	\$1,904.29	\$3,750.00	1,845.71	51%
001-000-000-576-21-42-20		\$603.68	\$2,380.20	\$3,750.00	1,369.80	63%
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)	\$10.64	\$160.68	\$260.00	99.32	62%
001-000-000-576-21-42-30		\$35.63	\$184.31	\$260.00	75.69	71%
001-000-000-576-20-42-04	Email Notification System (CampaignMonitor)	\$59.00	\$590.00	\$873.60	283.60	68%
Total Communications		\$1,338.84	\$9,219.33	\$17,643.60	8,424.27	52%
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)	\$357.00	\$2,007.00	\$2,600.00	593.00	77%
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)	\$47.96	\$47.96	\$2,000.00	1,952.04	2%
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		\$404.96	\$3,194.96	\$15,880.00	12,425.04	20%
Advertising						
001-000-000-576-20-41-07	District Advertising	\$68.00	\$8,921.04	\$16,000.00	7,078.96	56%
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	\$37.99	\$357.26	\$500.00	142.74	71%
Total Advertising		\$105.99	\$9,278.30	\$23,141.44	13,863.14	40%
Rentals & Leases						
001-000-000-576-20-45-00	District Office Rental (Zen)	\$1,435.00	\$6,457.50	\$13,000.00	6,542.50	50%

Category/ Acct #	Reference	Sep 2021	YTD Expense	2021 Budget	Budget Balance	% of Budget
001-000-000-576-20-45-01	Storage Rental (AAAA)	\$275.00	\$2,750.00	\$3,600.00	850.00	76%
001-000-000-576-20-45-02	Miscellaneous Rentals	\$0.00	\$369.33	\$2,600.00	2,230.67	14%
	Total Rentals & Leases	\$1,710.00	\$9,576.83	\$19,200.00	9,623.17	50%
Utilities						
001-000-000-576-21-47-00	Electricity (PSE)	\$3,974.82	\$52,143.61	\$78,000.00	25,856.39	67%
001-000-000-576-21-47-02	Water (Highline)	\$532.55	\$4,978.40	\$9,360.00	4,381.60	53%
001-000-000-576-21-47-03	Garbage/Recycling (Recology)	\$404.82	\$2,674.79	\$5,000.00	2,325.21	53%
001-000-000-576-21-47-04	Sewer (Midway)	\$432.93	\$1,904.49	\$4,092.00	2,187.51	47%
	Total Utilities	\$5,345.12	\$61,701.29	\$96,452.00	34,750.71	64%
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	\$0.00	\$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	\$1,487.06	\$6,085.63	\$1,040.00	(5,045.63)	585%
001-000-000-576-20-49-08	Printing & Copying (Outside Vendors)	\$53.95	\$1,513.08	\$1,560.00	46.92	97%
001-000-000-576-20-49-60	Dues/Membershp/Subscriptions	\$20.00	\$1,474.42	\$4,000.00	2,525.58	37%
001-000-000-576-20-51-50	Background checks	\$0.00	\$305.50	\$1,820.00	1,514.50	17%
	Total Miscellaneous	\$1,561.01	\$12,397.58	\$28,581.00	(458.63)	43%
Intergovernmental Services						
001-000-000-576-20-51-02	Inspections (Fire Ext)	\$0.00	\$291.77	\$1,000.00	708.23	29%
001-000-000-576-20-51-03	B&O Tax/Agency (DOR)	\$2,844.90	\$2,872.29	\$1,000.00	(1,872.29)	287%
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	\$2,844.90	\$4,206.06	\$8,000.00	3,793.94	53%
COVID-19						
001-000-000-576-20-31-00	Office Supplies	\$0.00	\$26.41		(26.41)	0%
001-000-000-576-20-43-00	Training/Conferences	\$0.00	\$0.00		0.00	0%
001-000-000-576-21-31-01	Custodial	\$0.00	\$0.00		0.00	0%
001-000-000-576-21-35-02	Janitorial Supplies	\$1,054.31	\$2,646.14		(2,646.14)	0%
001-000-000-576-21-43-06	First Aid Supplies	\$102.97	\$2,073.73		(2,073.73)	0%
001-000-000-576-21-49-01	Lifeguard Supplies	\$0.00	\$32.92		(32.92)	0%
001-000-000-576-20-49-07	Misc Services/Discrepancies	\$26.78	\$241.01		(241.01)	0%
	Total COVID-19	\$1,184.06	\$5,020.21	\$0.00	(4,993.80)	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	\$0.00	\$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	\$0.00	\$10,106.25	\$102,000.00	\$91,893.75	
*Reserve starting balance \$214,079.00						
	TOTAL ADMINISTRATION	\$23,943.81	\$216,631.39	\$340,493.14	123,861.75	64%
	TOTAL OPERATIONS	\$59,513.05	\$577,238.57	\$1,057,369.32	480,130.75	55%
	TOTAL CAPITAL	\$0.00	\$10,106.25	\$102,000.00	91,893.75	10%
		\$83,456.86	\$803,976.21	\$1,499,862.46	\$695,886.25	128.12%

DES MOINES POOL METROPOLITAN PARK DISTRICT

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

Week Ending September 10, 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 child care 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 child care, 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>

Week Ending September 14, 2021

BOARD MEETING

Our regular board meeting will be Tuesday, September 21 at 7pm. I have invited Lauryne to attend to discuss our next schedule change and staffing while she is out. Linda will send the packet out on Thursday.

SEPTEMBER 28 RETREAT

Also, just a reminder that we have the budget retreat on Tuesday, September 28 at 7:00pm. We will send a meeting invite out after the September 21 meeting to ensure there is no confusion.

DOH/GOVERNOR'S OFFICE GUIDANCE ON STAFF VACCINATIONS

We are not required to have vaccinated staff at all programming except potential MRHS swim practices that may be interpreted differently. We are still awaiting a ruling from the State of Washington's governor's office and the State DOH. We have enough guards that are vaccinated covering these hours, but once we get the information, we will update our safety plan. Below is an article from Association of Washington Cities on the process.

New guidance from the Department of Health clarifies Gov. Jay Inslee's August 18 proclamation applying the vaccine mandate to state employees, health care workers, and workers in "education settings." The guidance says that the proclamation is not intended to impact most local parks and recreation programs unless those programs are providing childcare or other in-person basic supports for children.

As we wrote [last week](#), under the Governor's vaccine mandate, workers in "education settings," which include childcare and youth programs, are required to be vaccinated for COVID-19 by October 18. This may impact workers in some youth development programs at city parks and recreation departments.

The [proclamation](#) itself says that early learning and childcare programs, including license-exempt youth development programs, are included as "education settings," and those workers must get vaccinated. The proclamation even uses "municipal parks & recreation programs" as an example of a covered program.

However, [new guidance](#) from the Department of Health suggests that many parks and recreation programs will not be required to follow the state vaccine mandate because they are not considered "childcare." Workers in local "youth enrichment activities" like sports, overnight camps, scouts, driving instruction, youth fitness classes, guided outdoor recreation and lessons (like skiing, golf, swimming, etc.) and similar activities do not typically serve a primarily childcare function, so workers in those types of programs are not subject to the state vaccine mandate. The guidance goes on to specifically say that the proclamation "is not intended to impact the services and activities offered by local parks and recreation departments... except when those entities are providing childcare, including licensed and unlicensed care, and other in-person basic supports for children and youth."

For workers covered by the vaccine mandate who still need to get their shots, the table below helps show the dates by which you need to get your doses to meet the October 18 deadline for full vaccination. People are considered fully vaccinated 14 days after their last dose of COVID-19 vaccine. It may already be too late for workers to complete the Moderna vaccine series by the deadline. However, workers can still start the Pfizer series (which is fully approved by the FDA) by September 13 or the Johnson & Johnson single shot by October 4 and meet the deadline.

There was a conflict on MRHS swim teams in that their use of the facility was considered an educational setting during their times, 2:30-5:30pm weekdays and 7:30-8:30am on Saturdays. On Tuesday, we received an update from the governor's office that we would not be required to have all staff vaccinated.

Currently, we only have two staff that are unvaccinated, and both are required to wear masks while out of the water. We have also updated our onboarding process to include the vaccination status of employees.

MINOR WORK PERMITS

We are working towards the September 30 deadline for work permits for 2021 & 2022. Linda got confirmation that our current business license is okay. Quentin has put out paperwork to staff to be signed by their parents and the school. We are planning on having all paperwork back at least one week before the deadline.

SCHEDULE UPDATE

Lauryne will be at the board meeting on Tuesday to discuss the schedule effective September 27. This schedule is estimated to go through November. This will be after the MRHS Girls season ends.

FUTURE MEETING LOCATIONS

We have reserved the MRHS Library starting in November 2021 from 7-9pm on the third Tuesday (is possible). We will place a resolution on the agenda for October to change the meeting locations. We will put an email out at the end of next week to remind people about the lessons.

KCYAS GRANT

The KCYAS Grant comes out tomorrow, Wednesday, September 15. I will be sending it to the finance committee, and we will be meeting on Monday to go over it. We will also give an update at our board meeting on September 21.

SWIM LESSONS

Swim lessons started Saturday, September 11. Reports were that everything went well. Next set of lessons will begin on Monday, October 4 and registration will begin on September 27. Lauryne will be at the meeting on September 21 to discuss it.

NORMANDY PARK CITY SCENE AD

Gene helped us by updating our ad for Normandy Park for the Fall. Our hope is to get some of their swimmers to continue their indoor pool usage at our pool.



OFF

I will be off Wednesday through Friday of this week. Please call me on my cellular if you have any questions.

RESEARCH

- Australia reports 20% increase in drownings during pandemic (Swimswam) - <https://swimswam.com/australia-reports-20-increase-in-drownings-during-pandemic/>
- Washington hospitals operating in 'contingency care' as Covid-19 cases surge (King 5) - <https://www.king5.com/article/news/local/washington-hospital-leaders-deliver-update-on-status-of-states-health-care-system/281-0d5beb6e-19fc-4e2e-8254-3696f588c290>

- Covid-19 walkup sites open in Kent and Des Moines (Kent Reporter) - <https://www.kentreporter.com/news/covid-19-walk-up-testing-site-open-in-kent-des-moines-area/>

If you're a person of color LA County wants to train you to become a lifeguard (Equitable Aquatic/LAist) - <https://laist.com/news/if-youre-a-young-person-of-color-la-county-wants-to-train-you-to-become-a-lifeguard?fbclid=IwAR3TfEPQX1Yk8Wy5vfjwH0NXW9z2TOA10MQlpPba7yeC02Va2DM3IXQGZjM>

Week Ending September 29, 2021

SCHEDULE & SWIM LESSON UPDATE

We sent updates out for the Fall Schedule delay and Swim Lessons. We had to wait to ensure we had the right information posted on the website including the banner ad. This delayed us a little, but we were able to get the messages out Thursday and Friday.

- Schedule Update – <http://createsend.com/t/d-0A1D03BBF4D8A0362540EF23F30FEDED>
- Swim Lesson Update - <http://createsend.com/t/d-E14C28B463BE567F2540EF23F30FEDED>

We have updated the website, social media, and voicemails. I will work over the weekend to get the Google business site and Facebook to reflect our availability.

We also will work with all patrons that want to put their passes on hold or a refund.

Lauryne and Quentin are working with staff to have someone there on Monday morning to greet people that do not pay attention to their emails or missed a reminder from staff.

HALLOWEEN EVENT

We canceled the event this year but will use the decorations to liven up the facility for the season.

BOARD RETREAT

Just a reminder that our board retreat will be Tuesday, September 28 at 7:00pm. Linda sent out the agenda packet and meeting invite.

UPDATED SAFETY PLAN

I have updated the safety plan and it has been vetted through legal. It includes indoor mask mandate and mandatory vaccinations specified in Policy 470 Covid-19 Vaccinations. The plan is attached and posted on the Governance page.

KING COUNTY VACCINATION MANDATE (EFFECTIVE OCTOBER 25)

The vaccination mandate by King County for entering establishments takes effect on October 25. We will be working over the next couple of weeks on how to manage this situation. We will need to not only follow the mandate, but make sure that we provide services that can be properly managed with these new processes. For example, a person can have an exemption, if they have had a negative Covid-19 vaccination test within 72-hours of their usage. We will need to ensure that all our staff understand these directives, but also know how to enforce them. We are discussing bringing "appointment only" usage of the pool. This would ensure people are told the vaccination mandate information before they use the pool. We are also coming into flu season and

want to make sure we are providing a safe environment for our patrons. We will also need to develop processes and forms for swim lessons and swim teams.

VACCINATION EXEMPTIONS

We have two vaccination exemptions that have been submitted. We are working with legal to see what, if any accommodations can be made.

SPECTATORS AT SWIM MEETS

Due to staff shortages, we have requested the MRHS swim teams to better manage their spectators during meets. We have re-established the social distance markings and are requiring them to monitor and enforce it. We do not have the staff to provide a social distancing officer.

AQUATIC FACILITIES GRANT

I have attached a copy of the aquatic facilities grant through King County Parks. I have also reached out to HSD about a letter of support. We will go over this at the retreat on September 28. I sent a request to HSD for a letter of support for the grant.

MAINTENANCE

- Gutter Cleaning – Linda scheduled Sound Gutter and Cleaning to clean the roof gutters on Wednesday, September 29. If the gutters get too full, they can break.
- Flagpole Hole Covers – The covers for when the backstroke flag poles are out of the water will be measured and replaced by Aquatic Specialties. This is a DOH requirement.
- Second Pool Vacuum – The second pool vacuum is still being worked on. We hope to have it back in a couple of weeks.
- Upgrade of Controls for AHU – Sunbelt Controls notified me that the JACE Controller still has not been sent. He said their industry has been hit hard due to Covid-19.
- ADA Stairs – We are still awaiting delivery of the ADA stairs. We are hoping to have it installed soon.
- Trash – With school back in session, we are getting more trash than the past two years. Staff will be conducting rounds outside to better control the situation.

UNITED HEALTHCARE/OPTUM FITNESS AGREEMENT

As directed, I signed the agreement on Wednesday morning. We will start working on setting up the website, registration software and will try to get messaging out between the schedule changes due to mandates. We are tentatively shooting for October 11, but this will depend on when they give us access to billing setup.

UPCOMING TRAINING (CREATING A DIVERSE WORKFORCE: HIRING PRACTICES FOR LOCAL GOVERNMENTS)

I will be attending the following training through MRSC on October 28. If you are interested in attend to, let me know. Event description is below.

Diverse and inclusive workplaces benefit from a bigger talent pool, increased employee engagement and trust, improved performance and decision-making, and greater innovation. But inclusive hiring takes much more than simply avoiding discrimination (although that is important too). Join us to learn more about inclusive hiring practices and strategies for dealing with challenges that may arise.

RESEARCH

- State and Government Job Growth Lags as Economy Recovers (PEW/MRSC) - <https://www.pewtrusts.org/en/research-and-analysis/articles/2021/09/14/state-and-local-government-job-growth-lags-as-economy-recovers>
- King County Councilmember, Dave Upthegrove: New Funding for Youth Community Centers (Btown blog) - <https://b-townblog.com/2021/09/18/king-county-councilmember-dave-upthegrove-new-funding-for-youth-community-centers/>
- Lewis County Developing Contingency with One Commissioner in Hospital and Another Quarantined (MRSC/The Chronicle) - <https://www.chronline.com/stories/lewis-county-developing-contingency-plan-with-one-commissioner-in-hospital-another-in-quarantine.272545>
- Highline Public Schools seeking to fill open seats for its Capital Facilities Advisory Committee (Waterland Blog) - <https://waterlandblog.com/2021/09/21/highline-public-schools-seeking-to-fill-open-seats-on-its-capital-facilities-advisory-committee/>

Week Ending October 1, 2021

BOARD MEETING FOLLOW-UP

- Staffing: I am starting to reach out to other pools about pay rates for 2022. We are also talking to staff about swag options.
- Recording: The recording from the meeting only saved 1 second. Linda will have to do the meeting from her notes.
- Board Appointment: I reached out to King County Elections and legal to ensure everything is lined up for our October 19 meeting.

CURRENT SCHEDULE

We have condensed operations this week. We are discussing what we can do with the current schedule to serve the most we can.

OCTOBER 25 UPDATE

We have a preliminary plan for the King County Vaccination Mandate. We are working on process and guidelines and how to communicate those to the public. Legal has created paperwork for the swim teams to work with them during these directives. We will also need to update the safety plan. We are also working on signage for the sandwich boards to catch people before they come in.

VACCINE EXEMPTIONS

I am meeting with legal on the mandates and exemptions requested by staff. We are trying to ensure that we properly communicate all requirements.

UNITED HEALTHCARE

I have completed the preliminary paperwork with United Healthcare and we are awaiting final signing of the contract. We will make a formal announcement when we are back up to having all the water exercise classes, but I will update the website once everything is finalized.

POWER OUTAGE

On Thursday morning we had a power outage. The power was out until a little after 10am, when some people showed up. Quentin notified them that he was not sure when the power would come

back on. The power came back on around about 10:14am. Luckily the pH was within the proper ranger, 7.52 and Quentin was able to restore flow quickly. We were able to reopen on time thanks to Quentin.

TAX LEVY PAPERWORK

We received our preliminary tax paperwork for 2022's levy. The rate of inflation (IPD rate) for property taxes due in 2021 is **3.860 percent**. The deadline for taxes is November 30, 2021.

WCIA REPRESENTATIVE

The District's WCIA Representative is vacant. In previous year's, the board has elected to have a board member, but I spoke with WCIA and most members of the pool have a staff member. This will be on the October agenda.

MRHS SENIOR NIGHT

HSD has requested an additional 30-minutes for senior night on October 7. They will have a small celebration in the middle of their meet.

RESEARCH

Washington State analyzed two Covid scenarios for fall. One is much worse than the other (Seattle Times) - <https://www.seattletimes.com/seattle-news/health/covid-cases-hospitalizations-expected-to-remain-high-through-fall-new-washington-state-report-says/>

A Conversation with Dr. John L. Crompton (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/october/a-conversation-with-dr.-john-l.-crompton/>

Use of Public Facilities for Campaign Elections – 2021 General Election Edition (MRSC Blog) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/September-2021/Use-Of-Public-Facilities-for-Campaign-Elections.aspx>

Week Ending October 8, 2021

NEXT BOARD MEETING

Just a reminder that our next board meeting is Tuesday, October 19 at 7pm. I have attached the tentative board meeting agenda.

BOARD APPOINTMENT

We worked with legal and King County Elections and have everything in place for the meeting on October 19.

OCTOBER 18 & 25 MANDATES

I met with legal on Tuesday, October 5th. Below are the changes, we are instituting.

- **Staff** – We have three staff that have applied for exemptions. We have them signing accommodation agreements and I will be meeting with them over the next week to explain and complete paperwork. Just a heads up that each of them will be taking tests that are required within a 72-hour of their work hours. As part of the accommodation, we will be paying them to take the tests. We are working on a way to track and document the process.
- **Patrons** – We are requiring patrons to make appointments on October 25 due to the requirement of checking each person's vaccination and negative test results. We will require patrons to shower before they use the pool at home but will let them shower afterwards. This will help us have better flow through facility and ensure social distancing

during flu season. We are looking at updating our guidelines for each activity. We feel by going back to a familiar process, it should be easier than creating a new process for them to learn.

- Swim Teams – Legal has finalized an agreement that will go out to the swim teams. This will require them to ensure all their participants are following the State and King County mandates. We will also not be allowing spectators. Spectators are the largest group that challenges checking in and come in at sporadic times and are difficult to socially distance in the stands. This will ensure that we are checking everyone coming into the facility.
- Contractors – Contractors that have face-to-face customer usage will need to be vaccinated. We are working to ensure that some of our contractors can perform their work in the back without needing to follow through with this. We need these people to perform their tasks to eliminate breakdowns and closures. They will also receive an agreement to be completed and returned.
- Paperwork/Processes: We are working on updating our guidelines, safety plan and other paperwork by the deadline to comply and properly communicate the changes.
- Signage: We are working on three signs to be posted on sandwich boards for people on their way into the facility.
 - Sign 1-Vaccinated Notification
 - Sign 2-Masks Required
 - Sign 3-Must Have Appointment with QR Code to website.
 -

STOP!	NOTICE	ATTENTION
Must have Appointment!  Use QR Code to view guidelines, schedules and more information. 206.824.4722	 NO ONE MAY ENTER WITHOUT A FACEMASK <small>FACE MASKS MUST BE WORN OUTSIDE THE WATER AT ALL TIMES</small>	 PROOF OF VACCINATION OR NEGATIVE COVID-19* TEST REQUIRED TO ENTER <small>*Test must be within 72-hours before usage.</small>

- Website/Eblast: Once we have everything finalized, we will get an email out the week before (week of October 17). I think putting the information out too early will create confusion, plus we are still working with groups that may change the schedule, if they do not comply.

MAINTENANCE

- Door Alarms – Last weekend, we had an alarm that went off, and we had the locksmith come and fix it.

- Vacuum – Vacuum has been repaired and is back in service. We needed to replace the cord. We will be talking to staff about properly handling the cord.
- Stairs – The replacement stairs will be delivered at the end of the week. We will be working to get it installed next week.
- Showers – MacMiller was out to repair the showers and some other leaks before we opened on Thursday and Friday.
- Sunbelt Controls – We are still awaiting our JACE controller to be completed.

SMAC SCHEDULE

SMAC has not been showing up for some of their evening hours on Monday, Wednesday, and Friday, and have not formally cancelled their times. Quentin contacted them and they are trying to put together a group to utilize those times. If they choose not to take the time, we will open it up for some afternoon programming.

WATER EXERCISE

Staff is looking at adding Water Exercise back on Wednesday and Friday mornings from 10:30-11:30am. We are trying to make sure the time works with our instructors.

SWIM LESSONS

Quentin is working to find staff to cover swim lessons on Saturdays starting on October 30. We should have more information coming out soon.

LIFEGUARD RECRUITMENT

Quentin and Jared are working with the current lifeguards to recruit more staff from the Girls Swim Team, other summer pools they have worked at, and their high schools. They are shooting at having a certification class for new guards in late November or early December to add more staff.

LOCAL WAGE NEWSTORIES

- Taco Time to Raise Wages to \$20/hour (Kent Reporter) - <https://www.kentreporter.com/business/taco-time-northwest-tries-raising-wages-to-20-hours/>
- Starting Wages at Dick's Drive-In to Be \$19/hour (Kent Reporter) - <https://www.kentreporter.com/business/taco-time-northwest-tries-raising-wages-to-20-hours/>
- Papa John's Hiring Event in Kent Due to Labor Shortage (Kent Reporter) - <https://www.kentreporter.com/business/papa-johns-plans-hiring-event-in-kent-as-labor-shortage-continues/>
- Why some Washington restaurants are facing a labor shortage (King 5) - <https://www.king5.com/article/news/health/coronavirus/why-some-washington-restaurants-are-facing-a-worker-shortage/281-5c4b0f7c-33ae-4139-8edb-b5e7660ebaef>

KCYAS GRANT

I am meeting with Gene on Friday to work on the KCYAS Grant. The deadline is October 15. I am also sending it to Stemper to look it over. We will present the final application as part of the October 19 board packet.

UNITED HEALTHCARE/RENEW ACTIVE WEBINAR

I am signed up for the next webinar on October 28 to implement the process. There is also a video, but I have a couple of questions.

SIGN-IN WAIVER

We finally had a non-transitional window to be able to implement the roster sign-in waiver. This should save us lots of paper.

RESEARCH

- Even in the greenest places, phasing out natural gas isn't easy (MRSC/Crosscut) <https://crosscut.com/environment/2021/09/even-greenest-places-phasing-out-natural-gas-isnt-easy>
- How does your city interpret equity (part 2) (NRPA) - <https://www.nrpa.org/parks-recreation-magazine/2021/october/how-does-your-city-interpret-equity-part-two/>
- New exhibit explores legacy of segregated swimming pools (AP) - <https://apnews.com/article/swimming-simone-manuel-sports-philadelphia-racial-injustice-4bcda86b218f315454eeaa55e31a693d>



Des Moines Pool Metropolitan Park District

September 21, 2021

7:00 p.m.

Remote Online

MINUTES REGULAR MEETING

CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:02 p.m. Present were Commissioners Dusenbury, Kasnick, and Achziger; Aquatic Manager, Lauryne Thurmond, District General Manager Deschenes and District Clerk Linda Ray.

Commissioner Stender was absent.

Des Moines resident, Holly Campbell, was also in attendance.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA

District General Manager Deschenes introduced an item for addition to the agenda which was sent via email earlier in the day to the Board members:

- 8d, Policy 470, COVID-19 Vaccination

The final agreement for item 8b, United Healthcare Insurance agreement was also sent to the Board.

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

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

DGM Deschenes announced that a revised Safety Plan with new masking and vaccination mandate information had been posted on the website.

PUBLIC COMMENT -- None

6. CONSENT AGENDA

Commissioner Achziger moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in August 2021 totaling \$98,818.89. Commissioner Dusenbury 2nd. The motion passed 4-0.

7a. Schedule Update

Aquatics Manager Lauryne Thurmond reported that effective Monday, September 27, she would be on maternity leave until January 2022. In her absence Quentin Knox, Aquatics Coordinator, would be acting Aquatic Manager; and Head Lifeguard, Jared Wold, would be acting Aquatic Coordinator.

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

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

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

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Linda Ray, District Clerk, 206.429.3852.

**Des Moines Pool Metropolitan Park District
Meeting Minutes – 09/21/2021**

An abbreviated schedule for programming will be in affect until November due to staffing shortages. Many staff members have returned to high school and to university and to intramural sports. She is hopeful that once sports are over, some of the staff will return to the pool. The pool has also lost a few staff members to full time employment in other fields.

As of October 18, a State of Washington mandate will go into effect requiring all staff members to be vaccinated or to obtain an exemption. There are currently 3 staff members who have not been vaccinated, but who will try to obtain exemptions or will move onto other jobs. Until there are more staff members on board, morning programming has been cut.

Staffing shortages are wide-spread currently at Washington pool facilities and other places of employment due to the new mandates. Acting Aquatics Coordinator, Jared Wold, is contacting area schools in order to post job advertisement. Commissioner Achziger suggested that he also reach out to some of the outdoor pools and to Wild Waves that have just concluded their season, in order to post job openings at Mt. Rainier Pool. President Young also encouraged the Board Members to involve themselves in a candidate search.

AM Thurmond was encouraged though due to a number of staff members turning 18 years of age in the next few months, which enables them to work more hours.

The AM suggests a review of salaries and incentives to keep current staff and to attract new staff members. A discussion and presentation will be on the agenda for the retreat on September 28 on this subject.

Her presentation is on file detailing other programming changes and safety mandates due to COVID-19.

At the conclusion of the AM's presentation , President Young asked New Business item #8d, Policy 470 and item #8c Lifeguard Bonus Program to be next on the agenda.

8c. Lifeguard Bonus Program

DGM Deschenes reported that a couple of years ago, Mt. Rainier Pool passed an incentive to raise lifeguard salaries by 50 cents if they would become swim instructor certified. With staffing shortages, it is difficult to get staff instructors on board He is suggested a quarterly incentive of \$100 for instructors who teach three classes per quarter. If staff is able to complete incentives for all quarters within a calendar year, they will receive an additional incentive of \$100 for an annual total of \$500. This program would take effect on October 1st.

A salary schedule discussion is on the agenda for the 9/28 retreat which would suggest raising present salaries from \$14.75 to \$16.00 for existing lifeguards.

With no further discussion, Commissioner Dusenbury moved to approve the District GM to implement an incentive program of \$100 per quarter. Commissioner Kasnick 2nd. Passed 4-0.

8d. COVID-19 Vaccination Policy

District General Manager worked with Legal Counsel, Brian Snure to produce a policy after Mt. Rainier High School requested that the Mt. Rainier Pool follow State of Washington mandates for employees to be vaccinated or to have an exemption as of October 18.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 09/21/2021**

Commissioner Achziger moved to approve the COVID-19 Vaccination Policy; Commissioner Dusenbury 2nd. Passed 3-1.

7b. Aquatic Facilities Grant Application Update

DGM Deschenes received paperwork for the grant which could contribute \$100K towards costs associated with Stemper Architecture's bid for a site assessment and feasibility study. He met with the Finance Committee to review and will send the completed application to the Board for review for a discussion at the September 28 retreat.

7c. Budget Retreat Handouts

A draft of the 2022 budget will be in the 9/28 retreat meeting packet that will be sent out before the meeting

7d. Future Board Meeting Locations

The DGM reported that starting in November, Board meeting attendees have the option of meeting in person in the library located at the Mt. Rainier High School. At this time, it is not known if there will be a fee assessed by the school district. Because there may be mandates coming out soon requiring proof of vaccination for in person meetings, President Young suggests that the meetings remain virtual for the present.

The DGM stated that if meeting location changes, it will be necessary to pass a resolution including the new location and time of meetings. This subject will be on the agenda for the October 19 meeting.

8a. Whidbey Island Feasibility Study for Competitive Pool

This subject was introduced by Commissioner Stender who is not in attendance at this meeting. Therefore, the item will be discussed at a future meeting.

8b. United Healthcare Agreement (Insurance Membership)

The District is currently collaborating with Silver & Fit and Silver Sneakers. Pool members have asked for an additional program to add United Healthcare. The agreement has been vetted by Legal Counsel. Changes were suggested by Brian Snure and accepted by United Healthcare. United will contribute \$3.00 per visit (up to 10 visits per month) of the cost per member. This program is also accepted by AARP.

Commissioner Achziger moved to suspend the first-touch rule regarding the consideration for the United Healthcare Insurance Program. Commissioner Dusenbury 2nd. Passed 4-0.

Commissioner Dusenbury then moved to authorize the District General Manager to enter into an agreement with United Healthcare in the form as we've seen here attached to the packet this evening. Commissioner Kasnick 2nd. Passed 4-0.

ADJOURNMENT

With no further business, Commissioner Achziger moved to adjourn; Commissioner Dusenbury 2nd. Passed 4-0. The meeting was adjourned at 7:48 pm.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 09/21/2021**

UPCOMING MEETINGS

- September 28, 2021, Retreat Meeting, 7:00 p.m., Location TBD
- October 19, 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

September 28, 2021

7:00 p.m.

Remote Online

MINUTES RETREAT MEETING

CALL TO ORDER/ROLL CALL

President Young called the retreat to order at 7:00 p.m. Present were Commissioners Dusenbury, Achziger, and Stender; District General Manager Deschenes, District Clerk Linda Ray; Aquatics Manager Lauryne Thurmond, and Des Moines resident Holly Campbell.

Commissioner Kasnick was absent.

PLEDGE OF ALLEGIANCE – Commissioner Stender led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA -- None

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

District General Manager was notified by Commissioner Kasnick that he is no longer interested in serving on the Board and is resigning effective immediately. Des Moines resident Holly Campbell who is running for Position 2 on the Board of Commissioners unopposed in November volunteered to fill the vacancy.

President Young stated that Ms. Campbell will be formalized at the October 19 meeting.

DGM Deschenes will vet this with legal counsel and report back to the Board.

PUBLIC COMMENT -- None

BUSINESS

a. Salary and Incentive Discussion

Aquatics Manager Lauryne Thurmond addressed the discussion with a presentation. She is recommending a staffing budget for 2022.

The lifeguard staffing crisis has presented challenges due to both COVID-19 and the national lifeguard shortage. OSHA standards will not permit anyone under the age of 18 to attend to maintenance in the machine rooms of the pool facility. L&I prohibits anyone under 18 to work more than 20 hours per week during the school year.

The pool has also lost many staff members to other non-aquatic jobs in the area that are paying more and offering benefits. Other pools in the area are also suffering staff losses for the same reasons.

The AM stated that we want to hire staff who want to be trained and give bonuses to staff members who have worked a certain amount of time. She is suggesting an increase to the hiring wage in 2022, offer free family memberships, and provide swag to both newly hired employees and current employees that will include an athletic bag, shirt and other items.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 9/28/2021**

Besides incentives, she is suggesting a hiring wage minimum of \$14.49/hr for uncertified staff and once trained, a raise to \$16.00/hr; give an hourly incentive to instructors and a raise for certifications. Additional incentives are suggested for summer employment and for working during the school year.

DGM Deschenes also suggested discussions about better benefit packages. Currently only management staff members receive a 16% stipend for health and/or retirement benefits. Many potential applicants are part of the state's PERS retirement system and their time at our District does not count towards their retirement through that system. The lifeguard staff and instructors receive sick leave hours based on their hours worked.

The presentation is on file.

President Young is calling for two separate action plans for starting salaries both at the lower and benefits for the higher levels of the staff. Commissioner Achziger called for salary comparisons with other area pools. Commissioner Stender suggested marketing to other pools for possible candidates.

b. Suggested Rates and Fees

District General Manager Deschenes reported there will be no dramatic increases until we get through the pandemic. New rates are on file and include combining fees for lap and open swims, special rates for military, veterans, teachers, and seniors.

The District has just signed an agreement with United Healthcare insurance. We now partner with three insurance groups. The District receives a \$3.00 reimbursement for users visit up to 10 classes.

Des Moines resident, Holly Campbell, asked if the District would raise the age for free facility usage to 3 years of age.

The presentation with proposed rates is on file.

c. Capital Improvement Plan

DGM Deschenes has identified several Capital Improvement costs for the 2022 budget. He is suggesting to prioritize major CIP projects as follows:

- Critical –Boiler/Domestic hot water repairs, AHU system and insulation upgrade
- Medium (On Hold) – Seismically upgrade piping, entry rooftop AHU, controls upgrade, pool pump panels, replace switches, distribution switchboard
- Low Priority (On Hold) – Replace natatorium soundproof tile, add light switches, upgrade remaining fixtures

He feels decisions should be made regarding short-term vs long-term repairs based on lease negotiations with Highline School District, the Stemper feasibility study, and effects of COVID-19. The DGM is suggesting request of another extension with HSD until after the feasibility study is completed in 2022.

No action will be taken on the plan at this meeting.

The presentation is on file.

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**Des Moines Pool Metropolitan Park District
Meeting Minutes – 9/28/2021**

d. 2022 Budget (Live Document Discussion)

A draft of the 2022 budget was included in the packet. This is a first-touch item. The Commissioners are asked to review and send feedback to the District General Manager. A budget discussion will be on the agenda for the October 19 Regular meeting.

The DGM mentioned that the District should end 2021 with \$1.3 million (including Capital Reserve Funds). \$75K will be transferred to the Capital Fund. The proposed 2022 Levy rate should come in around \$.21.

e. KCYAS Grant Update

The District is applying for a \$100K grant through King County Youth and Sports which if received will go towards the feasibility study planned by Stemper Architecture. Commissioner Achziger is lending assistance with the application which is due on October 15th. A copy of the completed application will be sent to the Board members for review and comments.

GENERAL DISCUSSION

The DGM stated that he is meeting with legal counsel regarding the latest issuance of vaccine mandates by the State and County. Some staff members will try to get exemptions; however, it is expected that the District may lose some key people. With less staff, appointment-only programming will be reinstated.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:38 p.m.

UPCOMING MEETINGS

- October 19, 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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Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/01/2021

Total Amount: \$8,417.59

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210823143207.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschenes</u> 2E03A1B7-1244-4040-9000-000000000000	<u>8/23/2021</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

DocuSigned by: <u>Joe Dusenbury</u> 5A03A1B7-1244-4040-9000-000000000000	<u>8/23/2021</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

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Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
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District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210823143207.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BREE CASWELL			20210823BC55	08/23/2021	\$16.37	PAYROLL PE 7/25/2021
BROCK BECKER			20210823BB84	08/23/2021	\$118.86	PAYROLL PE 7/25/2021
HIGHLINE WATER DISTRICT			20210819HWD	08/19/2021	\$532.55	WATER UTILITY - 7/22 TO 8/19/2021
JOE DUSENBURY			20210823JD08	08/23/2021	\$235.62	COMMISSIONER SUBSIDY - JUL 2021
PUGET SOUND ENERGY			20210820PSE	08/20/2021	\$3,974.82	ELECTRIC/GAS UTILITY - 7/20 TO 8/19/2021
SHANE STENDER			20210823SS77	08/23/2021	\$235.62	COMMISSIONER SUBSIDY - JUL 2021
SHANE YOUNG			20210823SY10	08/23/2021	\$235.61	COMMISSIONER SUBSIDY - JUL 2021
SOUND CLEANING RESOURCES INC.			234458	08/19/2021	\$2,350.64	HIGH DUST CLEANING
ZEN 22015, LLC			20210901jZEN	08/23/2021	\$717.50	DISTRICT RENT - SEPT 2021



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/08/2021

Total Amount: \$10,293.48

Control Total: 13

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210901133121.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

9/2/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

9/1/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

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Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210901133121.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CENTRAL WELDING SUPPLY			CG101475	08/30/2021	\$155.41	POOL CHEMICALS - CARB DIOX BULK
CMIT SOLUTIONS EASTSIDE			9385_2	05/31/2021	\$1,321.00	IT SUPPORT - MAY 2021
DEPARTMENT OF LABOR & INDUSTRIES			19409500-2021	07/14/2021	\$20.00	RIGHT TO KNOW PROGRAM - 2021
EMPLOYMENT SECURITY DEPARTMENT			20210831ESD	08/31/2021	\$1,457.36	UNEMPLOYMENT BALANCE - AUG 2021
GRAINGER			9014098058	08/06/2021	\$1,054.31	JANITORIAL SUPPLIES
LINDA RAY			20210827Reimb_Lray	08/27/2021	\$152.00	EXPENSE REIMBURSEMENT - L RAY
MACDONALD-MILLER FACILITY SOLUTIONS			SVC211701	08/26/2021	\$5,549.04	PROPOSAL FP-310951_SHOWER SUPPLY VALVES
MIDWAY SEWER DISTRICT			20210825MSD	08/25/2021	\$432.93	SEWER UTILITY - 6/25 TO 8/25/21
MOUNTAIN MIST			4149576	06/07/2021	\$71.21	WATER DELIVERY_MRP
MOUNTAIN MIST			4302445	08/30/2021	\$1.00	WATER DELIVERY_MRP
MOUNTAIN MIST			4300830	08/30/2021	\$8.81	WATER DELIVERY_MRP
MOUNTAIN MIST			4300829	08/30/2021	\$16.46	WATER DELIVERY_MRP
PRINT PLACE			31901	08/30/2021	\$53.95	BUSINESS CARDS - CARROLL



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/15/2021

Total Amount: \$5,268.65

Control Total: 14

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210908140623.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by: <u>Scott Deschene</u> 2E03815A018042	<u>9/8/2021</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

DocuSigned by: <u>Joe Dusenbury</u> 5EDD109880E247	<u>9/8/2021</u>
Authorized District Signature	Date
_____ Authorized District Signature	_____ Date
_____ Authorized District Signature	_____ Date

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Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210908140623.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
575 INC			1054	09/01/2021	\$292.50	WEB SERVICES - AUG 2021
ABS			17327	09/01/2021	\$90.00	DISTRICT JANITORIAL - SEPT 2021
BROCK BECKER			20210908B84B	09/08/2021	\$74.70	PAYROLL PE 8/25/2021
CENTRAL WELDING SUPPLY			RN08212478	08/31/2021	\$70.06	750LB BEVCARB LIQ
COMCAST			20210812CB_MRP	08/12/2021	\$235.23	TELEPHONE/INTERNET_MRP - 8/22 TO 9/21/2021
COPIERS NORTHWEST			2350750	09/08/2021	\$117.06	COPIERS CONTRACT - 8/6/ TO 9/5/2021
DATAQUEST, LLC			15936	08/31/2021	\$219.00	EMP BACKGROUND CHECKS - AUG 2021
DEPARTMENT OF RETIREMENT SYSTEMS			DRS1_082021	09/08/2021	\$1,413.29	DEFERRED COMP - KNOX, THURMOND, DESCHENES
MOUNTAIN MIST			4307225	09/02/2021	\$20.41	WATER/COFFEE DELIVERY_MRP
MOUNTAIN MIST			4307245	09/02/2021	\$57.35	WATER/COFFEE DELIVERY_MRP
NORTHWEST LANDSCAPING SERVICES			50161857	09/01/2021	\$549.41	LANDSCAPE SERVICE_MRP - SEP 2021
SNURE LAW OFFICE			20210901BS	09/01/2021	\$350.00	PROFESSIONAL SERVICES - AUG 2021
SUNBELT CONTROLS			5044778_2	05/25/2021	\$1,353.00	REPLACE LOST WARRANT #9917679, 7/21/2021
VALLEY ELECTRIC CO.			100002175	08/17/2021	\$426.64	REPLACE LAMPS AT MRP



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/22/2021

Total Amount: \$7,953.09

Control Total: 8

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210915115744.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

9/15/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

9/15/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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

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

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210915115744.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CANON FINANCIAL SERVICES, INC.			27352212	09/12/2021	\$62.88	COPIERS CONTRACT CHG - SEP 2021
CMIT SOLUTIONS EASTSIDE			9711	08/31/2021	\$275.25	IT SUPPORT - SET UP PHONES
CMIT SOLUTIONS EASTSIDE			9659	08/31/2021	\$1,511.00	IT SUPPORT - AUG 2021
CMIT SOLUTIONS EASTSIDE			9647	08/31/2021	\$367.70	IT SUPPORT - HARDWARE SALES
COMCAST			20210912CB_MRP	09/12/2021	\$368.45	TELEPHONE/INTERNET_MRP - 9/22 TO 10/21/21
COMCAST			20210908CB_DMP	09/08/2021	\$128.20	TELEPHONE/INTERNET_DMP - 9/18 TO 10/17/21
US BANK			20210910USB	09/10/2021	\$4,522.11	BANK CARD - 8/11 TO 9/10/2021
ZEN 22015, LLC			20211001ZEN	09/15/2021	\$717.50	DISTRICT RENT - OCT 2021



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/29/2021

Total Amount: \$8,787.37

Control Total: 9

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210922141203.csv

Fund #: 170950010

CONTACT INFORMATION

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

PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

9/22/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

DocuSigned by:

9/22/2021

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

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KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Des Moines Pool Metropolitan Park District

File Name: AP_DMPOLPRK_APSUPINV_20210922141203.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
BREE CASWELL			20210922BC55	09/22/2021	\$76.82	PAYROLL PE 9/10/2021
BROCK BECKER			20210922BB84	09/22/2021	\$268.29	PAYROLL PE 9/10/2021
JARED WOLD			20210922JW61	09/22/2021	\$2,241.57	PAYROLL PE 9/10/2021
JOE DUSENBURY			20210922JD08	09/22/2021	\$235.61	COMMISSIONER SUBSIDY - AUG 2021
MOUNTAIN MIST			20210901MtM	09/01/2021	\$149.59	WATER/COFFEE EQUIP_MRP - AUG 2021
PUGET SOUND ENERGY			20210921PSE	04/08/1913	\$4,847.11	ELECTRIC/GAS UTILITY - 8/19 TO 9/20/2021
RECOLOGY			0003628872	08/31/2021	\$379.32	GARBAGE/RECYCLE UTILITY - AUG 2021
SHANE STENDER			20210922SS77	09/22/2021	\$235.62	COMMISSIONER SUBSIDY - AUG 2021
SHANE YOUNG			20210922SY10	09/22/2021	\$353.44	COMMISSIONER SUBSIDY - AUG 2021

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Sep 29, 2021

PAYMENT INFORMATION

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

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1	Heartland Payroll PE 9/25/2021	170950010			24219		00000	26,977.73
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$26,977.73

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

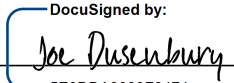
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 9/22/2021
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggysue@me.com

ELECTRONIC PAYMENT REQUEST FORM



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

Payment Settlement Date Sep 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 9/10/2021	170950010			24219		00000	20,605.87
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	\$20,605.87

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

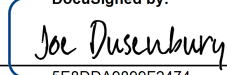
Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

CONTACT INFORMATION Typed or Printed

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

AUTHORIZATION Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title Clerk of the Board Date 9/8/2021
 Print Name Joe Dusenbury Phone # 206-429-3852 Email mypeggyssue@me.com

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7a **Assigned to:** District GM **Meeting Date:** 10/19/21
Under: Old Business **Attachment:** No
Subject: Board Appointment

Background/Summary: On September 27, Commissioner Kasnick resigned from the Des Moines Pool Metropolitan Park District Board of Commissioners. At the September 28 Board Retreat, the board was notified of the resignation and because there was not adequate time to advertise, interview and fill the position, the changeover will take place after the election is certified in November 2021.

Holly Campbell is running unopposed for the open position and has regularly been attending meetings. Due to the circumstances, the board has decided to put a vote on the agenda for October 19's regular board meeting.

The District GM has contacted King County Elections and legal. Holly Campbell has been checked by the elections department and the District GM will need to notify them if the board votes to name her to the position. Legal has vetted the legality and it is okay to appoint her to the position. The District will need to provide rationale regarding why the position is not being advertised. From legal counsel, Brian Snure, " (the) Board will need to pass a motion making an exception to the policy established in the Resolution and provide a rationale for why they are making an exception."

There will be two motions. First a motion to suspend the advertising of the position, and second, a motion to appoint Holly Campbell to position #2.

Fiscal Impact: Save any monies that would go into advertising and having a special meeting for interviews. (approximately \$1,000)

Proposed Motion: Two motions below.

First motion: I move to suspend advertising for the open board position due to applicant running unopposed for a position and inadequate time to advertise before election is certified in November.

Second motion: I move to appoint Holly Campbell to position #2 of the Des Moines Pool Metropolitan Park District.

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>Sept. 28, 2021</u>	First Board Meeting (Informational)
	<u>Oct. 19, 2021</u>	Second Board Meeting (Action)

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

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

Notes/Attachments:

- No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7b **Assigned to:** District GM **Meeting Date:** 10/19/21

Under: Old Business **Attachment:** Yes

Subject: Schedule Update

Background/Summary: The District GM and Interim Aquatics Manager will give an update on the schedule in response to the October 18 mandate on youth enrichment workers to be vaccinated and the October 25 mandate on all staff and patrons to be vaccinated or have a negative covid-19 test within 72 hours.

The District continues to be short on staff but is continuing to have people come back to work.

The Interim Aquatics Manager, Quentin Knox, will be on hand to answer any questions.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only.

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>Sept. 28, 2021</u>	First Board Meeting (Informational)
	<u>Oct. 19, 2021</u>	Second Board Meeting (Action)

Action Taken: Adopted _____ Rejected _____ Postponed _____

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

Notes/Attachments:

- Attached presentation
- Attached proposed schedule (appointment only) -- Will be presented at the meeting

Schedule Update

October 19 Board Meeting

1

October 18 (State) Mandate

- All staff need to be vaccinated or have an exemption
 - Three of Four Non-vaccinated staff applied
- Working out agreements with exemptions
- Exempt employees will be paid to take test, as test is requirement of employment
 - Tests will need to be given to manager and be on file

2

October 25 (King County)Mandate

- October 25 King County "Vaccination Verification" Mandate
- Making appointment only to ensure people aware of vaccination rules before showing up and ensure everyone checked
- Must shower at home before using pool, but can shower as they leave (flow)
- Contractors (including swim teams) need agreements to follow rules

3

NEW SCHEDULE (APPOINTMENT ONLY)

WEEKDAYS

MORNINGS:

Monday:

- 10:30-11:30am Lap Swim (Limit 2/Lane) & Water Walking (Limit 5)
- 11:35am-12:35pm Lap Swim (Limit 2/Lane) & Water Walking (Limit 5)
- 12:40-1:40pm Lap Swim (Limit 2/Lane) & Family Swim (Limit 15)
- Tuesday & Thursday:
 - 10:30-11:40am Lap Swim (Limit 2/Lane) & Water Walking (Limit 5)
 - 11:45am-12:55pm Lap Swim (Limit 2/Lane) & Water Walking (Limit 5)

Wednesday & Friday:

- 10:30-11:30am Lap Swim (Limit 2/Lane) & Water Exercise (Limit 15)
- 11:35am-12:35pm Lap Swim (Limit 2/Lane) & Water Walking (Limit 5)
- 12:40-1:40pm Lap Swim (Limit 2/Lane) & Family Swim (Limit 15)

EVENINGS:

Monday, Wednesday & Friday:

- No evening hours available due to swim team usage.

Tuesday & Thursday:

- 5:45-6:45pm Family Swim Only! (Limit 15)*
- 7-8pm Water Exercise (Limit 15)

WEEKENDS

Saturdays:

- 11am-Noon Lap Swim (Limit 2/Lane) & Water Walking (Limit 5)
- 12:05-1:05pm Lap Swim (Limit 2/Lane) & Family Swim (Limit 5)
- 1:30-3pm Open Swim (Limit 30)

Sundays:

- 11am-Noon Lap Swim (Limit 2/Lane) & Family Swim (Limit 15)
- 12:05-1:05pm Lap Swim (Limit 2/Lane) & Family Swim (Limit 5)

4

WHY APPOINTMENTS BY PHONE?

- Appointments ensure people know rules before visiting.
 - Less conflict
 - Ensure ability to check info before usage.
 - Can have note put on their account that vaccination has been checked.
- Why by phone versus over the internet?
 - Phone ensures equity.
 - Patrons complain that internet, keeps serving the same people. Cannot get times at other pools.



5

Why No Showering Before Swim?

- Difficult to enforce with limited staff
- Develop better flow through facility
 - Walk down hall
 - Leave through locker rooms
- Will be required to shower at home and show up ready to swim
- Limit face-to-face contact



6

Temporary Limits on Programming

- COVID-19 not transferable through water but is face-to-face interactions. We have instituted the following limits to ensure social distancing and try to reduce our chances of an outbreak and closure.
- **Lap Swimming:** Up to two swimmers per lane. Swimmers cannot take breaks or converse at the same end of the pool.
- **Water Exercise:** Maximum now 15 participants per class.
- **Water Walking:** Maximum of 5 per appointment time
- **Family Swim:** Maximum of 15.
- **Open Swim:** Maximum of 30.

7

Limited to No Spectators

- Limit one adult/child at swim lessons
 - kids within arms reach
- No spectators at swim practices and meets
 - Senior night exception
- Too easy for spectators to slip by front desk as they perform other duties
- Reduce incidents and focus on following mandate & water safety



*Test must be within 72-hours before usage.

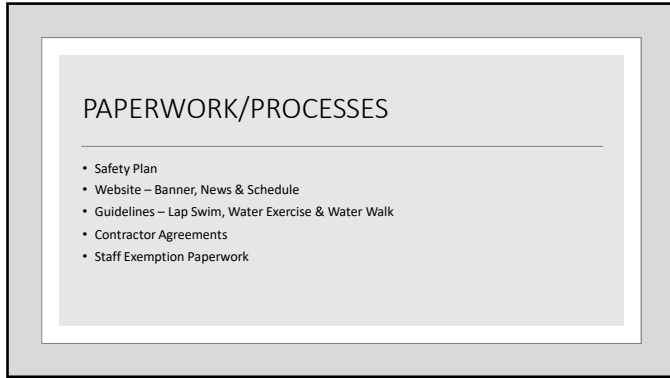
8

Contractors & Swim Teams

- Swim Teams and Contractors must complete contractor agreement to meet state and county mandates
- May have exemption if no public contact
 - Some contractors have no public interaction



9



10



11

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7c **Assigned to:** District GM **Meeting Date:** 10/19/21

Under: Old Business **Attachment:** No

Subject: Aquatic Facilities Grant Application Update

Background/Summary: The District GM and Commissioner Achziger completed the following grant application. It was submitted by October 15. Attached is the final copy of what was submitted. Below is the timeline of the process.

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*

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only.

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

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: ~~Will be handed out at the meeting~~

- KCYAS Grant Application
- Service Area Map

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7d **Assigned to:** District GM **Meeting Date:** 10/19/21

Under: Old Business **Attachment:** No

Subject: Schedule Update

Background/Summary: The District GM will share data from surveying other local pools and other service providers.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only.

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

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:

- NO ATTACHMENTS : A Presentation on part-time salary survey will be presented at the meeting.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7e **Assigned to:** District GM **Meeting Date:** 10/19/21

Under: Old Business **Attachment:** Yes

Subject: 2022 Rates & Fees Update

Background/Summary: The District GM will update the board on the updated rates and fees. The only major change was that all children under three are free. Please see attached pricing sheet.

Note-It is good to publish the rate sheet early to allow people to purchase passes before the price changes. Patrons seem to appreciate the option of the information being provided earlier.

Fiscal Impact: N/A

Proposed Motion: I move to approve the 2022 Rates and Fees.

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

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:

- See attached 2022 Rates and Fees Sheet.

2022 (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
Infant (Under 3)	Free	Free	Free	Free	Free	Free	Free	Free
Youth (3-17)	\$3.25	\$4.00	\$29.00	\$34.00	\$79.00	\$96.00	\$209.00	\$249.00
Adult (18-61)	\$4.00	\$5.00	\$35.00	\$40.00	\$125.00	\$149.00	\$449.00	\$499.00
Senior (62 & Older)	\$3.25	\$4.00	\$29.00	\$34.00	\$79.00	\$96.00	\$209.00	\$249.00
Special**	\$3.00	\$3.75	\$29.00	\$34.00	\$79.00	\$96.00	\$209.00	\$249.00
Family (2-5 Members)***	N/A	N/A	N/A	N/A	\$249.00	\$269.00	\$599.00	\$649.00

*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	\$50.00	\$59.00

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	\$42.50	\$51.00	\$109.00	\$129.00	\$299.00	\$359.00
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.

SWIM LESSONS

Group Rates	Per 8 Session Class	
	Resident Rate*	Non-resident Rate
Parent-Tot	\$48.00	\$62.00
All Other Lessons	\$68.00	\$80.00

Private Rate (1-on-1)	30-Minute Lesson	
	Resident Rate*	Non-resident Rate
Single Visit	\$30.00	\$37.50
5-Visit Package	\$140.00	\$177.50
10-Visit Package	\$270.00	\$345.00

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

GROUP RENTAL RATES

	Per Hour	
# of People	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 effects rental groups.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7f **Assigned to:** District GM **Meeting Date:** 10/19/21

Under: Old Business **Attachment:** No

Subject: 2022 Budget Update

Background/Summary: The Board of Commissioners wanted to see updated information on the budget. As the budget is still in progress, and we are awaiting information. The District GM will send out an updated budget the Monday before the October 19 meeting.

The District GM will go over the budget and take recommendations from the board.

Fiscal Impact: N/A

Proposed Motion: No motion necessary. Informational only.

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

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>September 28, 2021</u>	First Board Meeting (Informational)
	<u>November 16, 2021</u>	Second Board Meeting (Action)

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

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

Notes/Attachments:

- NOTE: Budget and Levy Certification due by November 30, 2021

Des Moines Pool Métropolitain Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 7g **Assigned to:** District GM

Meeting Date: October 19, 2021

Under: Old Business

Attachment: No

Subject: School District Lease Extension

Background/Summary:

The Highline School District lease requires us to notify them on extension or renegotiation of the lease at least 12 months before its expiration. The current extension is set to expire in April 2023 and will need to be renegotiated by April 2022 to extend to April 2024.

In 2021, we extended the lease due to COVID-19.

Currently, the Des Moines Pool Metropolitan Park District "District" is completing a site assessment and aquatic feasibility study to ensure additional monies put into the Mount Rainier Pool are justifiable. The District delayed this study to apply for a KCYAS Grant. The grant reward cycle ends in April 2022, which will delay the completion of the survey until the Fall of 2022.

The District GM recommends the District look at extending the lease one more year to allow enough time to complete these studies, the board to come to consensus on a decision and time to have discussions with the Highline School District. This would have the lease ending in 2024.

Fiscal Impact: To be determined.

Proposed Motion: No motion necessary. First touch item.

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

Two Touch Rule:	<u> N/A </u>	Committee Review (WCIA Audit)
	<u> 10/19/2021 </u>	First Board Meeting (Informational)
	<u> 11/16/2021 </u>	Second Board Meeting (Action)

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

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

Notes:

- Proposed Lease Extension

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8a **Assigned to:** District GM **Meeting Date:** 10/19/21

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

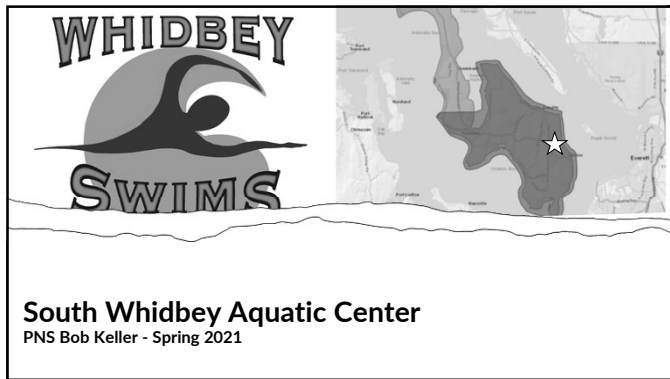
Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>N/A</u>	First Board Meeting (Informational)
	<u>N/A</u>	Second Board Meeting (Action)

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

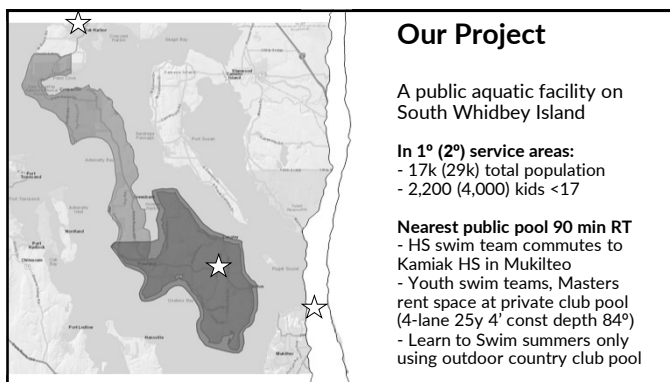
Follow-up Needed: **Yes** **No** **Reporting Back Date:**

Notes/Attachments:

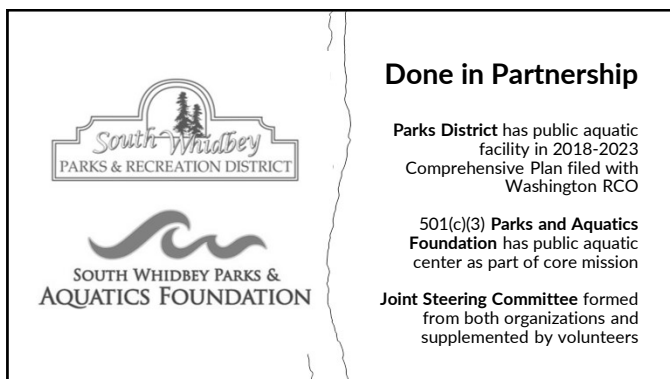
- South Whidbey Island Aquatic Study (Presentation)
- South Whidbey Aquatic Study (Website) – <http://swpaf.org/CommunityPool.php>
- South Whidbey Parks and Recreation (Website) - <http://swparks.org/>



1



2



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"

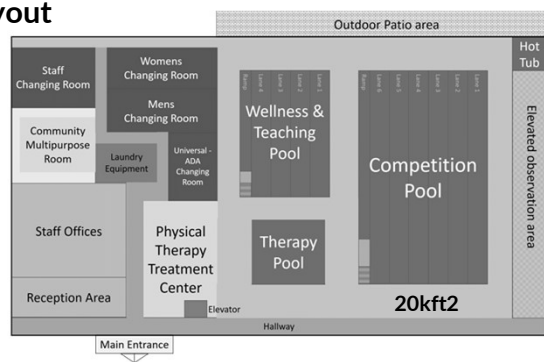


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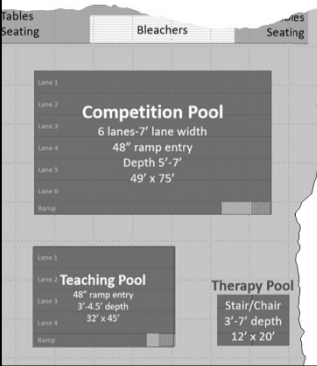


5

Layout



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

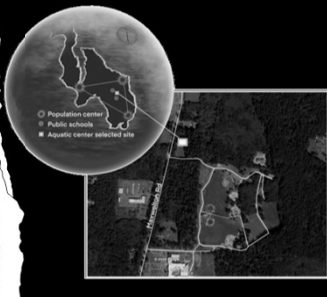
Location

Site Selection Criteria

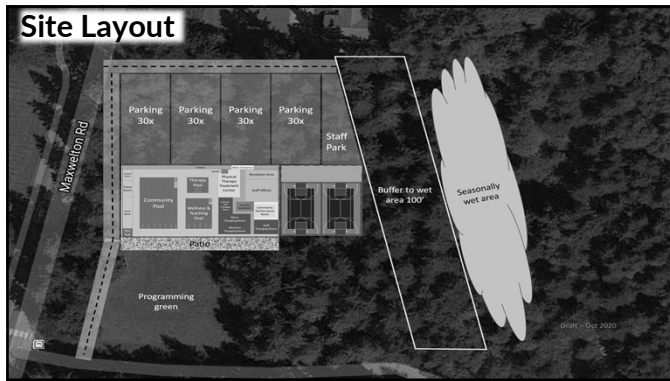
- Between population centers
- On an Island Transit route
- Near the public schools
- Proximity to Highway 525
- Zero acquisition cost

Site Feasibility

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



9



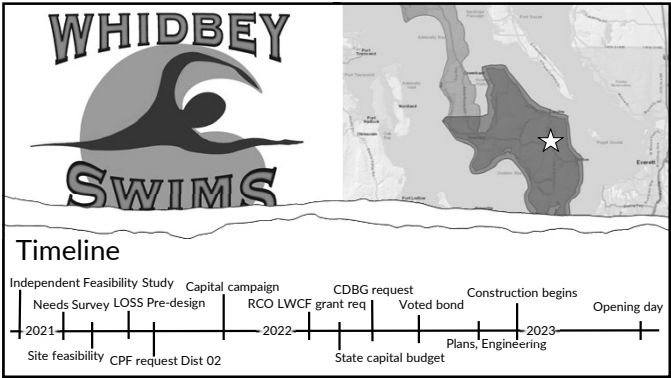
10

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
	<p><i>Thank you from all of the volunteers at Whidbey Swims!</i></p>

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Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8b **Assigned to:** District GM **Meeting Date:** 10/19/21

Under: New Business **Attachment:** No

Subject: Eric Kasnick Recognition

Background/Summary: Commissioner Eric Kasnick served on the Mount Rainier Pool Board since the District was formed in 2009. He recently gave his resignation after twelve years of service.

In recognition of his service, the District is presenting him with a framed picture of the pool.

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:

- No attachments.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 8c **Assigned to:** District GM **Meeting Date:** 10/19/21

Under: New Business **Attachment:** Yes

Subject: WCIA Delegate

Background/Summary: The District has had Board Commissioners act as Washington Cities Insurance Agency (WCIA) delegates since its inception in 2009. With the resignation of the current WCIA delegate, the District Manager is requesting that a staff member be made the delegate.

The WCIA representative stated that having an elected official serve as the delegate is unusual. The District GM or another designee can serve this purpose and would streamline communications and processes with WCIA.

Fiscal Impact: N/A

Proposed Motion: I move to appoint _____ as the WCIA delegate.

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:

- See attached WCIA Delegate Form.

WCIA Full Board Delegate Job Description

Entity: _____

The appointed Board Delegate's responsibilities and tasks are as follows:

1. Function as the primary source to coordinate communication with the Full Board, Executive Committee, and Authority staff regarding its member's needs. An appointed WCIA Delegate must be in a position of authority to implement policy and procedures requested by WCIA. The Delegate must be responsive and accountable to the WCIA Delegate job description. WCIA will schedule New Delegate orientation within 30 days of appointment.
2. Arrange for orientation of elected officials, department heads and staff.
3. Notify WCIA of changes in or additions to department directors, especially those who are unfamiliar with the organization.
4. Attend at least one, and strongly encouraged to attend three, WCIA Full Board Meetings annually, come informed as to the issues, and vote appropriately. Full Board policies or actions voted by Board Delegates are binding for the member entity.
5. Develop a working knowledge of pool operations, including an understanding of the budget, investment strategies, assessment formula, program coverages, and Authority services and resources.
6. Timely coordinate with the Authority, liability and/or property claims reporting procedures, newsletter distribution, risk management and loss control issues, annual field audits, insurance and indemnity requirements for member contracts, and generally possess the ability to communicate issues throughout the member entity. In order to take advantage of training offered, distribute training announcements within three (3) days to the identified departments.
7. Coordinate insurance coverage letter requests, Authority annual requests for worker hour and property or automobile schedule updates, additions and changes on a timely basis.
8. Receive and ensure timely processing of the annual assessment billing.
9. Monitor and coordinate compliance with the COMPACT.
10. Contact WCIA when member programs have increased risk exposure in property and liability, i.e. seek assistance for insurance and indemnification requirements.
11. Other duties developed by the Authority.

Signature of Appointing Official	Title	Date
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Signature of Delegate	Title	Date
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Printed Name of Delegate	Email Address
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Signature of Alternate Delegate	Title	Date
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Printed Name of Alternate Delegate	Email Address
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