



## Des Moines Pool Metropolitan Park District

March 15, 2022

7:00 p.m.

Regular Meeting

District meetings are also held remotely. If you wish to listen in, please do so at **1(866)899-4679 Access Code 835-924-493**. Public comment can be made by email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com). See stipulations below. For more information email Lauryne Thurmond at [lauryne.thurmond@desmoinespool.org](mailto:lauryne.thurmond@desmoinespool.org) or call us at (206) 429-3852.

### AGENDA

7:00 1. CALL TO ORDER ROLL CALL

7:03 2. PLEDGE OF ALLEGIANCE

7:06 3. ADOPTION/MODIFICATIONS OF AGENDA

4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

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

*Remote Meeting: If you wish to make public comment, please submit in writing via email to [info@mtrainierpool.com](mailto:info@mtrainierpool.com) by Noon on Tuesday, March 15th. 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

District General Manager Administration Report

c. ADOPTION OF MINUTES

February 15, 2022

d. CORRESPONDENCE

None

e. BANK TRANSFERS (MRP REVENUE)

\$8,760.23 was received in the month of February

f. VOUCHER APPROVAL

\$15,529.20 was processed in February for warrant requests

g. KING COUNTY ELECTRONIC FUNDS TRANSFERS (EXPENSES)

\$ 29,096.62 was processed in February for payroll

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

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

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

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

**7. OLD BUSINESS**

- 7:20                   a. Overpayment Agreement
- 7:25                   b. HSD Lease Extension
- 7:30                   c. Stemper Quote
- 7:35                   d. Retreat Scheduling
- 7:40                   e. Policy 514 Debt Collection
- 7:45                   f. Amended January Minutes
- 7:45                   g. KCYAS Grant Agreement

**8. NEW BUSINESS**

- 7:50                   a. SEEK Grant Update
- 7:55                   b. WCIA Annual Review
- 7:55                   c. Legacy Foundation Grant for Training
- 8:00                   d. Policy 272 Telecommuting
- 8:05                   e. Future Board Meetings

**9. UPCOMING MEETINGS**

- a. April 19, 2022, Regular Board Meeting ,7:00pm, Location T.B.D.
- b. **Board Retreat(s), Date, Time & Location, T.B.D.**
- c. May 17, 2022, Regular Board Meeting, 7:00pm, Location T.B.D.

**ADJOURNMENT**

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## AGENDA ITEMS SUMMARY SHEET

**Agenda Item #:** 6a-g      **Assigned to:** Clerk of the Board      **Meeting Date:** March 15<sup>th</sup>, 2021

**Under:** Consent Agenda      **Attachment:** Yes

**Subject:** Consent Agenda

### Background/Summary:

To improve process and better utilize time, the following items have been moved to the Consent Agenda:

Item 6a: Financial Summary

**Expenditures** February 2022: Total: **\$62,313.29**

Admin Expenditures = \$21,626.19 Ops Expenditures = \$40,687.20 Capital Expenditures = \$0.00

**Revenue** February 2022: Total: **\$8,760.23**

Property Taxes & Interest = \$4690.73 Misc Revenue = \$0 MRP Revenue = \$4069.50

Item 6b: Staff/Committee Reports

- District General Manager Administration Report

Item 6c: Adoption of Minutes

- February 15, Regular Meeting Minutes

Item 6d: Correspondence – None

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

Item 6f: Voucher Approval – The following voucher/warrants totaling **\$15,529.20** were approved for payment:

- \$9,965.51 was processed of February 9, 2022
- \$5,563.69 was processed on February 16, 2022

Item 6g: Funds Transfers (Payroll) – The following Electronic Transfers to King County totaling **\$29,096.62** were processed for payment

- \$29,096.62 was approved for payroll on February 4, 2022

A total of **\$44,625.82** was processed in February 2022 under the oversight of the Clerk of the Board.

*Per RCW 42.24.180(3), "The legislative body shall provide for its review of the documentation supporting claims paid and for its approval of all checks or warrants issued in payment of claims at its next regularly scheduled public meeting or, for cities and towns, at a regularly scheduled public meeting within one month of issuance".*

**Fiscal Impact:** Detailed above

**Proposed Motion:** I move to approve (or not to approve) the Consent Agenda including the vouchers and electronic transfer requests processed in February totaling \$ 15,529.20.

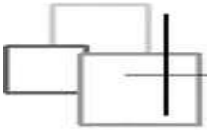
**Reviewed by District Legal Counsel:** Yes ☐ No ☒ Date: \_\_\_\_\_

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

**Action Taken:** Adopted      Rejected      Postponed

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

**Notes:** Adjustment was made in the amount of \$1.03 due to Heartland taxes, this is an ongoing issue that the District Clerk is Working with Heartland on.



## 2022 FEBRUARY EXPENDITURES

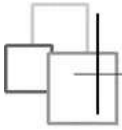
Beginning Monthly Balance = \$1,495,577.35

Ending Monthly Balance = \$1,460,563.23

| Category/ Acct #                         | Reference                                      | Feb 2022           | YTD Expense        | 2022 Budget         | Budget Balance      | % of Budget   |
|------------------------------------------|------------------------------------------------|--------------------|--------------------|---------------------|---------------------|---------------|
| <b>Salaries &amp; Wages</b>              |                                                |                    |                    |                     |                     |               |
| 001-000-000-576-20-10-00                 | Commissioners - Subsidies                      | \$585.52           | \$1,052.84         | \$21,000.00         | 19,947.16           | 5%            |
| 001-000-000-576-20-10-01                 | District Manager - Wage                        | \$6,206.90         | \$12,441.46        | \$95,500.00         | 83,058.54           | 13%           |
| 001-000-000-576-20-10-02                 | District Clerk -Wage                           | \$5,221.87         | \$6,778.63         | \$32,168.14         | 25,389.51           | 21%           |
| 001-000-000-576-21-10-01                 | Aquatics Mgr -Wage                             | \$2,525.19         | \$4,885.34         | \$84,000.00         | 79,114.66           | 6%            |
| 001-000-000-576-21-25-02                 | Aquatic Coordinators (2)                       | \$8,957.40         | \$13,436.13        | \$126,000.00        | 112,563.87          | 11%           |
| 001-000-000-576-21-30-01                 | Lifeguards                                     | \$11,483.31        | \$17,626.01        | \$217,360.00        | 199,733.99          | 8%            |
| 001-000-000-576-21-30-02                 | Instructors                                    | \$3,135.91         | \$7,485.44         | \$95,000.00         | 87,514.56           | 8%            |
| 001-000-000-576-21-32-02                 | Head Lifeguards                                | \$1,445.40         | \$6,840.34         | \$38,601.76         | 31,761.42           | 18%           |
| 001-000-000-576-21-25-05                 | Incentive Pay                                  |                    |                    | \$7,500.00          | 7,500.00            | 0%            |
| 001-000-000-576-20-21-19                 | Payroll Taxes                                  | \$6,771.90         | \$9,032.84         | \$41,995.79         | 32,962.95           | 22%           |
| 001-000-000-576-21-42-05                 |                                                | \$251.43           | \$7,820.66         | \$140,784.61        | 132,963.95          | 6%            |
| 001-000-000-576-21-33-04                 | Overtime (OT)                                  |                    | \$387.17           | \$13,999.57         | 13,612.40           | 3%            |
| 001-000-000-576-21-33-05                 | Family Medical Leave (FMLA)                    |                    | \$0.00             | \$1,308.30          | 1,308.30            | 0%            |
| 001-000-000-576-21-33-00                 | Sick Pay                                       | \$73.36            | \$255.61           | \$1,622.40          | 1,366.79            | 16%           |
|                                          | <b>Total Salaries &amp; Wages</b>              | <b>\$46,658.19</b> | <b>\$88,042.47</b> | <b>\$916,840.57</b> | <b>\$828,798.10</b> | <b>10%</b>    |
| <b>Personal Benefits</b>                 |                                                |                    |                    |                     |                     |               |
| 001-000-000-576-20-22-30                 | Personal Benefits (AWC/DRS)                    | \$1,075.90         | \$2,885.44         | \$12,799.13         | 9,913.69            | 23%           |
| 001-000-000-576-21-22-30                 |                                                |                    | \$650.50           | \$42,849.25         | 42,198.75           | 2%            |
| 001-000-000-576-20-22-40                 | Fringe Benefits (Car, Mileage)                 | \$126.00           | \$252.00           | \$2,000.00          | 1,748.00            | 13%           |
|                                          | <b>Total Personal Benefits</b>                 | <b>\$1,201.90</b>  | <b>\$3,787.94</b>  | <b>\$57,648.38</b>  | <b>\$53,860.44</b>  | <b>7%</b>     |
| <b>Grants</b>                            |                                                |                    |                    |                     |                     |               |
| 001-000-000-337-20-00-01                 | Risk Reduction (Pool Gates)                    |                    | \$0.00             | \$3,910.00          | 3,910.00            | 0%            |
| 001-000-000-337-20-00-01                 | King County Youth Athletic Sports              |                    | \$0.00             | \$10,000.00         | 10,000.00           | 0%            |
|                                          | <b>Total Grants</b>                            | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$13,910.00</b>  | <b>\$13,910.00</b>  | <b>\$0.00</b> |
| <b>Office Supplies</b>                   |                                                |                    |                    |                     |                     |               |
| 001-000-000-576-20-31-00                 | Office Supplies                                |                    | \$0.00             | \$230.00            | 230.00              | 0%            |
| 001-000-000-576-21-35-03                 |                                                |                    | \$0.00             | \$770.00            | 770.00              | 0%            |
| 001-000-000-576-20-35-00                 | Office Equipment (non-capitalized-SAA)         |                    | \$0.00             | \$2,000.00          | 2,000.00            | 0%            |
| 001-000-000-576-20-35-01                 | Computer Equipment (Non-capitalized)           |                    | \$0.00             | \$4,000.00          | 4,000.00            | 0%            |
|                                          | <b>Total Office Supplies</b>                   | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$7,000.00</b>   | <b>7,000.00</b>     | <b>0%</b>     |
| <b>Maintenance &amp; Repair Supplies</b> |                                                |                    |                    |                     |                     |               |
| 001-000-000-576-21-31-00                 | Maintenance Supplies and Small Tools           |                    | \$178.90           | \$3,000.00          | 2,821.10            | 6%            |
| 001-000-000-576-21-35-02                 | Janitorial Supplies & Services                 | \$45.18            | \$89.21            | \$7,000.00          | 6,910.79            | 1%            |
|                                          | <b>Total Maintenance &amp; Repair Supplies</b> | <b>\$45.18</b>     | <b>\$268.11</b>    | <b>\$10,000.00</b>  | <b>9,731.89</b>     | <b>3%</b>     |
| <b>Pool Supplies</b>                     |                                                |                    |                    |                     |                     |               |
| 001-000-000-576-21-40-00                 | Employee Recognition                           |                    | \$107.86           | \$1,000.00          | 892.14              | 11%           |
| 001-000-000-576-21-35-01                 | Pool Chemicals                                 |                    | \$0.00             | \$12,500.00         | 12,500.00           | 0%            |
| 001-000-000-576-21-35-15                 | Special Pool Events                            |                    | \$2.44             | \$2,000.00          | 1,997.56            | 0%            |
| 001-000-000-576-21-42-06                 | Uniforms &Clothing                             |                    | \$0.00             | \$5,000.00          | 5,000.00            | 0%            |
| 001-000-000-576-21-43-06                 | First Aid Supplies (see COVID)                 |                    | \$180.52           | \$2,000.00          | 1,819.48            | 9%            |
| 001-000-000-576-21-49-01                 | Lifeguard Supplies & Equip                     |                    | \$0.00             | \$3,500.00          | 3,500.00            | 0%            |
|                                          | <b>Total Pool Supplies</b>                     | <b>\$0.00</b>      | <b>\$290.82</b>    | <b>\$26,000.00</b>  | <b>25,709.18</b>    | <b>1%</b>     |
| <b>Pool Equipment</b>                    |                                                |                    |                    |                     |                     |               |
| 001-000-000-576-21-35-06                 | Equipment - BecSys PRObes (ER&R)               |                    | \$0.00             | \$1,100.00          | 1,100.00            | 0%            |
| 001-000-000-576-21-35-14                 | Misc Pool Equipment (ER&R)                     |                    | \$0.00             | \$5,000.00          | 5,000.00            | 0%            |
|                                          | <b>Total Pool Equipment</b>                    | <b>\$0.00</b>      | <b>\$0.00</b>      | <b>\$6,100.00</b>   | <b>6,100.00</b>     | <b>0%</b>     |
| <b>Professional Svcs - Front Offc</b>    |                                                |                    |                    |                     |                     |               |
| 001-000-000-576-20-41-01                 | Consulting Contracts                           |                    | \$0.00             | \$5,000.00          | 5,000.00            | 0%            |
| 001-000-000-576-20-41-04                 | Legal Services Contract (Snure)                | \$1,168.75         | \$1,818.75         | \$14,000.00         | 12,181.25           | 13%           |

| Category/ Acct #                       | Reference                                   | Feb 2022          | YTD Expense       | 2022 Budget         | Budget Balance      | % of Budget |
|----------------------------------------|---------------------------------------------|-------------------|-------------------|---------------------|---------------------|-------------|
| 001-000-000-576-20-41-05               | Financial Management Software (VisionMS)    |                   | \$0.00            | \$2,500.00          | 2,500.00            | 0%          |
| 001-000-000-576-20-41-08               | IT Admin/Computer Services (CMIT)           |                   | \$1,737.97        | \$22,000.00         | 20,262.03           | 8%          |
| 001-000-000-576-20-49-10               | Printing/Copying (Canon)                    |                   | \$41.73           | \$460.00            | 418.27              | 9%          |
| 001-000-000-576-21-49-10               |                                             |                   | \$62.88           | \$1,540.00          | 1,477.12            | 4%          |
| 001-000-000-576-21-42-03               | Recreation Mgmt Software (CivicRec)         |                   | \$0.00            | \$5,500.00          | 5,500.00            | 0%          |
| 001-000-000-576-21-42-04               | Credit Card Transactions (Authorize.net)    |                   | \$44.90           | \$1,500.00          | 1,455.10            | 3%          |
| 001-000-000-576-21-42-05               | Payroll/HR (Heartland)                      |                   | \$509.56          | \$7,700.00          | 7,190.44            | 7%          |
| 001-000-000-576-21-42-09               | Timekeeping                                 |                   | \$264.24          | \$2,500.00          | 2,235.76            | 11%         |
|                                        | <b>Total Prof Services-Front Offc</b>       | <b>\$1,168.75</b> | <b>\$0.00</b>     | <b>\$62,700.00</b>  | <b>62,700.00</b>    | <b>0%</b>   |
| <b>Professional Svcs - Maintenance</b> |                                             |                   |                   |                     |                     |             |
| 001-000-000-576-21-41-09               | District Janitorial Services                | \$90.00           | \$180.00          | \$0.00              | (180.00)            | #DIV/0!     |
| 001-000-000-576-21-31-01               | Custodial Qtly Deep Clean (See COVID)       |                   | \$0.00            | \$3,500.00          | 3,500.00            | 0%          |
| 001-000-000-576-21-31-02               | CO2 Services (Central Welding)              | \$73.57           | \$437.98          | \$5,000.00          | 4,562.02            | 9%          |
| 001-000-000-576-21-41-20               | Gutter and Roof Management                  |                   | \$0.00            | \$3,500.00          | 3,500.00            | 0%          |
| 001-000-000-576-21-48-02               | Rekey Services (Bill's Locksmith)           |                   | \$780.00          | \$500.00            | (280.00)            | 156%        |
| 001-000-000-576-21-41-30               | Landscaping Services (NW Landscape)         |                   | \$549.41          | \$7,200.00          | 6,650.59            | 8%          |
| 001-000-000-576-21-42-08               | Water/Coffee (Mountain Mist)                |                   | \$3.29            | \$1,750.00          | 1,746.71            | 0%          |
| 001-000-000-576-21-48-10               | Maintenance Contract (MacD-Miller)          |                   | \$4,782.74        | \$22,000.00         | 17,217.26           | 22%         |
| 001-000-000-576-21-48-11               | Water Quality Main Contract (Aq Spec)       | \$1,255.38        | \$1,425.88        | \$6,000.00          | 4,574.12            | 24%         |
|                                        | <b>Total Prof Services-Maintenance</b>      | <b>\$1,418.95</b> | <b>\$7,979.30</b> | <b>\$49,450.00</b>  | <b>41,470.70</b>    | <b>0%</b>   |
| <b>Repairs &amp; Maintenance</b>       |                                             |                   |                   |                     |                     |             |
| 001-000-000-576-21-48-00               | Maintenance Services (non-contracted)       | \$2,997.08        | \$6,253.38        | \$100,000.00        | 93,746.62           | 6%          |
| 001-000-000-576-21-48-01               | Office/IT Equipment Repairs                 |                   | \$0.00            | \$2,000.00          | 2,000.00            | 0%          |
| 001-000-000-576-21-48-03               | Budget Contingency (Backup to Maint Svcs)   |                   | \$0.00            | \$347,000.00        | 347,000.00          | 0%          |
|                                        | <b>Total Repairs &amp; Maintenance</b>      | <b>\$2,997.08</b> | <b>\$6,253.38</b> | <b>\$449,000.00</b> | <b>\$442,746.62</b> | <b>1%</b>   |
| <b>Communications</b>                  |                                             |                   |                   |                     |                     |             |
| 001-000-000-576-20-41-02               | Web Design & Maintenance                    |                   | \$1,657.50        | \$2,000.00          | 342.50              | 83%         |
| 001-000-000-576-20-41-10               |                                             |                   | \$33.03           | \$920.00            | 886.97              | 4%          |
| 001-000-000-576-21-42-01               | MS Suscription MS Office 365                |                   | \$220.20          | \$3,080.00          | 2,859.80            | 7%          |
| 001-000-000-576-21-42-07               | Postage and Mailing                         |                   | \$0.00            | \$1,000.00          | 1,000.00            | 0%          |
| 001-000-000-576-21-42-13               | Scheduling (Omnify)                         |                   | \$0.00            | \$1,300.00          | 1,300.00            | 0%          |
| 001-000-000-576-21-42-20               | Telephone/Internet (Comcast)                |                   | \$190.01          | \$3,500.00          | 3,309.99            | 5%          |
| 001-000-000-576-21-42-14               | Elevate Phone System                        |                   | \$0.00            | \$4,600.00          | 4,600.00            | 0%          |
| 001-000-000-576-20-42-03               | Work Email Accounts (Google Suite)          |                   | \$0.00            | \$69.00             | 69.00               | 0%          |
| 001-000-000-576-21-42-30               |                                             |                   | \$46.24           | \$231.00            | 184.76              | 20%         |
| 001-000-000-576-21-41-14               | Remote Meeting Software (GoToMtg.Zoom)      |                   | \$0.00            | \$400.00            | 400.00              | 0%          |
| 001-000-000-576-20-42-04               | Email Notification System (CampaignMonitor) |                   | \$59.00           | \$800.00            | 741.00              | 7%          |
|                                        | <b>Total Communications</b>                 | <b>\$0.00</b>     | <b>\$2,205.98</b> | <b>\$17,900.00</b>  | <b>15,694.02</b>    | <b>12%</b>  |
| <b>Training &amp; Travel</b>           |                                             |                   |                   |                     |                     |             |
| 001-000-000-576-21-43-10               | Travel Expenses (Mileage, Tolls)            |                   | \$0.00            | \$750.00            | 750.00              | 0%          |
| 001-000-000-576-21-43-01               | Travel Expenses (Lodging, Per Diem)         |                   | \$0.00            | \$750.00            | 750.00              | 0%          |
| 001-000-000-576-21-43-02               | Training (LGI/WSI Certs)                    |                   | \$0.00            | \$3,000.00          | 3,000.00            | 0%          |
| 001-000-000-576-21-43-03               | Certifications (non WSI)                    |                   | \$0.00            | \$2,500.00          | 2,500.00            | 0%          |
| 001-000-000-576-21-43-04               | In Service Supplies (Internal Training)     |                   | \$0.00            | \$1,500.00          | 1,500.00            | 0%          |
| 001-000-000-576-21-43-05               | Swim Lesson Licensing (Amer Red Cross)      |                   | \$0.00            | \$2,500.00          | 2,500.00            | 0%          |
| 001-000-000-576-21-43-07               |                                             |                   | \$0.00            | \$3,120.00          | 3,120.00            | 0%          |
| 001-000-000-576-20-43-07               | Management Staff Training                   |                   | \$0.00            | \$880.00            | 880.00              | 0%          |
|                                        | <b>Total Training &amp; Travel</b>          | <b>\$0.00</b>     | <b>\$0.00</b>     | <b>\$15,000.00</b>  | <b>15,000.00</b>    | <b>0%</b>   |
| <b>Advertising</b>                     |                                             |                   |                   |                     |                     |             |
| 001-000-000-576-20-41-07               | District Advertising                        |                   | \$450.00          | \$10,000.00         | 9,550.00            | 5%          |
| 001-000-000-576-20-42-05               | Bulk Mailing - District Postcard            |                   | \$0.00            | \$4,499.04          | 4,499.04            | 0%          |
| 001-000-000-576-20-49-09               | Bulk Printing - District Postcard           |                   | \$0.00            | \$2,474.47          | 2,474.47            | 0%          |
| 001-000-000-576-20-41-40               | Ad Design                                   | \$165.15          | \$285.72          | \$500.00            | 214.28              | 57%         |
|                                        | <b>Total Advertising</b>                    | <b>\$165.15</b>   | <b>\$735.72</b>   | <b>\$17,473.51</b>  | <b>16,737.79</b>    | <b>4%</b>   |
| <b>Rentals &amp; Leases</b>            |                                             |                   |                   |                     |                     |             |
| 001-000-000-576-20-45-00               | District Office Rental (Zen)                |                   | \$717.50          | \$2,500.00          | 1,782.50            | 29%         |
| 001-000-000-576-20-45-01               | Storage Rental (AAAA)                       |                   | \$275.00          | \$4,000.00          | 3,725.00            | 7%          |
| 001-000-000-576-20-45-02               | Miscellaneous Rentals                       |                   | \$0.00            | \$5,000.00          | 5,000.00            | 0%          |
| 001-000-00-576-20-45-05                | Meeting Room Rental (HSD)                   |                   | \$0.00            | \$6,000.00          | 6,000.00            | 0%          |
|                                        | <b>Total Rentals &amp; Leases</b>           | <b>\$0.00</b>     | <b>\$992.50</b>   | <b>\$17,500.00</b>  | <b>10,507.50</b>    | <b>6%</b>   |
| <b>Utilities</b>                       |                                             |                   |                   |                     |                     |             |
| 001-000-000-576-21-47-00               | Electricity (PSE)                           | \$7,829.71        | \$15,374.24       | \$99,000.00         | 83,625.76           | 16%         |
| 001-000-000-576-21-47-02               | Water (Highline)                            | \$614.28          | \$1,117.77        | \$9,000.00          | 7,882.23            | 12%         |

| Category/ Acct #                  | Reference                                | Feb 2022           | YTD Expense         | 2022 Budget           | Budget Balance        | % of Budget |
|-----------------------------------|------------------------------------------|--------------------|---------------------|-----------------------|-----------------------|-------------|
| 001-000-000-576-21-47-03          | Garbage/Recycling (Recology)             |                    | \$0.00              | \$2,500.00            | 2,500.00              | 0%          |
| 001-000-000-576-21-47-04          | Sewer (Midway)                           |                    | \$572.99            | \$4,000.00            | 3,427.01              | 14%         |
|                                   | <b>Total Utilities</b>                   | <b>\$8,443.99</b>  | <b>\$17,065.00</b>  | <b>\$114,500.00</b>   | <b>97,435.00</b>      | <b>15%</b>  |
| <b>Insurance</b>                  |                                          |                    |                     |                       |                       |             |
| 001-000-000-576-20-46-00          | Insurance - WCIA, AWC                    |                    | \$21,614.00         | \$23,000.00           | 1,386.00              | 94%         |
|                                   | <b>Total Insurance</b>                   | <b>\$0.00</b>      | <b>\$21,614.00</b>  | <b>\$23,000.00</b>    | <b>1,386.00</b>       | <b>94%</b>  |
| <b>Miscellaneous</b>              |                                          |                    |                     |                       |                       |             |
| 001-000-000-576-21-40-20          | Scholarships                             |                    | \$0.00              | \$18,000.00           | 18,000.00             | 0%          |
| 001-000-000-576-20-41-12          | AMG Liabilities                          |                    | \$0.00              | \$250.00              | 250.00                | 0%          |
| 001-000-000-576-20-49-07          | Misc. Services/Discrepancies             | \$68.87            | \$155.60            | \$4,000.00            | 3,844.40              | 4%          |
| 001-000-000-576-20-49-08          | Printing & Copying (Outside Vendors)     | \$145.33           | \$145.33            | \$2,000.00            | 1,854.67              | 7%          |
| 001-000-000-576-20-49-60          | Dues/Membershp/Subscriptions             |                    | \$356.48            | \$4,000.00            | 3,643.52              | 9%          |
| 001-000-000-576-20-51-50          | Background checks                        |                    | \$58.00             | \$2,000.00            | 1,942.00              | 3%          |
|                                   | <b>Total Miscellaneous</b>               | <b>\$214.20</b>    | <b>\$715.41</b>     | <b>\$30,250.00</b>    | <b>11,534.59</b>      | <b>2%</b>   |
| <b>Intergovernmental Services</b> |                                          |                    |                     |                       |                       |             |
| 001-000-000-576-20-51-02          | Inspections (Fire Ext)                   |                    | \$0.00              | \$1,000.00            | 1,000.00              | 0%          |
| 001-000-000-576-20-41-11          | SAO Audit                                |                    | \$0.00              | \$5,000.00            | 5,000.00              | 0%          |
| 001-000-000-576-20-51-00          | King Cty Election costs                  |                    | \$0.00              | \$45,000.00           | 45,000.00             | 0%          |
| 001-000-000-576-20-51-03          | B&O Tax/Agency (DOR)                     |                    | \$0.00              | \$2,000.00            | 2,000.00              | 0%          |
| 001-000-000-576-20-51-10          | Services Contract (City of Des Moines)   |                    | \$0.00              | \$3,000.00            | 3,000.00              | 0%          |
| 001-000-000-576-21-49-20          | Permits and Fees (KCHD, CoDM, Cash Mgmt) |                    | \$0.00              | \$2,000.00            | 2,000.00              | 0%          |
|                                   | <b>Total Intergov Services</b>           | <b>\$0.00</b>      | <b>\$0.00</b>       | <b>\$58,000.00</b>    | <b>58,000.00</b>      | <b>0%</b>   |
| <b>COVID-19</b>                   |                                          |                    |                     |                       |                       |             |
| 001-000-000-576-20-31-00          | Office Supplies                          |                    |                     |                       | 0.00                  | 0%          |
| 001-000-000-576-20-43-00          | Training/Conferences                     |                    |                     |                       | 0.00                  | 0%          |
| 001-000-000-576-21-31-01          | Custodial                                |                    |                     |                       | 0.00                  | 0%          |
| 001-000-000-576-21-35-02          | Janitorial Supplies                      |                    |                     |                       | 0.00                  | 0%          |
| 001-000-000-576-21-43-06          | First Aid Supplies                       |                    |                     |                       | 0.00                  | 0%          |
| 001-000-000-576-21-49-01          | Lifeguard Supplies                       |                    |                     |                       | 0.00                  | 0%          |
| 001-000-000-576-20-49-07          | Misc Services/Discrepancies              |                    |                     |                       | 0.00                  | 0%          |
|                                   | <b>Total COVID-19</b>                    | <b>\$0.00</b>      | <b>\$0.00</b>       | <b>\$0.00</b>         | <b>0.00</b>           | <b>0%</b>   |
| <b>Capital *</b>                  |                                          |                    |                     |                       |                       |             |
| 001-000-000-594-76-41-01          | Capital - Permits, Fees, Inspections     |                    | \$0.00              | \$1,000.00            | 1,000.00              | 0%          |
| 001-000-000-594-76-41-02          | Capital - Advertising/Public Notices     |                    | \$0.00              | \$500.00              | 500.00                | 0%          |
| 001-000-000-594-76-41-03          | Capital - Architects/Engineers           |                    | \$0.00              | \$75,000.00           | 75,000.00             | 0%          |
| 001-000-000-594-76-41-06          | Plumbing Upgrade (Aquatic Spec)          |                    |                     | \$10,000.00           | 10,000.00             | 0%          |
| 301-000-000-397-00-00-00          | Transfer From General Fund to Capital    |                    | \$0.00              | \$75,000.00           | 75,000.00             | 0%          |
|                                   | <b>Total Capitals</b>                    | <b>\$0.00</b>      | <b>\$0.00</b>       | <b>\$161,500.00</b>   | <b>\$161,500.00</b>   |             |
| *Reserve balance \$214,079.00     |                                          |                    |                     |                       |                       |             |
|                                   | <b>TOTAL ADMINISTRATION</b>              | <b>\$21,626.19</b> | <b>\$62,028.82</b>  | <b>\$399,655.57</b>   | <b>\$337,865.75</b>   | <b>16%</b>  |
|                                   | <b>TOTAL OPERATIONS</b>                  | <b>\$40,687.20</b> | <b>\$92,824.72</b>  | <b>\$1,491,816.89</b> | <b>\$1,399,235.05</b> | <b>6%</b>   |
|                                   | <b>TOTAL CAPITAL</b>                     | <b>\$0.00</b>      | <b>\$0.00</b>       | <b>\$161,500.00</b>   | <b>161,500.00</b>     | <b>0%</b>   |
| <b>GRAND TOTALS</b>               |                                          |                    |                     |                       |                       |             |
|                                   |                                          | <b>\$62,313.39</b> | <b>\$154,853.54</b> | <b>\$2,052,972.46</b> | <b>\$1,898,600.80</b> | <b>8%</b>   |



## 2022 FEBRUARY REVENUE

| Account #                             | Reference                                   | Feb 2021          | YTD Balance        | 2021 Budget         | Budget Balance      |
|---------------------------------------|---------------------------------------------|-------------------|--------------------|---------------------|---------------------|
| <b>General Fund Taxes</b>             |                                             |                   |                    |                     |                     |
| 001-000000-311-11-00-00               | Property Taxes                              | \$2,693.85        | \$3,494.43         | \$0.00              | \$0.00              |
| 001-000-000-311-11-00-01              | Timber Harvest Tax                          |                   | \$0.00             | \$0.00              | \$0.00              |
| 001-000-000-317-20-00-00              | Leasehold Excise Tax                        | \$1,356.94        | \$1,356.94         | \$0.00              | \$0.00              |
|                                       | <b>Total General Fund</b>                   | <b>\$4,050.79</b> | <b>\$4,851.37</b>  | <b>\$0.00</b>       | <b>\$0.00</b>       |
| <b>Charges for Goods and Services</b> |                                             |                   |                    |                     |                     |
| 001-000-000-347-60-00-00              | Normandy Pk - Pool Use Fee (annual)         |                   |                    | \$25,000.00         | \$0.00              |
|                                       | <b>Total Charges for Goods and Services</b> | <b>\$0.00</b>     | <b>\$0.00</b>      | <b>\$25,000.00</b>  | <b>\$0.00</b>       |
| <b>Miscellaneous Revenues</b>         |                                             |                   |                    |                     |                     |
| 001-000-000-361-11-00-00              | Investment Interest                         | \$639.94          | \$1,360.76         | \$0.00              | \$0.00              |
| 001-000-000-367-00-00-01              | Contributions/Donations ( to Scholarships)  |                   | \$0.00             | \$0.00              | \$0.00              |
| 001-000-000-369-81-00-00              | Cash Over/Shorts (Refunds)                  |                   | \$0.00             | \$0.00              | \$0.00              |
| 001-000-000-369-81-00-02              | Misc Revenue                                |                   | \$0.00             | \$0.00              | \$0.00              |
| 001-000-000-369-81-00-03              | MRP Cash Deposits                           | \$385.00          | \$823.25           | \$0.00              | \$0.00              |
| 001-000-000-369-81-00-04              | MRP Credit Card Deposits and Refunds        | \$3,684.50        | \$8,704.95         | \$0.00              | \$0.00              |
| 001-000-000-369-81-00-05              | Reimbursements (Fitness Specialists)        |                   | \$0.00             | \$0.00              | \$0.00              |
|                                       | <b>Total Revenue</b>                        | <b>\$4,709.44</b> | <b>\$10,888.96</b> | <b>\$0.00</b>       | <b>\$0.00</b>       |
| <b>Capital Projects/Reserve</b>       |                                             |                   |                    |                     |                     |
| 301-000-000-397-00-00-00              | Transfer from General Fund - Capital        |                   | \$0.00             | \$175,000.00        | \$0.00              |
| 001-000-000-397-00-00-00              | Transfer from Capital Projects Fund         |                   | \$0.00             | \$0.00              | \$0.00              |
|                                       | <b>Total Capital Projects/Reserve</b>       |                   | <b>\$0.00</b>      | <b>\$175,000.00</b> | <b>\$0.00</b>       |
|                                       | <b>Grand Total Revenue</b>                  | <b>\$8,760.23</b> | <b>\$15,740.33</b> | <b>\$200,000.00</b> | <b>\$175,000.00</b> |

## DES MOINES POOL METROPOLITAN PARK DISTRICT

**Date:** Thursday, March 10, 2022

**To:** District Board Commissioners

**From:** Scott Deschenes, District General Manager

**Subject:** February 18, 2022, to March 4, 2022, District General Manager Report

### Week Ending February 18

#### BOARD MEETING WRAP-UP

- Remote Working Policy – This has been added to the March 15 agenda, as a first touch.
- Policy 514, Debt Collection – I have attached an editable Policy 514, Debt Collection to the email. Please make sure the review tracking is on. Also, please have all edits in by March 1<sup>st</sup>.
- Aquatics Coordinator Job Description – ADD INFO. This will be posted next week.
- Website Updates – We will update the website next week with all the changes from the past meeting including resolutions, minutes, committees and more.
- Signatures – Lauryne should be sending documents out next week. Please help us get these posted by getting your signatures on them.
- Minutes – Should be out next week for your review. It was a long meeting 😊

#### KING COUNTY VACCINE MANDATE ENDING MARCH 1

(From Chamber) King County set in motion a vaccine verification requirement for businesses and events in October. With new COVID-19 cases and hospitalization decreasing, and over 87% of King County residents over age 12 fully vaccinated, King County Executive Dow Constantine announced Public Health – Seattle & King County is lifting the local health order requiring proof of COVID-19 vaccination for entry into indoor recreational settings, or outdoor events. [The vaccination verification policy](#) will no longer be in effect as of March 1. Businesses and organizations may continue to implement their own vaccination verification rules for their establishments.

Note – We are still awaiting word on vaccine requirements for staff.

- Website/Protocols – We will make an announcement on procedures through the website and email notifications.

#### STATE MASK MANDATE

It appears the state mask mandate will end on March 21. We had a meeting on Thursday and are continuing to discuss how to communicate this to the public and ensuring our staff are comfortable with changes. <https://www.seattletimes.com/subscribe/signup-offers/?pw=redirect&subsource=paywall&return=https://www.seattletimes.com/seattle-news/health/was-mask-mandate-for-schools-businesses-to-end-march-21-inslee-says/>

#### SEEK GRANT

- Survey – Holly is helping me with the survey. We are meeting on Tuesday morning to work on finalizing the survey and discuss how we can best administer it.
- Program Design – We drew up a tentative outline for the program design. It is pretty extensive, so we are going to break it down into sections and start working on it at a meeting on Friday.
- Capacity – Quentin is working on partnering and Jared is working on recruiting instructors since most of them will be done before we hire the new aquatics coordinator.

## **COLIBRI AD**

Gene is working on updating the Colibri ad to include our new training opportunities (see below) and we will use the other half-page to promote our SEEK grant programming. (Note-this could change). The ad is due on March 18 and will be out around the end of that month.

## **LEGACY STAFF TRAINING GRANT**

We received a grant through the Legacy Foundation to offer \$10,031 of free training and lifeguard supplies for trainings through the end of summer. Thanks to the Legacy Foundation for providing this. We are working to update the training information into the website to include the Legacy Foundation logo. See the attached application.

## **FREE CERTIFICATIONS AND TRAININGS**

We are working to update the jobs website to include the new trainings. To best get people into the trainings they need, we are creating interest lists through CivicRec that people can sign up for. This will make it easier that people can be transferred from the interest list to the certification classes, and we will have all their registration information. Currently, we have interest lists for swim instruction, lifeguarding and lifeguard review.

- Free Swim Instruction – We are also promoting free swim instruction for those that do not have adequate skills including the Lifeguard Prep (ages 14-18) and Adult Swim Lesson auditing. The auditing of adult lessons will be available for those that are interested in working and that there are additional open spots in current course as paying adults will need to be registered first.

## **SCHEDULE UPDATE**

Although we will not be changing the schedule, we will be putting an update out to reimplement our promotional days. We are starting with:

- [Free Senior Thursday – March 3](#)
- [\\$1 Open Swim – March 5](#)
- [Wibit Open Swim – March 19](#)

Since we have been operating with low numbers, we will start with just posting on social media and sending email notifications out. In a couple of months (as long as Covid-19 numbers keep trending in the right direction), we will look at adding Facebook ads and PeachJar promotion.

## **WEBSITE MEETING**

The company that I contracted to update our last update requested a meeting to go over critical errors with the website that are due to updates and services that are no longer supported. I am meeting with them next Thursday. Note- we are looking to RFQ a website update later this year, but it is important to keep the website going until then.

## **MAINTENANCE**

- AHU – Sunbelt Controls finally came out to complete the work on Monday, February 14. The air temperature dropped when the work was being completed, but the water temperature stayed the same. Quentin had this fixed on Thursday, February 17. It should be back to its warm air temperature. Note-the water temperature was not affected by this.
  - We also learned that one of the controllers needs to be replaced. It will cost around \$1,500 and will be done in the next couple of weeks. The controller succumbed to the environment and is no longer functional.

- Pool Chemical Systems Training – Quentin setup a training on the pool systems with Jared and me. Aquatic Specialty Services led the training where they went through all of our pool chemical systems. This should help us in the future by being able to take care of more routine repairs/alterations to the system.
  - Future repairs: We also discussed some future repairs that might include replacing our filter media, replacing an outdated power box, fixing some leaking pipes and surge pit cracks and rehanging a pump to take pressure off some pipes that are leaking. None of these repairs are emergency, but it is important to take care of small things before they become big things.
- Remote Access: Quentin worked on remote access for Jared and him. This will help them better be able to see the chemical systems and air handling while they are away from the pool.
- Deep Cleaning – We are looking to moving deep cleaning up to the start of the summer in hopes of trying to get the facility cleaned, while we offer lifeguard and swim instructor training. Sound Cleaning is sending us quotes for deep cleaning and high dust/duct cleaning. For the former, we will need to also rent a lift.

### WCIA COMPACT

I am meeting with our WCIA rep on March 3. With the volume of work occurring this year, we are going to do a formal review and not a topic.

- Worker Hours – Hours are due on February 25. We should have this done next week.

### RENTALS

Although we are not fully offering rentals, we are allowing for rentals during public hours that have low congestion and allow for continued public programming and the PTSA swims this spring.

- Port of Seattle – Quentin is working with Port of Seattle for a rental on March 3. They will be using 2 of the 6 lanes during morning lap swim. We have updated the interactive schedule and will post schedule change on social media that week.
- PTSA Swims – We have two tentative PTSA swims in March and April. I have reached out to both groups but have not heard back. I will call both if I do not hear them by next week.

### RESEARCH

- Overcoming the national lifeguard shortage (CampusRec) - <https://campusrecmag.com/overcoming-the-national-lifeguard-shortage/>
- Capital Facilities (MRSC Insight) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2022/Capital-Facilities-Planning.aspx>
- Knowing Your Roles: City and Town Government (MRSC Insight) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2022/Knowing-Your-Roles-City-Town-Government.aspx>
- Byrnes Pool, Gateway Splashpad Get Pre-Approval (NRPA SmartBrief/The Courier) - [https://wcfcourier.com/news/local/govt-and-politics/byrnes-pool-gates-splash-pad-get-preliminary-approval/article\\_8f3e2126-89ee-5ef1-9409-58d1d95b4c83.html](https://wcfcourier.com/news/local/govt-and-politics/byrnes-pool-gates-splash-pad-get-preliminary-approval/article_8f3e2126-89ee-5ef1-9409-58d1d95b4c83.html)

Thousands of Washington students choose virtual learning despite return to in-person learning (King 5) - <https://www.king5.com/article/news/education/western-washington-school-districts-virtual-learning-options/281-402b5de8-7604-4bf3-87a4-932695542565>

**Week Ending February 25**

### NEXT BOARD MEETING

Lauryne and I are working on the next agenda. I did some research on the recommendation to add remote working and forgot that we already passed a telecommuting policy at the start of the pandemic. Legal is recommending that we add a section, so we will add it as a first touch item at the next meeting.

- [272 – Telecommuting Policy](#)

### **SCHEDULE UPDATE**

We are putting out a schedule update on Monday that will update March's schedule including adding SMAC swim practices on Tuesday and Thursday from 4:30-6:30pm. This will move lap swimming back those evenings to 6:30-8pm. We are also now promoting the Open Swims on Saturdays and bringing back the Third Saturday Wibit Swim.

### **END OF VACCINATION VERIFICATION**

Included in the schedule change email above will be announcement of the vaccine verification. After the announcement last week, we had a pair of people that tried to come in early. We decided it would be best to wait until Monday, February 28 to make the announcement about it ending on Tuesday, March 1.

### **DEBT COLLECTION POLICY**

Just a reminder that we need all edits for Policy 514, Debt Collection by March 1. We need this to send to legal and put in the packet.

### **SEEK GRANT PROGRAM**

- [Survey](#) – Holly and I met on Monday, and she helped dramatically update the survey and added a public disclosure statement and added branch logic. Thank you, Holly!
- [Program Design](#) – Staff met on Thursday to work on updating the outline of the survey. We are meeting next Tuesday, and I am putting together an outline for next week.
- [Registration Process](#) – We have a process and Lauryne is working with Camp KHAOS on a potential layout for the afternoon times. We are also working on an Open Swim time for them on Fridays during the summer.
- [Promotions](#) – Gene put together a proposed ad to promote swimming for the summer. We may also setup a meeting with the Public Outreach .
- Swim Lesson Notification – We are putting a message out next weekend to swim lesson participants about the delay until the grant starts and dates for the next session. We feel that we need to get some items prepared before we make this announcement.

### **HSD LEASE UPDATE**

I had a positive meeting with the Highline School District. I am meeting with legal on an outline for a proposed contract. Since this is a negotiation item, I will not elaborate too much, but it was a good meeting.

### **STEMPER ARCHITECTS**

I met with Stemper on Friday, February 25, 2022, and they are putting together a proposal for a two-session, one-to-two-hour presentation/discussion on the foundation of a master plan. This will be presented at the March 15 regular board meeting.

### **PTSA EVENTS**

We met with Woodmont PTSA this afternoon on their April event. We went through the agreement, and they are helping us by potentially moving it to an earlier time to best maximize our staffing times. They may also help us better outreach to their students in the area and they gave me a good approach to talk to the school about promoting us on PeachJar.

#### **KCYAS GRANT (SWIM CLUB)**

I finally sent the budget in, and we are awaiting them contacting us to send an invoice. We are also working on program design to best fit the program around the larger SEEK Grant. This will come after the program elements of the SEEK grant, as that program is more time sensitive.

#### **KCYAS GRANT (AQUATIC FACILITIES GRANT)**

It appears that we have received the \$100,000 aquatic facilities grant. Below is the message I received on Friday, February 25 from King County.

**To:** Scott Deschenes, Des Moines Pool Metropolitan Park District

**From:** Butch Lovelace, Program Manager, King County Parks

**Subject Line:** King County Parks Levy Grant Award Recommendation

Congratulations Des Moines Pool Metropolitan Park District! The Aquatic Facilities Grant Advisory Committee has recommended MRP Aquatic Feasibility Study for an award of \$100,000.00. We are excited about our partnership that supports our vision of *Parks, trails, and natural lands for all, sustained with the cooperative efforts of our community.*

The award recommendations must first be approved by King County Council legislation. To initiate this process, the Executive has sent legislation to King County Council, who within the next couple of months will:

- Review the legislation, which includes the grant award recommendations
- Vote on funding allocations for the grants at a scheduled Committee/Full Council meeting

Once Council passes legislation authorizing the grant allocations, King County Parks staff will inform you on the next steps for contracting and project implementation. Please note you are not authorized to utilize this grant funding until under agreement with King County.

If you have questions or need additional information, please contact Butch Lovelace, Program Manager, at [butch.lovelace@kingcounty.gov](mailto:butch.lovelace@kingcounty.gov) or 206.477.4577.

Thank you for your commitment and partnership to support healthy communities in our region.

#### **AQUATICS COORDINATOR JOB POSTING**

We posted the Aquatics Coordinator position on Thursday and Friday at a number of sites/locations, including NRPA, NRPA Aquatics Group, WRPA Job Board, WRPA Aquatics Group, Indeed, MRP Facebook Page and Twitter. I will start posting to state sites early next week. I plan on trying to post to Utah, Arizona, California, Oregon, Colorado and Texas.

- **Aquatics Coordinator (Deadline March 24, 2022, at 5:00pm)**

#### **EMERGENCY CLOSURE**

On the early afternoon of Wednesday, February 23 the air handling unit (AHU) stopped working. By law it must function to stay open to ensure safe air flow in the natatorium. We shut down that evening and put out closure updates. The next day the controller contractor had trouble restarting the machinery, so we contacted MacMiller as part of our service contract. Quentin updated some contact information, so it will be easier for them to be contacted and contact us in the future. The pool did open on time and without incident on Friday morning.

#### **MAINTENANCE**

- Cleaning Quotes – We are trying to see if we can move our trainings up to the start of the summer and take advantage of this to add some cleanings and other smaller maintenance projects. We are hoping to do this to see if we can better utilize the summer to teach swim lessons. The cleaning would be a deep cleaning of the facility and potential high dusting.
- Plumbing – We had a small rupture in one of the pipes in the equipment room. MacMiller will be out Monday to repair the pipe. There should be no downtime due to this repair.
- Cut Locks – We had our second cut lock over the last couple of months. This lock was to roof access for the pool. Jared replaced the lock and placed it in an area that will be more difficult to cut.

#### **CRITICAL WEBSITE UPDATES**

575 is making some updates on outdated plug-ins and filling up other security holes on the website. I authorized them to make these updates to get us to later this year when we RFQ the update of the site.

#### **RESEARCH**

- Resolving conflicts of interest: Is abstaining from a vote enough? (MRSC Insight) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2022/Resolving-Financial-Conflicts-of-Interest.aspx>
- Washington city adds kiosk inspired by Mexico (NPRA SmartBrief) - <https://www.floornature.com/blog/new-kiosko-kiwanis-methow-park-revitalise-park-16884/>
- Highline School District selects Ivan Duran as next superintendent (Waterland Blog) - <https://waterlandblog.com/2022/02/19/highline-school-board-selects-dr-ivan-duran-as-next-superintendent/>

## Week Ending March 4

### MARCH 15 BOARD MEETING

Just a reminder that our next board meeting will be on March 15 and even though mask and vaccination proclamations have been lifted, there is no clear direction on public meetings at this time (or that I am aware of).

- January Minute Amendments – I sent out a notice on Wednesday, March 2<sup>nd</sup> that we needed to amend the minutes. Lauryne will send amended minutes out early next week.
- Policy 514, Debt Collections – There were no suggested edits or comments turned in by the March 1<sup>st</sup> deadline, so the policy has been added to the agenda.
- Future Public Meeting Directives – We are still waiting for updated information from the governor's office, but we are preparing to have hybrid meetings in the future.
  - MRSC Post on Hybrid Meetings (4/2021) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/April-2021/Holding-Hybrid-Public-Meetings.aspx>

Note-MRSC Posted the most recent update on March 3 regarding public meetings.

- We have received a number of questions about whether the upcoming changes to the face mask requirements will change how local governments conduct meetings subject to the Open Public Meetings Act (OPMA). In short, no. [Proclamation 20-28.14](#) (extended by [Proclamation 20-28.15](#)) remains in effect until specifically modified or the emergency is terminated. All meetings subject to the OPMA are *required* to be a remote meeting with an *optional* in-person component. Agencies choosing to hold hybrid meetings must make sure there is sufficient space for everyone that wants to physically attend (including overflow space if necessary) and must comply with any other health directives (including local health orders) in effect.

### SWIM LESSON UPDATE

- Letter to Parents – We sent a letter to parents of the Saturday swim lessons. We usually announce registration dates by this time for these classes, but we need a little more time to finalize details.
- Program Packet – We are finalizing the program packet for the SEEK Grant. We will be finalizing it by early next week and will be updating
- Website Update – We are placing placeholders for the SEEK Grant, Spring Swim Lessons and MPR Community Swim Club/Lifeguard Prep on the Swim Lesson Page. We hope to have everything finalized when the email announcement comes out next week.

### SEEK GRANT UPDATE

The SEEK Grant has been signed and the insurance requirements have been sent in. Lauryne is also working on the package that each participant will receive including a swimsuit, towel, swim bag and goggles. We are having a final meeting to finalize materials on Tuesday, March 8<sup>th</sup> and hope to have messaging out on Thursday, March 10<sup>th</sup>.

### MARITIME POOL TIME

We are giving free pool time to Maritime High School on Thursday, March 3<sup>rd</sup> from 3-4pm. Quentin also met with them about future pool use, which might include future swim training.

## **PORT OF SEATTLE RENTAL**

The Port of Seattle also rented pool space for a training on Thursday, March 3<sup>rd</sup>.

## **INDOOR MASK MANDATE LIFTING MARCH 12**

With declining case rates and hospitalizations across the west, California, Oregon, and Washington are moving together to update their masking guidance. After 11:59 p.m. on March 11, California, Oregon, and Washington will be adopting new indoor mask policies and move from mask requirements to mask recommendations in schools.

State policies do not change federal requirements, which still include masks on public transit.

## **EMAIL UPDATE**

We are seeing a lot of new people that have not attended since the pandemic, so we are going to send a welcome back email with an overview. It has been difficult to communicate information with all the changes and updates over the last couple of weeks. We sometimes must wait on some changes to not constantly barrage people with information. Other times an announcement is made, but we do not have complete information until a later time. We are working to move things back to a normalized approach and have less updates.

## **WCIA ANNUAL REVIEW**

On Thursday, I met with WCIA for our annual review. This year I did not pick a topic due to working on other programs for the summer. We are however working on a waiver for the certifications and trainings as we will be training people at other facilities.

## **SAFETY PLAN**

I need to update the Safety Plan again. I am going to wait until after the March 12<sup>th</sup> update and we hopefully get some direct information from the Washington Department of Health, Water Recreation Facilities which will probably come out sometime later next week. I am estimating this being completed the fourth week of March.

## **LEGISLATIVE UPDATE**

I have forwarded the latest legislative report (with attachments) from Doug Levy, who represented WRPA, which was sent on Monday, February 28<sup>th</sup>.

## **CERTIFICATIONS**

- **AFO RENEWAL**: I need to renew my Aquatic Facility Operator (AFO) certification by the June 30<sup>th</sup>, so I am taking two courses: Splash Pad Certificate and Aquatic Management Professional. Both can be taken versus taking the AFO class over again. I feel this will help us have a more well-rounded information for the facility. Note- the organization is legally required to have two AFO's on staff. We currently have three, but by the summer we will technically only have two if I renew my certification.
- **WSIT**: Quentin is working to get his Water Safety Instructor Trainer (WSIT) certificate this Spring (in addition to all the other great work he is doing 😊) This certification will help us train more trainers on staff, which will allow us to be more flexible and train a greater number of staff.
- **WCIA REIMBURSEMENTS**: The trainings listed above are not published by WCIA, but I am trying to work to get a portion of them covered.

## MAINTENANCE

- Benches Update: Jared is working with a volunteer to varnish more benches in the locker rooms. This is due to the success of the new varnish that is being used. We also do not have a fireproof cabinet to store it, so we purchased a unit to ensure safety.
- Upcoming Project Quotes: We are getting quotes for the following projects. I do not know if we will do all, but we are getting them to bring back to the board.
  - *Power Box in Pump Room* – The current power box makes it difficult to shut things down. This has led to two closures over the past three holidays. If replaced this should eliminate this issue that requires staff to go to different areas of the system and manually shut things down to work around it. It also would be good to have this box be waterproof as there is a potential for the water to go over the box area.
  - *Pump Room Plumbing* – We have some pipes that are slow leaks that we are going to take care of before they become larger problems.
  - *Air Handling Unit Controller* – We are getting a controller repaired by Sunbelt Controls. It is about \$2,600. This repair is necessary and can be attributed to the unit being outside.
  - *Mechanical Room Plumbing Repair* – MacMiller will be looking at plumbing that is leaking in the mechanical room. We authorized them to get replacement parts for the entire unit. We will return what is not needed. This is to ensure that the repair does not create a larger issue. I am still awaiting a quote on this project.

## MRSC KNOWING THE TERRITORY

MRSC recently updated (01/07/22) their Knowing the Territory for Washington City, Council and Special Districts. Click link below for more information.

<https://mrsc.org/getmedia/1e641718-94a0-408b-b9d9-42b2e1d8180d/Knowing-The-Territory.pdf.aspx?ext=.pdf>

## RESEARCH

- Maximizing Participation and Transparency with Technology (MRSC Insight) - <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/February-2022/Maximizing-Participation-Transparency-with-tech.aspx>
- Making the Case for Parks and Recreation (NRPA Magazine) - <https://www.nrpa.org/parks-recreation-magazine/2022/march/making-the-case-for-parks-and-recreation/>

Thank you,

*(Scroll Down for Legislative Report from WRPA)*

Scott Deschenes, District GM  
Des Moines Pool Metropolitan Park District/Mount Rainier Pool  
(206) 429-3852

‘A dream without an action is like a fish without gills. It can’t survive.’  
- Martin Luther King Jr.

**From:** Doug Levy <[Doug@Outcomesbylevy.onmicrosoft.com](mailto:Doug@Outcomesbylevy.onmicrosoft.com)>

**Date:** Monday, February 28, 2022 at 6:54 AM

**To:** Email Names Removed by District GM

**Subject:** Doug Levy's Week 7 Report and Week 8 list of Committee votes -- for WRPA

**A happy Monday Morning to WRPA Executive Board members & Executive Director; LEG Chair & Legislative Committee – and full Legislative Distribution List:**

Here is my Weekly Report for Week 7 of the 2022 Session, as well as a list of Committee votes for Week 8 (no more public hearings to worry about). After today, there will only be 10 days left in the 2022 Session.

We'll see some big changes on transportation "Move Ahead Washington" fronts this week, as I detail in the report (shouldn't have too much direct impact on us).



# Des Moines Pool Metropolitan Park District

February 15, 2022

7:00 p.m.

Remote Online

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Present were Commissioners Dusenbury, Stender, Achziger and Campbell; Aquatics Manager Knox; District General Manager Deschenes; District Clerk and Coordinator Thurmond.

PLEDGE OF ALLEGIANCE – Commissioner Dusenbury led the flag salute.

ADOPTION/MODIFICATIONS OF AGENDA – None. With no further discussion the agenda was adopted unanimously.

ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS – None

PUBLIC COMMENT -- None

### CONSENT AGENDA –

President Young moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in January totaling \$41,371.44. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 5-0.

### OLD BUSINESS

#### 7a. Special Meeting “Executive Session”

This subject will be moved to the next agenda on March 15<sup>th</sup> during Regular Board Meeting.

#### 7b. Designation of Board Committees

The District GM (DGM) has confirmed there should be no major conflicts of interest to hold back forming committees. The committees are Capital and Contracts, Finance, Policy and Procedure and Public Outreach, and DGM recommends memorializing them with a resolution. DGM reminded the board that the committees are just making recommendations to the full board. Any formal actions will be made by the board. Commissioner Campbell moved to approve resolution as amended. Commissioner Stender 2<sup>nd</sup>. Motion Passed 5-0.

#### 7c. HSD Lease Extension –

The District GM made a presentation of the current lease and what the future of Mt. Rainier Pool could look like. The current contract with the Mt. Rainier High School is ending and needs to be negotiated.

#### 7d. Schedule Retreat (Special Meeting)

The District GM recommended having a four-to-five-hour retreat in late March or Early April to discuss the future of Mt. Rainier Pool to go through questions, build a master plan, and put together a proposal from Stemper Architects.

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

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

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

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

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 2/15/2022**

Commissioner Stender suggests that the DGM meet with HSD's Chief Operations Officer and ask him about their plans.

**7E. SEEK Grant Paperwork**

The District GM announced the district has secured a SEEK grant for the Mt. Rainier Pool, which covers 100% of the cost for students ages 4-14 years old taking swim lessons. The DGM stated they are working on program design to help with attrition and increasing attendance. The District needs to hire and train additional staff to offer the number of lessons it takes to utilize every dollar in this grant.

**NEW BUSINESS**

**8a. Aquatics Manager Fourth Quarter Report**

The Aquatics Manager presents the Fourth Quarter report for the Mount Rainier Pool, which includes a PowerPoint presentation and physical report. Both reports are on file.

**8b. Aquatics Coordinator Recruitment Update**

The District GM stated that the second Aquatics Coordinator position has already been budgeted for in 2022. The timeline for hiring is fourteen to eighteen weeks for the application process (a complete breakdown is in the February 15 agenda packet) and estimated hiring between May/June. Commissioner Stender asks if the District can develop a work from home policy. The District GM stated that the District has Continuity of Operations Plan (COOP) for Covid-19, but it would be good to have a long-term policy.

**8C. Fourth Quarter Finance Report**

The District GM went over the fourth quarter financial report. A copy of the report is on file.

**8D. District Clerk Service Contract**

The District GM worked with legal to create a contractor agreement for the recently retired District Clerk to be compensated for their time after retirement. A copy of the agreement is on file.

**8E. Policy 514, Debt Collection**

The District GM stated that this is a first touch Item, legal suggested this after 7a Overpayment. For second touch the DGM suggested adding to the March 15<sup>th</sup> Agenda with any comments commissioners may have for this Policy, should be presented to the District General Manager by March 1<sup>st</sup>.

**8F. Colibri NW Agreement**

The District GM presented the annual Colibri NW Agreements for advertising in the Des Moines City Currents and the Normandy Park City Scene. President Young entertained the motion to approve the magazine agreement. Commissioner Campbell moved to approve. Commissioner Dusenbury 2<sup>nd</sup>. Passes 5-0.

**ADJOURNMENT**

With no further business the meeting was adjourned at 8:40 pm.

**UPCOMING MEETINGS**

- March 15<sup>th</sup> 2022, Regular Board Meeting, 7:00pm, Location T.B.D.
- To be determined, Board Retreat

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 2/15/2022**

- April 19, 2022, Regular Board Meeting, 7:00pm, Location T.B.D.

Respectfully submitted by Lauryne Thurmond, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

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

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

\_\_\_\_\_  
Commissioner Campbell

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

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

\_\_\_\_\_  
Lauryne Thurmond, District Clerk

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## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/09/2022

Total Amount: \$9,965.51

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220202120342.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@desmoinespool.org

### PAYMENT CERTIFICATION

RCW (42.24.080)

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

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

DocuSigned by:

2/2/2022

2E03816D7130490...

Authorized District Signature

Date

2/2/2022

5E8DDA0890F2474...

Authorized District Signature

Date

Authorized District Signature

Date

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\_20220202120342.csv

| Payee (Vendor Name)            | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description                      |
|--------------------------------|------------|-------------|-------------|--------------|-------------|----------------------------------|
| CENTRAL WELDING SUPPLY         |            |             | RN01222485  | 01/31/2022   | \$73.57     | POOL CHEMICALS JAN               |
| EMPLOYMENT SECURITY DEPARTMENT |            |             | 20220228ESD | 02/22/2022   | \$68.87     | 4TH QUARTER BILL                 |
| GRAINGER                       |            |             | 9186987872  | 02/20/2022   | \$45.18     | MRP JANITOTIAL                   |
| HIGHLINE WATER DISTRICT        |            |             | 20220214HWD | 02/14/2022   | \$614.28    | WATER UTILITY                    |
| PHOTOARAM                      |            |             | 20220227PA  | 02/27/2022   | \$165.15    | MRP PHOTOGRAPHY - JAN 2022       |
| PUGET SOUND ENERGY             |            |             | 20220210PSE | 02/10/2022   | \$7,829.71  | ELECTRIC/GAS UTILITY -12/20-1/20 |
| SNURE LAW OFFICE               |            |             | 20220201BS  | 02/01/2022   | \$1,168.75  | PROFESSIONAL SERVICES - JAN 2022 |



## Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 02/16/2022

Total Amount: \$5,563.69

Control Total: 7

Payment Method: WARRANT

District Name: Des Moines Pool Metropolitan Park District

File Name: AP\_DMPOLPRK\_APSUPINV\_20220209170443.csv

Fund #: 170950010

### CONTACT INFORMATION

Preparer's Name: Lauryne ThurmondEmail Address: lauryne.thurmond@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:<br><u>Scott Deschenes</u><br>2E03815D71304B0... | <u>2/9/2022</u> |
| Authorized District Signature                                  | Date            |
| <br>Authorized District Signature                              | <br>Date        |
| <br>Authorized District Signature                              | <br>Date        |

|                                                             |                 |
|-------------------------------------------------------------|-----------------|
| DocuSigned by:<br><u>Joe Dusebury</u><br>5E8D0A9899F2474... | <u>2/9/2022</u> |
| Authorized District Signature                               | Date            |
| <br>Authorized District Signature                           | <br>Date        |
| <br>Authorized District Signature                           | <br>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\_20220209170443.csv

| Payee (Vendor Name)                 | Vendor No. | Vendor Site | Invoice No. | Invoice Date | Inv. Amount | Description                         |
|-------------------------------------|------------|-------------|-------------|--------------|-------------|-------------------------------------|
| ABS                                 |            |             | 17671       | 02/01/2022   | \$90.00     | JANITORIAL SERVICES DISTRICT OFFICE |
| AQUATIC SPECIALTY SERVICES          |            |             | 21846       | 02/01/2022   | \$1,255.38  | CHEMICALS                           |
| BILL'S LOCKSMITH SERVICE INC.       |            |             | 123649      | 02/07/2022   | \$159.58    | KEY BOX RE-LOCATION                 |
| DEPARTMENT OF RETIREMENT SYSTEMS    |            |             | 20220209DRS | 12/01/2021   | \$1,075.90  | DRS 12/2021 REPORT PERIOD           |
| MACDONALD-MILLER FACILITY SOLUTIONS |            |             | SVC223390   | 01/31/2022   | \$1,699.18  | MAINTENANCE PLUMBING                |
| MACDONALD-MILLER FACILITY SOLUTIONS |            |             | SVC223179   | 01/31/2022   | \$1,138.32  | MAINTENANCE PLUMBING                |
| PRINT PLACE                         |            |             | 32021       | 10/20/2021   | \$145.33    | SIGNS FOR A-BOARDS                  |

## ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
 Finance & Business Operations Division  
 KSC-ES-710  
 201 S Jackson ST Ste 710  
 Seattle, WA 98104  
 Email: [cash.management@kingcounty.gov](mailto:cash.management@kingcounty.gov)

Payment Settlement Date 02/14/2022

**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_
 ☐ ACH Debt Pay Code (COLXX) \_\_\_\_\_
 ☒ Automatic Withdrawal

☐ Book Transfer (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_
 ☐ Wire Repetitive Wire Code \_\_\_\_\_

| Line         | Explanation/Description | Fund<br>(9 digits) | Project<br>(7 digits) | Cost Center<br>(6 digits) | Account<br>(5 digits) | Bars<br>(7 digits) | Future<br>(5 digits) | Amount       |
|--------------|-------------------------|--------------------|-----------------------|---------------------------|-----------------------|--------------------|----------------------|--------------|
| 1            | Heartland PE 2/15/2022  | 170950010          |                       |                           | 24219                 |                    |                      | 28,096.59    |
| 2            |                         |                    |                       |                           |                       |                    |                      |              |
| 3            |                         |                    |                       |                           |                       |                    |                      |              |
| 4            |                         |                    |                       |                           |                       |                    |                      |              |
| 5            |                         |                    |                       |                           |                       |                    |                      |              |
| 6            |                         |                    |                       |                           |                       |                    |                      |              |
| 7            |                         |                    |                       |                           |                       |                    |                      |              |
| 8            |                         |                    |                       |                           |                       |                    |                      |              |
| 9            |                         |                    |                       |                           |                       |                    |                      |              |
| 10           |                         |                    |                       |                           |                       |                    |                      |              |
| <b>Total</b> |                         |                    |                       |                           |                       |                    |                      | \$ 28,096.59 |

**PAYEE INFORMATION**

Company \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**BANK INFORMATION FOR WIRE PAYMENTS**

Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_  
 Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reference \_\_\_\_\_

**CONTACT INFORMATION** Typed or Printed

Contact Name \_\_\_\_\_ Organization \_\_\_\_\_  
 Email \_\_\_\_\_ Phone # \_\_\_\_\_ Ext \_\_\_\_\_ Fax # \_\_\_\_\_

**AUTHORIZATION** Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature Joe Dusenbury Title \_\_\_\_\_ Date 2/4/2022  
 Print Name Joe Dusenbury Phone # (206) 429-3852 Email mypeggysue@me.com

## ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services  
Finance & Business Operations Division  
KSC-ES-710  
201 S Jackson ST Ste 710  
Seattle, WA 98104  
Email: [cash.management@kingcounty.gov](mailto:cash.management@kingcounty.gov)

Payment Settlement Date 02/14/2022**PAYMENT INFORMATION**

☐ ACH Credit Pay Code (BENXX, GENXX, PAYXX) \_\_\_\_\_
 ☐ ACH Debt Pay Code (COLXX) \_\_\_\_\_
 ☒ Automatic Withdrawal

☐ Book Transfer (Last 4 digits of the account) From \_\_\_\_\_ To \_\_\_\_\_
 ☐ Wire Repetitive Wire Code \_\_\_\_\_

| Line         | Explanation/Description | Fund<br>(9 digits) | Project<br>(7 digits) | Cost Center<br>(6 digits) | Account<br>(5 digits) | Bars<br>(7 digits) | Future<br>(5 digits) | Amount  |
|--------------|-------------------------|--------------------|-----------------------|---------------------------|-----------------------|--------------------|----------------------|---------|
| 1            | Heartland Adjustment    | 170950010          |                       |                           | 24219                 |                    |                      | \$1.03  |
| 2            |                         |                    |                       |                           |                       |                    |                      |         |
| 3            |                         |                    |                       |                           |                       |                    |                      |         |
| 4            |                         |                    |                       |                           |                       |                    |                      |         |
| 5            |                         |                    |                       |                           |                       |                    |                      |         |
| 6            |                         |                    |                       |                           |                       |                    |                      |         |
| 7            |                         |                    |                       |                           |                       |                    |                      |         |
| 8            |                         |                    |                       |                           |                       |                    |                      |         |
| 9            |                         |                    |                       |                           |                       |                    |                      |         |
| 10           |                         |                    |                       |                           |                       |                    |                      |         |
| <b>Total</b> |                         |                    |                       |                           |                       |                    |                      | \$ 1.03 |

**PAYEE INFORMATION**

Company \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**BANK INFORMATION FOR WIRE PAYMENTS**

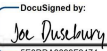
Bank Name \_\_\_\_\_ Name on Bank Account \_\_\_\_\_  
 Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reference \_\_\_\_\_

**CONTACT INFORMATION** Typed or Printed

Contact Name \_\_\_\_\_ Organization \_\_\_\_\_  
 Email \_\_\_\_\_ Phone # \_\_\_\_\_ Ext \_\_\_\_\_ Fax # \_\_\_\_\_

**AUTHORIZATION** Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature  Title \_\_\_\_\_ Date 3/9/2022  
 Print Name Joe Dusenbury Phone # (206) 429-3852 Email mypeggysue@me.com

## Des Moines Pool Métropolitain Park District

|                                   |
|-----------------------------------|
| <b>AGENDA ITEMS SUMMARY SHEET</b> |
|-----------------------------------|

**Agenda Item #:** 7a      **Assigned to:** District G.M./Legal      **Meeting Date:** 03/15/22

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

|                                       |
|---------------------------------------|
| <b>Subject:</b> Overpayment Agreement |
|---------------------------------------|

**Background/Summary:**

Legal was unavailable for tonight's meeting. We will need to schedule a special meeting to discuss to discuss potential litigation.

The meeting's focus will be for the Board of Commissioners to go into an Executive Session pursuant to RCW 42.30.110(1)(i) to meet with legal counsel to discuss potential litigation.

This will require the board to utilize a breakout room outside of the normal meeting.

Any formal decisions made will be announced during the regular board meeting.

3/1/22 Update: We have not received any mail by the creation of this agenda item. I would recommend pushing it to the April 19<sup>th</sup> agenda due to items potentially being lost in the mail.

|                           |
|---------------------------|
| <b>Fiscal Impact:</b> N/A |
|---------------------------|

|                                                                                  |
|----------------------------------------------------------------------------------|
| <b>Proposed Motion:</b> No motion necessary. Item being moved to future meeting. |
|----------------------------------------------------------------------------------|

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

|                               |                         |                                            |
|-------------------------------|-------------------------|--------------------------------------------|
| <b><u>Two Touch Rule:</u></b> | <u>N/A</u>              | <b>Committee Review</b>                    |
|                               | <u>1/4/2022</u>         | <b>First Board Meeting (Informational)</b> |
|                               | <u>To Be Determined</u> | <b>Second Board Meeting (Action)</b>       |

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

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

**Notes:**

- No attachments.

## Des Moines Pool Métropolitain Park District

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| <b>AGENDA ITEMS SUMMARY SHEET</b> |
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**Agenda Item #:** 7b      **Assigned to:** District G.M./Legal      **Meeting Date:** 03/15/22

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

|                                     |
|-------------------------------------|
| <b>Subject:</b> HSD Lease Extension |
|-------------------------------------|

**Background/Summary:**

At the January 18, 2022 regular meeting, the board of commissioners directed the District General Manager to reach out to the Highline School District about the lease extension, which discussions are due by April 30, 2022.

This will be a discussion to ensure negotiations reflect the consensus direction of the board.

The District GM met with Highline School District where a tentative outline for an agreement and process for moving forward.

Since this is a contract negotiation, the District GM will wait until the April 19, 2022 board meeting to present a proposed agreement. The agreement will be created by the Pool District and presented to the School District.

In the meantime, attached is a letter created by the District's legal counsel to negotiate extension of the contract. This will help us meet our obligation of proving written correspondence before the April 30, 2022 deadline.

|                           |
|---------------------------|
| <b>Fiscal Impact:</b> N/A |
|---------------------------|

|                                                                                      |
|--------------------------------------------------------------------------------------|
| <b>Proposed Motion:</b> No motion necessary, if board wants to push to next meeting. |
|--------------------------------------------------------------------------------------|

|                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------|
| If board feels like there has been adequate notification, "I approve the Highline School District Lease Extension Letter." |
|----------------------------------------------------------------------------------------------------------------------------|

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

|                        |         |                                            |
|------------------------|---------|--------------------------------------------|
| <b>Two Touch Rule:</b> | N/A     | <b>Committee Review</b>                    |
|                        | 3/15/22 | <b>First Board Meeting (Informational)</b> |
|                        | 4/18/22 | <b>Second Board Meeting (Action)</b>       |

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

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

**Notes:**

|                              |
|------------------------------|
| - HSD Lease Extension Letter |
|------------------------------|



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

Highline School District No. 401  
Facilities Services Department  
17810 8<sup>th</sup> Ave. S., Building A  
Burien, WA 98148-1788  
Attn: Scott Logan, Chief Operations Officer, Facilities Services

Dear Chief Operations Officer:

Pursuant to Section 2 of the lease between the Des Moines Pool Metropolitan Park District "Tenant" and Highline School District "Landlord" dated May 1, 2012, as amended, the Tenant hereby provides written notice of its intent to exercise its right to renew the Lease for an additional ten year term.

It is our hope and intent to negotiate mutually beneficial modifications to the Lease terms to better clarify the relationship between the parties and clarify the scope of Landlord's rights to use the Pool for Landlord purposes during the term of the lease.

Des Moines Pool Metropolitan Park District

Shane Young  
Board Chair

## Des Moines Pool Métropolitain Park District

|                                   |
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| <b>AGENDA ITEMS SUMMARY SHEET</b> |
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Agenda Item #: 7cAssigned to: District G.M.Meeting Date: 03/15/22Under: Old BusinessAttachment: Yes

|                               |
|-------------------------------|
| <b>Subject:</b> Stemper Quote |
|-------------------------------|

**Background/Summary:**

It was discussed at a the January 4<sup>th</sup> board retreat that a Master Plan should be developed for the District. This would help the Board of Commissioners have a clearer vision of the future of the District.

From the Board's direction, the District General Manager has worked with Stemper Architects to develop the attached proposal for a retreat to go over the attached PowerPoint slides that were provided by Stemper Architects. It will be good to work with Stemper to give them better insight into the Board's motivation for making decisions and help them with the Aquatic Feasibility Study and other work performed on behalf of the District.

Stemper has provided the attached NTE quote for the two-part retreat. More information on the retreat will be given in the next agenda item.

Note- This Master Planning Outline Retreat is separate from the Mount Rainier Pool Feasibility Study, but that study will be a part of the overall Master Plan and will be factored into future billing.

|                                                                                    |
|------------------------------------------------------------------------------------|
| <b>Fiscal Impact:</b> Both are needed to better plan spending money in the future. |
|------------------------------------------------------------------------------------|

|                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Proposed Motion:</b> +I move to approve the Board President to approve the services, not to exceed \$12,000." (Includes 10% Tax + Contingency) |
|---------------------------------------------------------------------------------------------------------------------------------------------------|

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

|                        |                 |                                            |
|------------------------|-----------------|--------------------------------------------|
| <b>Two Touch Rule:</b> | <u>N/A</u>      | <b>Committee Review</b>                    |
|                        | <u>10/20/20</u> | <b>First Board Meeting (Informational)</b> |
|                        | <u>3/15/22</u>  | <b>Second Board Meeting (Action)</b>       |

**Action Taken:** Adopted        Rejected        Postponed       

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

**Notes:**

- Retreat Quote for Retreat
- PowerPoint of Retreat Outline (from January 18 Board Meeting)

**MARCH 08, 2022**

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

**RE: Mount Rainier Pool – Task Order 02  
Preliminary Master Plan Workshops for DMPMPD**

**Dear Scott:**

Stemper Architecture Collaborative is pleased to provide you with a fee proposal for Master Plan Workshops for the DMPMPD Retreat Meetings scheduled for May of 2022.

For this Task Order 02, the scope of work includes preparation for virtual workshop meetings, up to two workshops (2 hours each), data gathering and assessment, and a consolidated written document. The goal for these workshops are to establish the mission/vision, problem statement and guiding principles which will move DMPMPD forward in to a master plan process, ultimately leading in to predesign and design phases for the existing Mount Rainier pool building.

Please note that this fee proposal only addresses the start of the master plan process. At the conclusion of the workshops and document follow up, Stemper AC will revisit with you to discuss the next steps.

**Total Basic Services for this request total at: \$10,250.00** . A detailed cost breakdown for the additional services follows this letter.

**CONTRACT TYPE:** shall be in accordance with the conditions and terms indicated in the Master Agreement for Professional Architectural Services. It is our understanding that this Task Order 02 shall be an Hourly Not-To-Exceed contract.

**SCHEDULE:**

Work shall commence at the beginning of April 2022 upon the approval and notice to proceed from the Des Moines Pool Metropolitan Park District Representative.

We sincerely appreciate your review and consideration of this proposal. Please do not hesitate to contact me should you have any questions or concerns, or require any additional information. Thank-you very much

Sincerely,



Melody Leung, President  
Stemper Architecture Collaborative

Enclosures: StemperAC Fee Breakdown

**MOUNT RAINIER POOL - PRELIMINARY MASTER PLAN WORKSHOPS (TASK ORDER 02)**  
**MARCH 8, 2022**

|                                     | Consultant<br>Fee | Stemper AC<br>Fee | Markup<br>(X.X) | Proposed<br>Fee | Subtotals       |
|-------------------------------------|-------------------|-------------------|-----------------|-----------------|-----------------|
| <b>ADDITIONAL SERVICES</b>          |                   |                   |                 |                 |                 |
| Architectural Services (from below) |                   | \$10,250          | 1.0             | \$10,250        | <b>\$10,250</b> |
| <b>Consulting Engineers</b>         |                   |                   |                 |                 |                 |
| None                                |                   |                   | 1.1             | \$0             | <b>\$0</b>      |
| <b>TOTAL</b>                        |                   |                   |                 |                 | <b>\$10,250</b> |

**SMSA Hourly Rates**

|                        |       |
|------------------------|-------|
| Principal Architect    | \$215 |
| Senior Project Manager | \$205 |
| Project Architect      | \$155 |
| Architectural Staff    | \$130 |
| Admin                  | \$110 |

**PRELIMINARY PROJECT ASSESSEMENT**

|                                                                              | Prin Arch  | Sr.Proj Mgr     | Arch Staff | Admin      | Subtotals          |
|------------------------------------------------------------------------------|------------|-----------------|------------|------------|--------------------|
| <b>1.0 Workshop Prep, Planning, and Execution</b>                            |            |                 |            |            |                    |
| 1.1 preparation of tools/resources used for workshop                         |            | 18              |            |            | 18                 |
| 1.2 planning review for masterplan and schedule                              |            | 4               |            |            | 4                  |
| 1.3 Workshops (2 @ 2 hours ea)                                               |            |                 |            |            |                    |
| visioning/mission/problem statement/guiding principles with DMPMPD and Board |            | 4               |            |            | 4                  |
| 1.4 Data gathering and organizing                                            |            | 4               |            |            | 4                  |
| 1.5 Follow up/document write up and reporting                                |            | 16              |            |            | 16                 |
| 1.6 Coord. and communication with District Manager                           |            | 4               |            |            | 4                  |
| <b>Subtotal - hours:</b>                                                     | 0          | 50              | 0          | 0          | <b>50</b>          |
| <b>Subtotal - cost:</b>                                                      | \$0        | \$10,250        | \$0        | \$0        | <b>\$10,250</b>    |
| <b>TOTAL HOURS</b>                                                           | <b>0</b>   | <b>50</b>       | <b>0</b>   | <b>0</b>   | <b>50</b>          |
| <b>TOTAL COSTS</b>                                                           | <b>\$0</b> | <b>\$10,250</b> | <b>\$0</b> | <b>\$0</b> | <b>\$10,250.00</b> |



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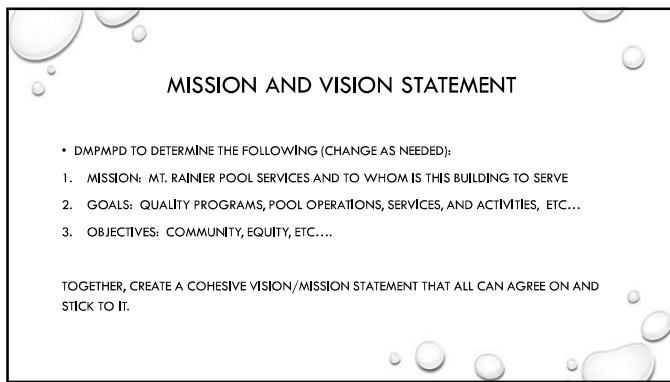
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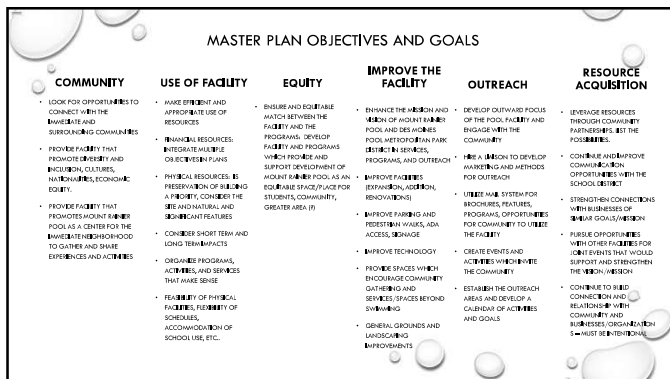
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### NEEDS ASSESSMENT

1. MOUNT RAINIER POOL TO ASSESS:

- STATEMENT OF GOALS AND OBJECTIVES MUST BE CONSIDERED. WHAT IS CURRENT CRITICAL NEED, WHAT IS THE NEXT 2-4 YEAR PLAN (SHORT TERM), WHAT IS THE 5+ YEARS PLAN (LONG TERM) TO DETERMINE SEQUENCE OF MASTER PLAN PHASING AND RESOURCE ACQUISITION
- GET UPDATED DATA ON CENSUS AND DEMOGRAPHIC OF SERVICE AREA (CONDO HAS CHANGED A LOT OF STATISTICS ON POPULATION GROWTH AND INFUX)
- WHO AND HOW MANY ARE TO BE ACCOMMODATED AT THIS POOL? REALISTIC PROJECTION IS CRITICAL. MUST BE IN CONTEXT WITH THE STATE GOALS.
- HIRE A/E TEAM TO REVIEW EXISTING BUILDING, BUILDING SYSTEMS, AND SITE CONDITIONS.
- FEASIBILITY STUDIES WHICH CONSIDER RENOVATIONS, ADDITIONS, EXPANSION, LAND ACQUISITION.

### TIMELINE (DETAIL)

**IMMEDIATE CRITICAL NEED (PRESENT TO 2 YEARS)**

- EXISTING PROGRAMS AND FACILITY ACCOMMODATIONS – IS IT SUFFICIENT FOR USERS (SCHOOL DISTRICT, MOUNT RAINIER NEIGHBORHOOD)?
- LIST EXISTING CRITICAL NEED FROM PROGRAMMING TO FACILITIES
- DOES THIS INCLUDE PHYSICAL BUILDING AND GROUNDS IMPROVEMENTS, REPAIRS, RENOVATION?

**SHORT AND TERM NEED (2-4 YEARS)**

- INCLUDE PROJECTIONS FOR GROWTH AND PROGRAM, FACILITY NEEDS
- FUNDING ACQUISITION PLANS, COMMUNITY OUTREACH
- EXISTING FACILITY EXPANSION/ADDITION/MAJOR PROJECTS?

**LONG TERM NEED AND VISION (5+ YEARS)**

- REGIONAL FACILITY WITH IDENT FACILITY SHARING?
- USE OF EXISTING POOL ONCE REGIONAL FACILITY IS BUILT?

**CONSIDER:**

FUNDING TIME FOR THE EXISTING AND POSSIBLE REGIONAL FACILITY, SCHOOL DISTRICT PARTICIPATION, SCHOOL USE AND LOGISTICS FOR USE OF BOTH FACILITIES, USE OF MOUNT RAINIER POOL FACILITY DURING REGIONAL FACILITY PLANNING DESIGN/CONSTRUCTION, AND AFTER REGIONAL FACILITY OPENS.

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## Des Moines Pool Métropolitain Park District

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| <b>AGENDA ITEMS SUMMARY SHEET</b> |
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**Agenda Item #:** 7d      **Assigned to:** District G.M.      **Meeting Date:** 03/15/22

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

|                                    |
|------------------------------------|
| <b>Subject:</b> Retreat Scheduling |
|------------------------------------|

**Background/Summary:**

(Note – If the Retreat Quote is not approved, this item will be delayed to a future meeting.)  
The District General Manager worked with Stemper to schedule a retreat to develop a Master Plan and a strategic outline to develop a Master Plan.

During discussions, it was determined to propose two-sessions of two hours on separate days. The hopes are to give the Board of Commissioners separation to maximize the time invested in these process.

Stemper Architects has provided the following dates when they are available and have adequate time to prepare for the presentations.

(From Stemper) I currently can have Thursday evenings open for May 19 and 26. If you and the Board want to meet earlier than that, I can rework a schedule for the 12<sup>th</sup>. As for weekends, I can only do Saturdays in the late morning to afternoon for the 21<sup>st</sup>, 28<sup>th</sup>. I can also do the 14<sup>th</sup> if you want to meet earlier.

|                           |
|---------------------------|
| <b>Fiscal Impact:</b> N/A |
|---------------------------|

|                                                                                                     |
|-----------------------------------------------------------------------------------------------------|
| <b>Proposed Motion:</b> I move to schedule the board retreats on _____ and _____ starting at _____. |
|-----------------------------------------------------------------------------------------------------|

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

|                               |                |                                            |
|-------------------------------|----------------|--------------------------------------------|
| <b><u>Two Touch Rule:</u></b> | <u>N/A</u>     | <b>Committee Review</b>                    |
|                               | <u>2/15/22</u> | <b>First Board Meeting (Informational)</b> |
|                               | <u>3/15/22</u> | <b>Second Board Meeting (Action)</b>       |

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

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

**Notes:**

|                   |
|-------------------|
| - No attachments. |
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## Des Moines Pool Metropolitan Park District

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| <b>AGENDA ITEMS SUMMARY SHEET</b> |
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**Agenda Item #:** 7e    **Assigned to:** District GM    **Meeting Date:** February 15, 2022

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

|                                              |
|----------------------------------------------|
| <b>Subject:</b> Policy 514, Debt Collections |
|----------------------------------------------|

|                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Background/Summary:</b> Legal developed the following policy Debt Collections to guide district staff. Attached is a copy of the proposed policy.</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

This is a first-touch item, so there is no motion listed. The policy will be on the March 15, 2022 agenda to hopefully be approved. Please send all of your questions, comments or recommended changes by Tuesday, March 1, 2022.

No comments were received, so the attached policy is the most recent.

|                           |
|---------------------------|
| <b>Fiscal Impact:</b> N/A |
|---------------------------|

|                                                                        |
|------------------------------------------------------------------------|
| <b>Proposed Motion:</b> I move to approve policy 514 debt collections. |
|------------------------------------------------------------------------|

Reviewed by District Legal Counsel:    Yes X    No         Date: January 26, 2022

**Three Touch Rule:**

|                 |                                     |
|-----------------|-------------------------------------|
| <u>N/A</u>      | Committee Review                    |
| <u>02/15/22</u> | First Board Meeting (Informational) |
| <u>03/15/22</u> | Second Board Meeting (Action)       |

**Action Taken:**    Adopted         Rejected         Postponed     

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

|                                                                   |
|-------------------------------------------------------------------|
| <p><b>Notes:</b> Attached:<br/>- Policy 514, Debt Collections</p> |
|-------------------------------------------------------------------|

**514 – Debt Collection**

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**514 – Debt Collection****1.0 PURPOSE (POLICY STATEMENT)**

To establish a policy for handling the collection of debt owed to the District. For unpaid debts a billing shall be sent thirty days after the initial billing and a third notification be sent in another thirty days. In compliance with RCW 19.16.500, the third notification shall state that the debt may be assigned to the collection agency if it is not paid. In the event it is determined that the charge cannot be collected through the above billing procedures, the Board of Commissioners shall either refer the charge to a commercial collection agency or, if appropriate, to write the charge off as an uncollectible debt.

**2.0 POLICY**

From RCW 19.16.500:

(1)(a) Agencies, departments, taxing districts, political subdivisions of the state, counties, and cities may retain, by written contract, collection agencies licensed under this chapter for the purpose of collecting public debts owed by any person, including any restitution that is being collected on behalf of a crime victim.

(b) Any governmental entity as described in (a) of this subsection using a collection agency may add a reasonable fee, payable by the debtor, to the outstanding debt for the collection agency fee incurred or to be incurred. The amount to be paid for collection services shall be left to the agreement of the governmental entity and its collection agency or agencies, but a contingent fee of up to fifty percent of the first one hundred thousand dollars of the unpaid debt per account and up to thirty-five percent of the unpaid debt over one hundred thousand dollars per account is reasonable, and a minimum fee of the full amount of the debt up to one hundred dollars per account is reasonable. Any fee agreement entered into by a governmental entity is presumptively reasonable.

(2) No debt may be assigned to a collection agency unless (a) there has been an attempt to advise the debtor (i) of the existence of the debt and (ii) that the debt may be assigned to a collection agency for collection if the debt is not paid, and (b) at least thirty days have elapsed from the time notice was attempted.

(3) Collection agencies assigned debts under this section shall have only those remedies and powers which would be available to them as assignees of private creditors.

(4) For purposes of this section, the term debt shall include fines and other debts, including the fee allowed under subsection (1)(b) of this section.

**3.0 DEFINITIONS**

3.1 Collection Agency: Debt collection is the process of pursuing payments of debts owed by individuals or businesses. An organization that specializes in debt collection is known as a collection agency or debt collector.

## 514 – Debt Collection

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### 4.0 PROCEDURES

#### 4.1 DEBT COLLECTION PROCESS:

- a. The District General Manager or assigned staff will notify the patron or staff member of the debt.
- b. An agreement will be arranged among the District and the patron or staff member.
- c. If the patron or staff member fails to enter into an agreement or honor the agreement, a letter will be mailed. This letter will be mailed by certified mail, and a copy of the receipt will be kept on file in the district files.
- d. The patron will be given 30-days from receipt of the certified mail is received.
- e. If no response is given within the 30-days, or if the certified mail is not accepted after two attempts, the debt will be turned over to a collection agency.

#### 4.2 APPEAL PROCESS:

- a. If a patron or staff member wishes to appeal their debt, they can write a letter to the Board of Commissioners at the address below.  
Des Moines Pool Metropolitan Park District  
Attention: Board of Commissioners  
Re: Appeal of Debt  
22722 19<sup>th</sup> Avenue South  
Des Moines, WA 91898
- b. The appeal will be presented at the next regularly scheduled board meeting, as long as it is received one full week before the meeting.

#### 4.3 QUESTIONS:

- a. Any questions should be referred to the District General Manager at (206) 429-3852 or [info@mtrainierpool.com](mailto:info@mtrainierpool.com).

**514 – Debt Collection**

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4.4 confidential to the extent permitted by law.

DRAFT

## Des Moines Pool Metropolitan Park District

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| <b>AGENDA ITEMS SUMMARY SHEET</b> |
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**Agenda Item #:** 7f      **Assigned to:** District G.M.      **Meeting Date:** 03/15/22

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

|                                         |
|-----------------------------------------|
| <b>Subject:</b> Amended January Minutes |
|-----------------------------------------|

**Background/Summary:**

District Administration is pulling the minutes approved at the February 15 meeting for the January 4<sup>th</sup> and 18<sup>th</sup>. There were some items that needed to be adjusted for better clarity. The minutes will need to be amended and approved.

|                           |
|---------------------------|
| <b>Fiscal Impact:</b> N/A |
|---------------------------|

|                                                                                                               |
|---------------------------------------------------------------------------------------------------------------|
| <b>Proposed Motion:</b> I move to amend and approve the January 4 <sup>th</sup> and 18 <sup>th</sup> minutes. |
|---------------------------------------------------------------------------------------------------------------|

Reviewed by District Legal Counsel:    **Yes** X    **No** \_\_\_\_\_    **Date:** 3/2/22

|                               |                |                                            |
|-------------------------------|----------------|--------------------------------------------|
| <b><u>Two Touch Rule:</u></b> | <u>N/A</u>     | <b>Committee Review</b>                    |
|                               | <u>2/15/22</u> | <b>First Board Meeting (Informational)</b> |
|                               | <u>3/15/22</u> | <b>Second Board Meeting (Action)</b>       |

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

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

**Notes:**

- January 4<sup>th</sup> Board Retreat Minutes
- January 18<sup>th</sup> Regular Board Minutes



# Des Moines Pool Metropolitan Park District

January 4, 2022

7:00 p.m.

Remote Online

## MINUTES SPECIAL MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Present were Commissioners Dusenbury, Achziger, Campbell, and Stender; District General Manager Deschenes and District Clerk Linda Ray.

**PLEDGE OF ALLEGIANCE** -- Commissioner Dusenbury led the flag salute.

**ADOPTION/MODIFICATIONS OF AGENDA** – Adopted unanimously

### ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS

District Clerk Linda Ray will be retiring, and Lauryne Thurmond will be taking the meeting minutes as of the starting with the January 18th meeting.

### PUBLIC COMMENT

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

### BUSINESS

#### a. Appointing Board Officers and Committees

At the first meeting of each new year, the Board members elect officers and discuss committee participation.

The following committees and board members will be voted on at the January 18<sup>th</sup> Regular Meeting:

Finance: Commissioner Young and Commissioner Dusenbury

Policy and Procedure: Commissioner Campbell and Commissioner Young

Capitals and Contracts: Commissioner Dusenbury and Commissioner Achziger

Public Outreach: Commissioner Stender and Commissioner Achziger

President Young stated that he was happy to remain as President of the Board. Commissioner Dusenbury would also like to remain in the position of Clerk of the Board. These positions will also be voted upon at the January 18<sup>th</sup> meeting.

#### b. Meeting changes

The District General Manager stated that Board Meetings will take place both remotely and at the Mt. Rainier High School library depending on COVID mandates for in-person meetings. The DGM procured new meeting cameras for a better public and board member experience through GoToMeeting.

A discussion ensued regarding a possible COVID mandate to return schools to remote learning due to a surge in the pandemic after the holidays. The DGM said he would update the board if he learns this has been decided on by King County Public Health. The pool facility stands ready to return to previous safety procedures should they be required to do so.

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

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

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

The Des Moines Pool Metropolitan Park District is following COVID-19 guidelines and Proclamation 20-28 and will hold meetings remotely until further notice. The public may join meetings through the GoToMeeting app. Logon information is published in each Meeting Agenda. Contact Lauryne Thurmond, District Clerk at [lauryne.thurmond@desmoinespool.org](mailto:lauryne.thurmond@desmoinespool.org) if you have questions.

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 01/04/2022**

**c. January 18 Resolutions**

Resolutions for approval will be included on the agenda for the January 18<sup>th</sup> Regular Board meeting to solidify a Change of Board Meeting Location, Appointment of Board Officers, Auditing Officers, and Appointment of Committee Members.

**d. Future of Mt. Rainier Pool**

The District applied for a King County Youth and Amateur Sports Grant for additional programming, but funding has been delayed.

**e. Potential Legislation/Grants**

The DGM explained other funding options i.e., Vote to Float whereby a portion of the state sales tax is used to fund projects such as new facilities, SEEK grants, and Healthy Communities and Park Funding.

Commissioner Achziger pointed to two parcels of land across from the pool facility that could be a potential for moving site parking. This would free up land for expansion of the pool building.

The DGM stated that he had spoken with King County regarding a \$5K summer program grant and he will process the paperwork.

**f. 2022 Projects**

The DGM discussed 2022 projects which include vacating the District offices in the first quarter since administration staff is working remotely. Files will be transferred to the pool offices.

Completion of the gate project at the pool: this is weather permitting in the first quarter.

Assessment of the Mt. Rainier Pool building by Stemper Architecture: this depends on receipt of grant money.

Benefits planning: This was discussed at a previous meeting. The DGM would like to offer an expanded benefit package to new and existing employees to retain staff.

Inventory/Surplus: This would provide space for additional offices.

**g. Process Improvement**

The DGM is planning for an RFQ for new Website Support and for Financial Planning. The District has not entertained new vendors in either of these areas for 5 years. Presently, the District is using Vision MS for financials and the District Clerk is providing financial reporting through the software.

**h. Unsettled Business**

Due to COVID in 2021 a couple of items were postponed and were not completed. Resolution 2021-04 regarding a statement on Equity was cancelled; and action on an overpayment to the former Aquatics Manager was not finalized before his departure from the District.

**i. Bylaws/220 Board and Administration Policy Review**

The District Bylaws and the 220 Board and Administration Policy will be reviewed by the Policy and Procedure Committee. The DGM will provide editable copies to all Board members. Comments should be sent to the District General Manager.

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

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

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

The Des Moines Pool Metropolitan Park District is following COVID-19 guidelines and Proclamation 20-28 and will hold meetings remotely until further notice. The public may join meetings through the GoToMeeting app. Logon information is published in each Meeting Agenda. Laurayne Thurmond, District Clerk at [laurayne.thurmond@desmoinespool.org](mailto:laurayne.thurmond@desmoinespool.org) if you have questions.

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 01/04/2022**

**j. Re-introduction of Programming**

The DGM will send out a public email announcing the reintroduction of programming at Mt. Rainier Pool. This will include the return of weekday swim lessons and increased hours. During spring break, staff training sessions will be scheduled. Summer programs will include formation of the MRP Swim Club, and new lifeguard training classes.

Other programming will be announced as the year progresses.

**k. Next Steps/Goal Setting**

The Board will discuss goal setting at the Spring Retreat in April.

A focus on recovering staff and services will be a priority. With the help of lifeguard prep classes and a new hiring process, the pool hopes to be able to attract quality staff into Coordinator, Lifeguard, and Instructor positions.

The Aquatics Manager is forming alliances with other area pools to promote better aquatics in the community.

**GENERAL DISCUSSION**

Commissioner Achziger gave kudos to the pool staff and the District for going forward with some programming and staff education processes while preparing for pandemic restrictions. He gave praise for not standing down while restrictions were in place.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:57 p.m.

**UPCOMING MEETINGS**

- January 18, 2022, Regular Board Meeting, 7:00 p.m., Location: Virtual

Respectfully submitted by Linda Ray, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

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

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

\_\_\_\_\_  
Commissioner Campbell

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

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

\_\_\_\_\_  
District Clerk

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# Des Moines Pool Metropolitan Park District

January 18, 2022

7:00 p.m.

Remote Online

## MINUTES REGULAR MEETING

### CALL TO ORDER/ROLL CALL

President Young called the meeting to order at 7:00 p.m. Present were Commissioners Dusenbury, Stender, Achziger and Campbell; New Aquatics Manager, Quentin Knox; District General Manager Deschenes; District Clerk/ Aquatics Coordinator Thurmond and Former District Clerk Ray.

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

**ADOPTION/MODIFICATIONS OF AGENDA** – None. With no further discussion the agenda was adopted unanimously.

**ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS** – Commissioners need to file PDC Forms yearly, this was mainly addressed to newer Commissioner Campbell. The District GM was asked by the Board President Young to send information to Commissioner Campbell about the filling. This was the new clerk's first meeting as district clerk.

**PUBLIC COMMENT** -- None

### CONSENT AGENDA –

President Young moved to approve the Consent Agenda including the vouchers and electronic transfer requests processed in December 2021 totaling \$38,157.36. Commissioner Achziger 2<sup>nd</sup>. The Motion Passed 5-0

### Executive Session—

Commissioner Campbell moved to go into Executive Session pursuant to RCW 42.30.110 (1)(i) to meet with legal counsel to discuss potential litigation. The Executive session will be for (5 minutes) until 7:10 p.m.

The Executive Session ended at 7:13 p.m. and the meeting re-convened at 7:15 p.m. No motion was made after coming out of executive session.

### OLD BUSINESS

#### a. Election of Board Officers

No formal changes occurred, Commissioner Dusenbury as clerk, President Young to stay in his current position. Commissioner Achziger moved to approve Resolution 2022-01 appointing officers. Commissioner Stender 2<sup>nd</sup>. The motion passed 5-0.

#### b. Auditing Officer Delegation

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The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Lauryne Thurmond, District Clerk at [Lauryne.thurmond@desmoinespool.org](mailto:Lauryne.thurmond@desmoinespool.org) if you have questions.

**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 1/18/2022**

The District GM explained that this document must be signed wet, or in person, an email will be sent out by him to formalize date and process to sign the document at the pool. Commissioner Achziger Moved to approve Resolution 2022-02 Auditing Officer Delegation. Commissioner Stender 2<sup>nd</sup>. The motion passed 5-0.

**c. Designation of Board Committees**

Commissioners discussed this at their last retreat, the purpose of this resolution is to spell out what the committees are, who serves and why. No motion was made, and the item was pushed to the February 15<sup>th</sup> meeting.

**d. Change in Board Meetings Location**

The Board is continuing to meet online but looking for a change in location for future meetings. Commissioner Achziger moved to approve Resolution 2022-04 Change in meeting location. Commissioner Stender 2<sup>nd</sup>. The motion passed 5-0.

**e. District Bylaws**

There were some issues in the original bylaws that Commissioner Campbell found, including some that were cut out. Commissioner Campbell wants to avoid any potential appearance of propriety. Commissioner Campbell moved to approve Policy 101 District Bylaws. Commissioner Stender 2<sup>nd</sup>. The motion passed 5-0.

**f. Board and Administration – Policy 220**

Commissioner Achziger Moved to approve Resolution 2022-02 auditing Officer Delegation. Commissioner Dusenbury 2<sup>nd</sup>. The motion passed 5-0.

**NEW BUSINESS**

**a. Aquatics Manager Q&A**

The Aquatics Manager presented the PowerPoint that is on file.

**b. Mount Rainier Pool Future**

The District GM explained after the last retreat (Jan 4<sup>th</sup>, 2022) there was a meeting with Stemper to discuss the boards ideas with the lot across the street and waiting on the potential funding from the Aquatic Feasibility Study. President Young directed the DGM to talk to Highline School District's Chief Operations Officer before the next meeting. Commissioner Stender moved to create a motion to direct the district manager to contact Highline School District's Chief Operations Officer about these questions. Commissioner Dusenbury seconded. Passed 5-0.

**ADJOURNMENT**

**UPCOMING MEETINGS**

- February 15<sup>th</sup> Regular Board Meeting, 7:00pm, Location T.B.D.
- March 15<sup>th</sup>, Regular Board Meeting, 7:00pm, Location T.B.D.

Respectfully submitted by Lauryne Thurmond, District Clerk.

Des Moines Pool Metropolitan Park District Board of Commissioners

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**Des Moines Pool Metropolitan Park District  
Meeting Minutes – 1/18/2022**

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Commissioner Young

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Commissioner Dusenbury

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Commissioner Campbell

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Commissioner Stender

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Commissioner Achziger

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Lauryne Thurmond, District Clerk

Draft

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## Des Moines Pool Métropolitain Park District

|                                   |
|-----------------------------------|
| <b>AGENDA ITEMS SUMMARY SHEET</b> |
|-----------------------------------|

**Agenda Item #:** 7g      **Assigned to:** District G.M.      **Meeting Date:** 03/15/22

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

|                                       |
|---------------------------------------|
| <b>Subject:</b> KCYAS Grant Agreement |
|---------------------------------------|

**Background/Summary:**

The District received another grant to cover a portion of this year's MRP Community Swim Club and Lifeguard Prep programs. This is the second year that the program has been offered.

The MRP Community Swim Club was developed for youth, ages 9-13 that are interested in swimming, a fitness activity and/or a community-building activity. This is for those that may not be interested in a competitive swim team or want to explore the activity before pursuing a competitive swim team. This program will be available Monday, Wednesday and Friday from 3:00-4:00pm this summer.

The Lifeguard Prep Course is for youth, ages 14-18, for youth that need to work on their swim skills to pursue lifeguarding and/or swim instructor, or for older youth that want to improve their swim skills. The program will be available Tuesday and Thursday from 3:00-4:00pm this summer.

Last year we added the program at the last-minute when we realized no other groups were available to use the pool. This year we will have a little more time to plan out the program.

|                           |
|---------------------------|
| <b>Fiscal Impact:</b> N/A |
|---------------------------|

|                                                                                                        |
|--------------------------------------------------------------------------------------------------------|
| <b>Proposed Motion:</b> I move to approve the Board President to sign the KCYAS agreement for \$5,000. |
|--------------------------------------------------------------------------------------------------------|

Reviewed by District Legal Counsel:    **Yes** X    **No** \_\_\_\_\_    **Date:** 3/9/22

|                        |                |                                            |
|------------------------|----------------|--------------------------------------------|
| <b>Two Touch Rule:</b> | <u>N/A</u>     | <b>Committee Review</b>                    |
|                        | <u>Various</u> | <b>First Board Meeting (Informational)</b> |
|                        | <u>3/15/22</u> | <b>Second Board Meeting (Action)</b>       |

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

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

**Notes:**

- KCYAS Agreement (Attached)
- 2021 Article on Program (Waterland Blog) - <https://waterlandblog.com/2021/08/14/mount-rainier-pool-receives-donation-from-county-to-continue-community-programming/>



## Youth and Amateur Sports Grant Agreement

### Get Active / Stay Active Program

Department/Division: Natural Resources and Parks / Parks and Recreation Division

Agency: Des Moines Pool Metropolitan Park District

Project: MRP Community Swim Club

Amount: \$5,000.00 Project: 1143270 Contract: 6303015

Term Period: July 1, 2020 To December 31, 2021

THIS CONTRACT is entered into by KING COUNTY (the "County"), and Des Moines Pool Metropolitan Park District (the "Agency"), whose address is 22015 Marine View Dr. S. #2B, Des Moines, WA 98198

WHEREAS, the Agency is either a public agency or a non-profit organization that provides youth or amateur sports opportunities or acts as a fiscal sponsor for such programming;

WHEREAS, King County has selected the identified Agency to receive a Youth and Amateur Sports Fund ("YASF") Grant award to assist in programs that provide increased athletic opportunities for the citizens of King County, Washington;

WHEREAS, the Agency shall utilize the award to address an athletic need in King County; and

WHEREAS, King County is authorized to administer the YASF grant program and enter into agreements for the use of King County funds by public agencies or not-for-profit organizations to provide a service to the public under King County Ordinance 18409;

NOW THEREFORE, in consideration of payments, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties covenant and do mutually agree as follows:

The Agency shall provide services and comply with the requirements set forth hereinafter and in the following attached exhibits, which are incorporated herein by reference:

|                                     |                   |                               |
|-------------------------------------|-------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Scope of Services | Attached hereto as Exhibit I  |
| <input checked="" type="checkbox"/> | Budget            | Attached hereto as Exhibit II |

## 2. TERM OF CONTRACT

This Agreement shall commence on July 1, 2020, and shall expire on the December 31, 2021, unless extended or earlier terminated, pursuant to the terms and conditions of this Agreement.

## 3. PREMISES

This grant program is located at:  
Mount Rainier Pool, Des Moines WA 98198

## 4. PARTIES

All communication, notices, coordination, and other tenets of this Agreement shall be managed by:

### On behalf of County:

Butch Lovelace, YSFG Program Manager  
King County Parks and Recreation Division  
201 South Jackson Street, Suite 700  
Seattle, WA 98104-3855

Email: [butch.lovelace@kingcounty.gov](mailto:butch.lovelace@kingcounty.gov)  
Phone: 206.477.4577

### On behalf of Agency:

Scott Deschenes, Des Moines Pool Metropolitan Park District  
Des Moines Pool Metropolitan Park District  
22015 Marine View Dr. S. #2B  
Des Moines, WA 98198

Email: [scott.deschenes@desmoinespool.org](mailto:scott.deschenes@desmoinespool.org)  
Phone: 206-429-3852

## 5. COMPENSATION AND METHOD OF PAYMENT

- A. The County shall reimburse the Agency for satisfactory completion of the services and requirements specified in this Agreement after the Agency submits an invoice and all accompanying reports as specified in the attached exhibits. The County will initiate authorization for payment after approval of corrected invoices and reports. The County shall make payment to the Agency not more than thirty (30) days after a complete and accurate invoice is received.
- B. The Agency shall submit its final invoice and all outstanding reports within fifteen (15) days of the date this Agreement expires or is terminated. If the Agency's final invoice and reports are not submitted by the day specified in this subsection, the County will be relieved of all liability for payment to the Agency of the amounts set forth in said invoice or any subsequent invoice.

6. OPERATING BUDGET

When a budget is attached hereto as **Exhibit II**, the Agency shall apply the funds received from the County under this Agreement in accordance with said budget. If, at any time during the Term of this Agreement, the Agency expects that the cumulative amount of transfers among the budget categories, i.e. Project Tasks, may exceed ten percent (10%) of the Agreement amount, then the Agency shall notify County to request approval. Supporting documents necessary to explain fully the nature and purpose of the change(s) and an amended budget must accompany each request for such approval. County approval of any such amendment shall not be unreasonably withheld.

7. COMMUNICATION

The Agency shall recognize County as a fiscal sponsor for the grant program in the following manner:

- A. Events: The Agency shall invite and recognize "King County Parks" at all events promoting the project, and at the final project dedication.
- B. Community Relations: The Agency shall recognize "King County Parks" as a fiscal sponsor in all social media, websites, brochures, banners, posters, press releases, and other promotional material related to the Project.

8. PRIORITY OF USE; PUBLIC ACCESS; SCHEDULING

These funds are provided for the purpose of developing and/or programming sports activities for, but not exclusively serving, persons under 21 years of age, and low and moderate income communities within King County. Fees for the program shall be no greater than those generally charged by public operators or program providers in King County.

9. INTERNAL CONTROL AND ACCOUNTING SYSTEM

The Agency shall establish and maintain a system of accounting and internal controls which complies with applicable, generally accepted accounting principles, and governmental accounting and financial reporting standards in accordance with Revised Code of Washington (RCW) Chapter 40.14.

10. MAINTENANCE OF RECORDS

- A. The Agency shall maintain accounts and records, including personnel, property, financial, and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all Agreement funds and compliance with this Agreement.
- B. These records shall be maintained for a period of six (6) years after the expiration or earlier termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14.
- C. The Agency shall inform the County in writing of the location, if different from the Agency address listed on page one of this Agreement, of the aforesaid books, records, documents, and other evidence and shall notify the County in writing of any changes in location within ten (10) working days of any such relocation.

#### 11. RIGHT TO INSPECT

King County reserves the right to review and approve the performance of Agency with regard to this Agreement, and, at its sole discretion, to inspect or audit the Agency's records regarding this Agreement and the Program upon reasonable notice during normal business hours.

#### 12. COMPLIANCE WITH ALL LAWS AND REGULATIONS

The Agency, in cooperation and agreement with the owners of the Premises, shall comply with all applicable laws, ordinances and regulations in using funds provided by the County, including, without limitation, those relating to providing a safe working environment to employees and, specifically, the requirements of the Washington Industrial Safety and Health Act (WISHA); and, to the extent applicable, those related to "public works," payment of prevailing wages, and competitive bidding of contracts. The Agency specifically agrees to comply and pay all costs associated with achieving such compliance without notice from King County; and further agrees that King County, does not waive this Section by giving notice of demand for compliance in any instance. The Agency shall indemnify and defend the County should it be sued or made the subject of an administrative investigation or hearing for a violation of such laws related to this Agreement.

#### 13. CORRECTIVE ACTION

- A. If the County determines that a breach of contract has occurred or does not approve of the Agency's performance, it will give the Agency written notification of unacceptable performance. The Agency will then take corrective action within a reasonable period of time, as may be defined by King County in its sole discretion in its written notification to the Agency.
- B. The County may withhold any payment owed the Agency until the County is satisfied that corrective action has been taken or completed.

#### 14. TERMINATION

- A. The County may terminate this Agreement in whole or in part, with or without cause, at any time during the Term of this Agreement, by providing the Agency ten (10) days advance written notice of the termination.
- B. If the termination results from acts or omissions of the Agency, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Agency shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Agency by the County.
- C. Any King County obligations under this Agreement beyond the current appropriation year are conditioned upon the County Council's appropriation of sufficient funds to support such obligations. If the Council does not approve such appropriation, then this Agreement will terminate automatically at the close of the current appropriation year.

#### 15. FUTURE SUPPORT; UTILITIES AND SERVICE

The County makes no commitment to support the services contracted for herein and assumes no obligation for future support of the activity contracted for herein except as expressly set forth in this Agreement. The Agency understands, acknowledges, and agrees that the County shall not be liable to pay for or to provide any utilities or services in connection with the Project contemplated herein.

#### 16. HOLD HARMLESS AND INDEMNIFICATION

The Agency agrees for itself, its successors, and assigns, to defend, indemnify, and hold harmless King County, its appointed and elected officials, and employees from and against liability for all claims, demands, suits, and judgments, including costs of defense thereof, for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to any use of or occurrence on the Project that is the subject of this Agreement, or the Agency's exercise of rights and privileges granted by this Agreement, except to the extent of the County's sole negligence. The Agency's obligations under this Section shall include:

- A. The duty to promptly accept tender of defense and provide defense to the County at the Agency's own expense;
- B. Indemnification of claims made by the Agency's employees or agents; and
- C. Waiver of the Agency's immunity under the industrial insurance provisions of Title 51 RCW, but only to the extent necessary to indemnify King County, which waiver has been mutually negotiated by the parties.

In the event it is necessary for the County to incur attorney's fees, legal expenses or other costs to enforce the provisions of this Section, all such fees, expenses and costs shall be recoverable from the Agency.

In the event it is determined that RCW 4.24.115 applies to this Agreement, the Agency agrees to protect, defend, indemnify and save the County, its officers, officials, employees and agents from any and all claims, demands, suits, penalties, losses damages judgments, or costs of any kind whatsoever for bodily injury to persons or damage to property (hereinafter "claims"), arising out of or in any way resulting from the Agency's officers, employees, agents and/or subcontractors of all tiers, acts or omissions, performance of failure to perform the rights and privileges granted under this Agreement, to the maximum extent permitted by law or as defined by RCW 4.24.115, as now enacted or hereafter amended.

A hold harmless provision to protect King County similar to this provision shall be included in all Agreements or subcontractor Agreements entered into by Agency in conjunction with this Agreement. **The Agency's duties under this Section will survive the expiration or earlier termination of this Agreement.**

#### 17. INSURANCE

- A. Liability Insurance Requirements. Notwithstanding any other provision within this Agreement, the Agency and its subcontractors shall procure and maintain coverage and limits for no less than the following:

1. Commercial General Liability. Insurance Service "occurrence" form CG 00 01 (current edition), to include Products-Completed Operations, insurance against claims for injuries to persons or damages to property that may arise from or in connection with activities under this Agreement. The insurance coverage shall be no less than One Million Dollars (\$1,000,000) combined single limit per occurrence, and Two Million Dollars (\$2,000,000) in the aggregate.
  2. Automobile Liability. *If activities require vehicle usage*. Insurance Services form number CA 00 01 (current edition), covering BUSINESS AUTO COVERAGE, Symbol 1 "any auto". If the grant includes the use of automobiles, the Limit of Liability shall be no less than One Million Dollars (\$1,000,000) per occurrence.
  3. Workers Compensation/Stop Gap. *If the recipient or its contractor(s) has/have employees*. Statutory Workers Compensation coverage and Stop Gap Liability for a limit no less than One Million Dollars (\$1,000,000) per occurrence.
  4. Professional Liability. *If the grant includes the use of Professional Services*. Professional Liability coverage shall be no less than One Million Dollars (\$1,000,000) per claim and in the aggregate.
- B. If the grant involves the construction of a capital project or involves the purchase of equipment greater than Five Thousand (\$5,000) in value, the Agency shall provide "All Risk" Builders Risk or Property coverage for the full replacement value of the project/property built/purchased. King County shall be listed as an additional Loss payee as our interests may appear.
- C. King County and its officers, officials, employees and agents shall be covered as additional insured on Agency's and its contractor(s') commercial general liability insurance and, if applicable, commercial auto liability insurance, with respect to liability arising out of activities performed by the Agency and its contractors. Additional Insured status shall include Products-Completed Operations.
- D. To the extent of the Agency's or its contractor's negligence, their insurance respectively shall be primary insurance with respect to the County, its officers, employees and agents. Any insurance or self-insurance maintained by the County, and its officers, officials, employees or agents shall not be subjected to contribution in favor of the Agency or its contractors insurance, and shall not benefit either in any way.
- The Agency's and its contractors' insurance shall apply separately to each insured against whom a claim is made or a lawsuit is brought, subject to the limits of the insurer's liability.
- E. Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except by the reduction of the applicable aggregate limit by claims paid, until after thirty (30) days' prior written notice has been given to and change in coverage accepted by King County.
- F. The insurance provider must be licensed to do business in the State of Washington and maintain a Best's rating of no less than A-VIII. Within five (5) business days of County's request, Agency must provide a Certificate of Insurance and Additional Insured Endorsement(s) (CG 20 10 11/85 or its equivalent) to the County. The

Agency shall be responsible for the maintenance of their contractors' insurance documentation.

G. If the Agency is a municipal corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a certification of self-insurance shall be attached hereto and be incorporated by reference and shall constitute compliance with this Section.

H. **The Agency's duties under this Section shall survive the expiration or earlier termination of this Agreement.** The Agency understands, acknowledges and agrees that for the relevant period of public use set forth in Section 8, the Agency shall maintain insurance and name the County as an additional insured, all of which shall be consistent with the requirements of this Section.

#### 18. ANTI-DISCRIMINATION

King County Code chapters 12.16, 12.17 through 12.18 apply to this Agreement and are incorporated by this reference as if fully set forth herein. In all hiring or employment made possible or resulting from this Agreement, there shall be no discrimination against any employee or applicant for employment because of sex, age, race, color, creed, religion, national origin, sexual orientation, gender identity or expression, marital status or the presence of any sensory, mental, or physical disability unless based upon a bonafide occupational qualification, or age except by minimum age and retirement provisions, and this requirement shall apply to but not be limited to the following: employment, advertising, lay-off, or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, religion, sexual orientation, gender identity or expression, age (except minimum age and retirement provisions), marital status, or the presence of any sensory, mental, or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part of this Agreement by King County and may result in ineligibility for further King County agreements. Des Moines Pool Metropolitan Park District shall also comply with all applicable anti-discrimination laws or requirements of any and all jurisdictions having authority.

#### 19. CONFLICT OF INTEREST

KCC Chapter 3.04 (Employee Code of Ethics) is incorporated by reference as if fully set forth hence, and the Agency agrees to abide by all conditions of said chapter. Failure by the Agency to comply with any requirement of said KCC Chapter shall be a material breach of contract.

#### 20. POLITICAL ACTIVITY PROHIBITED

None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

21. PROJECT MAINTENANCE; EQUIPMENT PURCHASE, MAINTENANCE, AND OWNERSHIP

- A. As between the County and the Agency, the Agency shall be responsible to operate and maintain the completed project at its own sole expense and risk. The Agency shall maintain the completed project in good working condition consistent with applicable standards and guidelines. The Agency understands, acknowledges, and agrees that the County is not responsible to operate or to maintain the project in any way.
- B. The Agency shall be responsible for all property purchased pursuant to this Agreement, including the proper care and maintenance of any equipment.
- C. The Agency shall establish and maintain inventory records and transaction documents (purchase requisitions, packing slips, invoices, receipts) of equipment and materials purchased with Agreement funds. **The Agency's duties under this Section shall survive the expiration of this Agreement.**

22. NOTICES

Whenever this Agreement provides for notice to be provided by one party to another, such notice shall be in writing, and directed to the person specified in Section 4 of this Agreement. Any such notice shall be deemed to have been given on the date of delivery, if mailed, on the third (3rd) business day following the date of mailing; or, if sent by fax, on the first (1st) business day following the day of delivery thereof by fax. Notice sent solely by e-mail shall be deemed to have been given on the date of transmission. Either party may change its address, fax number, email address, or the name of the person indicated as the recipient by notice to the other in the manner aforesaid.

23. ASSIGNMENT

The Agency shall not assign any portion of rights and obligations under this Agreement or transfer or assign any claim arising pursuant to this Agreement without the written consent of the County. The Agency must seek such consent in writing not less than fifteen (15) days prior to the date of any proposed assignment.

24. CONTRACT AMENDMENTS

This Agreement together with the attached exhibits expressly incorporated herein by reference and attached hereto shall constitute the whole Agreement between the Parties. Either party may request changes to this Agreement. No modifications or amendment of this Agreement shall be valid or effective unless evidenced by an Agreement in writing signed by the Parties.

25. WAIVER OF DEFAULT

Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

## 26. TAXES

The Agency agrees to pay on a current basis all taxes or assessments levied on its activities and property, including, without limitation, any leasehold excise tax due under RCW Chapter 82.29A; PROVIDED, however, that nothing contained herein will modify the right of the Agency to contest any such tax, and the Agency will not be deemed to be in default as long as it will, in good faith, be contesting the validity or amount of any such taxes.

Draft

27. WASHINGTON LAW CONTROLLING; WHERE ACTIONS BROUGHT

This Agreement is made in and will be in accordance with the laws of the State of Washington, which will be controlling in any dispute that arises hereunder. Actions pertaining to this Agreement will be brought in King County Superior Court, King County, Washington.

28. PARAGRAPH HEADINGS

The paragraph headings contained herein are only for convenience and reference and are not intended to be a part of this Agreement or in any manner to define, limit, or describe the scope or intent of this Agreement or the particular paragraphs to which they refer.

29. PUBLIC DOCUMENT

This Agreement will be considered a public document and will be available for inspection and copying by the public.

30. LEGAL RELATIONS

Nothing contained herein will make, or be deemed to make, the County and the Agency a partner of one another, and this Agreement will not be construed as creating a partnership or joint venture. Nothing in this Agreement will create, or be deemed to create, any right, duty or obligation in any person or entity not a party to it.

31. SINGULAR AND PLURAL

Wherever the context will so require, the singular will include the plural and plural will include the singular.

32. PERMITS AND LICENSES

The Agency shall design, develop and construct the Project in accordance with all applicable laws and regulatory requirements including environmental considerations, permitting determinations, and other legal requirements. All activities and improvements shall be performed by Agency at its sole expense and liability. The Agency shall, at its sole cost and expense, apply for, obtain and comply with all necessary permits, licenses and approvals required for the Project,

33. INTERPRETATION OF COUNTY RULES AND REGULATIONS

If there is any question regarding the interpretation of any County rule or regulation, the County decision will govern and will be binding upon the Agency.

34. POLICE POWERS OF THE COUNTY

Nothing contained in this Agreement will diminish, or be deemed to diminish, the governmental or police powers of the County.

**35. ENTIRE AGREEMENT**

This Agreement, including its attachments, constitutes the entire Agreement between the County and the Agency. It supersedes all other agreements and understandings between them, whether written, oral or otherwise.

**KING COUNTY****Des Moines Pool Metropolitan Park District****FOR**\_\_\_\_\_  
King County Executive\_\_\_\_\_  
Signature

Shane Young, Board of Commissioners President

\_\_\_\_\_  
Date\_\_\_\_\_  
NAME (Please type or print), Title

March 16, 2022

\_\_\_\_\_  
Date

## Mount Rainier Pool receives donation from county to continue community programming

Aug 14, 2021



**King County Councilmember Dave Upthegrove visited the Mount Rainier Pool on Friday, Aug. 13, 2021 to present a check for \$5,000 to support the pool's Swim Club and its Lifeguard Prep Course.**



Upthegrove (right) presents an oversized \$5,000 check to Shane Young, President of the elected Board of Commissioners that runs the pool.

“I love the way Mount Rainier Pool has responded to the needs of the community by creating a free youth swim club for those who might otherwise not be able to participate due to financial barriers,” Upthegrove said. “And the lifeguard prep course not only provides youth with future jobs, it helps the pool secure qualified lifeguards who live locally and want to work at their community pool. I am excited to provide support to ensure that these two programs can continue into the future.”

In the late Spring 2021, the staff of the Mount Rainier Pool realized that many of the groups who previously used the pool would not be doing so over the summer due to COVID-19.

“Even though the statistics and professional organizations indicated that things would re-open, organizations were not planning on being available during the summer,” said Aquatics Manager, Lauryne Thurmond. “We realized that we would need to develop programming to fill the holes these programs would create in our schedule.”

In response, the pool decided to start two new programs to fill their afternoon time slots: MRP Swim Club and a Lifeguard Prep Course. The MRP Swim Club was for youth aged 9-13 who had completed swim lessons but could not afford to participate on a competitive swim team. The Lifeguard Prep course was for older youth aged 14-18.

“We get many youth who want to work for us and are not able to pass the lifeguard skills of swimming 300 yards and treading water for three minutes,” said Aquatics Coordinator, Quentin Knox. “Our goal was to create a program where members of the community could work on these and other lifeguarding skills in a fun and relaxing atmosphere.”

Both programs ran mid-June through mid-August and were free and partially funded by a grant secured by Councilmember Upthegrove. The new funding will allow the programs to continue in the future.

## Des Moines Pool Metropolitan Park District

|                                   |
|-----------------------------------|
| <b>AGENDA ITEMS SUMMARY SHEET</b> |
|-----------------------------------|

**Agenda Item #:** 8a      **Assigned to:** District GM      **Meeting Date:** 3/15/22  
**Under:** New Business      **Attachment:** Yes  
**Subject:** SEEK Grant Packet (and Outreach)

**Background/Summary:**

On January 28, the District was notified that it received a SEEK (Summer Experiences and Enrichment for Kids) from the Office of Superintendent for Public Instruction of Washington State. The grant is for \$79,575 for swim lessons, for ages 4-14 that will be starting this April. This item is to inform the board of the upcoming processes and get direction and expertise on their expectations.

Letters were sent to Saturday swim lesson parents on March 5 and a packet was sent out by email notification on March 10, 2022.

Attached is a copy of the packet and ad for the programming.

Outreach will include the email notification system, website, social media, PeachJar, PTSA groups and community magazines.

**Fiscal Impact:** N/A

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

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

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

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

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

**Notes/Attachments:**

- SEEK Grant Packet
- Swim Lesson Ad

# SEEK FREE SPRING SWIM LESSON OVERVIEW

## MOUNT RAINIER POOL

### Des Moines Pool Metropolitan Park District



#### OVERVIEW

##### SUMMER EXPERIENCES & ENRICHMENT FOR KIDS (SEEK) GRANT PROGRAM

Kids can learn to swim for free at Mount Rainier Pool this spring and summer, thanks to a grant through the Washington State Superintendent of Public Instruction's office.

In addition to the lessons, the \$79,575 Summer Enrichment and Experience for Kids grant will provide free practice time and a free swim package with a swimsuit, goggles, towel, and swim bag. The funding runs from April 2022 to mid-November. The grant aims to eliminate barriers to learning a lifesaving skill and give kids access to water-based recreational activities.

##### ELIGIBILITY

All children, ages 4-14, are eligible. All participants will need to take a pre-survey and swim test before registering. Lessons are approximately 30 minutes long, and each session is approximately eight lessons (may be affected by holidays). Participants must show up for 75 percent (six of eight) of their lessons per session to be eligible to register for the next session.

- First class missed – We will email the adult responsible for the registration with a reminder.
- Private swim lessons – Private swim lessons are only available if needed to facilitate the instruction of the larger group. The grant requires us to serve as many students as possible, and group lessons are the best method to achieve this.

##### EMAIL NOTIFICATION SYSTEM

We are working to grow the free swim lessons program and may have a periodical need to make adjustments. Please [click here](#) to sign up for our email notification list. We will email any updates. Also, please add [info@mtrainierpool.com](mailto:info@mtrainierpool.com) to your email contacts to ensure you do not have this email blocked or going to a spam/junk folder.

##### LOCATION

All lessons will be offered at the Mount Rainier Pool. [Click here](#) for directions.

Mount Rainier Pool  
22722 19<sup>th</sup> Ave. S.  
Des Moines, WA 98198

##### CONTACT INFORMATION

Below is the generic contact information for the pool.

Phone - (206) 824-4722 (See website for public hours)  
Email – [FrontDesk@MtRainierPool.com](mailto:FrontDesk@MtRainierPool.com)  
Website – [www.MtRainierPool.com](http://www.MtRainierPool.com)

*This packet is five (5) pages. Please review them all before registering.*

## REGISTRATION

### REGISTRATION CHECK LIST

Please complete the following steps before you register.

1. Take a Swim Test
2. Create an Account
3. Complete a Survey

### SWIM TESTS (REQUIRED)

A FREE SWIM TEST is required for all classes other than Pre-Level 1 (ages 4-6) and Level 1 (ages 7-14). These tests help determine that each student is at the optimum level to benefit both the individual and the group. There are two options for taking a FREE swim test.

- Family Swim – You can also take a free swim test at any family swim. Please call ahead to schedule the test for us to best allocate staff.

### CREATE AN ACCOUNT (SPEED UP YOUR REGISTRATION)

Creating an account helps us better serve you. Please use either [this link](#) or the QR Code to the right.



1. You can set up the account by clicking the button in the upper left corner of the screen and following the steps. (You may also use your current Facebook or Google login to set up the account).

2. Please add all family members and include a contact email and phone number.

*NOTE - Actual registration will still be in-person or over the phone to ensure we place students at the optimum levels.*

### REGISTRATION

Current (as of March 2022) participants in programs will still receive priority. We will contact all people registered in the Email Notification System (see above).

Below is a table of the Spring Registration Dates. Summer registration will be released later this Spring and announced via email.

### SPRING REGISTRATION DATES

Below are the dates for April through June.

#### MONDAY & WEDNESDAY (4:30-7PM) LESSONS

| Class Dates                | Current Student Registration | New Student Registration  |
|----------------------------|------------------------------|---------------------------|
| April 18-May 11            | Monday, March 21 @ 4pm       | Wednesday, March 23 @ 4pm |
| May 16-June 13 (No May 30) | Monday, May 2 @ 4pm          | Wednesday, May 4 @ 4pm    |

#### SATURDAY (8AM-11:15AM) LESSONS

| Class Dates                  | Current Student Registration | New Student Registration |
|------------------------------|------------------------------|--------------------------|
| April 16-June 11 (No May 28) | Saturday, March 12 @ 8am     | Tuesday, March 15 @ 4pm  |

*\*Summer dates will be released at a later time. See below for more information.*

## REGISTRATION PROCESS

- **Registration:** All registration is in-person or by phone only. **No online registration.**
  - Registration starts at 4pm on weekdays and 8am on Saturdays (*Specific swim times will be posted at the front desk on the day before the registration date*).
  - One staff member is dedicated to phone registrations, and two people are dedicated to in-person registration. Please be patient.
  - Phone registrations are now in a queue in our system. If you hang up and recall, you will lose your place in line.
- **Class Length:** All classes are 30 minutes long with a short break in between unless otherwise noted. All sessions are eight classes.
- **First-Come, First-Served:** We wish we could provide lessons to all people who apply, but we may be limited by space and staff.
- **Contact Information:** There are no residency requirements for the grant. Please list a good phone number and email to best contact you. Also, please follow the email notification steps below to ensure you are receiving all program requirements.\*
- **Class Size:** All classes will have one instructor to five participants to ensure adequate instruction.
  - *Minimum Class Size* – Three students must be registered to run a class. In cases where only one student is registered, parents can opt to transfer to another class (if space is available).
- **Waitlists:** If you cannot register for a particular class, please try to sign up on the waitlist. Sometimes we have to cancel classes, find additional space or take people off of lists who are not showing up for lessons. Putting yourself on a waitlist does not guarantee you a call, but we will do everything possible to serve the most people.

## CAMP KHAOS

Mount Rainier Pool is also working with the City of Des Moines to extend the grant to cover swim lessons provided to Camp KHAOS participants. Please contact [Des Moines Parks and Recreation](#) for more information.

## SURVEY (REQUIRED)

After you register, you will receive either a link to a survey or a physical copy. You must complete this survey before the first lesson.

- This **Pre-Program Survey\*** is part of the deliverables we must provide to satisfy the grant requirements. We will also use the data to help us better plan for future program offerings and apply for future grants.
- **Post-Program Survey\*** – There will also be a post-program survey that we will send out after the end of the program. The survey will also be used to satisfy the grant requirements.

*\* Not turning in these surveys could affect future SEEK Grant-funded swim lessons eligibility.*

## OTHER IMPORTANT INFORMATION

### COMPLIMENTARY SWIM PACKAGE

Each participant in the Summer Enrichment and Experience for Kids grant program will also receive a complimentary swim package that includes a swimsuit, goggles, towel, and swim bag to hold these items. A list of sizes and samples are available on our swim lesson page and at the front desk. If you have a special request for a swimsuit, please contact us at [Info@MtRainierPool.com](mailto:Info@MtRainierPool.com).

*Note-Size charts will be available after week 1 of lessons.*

## PRACTICE SWIM TIME

Free practice swim time available during Family Swim on the following days:

- *Spring:* Sundays, 11am-1pm (April-End of School)
- *Summer:* Fridays, 9:30-11am (End of School through August).

## QUESTIONS

If you have any questions or concerns, please contact our staff at [\(206\) 824-4722](tel:(206)824-4722) or email us at [FrontDesk@MtRainierPool.com](mailto:FrontDesk@MtRainierPool.com).

## FREQUENTLY ASKED QUESTIONS

What do I do if my child is not within the ages of 4-14?

- The grant program only covers children between the ages of 4 and 14. Parents with children younger than 4 or older than 14 can register for Parent & Child Swim Lessons (ages 6 months to 3 years) or Adult Lessons (ages 15 and older). There is a fee for both programs, and due to the need to best utilize space and staff for the SEEK grant program, these lessons will only be available on Saturdays. Both programs are eligible for our continuing [scholarship program](#).
- This summer, we also have other free programs, including Free Lifeguard and Swim Instructor [Certifications and Training](#) for anyone 15 and older. We will also offer a Free [Lifeguard Prep Course](#) for ages 14-18.

What if my child is sick, or we have a reason we cannot attend lessons?

- Please contact us at [\(206\) 824-4722](tel:(206)824-4722) or [Info@MtRainierPool.com](mailto:Info@MtRainierPool.com) if your child will miss a swim lesson. Both contact resources are available to message us 24/7. There will be a backlog of people who want to take advantage of this program, and we want to teach as many kids as possible. Please do not hold others back from these opportunities.

Do I really need to take a swim test?

- Swim tests best ensure a quality experience for all involved. Other swim providers may not follow American Red Cross swim instruction guidelines, and your child could be placed at a level for which they are not prepared. This is not fair to them or the other participants of the class. You may risk your child being removed from the class, and there may not be a place for them in a different class during the same session. Please help us best serve everyone by taking a swim test.

Why don't you offer online registration?

- We believe in the importance of group dynamics when offering lessons. Our lessons have low instructor-to-student ratios that require us to have the right people in the correct classes. We have not found an online registration process that can ensure this. Wrong placements negatively affect the experience of all people in lessons.

What do I do for a make-up?

- There will be no make-ups so that we can serve the most people possible. We have added Practice Swim Time (see above) to allow parents to help their children catch up if they miss lessons.

What do I do if my child cannot participate in group lessons?

- Some children are not a good fit for group lessons. Please contact us if you need private or semi-private lessons. We will try to provide accommodations when needed.

- As stated in the packet, our priority is to serve the most people, requiring all swim instructors to focus on group lessons.

What do if my child turns age 4 after the start of classes?

- All children must be between the ages of 4 to 14 to participate. You must wait until your child is age 4 to register.
- If you need financial assistance and your child does not fall within age limits, please check out our [scholarship program](#).

What happens if my child is not in the appropriate level?

- Please make sure that your child is signed up for the appropriate level.
- We will only move children if there are spots in other classes. This is difficult to do and we will not overfill another class to accomplish this.
- With these being free lessons, there will be no refunds and we will not hold a spot for future lessons for your child.
- Finally, children in the wrong level could affect their enjoyment in swimming by making them feel uncomfortable. By keeping them in the appropriate level, you are best helping them continue to enjoy swimming.

My child took lessons at another pool. Can I assume they will be in the same level for these lessons?

- Not all pools follow American Red Cross swim lesson procedures and some pools are more lenient about moving children up in swim levels.
- We want to ensure children are ready to move onto the next set of lessons to ensure they are properly prepared for safety and to help them in future swim endeavors including swim teams and lifeguarding.
- Please ensure your child is in the proper lessons by taking a swim test before registering.

Why are you only offering Parent and Child and Adult classes on Saturdays?

- The grant only covers children, ages 4-14. It does not cover the Parent and Child and Adult classes.
- Our short-term goal is to teach as many children as possible to swim under this grant.
- We do have plans for Parent and Child and Adult weekdays lessons in the Fall after the grant.
- Our long-term goal is to someday be offer to teach every single child in our area to swim. This grant is a big step towards that. Many children were not able to access lessons during the pandemic. Our goal is to help them catch up with this grant.

Have a question that is not answered above?

- Please click here or email us at [FrontDesk@MtRainierPool.com](mailto:FrontDesk@MtRainierPool.com) if you have a question not answered above. We usually respond in one business day.

**MOUNT RAINIER POOL - 22722 19<sup>th</sup> Ave. S. – (206) 824-4722 - [www.MtRainierPool.com](http://www.MtRainierPool.com)**

## Des Moines Pool Metropolitan Park District

|                                   |
|-----------------------------------|
| <b>AGENDA ITEMS SUMMARY SHEET</b> |
|-----------------------------------|

**Agenda Item #:** 8b    **Assigned to:** District General Manager    **Meeting Date:** March 15, 2022

**Under:** New Business

**Attachment:**    Yes ☐ No ☒

|                                                |
|------------------------------------------------|
| <b>Subject:</b> <i>WCIA Annual Review 2022</i> |
|------------------------------------------------|

|                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Background/Summary:</b> On March 15, 2022, the District performed its annual review, which is part of its COMPACT. The District GM will give an update and discuss how far the District is towards its requirements.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                           |
|---------------------------|
| <b>Fiscal Impact:</b> N/A |
|---------------------------|

|                                                               |
|---------------------------------------------------------------|
| <b>Proposed Motion:</b> No Motion Needed. Informational Only. |
|---------------------------------------------------------------|

Reviewed by District Legal Counsel:    Yes ☐ No ☒ Date: N/A

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

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

**Follow-up Needed:**    Yes ☒        No ☐        Report back date: Monthly

|                                                                              |
|------------------------------------------------------------------------------|
| <p><b>Notes:</b> No attachments.</p><br><br><br><br><br><br><br><br><br><br> |
|------------------------------------------------------------------------------|

## Des Moines Pool Métropolitain Park District

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|-----------------------------------|
| <b>AGENDA ITEMS SUMMARY SHEET</b> |
|-----------------------------------|

**Agenda Item #:** 8c      **Assigned to:** District G.M.      **Meeting Date:** 03/15/22

**Under:** New Business      **Attachment:** Yes

|                                                                 |
|-----------------------------------------------------------------|
| <b>Subject:</b> Des Moines Legacy Foundation Grant for Training |
|-----------------------------------------------------------------|

**Background/Summary:**

The Mount Rainier Pool has received a grants of \$84,575 including \$79,575 for swim lessons through SEEK/OSPI and \$5,000 for the community swim club and lifeguard prep courses. To fully utilize these grants, MRP needs to hire and train more swim instructors and lifeguards.

The Des Moines Legacy Foundation has stepped forward to cover three lifeguards training courses and a swim instructor training course. The grant is for up to \$10,000.

Lifeguard trainings will be offered, Spring Break, early Summer and late Summer, and the swim instructor course will be added in early Summer.

We are currently taking interest lists for both programs on our employment page, and there will be additional marketing including social media, PeachJar, school and group contacts and other mediums.

|                                                                      |
|----------------------------------------------------------------------|
| <b>Fiscal Impact:</b> Save Pool District up to \$10,000 in training. |
|----------------------------------------------------------------------|

|                                                                 |
|-----------------------------------------------------------------|
| <b>Proposed Motion:</b> No motion necessary. Informational Only |
|-----------------------------------------------------------------|

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

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

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

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

**Notes:**

- DMLF Project Funding Request
- DMLF Press Release
- Des Moines Currents Lifeguarding Ad

# DES MOINES LEGACY FOUNDATION

## Project Funding Request

### Vision Statement

Together with you we can build a brighter future through parks, recreation and senior services in the Des Moines community.

### Mission Statement

To provide services for all ages  
 To promote interest and leadership in charitable giving  
 To respond as a positive force to the changing needs of the community  
 To pool assets to maintain, improve, and create community park and recreation services

The Des Moines Legacy Foundation supports this mission by providing opportunities for community projects serving its parks, recreation and senior services needs.

#### **The following guidelines apply to all Des Moines Legacy Foundation Project Requests:**

- Any organized group, business or individual with a project that furthers the Des Moines Legacy Foundation's mission is eligible to apply for Project Funding. Projects co-sponsored by the Parks, Recreation and Senior Services Department or other Des Moines community services organizations will receive priority.
- Requests may be made for specific projects in amounts between \$500 to \$20,000.
- Projects may be required to provide project insurance naming the Des Moines Legacy Foundation as an additional insured throughout the term of the agreement. This expense should be included in the proposed project budget.
- Projects may be required to provide up to 10% of the project's gross revenues (depending on the complexity of the project) for Des Moines Legacy Foundation's accounting and administrative overhead costs (banking charges, office supplies and etc.). This expense should be included in the proposed project budget. Any portion of the unused funds will be returned to the project.
- Requests may be submitted throughout the year. Requests may be returned to the Des Moines Legacy Foundation at the address indicated or they may be sent via email to: [desmoineslegacyfoundation@gmail.com](mailto:desmoineslegacyfoundation@gmail.com)
- The Des Moines Legacy Foundation must be acknowledged as a project sponsor on promotional materials, such as event programs, flyers, press releases or spot announcements related to the project.
- The applications will be reviewed on an individual basis. Foundation board members will gather information through phone contact and also on-site visits when deemed necessary. The Des Moines Legacy Foundation reserves the right to reject any request for any reason.

## DES MOINES LEGACY FOUNDATION PROJECT PROPOSAL COVER SHEET

Please type or use black ink

Date: 2/15/2022

Applicant Name(s) Scott Deschenes

Mailing Address 22015 Marine View Drive S, Des Moines, WA 98198

Organization Des Moines Pool Metropolitan Park District Position/Title District Manager

Contact Phone (206) 824-4722 Email scott.deschenes@desmoinespool.org

Project Title: **Emergency Lifeguard/Swim Instructor Training**

Proposal Request Amount (Amount of funds you wish to receive or raise) \$10,000

Summary description of project:

**The Washington Recreation & Parks Association has awarded the Des Moines Pool Metropolitan Park District a \$79,575 grant to provide free swim lessons for any child in the pool district. The award was in response to our proposal to promote equity and diversity in swimming for the Des Moines community.**

**The grant is from the WRPA's Summer Experiences & Enrichment for Kids program for summer outdoor programs serving school-aged youth (K-12 – age 4-21). The purpose of the SEEK Fund is to increase access to quality, outdoor summer programming for youth and communities who have historically been underserved and who have been most impacted by the COVID-19 pandemic. Studies document that children who swim do better academically, adopt healthier lifestyles, and have significantly greater career choices than their peers.**

**The grant covers the period between April 15 and Nov. 15, 2022, and basically encompasses our entire capacity for providing swim lessons for that period.**

**Unfortunately, the combination of a scarcity of lifeguards/swim instructors, the annual loss of lifeguard/swim instructors to seasonal pools, and COVID-related issues will make achieving our goal difficult. Because of the economic obligations in achieving the necessary training and certification obligations, some potential lifeguard/swim instructors are dissuaded from applying for these jobs.**

**We propose to eliminate the economic disincentives by implementing a free emergency program to recruit, train, equip and deploy a sufficient number of lifeguard/swim instructors to meet our targeted swim lesson goal.**

**We estimate the cost of this emergency effort to be \$10,031.**

The Des Moines Legacy Foundation has the right to use this proposal and the results of this project, if funded, for public information purposes.

Name and Title (please print) Scott Deschenes, District Manager, Des Moines Pool Metropolitan Park District.

Signature \_\_\_\_\_

**Affiliation Endorsement:**

Des Moines Pool Metropolitan Park District

Name (please print) Shane Young, president \_\_\_\_\_ Signature \_\_\_\_\_

**Please sign your application and Mail or email to:**

DMLF Board Member, DMLF Conduit Committee Chair

c/o DMLF

P.O. Box 13582

Des Moines, Washington 98198

desmoineslegacyfoundation@gmail.com

## DES MOINES LEGACY FOUNDATION PROJECT PROPOSAL

In order to evaluate your application, the review committee needs a basic understanding of your proposal. Within the space provided, please provide a **brief** response to the following questions.

**1. FULL PROJECT DESCRIPTION:** Describe the project activities you wish to undertake through this request. Address the project objectives, how the project will support the DMLF mission, what will be done, who will do it, what resources you are requesting, and where project activities will take place. (Attach separate sheet if necessary)

### **Emergency Lifeguard/Swim Instructor Training Program.**

**Especially here in the Pacific Northwest, the ability to swim plays a major role in a child's recreation, education and career possibilities. Swimming is an essential life skill that can lead to a healthy lifestyle that can follow each child for the rest of their lives.**

**We have recently received a \$79,575 SEEK grant from Washington Recreation and Parks Association to provide free swim lessons for kids between April 15 and Nov. 15, 2000. The "Summer Experiences & Enrichment for Kids" program is for summer outdoor programs serving school-aged youth (K-12 – age 4-21). The purpose of the SEEK Fund is to increase access to quality, outdoor summer programming for youth and communities who have historically been underserved and who have been most impacted by the COVID-19 pandemic.**

**Because of the general shortage of guards/instructors and the seasonal startup of four community pools in our service area (Gregory-Seahurst, Normandy Cove, Olympic View, and Marine Hills Swim and Tennis Club), there is an urgent need to train guards/instructors to meet demand posed by the SEEK grant objectives.**

**The purpose of our project is to train additional lifeguards and swim instructors. There is a nationwide shortage of guards and instructors that prevents pools from maximizing the number of kids who become swimmers. One of the barriers to becoming certified as a lifeguard and instructor is economic. This project will enable our staff to offer free instruction at Mount Rainier Pool to attract willing candidates so that they can train more kids to swim. We are asking the Legacy Foundation to help us defray the costs of offering free training and equipping of additional lifeguard/instructors.**

**Please see the attached Staff Training Post Covid-19 (Short-Term Plan) for greater detail.**

**2. TARGET AUDIENCE:** How many people will be *directly* involved in the project?

**Up to 20 participants in four sessions, plus instructors**

Describe the target audience and explain their involvement:

**We are looking for people interested in serving their community. Completion of this training can serve as either a career in aquatics or as a basis for any number of related careers, including first response professions, early childhood education, and teaching in general.**

**3. EVALUATION:** What is the schedule for accomplishing and evaluating the project? How will the success of the project be measured? How will you know if you have met your goals and objectives?

**March 15 to Sept. 15 (Our schedule is attached). The measurement of the success of the program will be the number participants who achieve their certification and find work as lifeguards/swim instructors.**

**4. OTHER RESOURCES:** What other funding sources are expected? Will you be using additional materials, labor, or dollars for this project (i.e., donations, volunteer labor, other grants, building funds)?

Yes   X   No        If yes, please describe.

**5. PARTICIPATING ORGANIZATIONS:** Name all other organizations that will participate in the sponsorship of this activity:

**None**

**6. PROCEEDS DISTRIBUTION:** Name all organizations that will receive any portion of the funds raised by this activity

**Des Moines Pool Metropolitan Park District and, possibly, the Tukwila Pool Metropolitan Park District if we find ourselves short of facility scheduling/capacity. Please note that, even as the number of children in need of swim lessons in this area exceeds the capacity of area pools, we need to build up the labor pool of guards/instructors to meet that demand without cannibalizing our sister pools.**

**7. BUDGET INFORMATION:** Include budget information for requested funds such as kinds of materials needed, sources of supplies, and costs. Be sure to include cost of project insurance (if needed), appropriate sales tax, and 10% of net fundraising revenues for accounting and administrative overhead.

Estimated Cost:

**\$10,013. Budget attached**

**PROJECT DESCRIPTION ADDENDUM**

### **DMLF Press Release**

A \$10,000 grant to support Mount Rainier Pool's efforts to train new lifeguards and swim instructors was announced this week by the Des Moines Legacy Foundation.

It usually costs applicants \$250 to attain lifeguard certification and another \$200 for swim instructor certification. The Legacy grant allows pool staff to offer the classes for free.

The pool will post registration and class schedules shortly.

Swimming is an essential life skill that has life-long health implications and benefits a child's education prospects, according to numerous studies. It also enhances a child's access to recreational and career opportunities while significantly reducing the chances of childhood drownings.

Unfortunately, there is a nationwide shortage of lifeguards and swim instructors.

"Legacy is particularly proud to help make sure there are enough swim instructors to support our kids as we emerge from the Covid pandemic," said Patrice Thorell, foundation president. "The significant part about this grant is that having enough lifeguard/instructors increases the opportunity for both little kids to learn to swim while our young adults will be developing skills that can benefit their chosen careers."

Although the training comes with no strings attached, Legacy is hopeful that the recipients will seek employment at Mount Rainier Pool.

"With the nationwide lifeguard/swim instructor shortage, these young adults are going to be in demand. But we're hoping they will choose to support the community that is supporting them," Thorell said.

The Des Moines Pool Metropolitan Park District operates Mount Rainier Pool, and District Manager Scott Deschenes said the Legacy grant comes at a particularly important time.

"The District is not only trying to assist our kids coming out of Covid, but we are also trying to make sure that swimming instruction is available to all demographic groups across the city," Deschenes said. "Increasing the number of guards/instructors is essential to achieving those goals. Thank you, Legacy."

The Legacy Foundation was founded in 1999 with a mission of building community by providing access to recreational programs for kids and seniors and promoting the arts.



# GET YOUR FEET WET WITH US!

## LIFEGUARDING

IS A GREAT INTRODUCTION TO A



## FIRST RESPONDER CAREER

Become a lifeguard and learn life-saving skills on-the-job that can help prepare you for a career as a firefighter, police officer, emergency medical technician, or the military.

WE MAY TRAIN YOU  
THIS SUMMER FOR  
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FOR DETAILS



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# LOOKING FOR LIFE **CHANGERS**

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Swimming is an essential life skill that greatly enhances our kids' opportunities for success. Lifeguards are in a unique position to open exciting academic, recreational and career opportunities for our kids.

Sadly, lifeguards are in short supply. We're looking for young adults who want to make a difference in a child's life.

The Des Moines Legacy Foundation is teaming up with Mount Rainier Pool to make sure there are enough lifeguard/swim instructors to train our kids this summer. That's why Legacy has given the pool \$10,000 so that they can offer free lifeguard/swim instructor certification.

Go to [MtRainierPool.com](http://MtRainierPool.com) and learn how you can make a difference in a child's life.

Des Moines Legacy Foundation.  
Building community since 1999.  
Visit us at [DMLegacy.com](http://DMLegacy.com)



## Des Moines Pool Metropolitan Park District

|                                   |
|-----------------------------------|
| <b>AGENDA ITEMS SUMMARY SHEET</b> |
|-----------------------------------|

|                          |                                 |                      |         |
|--------------------------|---------------------------------|----------------------|---------|
| <b>Agenda Item #:</b> 8d | <b>Assigned to:</b> District GM | <b>Meeting Date:</b> | 3/15/22 |
|--------------------------|---------------------------------|----------------------|---------|

|                            |                        |
|----------------------------|------------------------|
| <b>Under:</b> New Business | <b>Attachment:</b> Yes |
|----------------------------|------------------------|

**Subject:** Policy 272, Telecommuting

**Background/Summary:**

At the February 15 board meeting, the Board of Commissioners recommended the board look at a remote working policy. The District did pass Policy 272 Telecommuting at the start of the pandemic in 2020 to help manage remote work as part of its Continuity of Operations Plan during the initial phases of the pandemic.

Legal has recommended the attached change to Policy 272 Telecommuting. If board has any recommended changes, please have them to the District GM by March 29, 2022.

An editable version of the report will be sent out with the District GM's weekly report on Friday, March 18.

**Fiscal Impact:** N/A

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

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

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

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

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

**Notes/Attachments:**

- Policy 272, Telecommuting

**272 – Telecommuting Policy**

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**272 – Telecommuting Policy****1.0 PURPOSE**

The purpose of the Telecommuting Policy is to establish policies and procedures to encourage, where appropriate, the use of telecommuting in order to attract and retain a diverse and talented work force by adopting workplace strategies that support flexibility and mobility in the workplace, to be an employer of choice, reduce costs, encourage affordable traffic mitigation, and further goals of local, state and national policies and regulations such as the Clean Air Act and the Commute Trip Reduction Law. Additionally, to provide the District with the ability to select and place employees in a telecommuting status, based on public health and safety recommendations and measures.

Telecommuting is supported as an alternative work arrangement and allows the District to implement telecommuting arrangements where appropriate for eligible employees. Telecommuting is not a right and requires prior approval of the District General Manager. The District or employee may discontinue the telecommuting arrangement at any time without advance notice.

**2.0 SCOPE**

All employees must meet the criterion for Telecommuting and request the opportunity to do so.

**3.0 DEFINITIONS**

“Telecommuting” means work performed at an employee’s residence to conduct an employee’s job duties, or at other locations when approved by employee’s direct supervisor.

“District Facilities” refer to the Mount Rainier Pool and District Offices.

**4.0 POLICY**

An employee may be permitted to telecommute for all or a portion of the employee’s workweek, if approved in advance by the District General Manager. Telecommuting may be approved if the duties will not negatively impact service delivery, customer service, or the overall function of the work unit.

**5.0 TELECOMMUTING PROGRAM REQUIREMENTS**

- The duties, obligations and responsibilities of an employee who telecommutes shall remain the same as the employee’s duties, obligations and responsibilities prior to telecommuting
- The amount of time spent telecommuting during a work week may vary by position, department expectations and equipment needs.
- Unless authorized by the District General Manager, telecommuting shall not generally be used as a substitute for dependent care. A telecommuting employee must make arrangements for dependent care during the telecommuting period to ensure that

## 272 – Telecommuting Policy

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dependent care does not interfere with the employee's performance of their job responsibilities.

- Telecommuting employees shall not hold in-person business meetings with internal or external clients, customers or colleagues at their residence.
- A telecommuting employee may not perform work for a non-District employer during the telecommuting period. Unless a telecommuting employee is on pre-approved leave, the employee must communicate effectively with supervisors, co-workers, support staff and external clients during telecommuting period(s).
- FLSA-exempt employees must indicate the hours they will be available to be reached by staff and customers, which shall also be approved by the employee's supervisor.
- As part of approval of a telecommuting request, the supervisor may outline specific job assignments and expectations the telecommuting employee must perform. Work schedule variations are subject to supervisor approval.
- For Non-exempt employees covered under the Fair Labor Standards Act (FLSA), any hours beyond their normal work schedule must be authorized **in writing** in advance by the employee's supervisor/director.
- Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their home during their defined work period. The employee is responsible for maintaining a safe and ergonomic work environment. The District will not provide office furniture to employees who telecommute.
- All District employees must use District issued equipment for telecommuting and follow all security measures setup by District). Personal devices are not allowed. This is to ensure the District's resources (i.e. computer systems, networks, databases, corporate data etc.) are protected from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, loss of revenue and damage to our public image.
- All remote access will be managed by the District's IT consultant.
- Telecommuters shall make every effort to secure District information in their residence and prevent unauthorized access to any District system or information. If District equipment is stolen or damaged while at the employee's residence, the employee is required to report the loss to their Supervisor, the District General Manager, and local law enforcement.
- The telecommuter, supervisor or District General Manager may end the telecommuting arrangement at any time.
- Telecommuters must understand and agree to the Program Requirements listed in this policy.

## 272 – Telecommuting Policy

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### 6.0 ELIGIBILITY

Employees are eligible, if they:

- Have job duties that are not required to be performed at the District's facilities.
- Can be available by cell phone, telephone, email or text, during all telecommuting hours.
- There is minimal need for specialized material, equipment or other resources for telecommuting capability.
- The employee's job is not dependent on the location of the workplace.
- The employee shall have previously demonstrated to the department director's satisfaction, their capability to work productively without direct supervision.

### 7.0 EMPLOYEE RESPONSIBILITY

An eligible employee seeking to telecommute must submit a written request to their supervisor. The written request must include:

- Proposed Telecommuting day(s) per week and number of hours per day requested and proposed duration of telecommuting arrangements.
- Tasks the employee proposes performing while telecommuting.
- Core working hours during which the telecommuting employee will be on work status and available to be reached by staff and customers.
- Complete IT Department document *Remote Access Policy and Agreement* prior to start of telecommuting.

### 8.0 ASSIGNED TELECOMMUTING

Under other-than-normal circumstances, including but not limited to; natural disasters, risks to public safety and/or health, at the discretion of the District, employees may be asked to telecommute, in order to maintain effective operations of government.

While not all employees will be able to telecommute, the District will identify employees who are essential to daily operations, and make every effort to provide telecommuting options for them, if/when the current status of the District, City, County and/or State recommends or requires it. Assignment of telecommuting, to employees, will be consistent with the District's *Continuity of Operations Plan* (Policy \_\_\_\_\_).

**272 – Telecommuting Policy**

## TELECOMMUTING REQUEST FORM

### Des Moines Pool Metropolitan Park District

Employees who wish to telecommute must complete and submit this form to supervisor for approvals prior to telecommuting. The District General Manager agrees to monitor the employee's performance and adhere to established guidelines and work standards.

|                                |  |
|--------------------------------|--|
| Employee Name (Printed):       |  |
| Position Title:                |  |
| Supervisor:                    |  |
| Days Requested to Telecommute: |  |
| Primary Work Hours:            |  |
| Number Available At:           |  |
| Purpose of Telecommuting:      |  |

**Employee Agreement:** I hereby request approval to telecommute. I understand that the District or employee may discontinue the telecommuting agreement at any time. I have read Telecommuting Policy 272, understand, and agree to adhere to all policies required to participate in the telecommuting program.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

District GM: \_\_\_\_\_ Date: \_\_\_\_\_

## Des Moines Pool Metropolitan Park District

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| <b>AGENDA ITEMS SUMMARY SHEET</b> |
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**Agenda Item #:** 8e      **Assigned to:** District GM      **Meeting Date:** 3/15/22  
**Under:** New Business      **Attachment:** No  
**Subject:** Future Board Meetings

**Background/Summary:**

The State of Washington is starting to lift Covid-19 proclamations. As of March 12, the vaccine verification and mask mandate have been lifted.

As of March 3<sup>rd</sup>, the Municipal Research and Services Center (MRSC) has given the following direction from its interpretation of the State of Washington Proclamations on the Open Public Meetings Act (OPMA) regarding Covid-19 protocols.

We have received a number of questions about whether the upcoming changes to the face mask requirements will change how local governments conduct meetings subject to the Open Public Meetings Act (OPMA). In short, no. [Proclamation 20-28.14](#) (extended by [Proclamation 20-28.15](#)) remains in effect until specifically modified or the emergency is terminated. All meetings subject to the OPMA are *required* to be a remote meeting with an *optional* in-person component. Agencies choosing to hold hybrid meetings must make sure there is sufficient space for everyone that wants to physically attend (including overflow space if necessary) and must comply with any other health directives (including local health orders) in effect.

If directives change before the Regular Board Meeting on March 15. Those directives will be brought to the meeting.

**Fiscal Impact:** N/A

|                                                                                        |
|----------------------------------------------------------------------------------------|
| <b>Proposed Motion:</b> Motion is determined by discussion and direction of the board. |
|----------------------------------------------------------------------------------------|

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

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

**Action Taken:**      Adopted             Rejected             Postponed       

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

|                                           |
|-------------------------------------------|
| <b>Notes/Attachments:</b> No attachments. |
|-------------------------------------------|